#3665

unsupervised contact with students. In order to comply with the bill, we are recommending adoption of a new Policy 3655, as well as amendments to Policies 5120P, 5122, and 5430NF.

2. **HB471**: This bill amends the requirements for mandatory notices to parents regarding human sexuality instruction and adds requirements related to identity instruction. In order to comply with bill, we are recommending amendment of Policy 2335.
3. **HB819**: This bill prohibits the display of flags or banners on District property other than specific types of flags identified in the bill. In order to comply with the bill, we are recommending adoption of a new Policy 8560.
4. **HB400**: This bill prohibits adverse employment action or student disciplinary action against an individual that declines to provide their own pronouns or declines to address another person by a name other than their legal name or by using a pronoun inconsistent with the person's sex. In order to comply with this bill, we are recommending amendments to Policies 3310 and 5255.
5. **HB600, SB211, and SB502**: These bills collectively address emergency administration of asthma medications and opioid antagonists. In order to comply with this bill, we are recommending amendments to Policy 3416.
6. **SB278:** This bill provides funding in the form of advanced opportunity aid and the quality educator payment for an advanced opportunity facilitator position of employment. In order to comply with this bill, we are recommending amendments to Policy 1015FE.
7. **HB338 & SB35**: These bills collectively add math to early targeted intervention, exceptional circumstances, and revise out of district student requirements for children enrolled in a jumpstart early intervention program. In order to comply with these bills, we are recommending amendments to Policies 2158, 2165, 2165NF, 3110, and 3121.
8. **HB631 & SB297**: These bills collective amend definitions for the pupil online protection act. In order to comply with these bills, we recommend amendment of Policy 3650.
9. **HB226**: This bill requires confirmation of citizenship or work authorization status. In order to comply with this bill, we are recommending adoption of a new Policy 5123.
10. **HB250:** This bill revises provisions related to out-of-district attendance. In order to comply with this bill, we are recommending amendments to Policies 2050 and 3141.
11. **HB567**: This bill generally amends provisions related to multi-district agreements and provides an incentive for county-wide multi-district agreements. In order to comply with the bill, we are recommending amendment of Policy 1007FE.
12. **HB602**: This bill specifies that nonrenewal of a nontenured teacher for financial reasons is nonrenewal without cause and requires the matter to be placed on a Board meeting agenda before June 1. In order to comply with this bill, we are recommending adoption of a new Policy 5252.
13. **HB359**: This bill amends the requirement for hiring a recently retired teacher to allow for hiring a retired teacher who is employed to mentor a newly hired teacher. In order to comply with this bill, we are recommending amendment of Policy 1009FE.
14. **HB651**: This bill permits installation of temporary door locking devices for use during shelter-in-place or emergency lockdown situations with violation of fire codes. In order to comply with this bill, we are recommending amendment of Policy 8301.
15. **HB343**: This bill requires districts to allow for release of students from school for religious instruction at the written request of the parent and allows districts to award academic credit for completion of religious instruction under certain circumstances. In order to comply with this bill, we are recommending amendment of Policy 3224. → 2334
16. **HB381**: This bill allows for students to earn credits towards graduation for working in congregate-care facilities, child-care facilities, or school-age programs under certain circumstances. In order to comply with this Policy, we recommend amendment of Policy 2600.
17. **HB591**: This bill adds "Freedom Week" to the list of commemorative days set forth in § 20-1-306, MCA, in order "to educate students about the sacrifices made for freedom in the founding of the United States and the values on which the United States was founded." In order to comply with this bill, we recommend amendment of Policy 2100.
18. **SB181**: This bill revises provisions related to Indian Education for All. In order to comply with this bill, we are recommending amendment of Policy 2450.
19. **SB369**: This bill revises provisions related to suicide training and prevention. In order to comply with this bill, we recommend amendment of Policy 2150.

The above list is not a complete list of updates based on the legislative session, but includes the most time-sensitive bills. We will provide an additional update in the future, which will address additional bills passed by the Legislature as well as other recommended updates.

Also, the Model Policy Manual has not yet been updated in coordination with the above, but will be updated next week. As previously mentioned, we've uploaded a PDF into the Policy Notes Library.

As always, if there are any questions, please feel free to contact us via legal@mtsba.org and/or policy@mtsba.org.

Policy 3665: Student Safety

In order to ensure the safety and welfare of students, no individual, regardless of employment status with the District, shall have unsupervised contact with students while in school, at a school-sponsored activity, or in transit to a school-sponsored activity unless the individual has:

a. completed a fingerprint-based national criminal history background check pursuant to the educator licensure policies of the board of public education; or

b. the individual has provided to the Montana department of justice information and material sufficient to obtain a fingerprint-based national criminal history background check; and the trustees, the superintendent of the district, or another individual designated by the trustees has reviewed the results of the background check.

For the purposes of this Policy, the term "unsupervised contact" shall mean any interaction with students that does not involve direct supervision by an employee of the District. Additionally, any employee or volunteer who is responsible for supervising another employee's or volunteer's contact with children is considered to have unsupervised contact with children by virtue of their oversight responsibilities. Therefore, they must also undergo a background check prior to employment or assignment.

The District may designate certain employees and volunteers who will never have unsupervised contact with students and are therefore exempt from the background check requirement. Such designations may include, but are not limited to:
[List specific positions, titles, or roles that will not require background checks, e.g., administrative staff, maintenance workers, etc.]

Policy 5122: Fingerprints and Criminal Background Investigations

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving ~~regular~~ unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation [federal fingerprint-based criminal history record check] conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation:

- A certified employee seeking full- or part-time employment with the District;
- A non-certified or classified employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, including a chaperone, who has ~~regular~~ unsupervised access to students; and
- Substitute teachers.

Montana Code Annotated	Description
44-5-301	Dissemination of public criminal justice information
44-5-302	Dissemination of criminal history record information that is not public criminal justice information
44-5-303	Dissemination of confidential criminal justice information – procedure for dissemination through court
20-3-323	District Policy and Records Act

Administrative Rules of Montana	Description
10.55.716	Substitute Teachers

United States Code	Description
Public Law 105-251	Volunteers for Children Act

Cross References

Code	Description
1000	Legal Status, Operation and Organization
1521	Board/Superintendent Relationship
5120	Hiring Process and Criteria
5120-P(1)	Hiring Process and Criteria - Federal Background Check, Fingerprints, and Information Handling Procedure
5120-F(1)	Hiring Process and Criteria - Determination Form
5120-F(2)	Hiring Process and Criteria - Privacy Act Statement
5120-F(3)	Hiring Process and Criteria - Determination Of Eligibility for Hire
5120-F(4)	Hiring Process and Criteria - Notice of Federal Background Check Determination
5120-F(5)	Hiring Process and Criteria - Dissemination Log
5120-F(6)	Hiring Process and Criteria - Re-dissemination of Criminal History to the Individual
5430	Volunteers
5430-NF(1)	Volunteers - Volunteer Agreement Form
8300	Risk Management
8301	School Safety

Policy 2335: ~~Health~~ Enhancement Human Sexuality Instruction and Identity Instruction

~~Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. An instructional approach will be developed after consultation with parents and other community representatives. Parents and guardians may ask to review materials to be used and may request that their child be excluded from human sexuality education or instruction class sessions without prejudice in accordance with Policy 3120. The District will notify parents and guardians 48 hours prior to any event, assembly, or introduction of materials for instructional use on the topic of human sexuality. Notification of parent or guardian rights under this policy will be issued on an annual basis. For purposes of this Policy, "human sexuality education or instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities. AIDS Education and Prevention The Board believes HIV/AIDS and other STD/STI instruction is most effective when integrated into a comprehensive health education program. Instruction must be appropriate to grade level and development of students and must occur in a systematic manner. The Board particularly desires that students receive proper education about HIV and other STD/STI's, before they reach the age when they may adopt behaviors which put them at risk of contracting the disease. In order for education about HIV and other STD/STI's to be most effective, the Superintendent will require that faculty members who present this instruction receive continuing in-service training which includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction, but who have contact with students, will receive basic information about HIV/AIDS and other STD/STI's and instruction in use of universal precautions when dealing with body fluids. In accordance with Board policy, parents will have an opportunity to review the HIV/STD/STI education program, before it is presented to students.~~

Definitions:

The following definitions apply for the purposes of this policy:

(a) "Human sexuality instruction" means instruction that has the goal or purpose of studying, exploring, or informing students about any of the following human sexuality topics: intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

(b) "Identity instruction" means instruction that has the goal or purpose of studying, exploring, or informing students about gender identity or gender expression, or sexual orientation.

(c) "Instruction" means the conduct of organized learning activities, including the provision of materials, for students in a public school, whether conducted by a teacher or other school staff or guests invited at the request of the school or district and regardless of the duration, venue, or method of delivery.

Neither "human sexuality instruction" nor "identity instruction" includes or applies to a teacher's response to an unexpected student-initiated inquiry related to the topics under each term to the extent necessary to resolve the inquiry or to maintain civility and decorum in the classroom.

Annual Notice to Parents:

1. Using contact information most recently provided by the parent or guardian, the District shall annually notify in advance the parent or guardian of each student scheduled to be enrolled in a

course that includes units or lessons on human sexuality instruction or identity instruction of:
(a) the basic content of the district's or school's human sexuality instruction or identity instruction intended to be taught to the student and the option to review all curriculum materials related to human sexuality instruction or identity instruction; and
(b) the parent's or guardian's right to withdraw the student from the District's human sexuality instruction; and
(c) the requirement that the parent or guardian provide written permission to allow the child to attend identity instruction.
The annual notice shall include an electronic link to materials or summaries of materials consistent with copyright laws for the District's health enhancement curriculum including lesson plans or other materials used for human sexuality instruction or identity instruction and a calendar of events or assemblies at which human sexuality instruction or identity instruction will be provided.

Additional Notice to Parents:
In addition to the annual notice required above, the District will provide notice to parents no fewer than 5 school days or more than 14 school days prior to holding an event or assembly or first introducing materials for instructional use.

Parental Permission
The District will not require or permit a student to attend or participate in identity instruction without the prior written permission of the parent or guardian. Written permission may be provided by the parent following the annual notice to parents, but parents or guardians shall have the right to cancel or rescind permission by providing written notice to the Superintendent at any time.

Excused Absence
Any student whose parent or guardian has withdrawn the student from human sexuality instruction or has not provided prior written permission for participation in identity instruction will be excused from attending such instruction, and the absence will be an excused absence in accordance with § 20-5-103, MCA.

Summary of Curriculum
The District shall prepare a summary of the district's health enhancement curriculum and shall review and prepare any updates to the summary each year. The summary is public information and is subject to the public's right to access information pursuant to § 2-6-1003, MCA.

Montana Code Annotated	Description
20-5-103	Compulsory Attendance and Excuses
20-7-120	Excused Absences from Curriculum Requirements
~~50-16-1001~~	~~AIDS Prevention Act~~

Code	Description
2132	Student and Family Privacy Rights
2158	Parent and Family Engagement and Educational Involvement
3120	Compulsory Attendance

Policy 8560: Display of Flags and Banners on District Property

Definitions

"Flag" means any physical or digital material designed for display on a flagpole, building, wall, vehicle, or other structure.

"District property" means buildings, grounds, vehicles, uniforms, and any other property owned, leased, or controlled by the District.

Display of Flags and Banners

No flag or banner may be displayed in or on District property other than the following flags and banners:

a. the United States flag;
b. the official flag of the state of Montana, or any county, municipality, special district, or other political subdivision within the state;
c. the official flag of a school district, public university, or community college;
d. the official flag of any state in the United States;
e. the official flag of any federally recognized tribal nation;
f. the official flag of any federally recognized foreign nation;
g. the official flag of any of the branches and units of the United States military;
h. official historical flags of the United States and the state of Montana, including but not limited to the Betsy Ross flag, Gadsden flag, and other flags of historical significance;
a. the POW/MIA flag, as provided in § 1-1-541, MCA;
j. flags or banners representing official school mascots and colors; and
k. official law enforcement flags, including but not limited to flags honoring law enforcement officers and fallen officers.

No flags or banners may be displayed on District property that represent a political viewpoint, including but not limited to flags or banners regarding a political party, race, sexual orientation, gender, or political ideology. This restriction does not apply to flags recognizing official government entities, law enforcement agencies, military branches, or public service organizations.

Nothing in this policy may be construed to limit the private speech of individuals, and nothing in this policy may be interpreted to restrict expressions of personal belief outside of official government displays.

The restrictions in this policy do not apply to personal clothing, jewelry, or accessories worn by government employees, except where specific uniform policies or official dress codes apply.

Policy 3110: Entrance, Placement, and Transfer

Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll and admit a child to a school in the district when the child is 5 years of age or older on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools.

The Trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. Students enrolled by the Trustees under this provision shall find the student's exceptional circumstances:

(a) the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
(b) the child under 5 is being admitted into an early ~~literacy~~ targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
(c) the adult is 19 years of age or older and in the trustees' determination would benefit from educational programs offered by a school of the district.

The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.

The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meets the age and residency requirement of this policy on a part-time basis at the request of the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee shall be calculated for purposes of ANB consistent with Policy 3121.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. For the purposes of this section "proof of identity" means a certified copy of a birth

certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity.

2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in student data management system as soon as enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8)

A student transferring into the District will be admitted and placed
subject to observation by appropriate teachers and a building principal during a probation period of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade

and level placement.

Montana Code Annotated	Description
20-1-101	Definitions
20-5-101	Admittance of child to school
20-5-403	Immunization required – release and acceptance of immunization records
20-5-404	Conditional Attendance
20-5-405	Medical or religious exemption
20-5-406	Immunization record
44-2-511	School enrollment procedure
Title 20, Chapter 5, Part 5	Enrollment of Pupil by Caretaker Relative

Administrative Rules of Montana	Description
10.16.3122	Local Educational Agency Responsibility for Students with Disabilities
10.55.712	Class Size Elementary
10.55.713	Teacher load and class size
Title 10, Chapter 55	Accreditation Standards

Cross References

Code	Description
2158	Parent and Family Engagement and Educational Involvement
2413	Credit Transfer and Assessment for Placement
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3124	Military Compact Waiver
3125	Education of Homeless Children
3125-NF(1)	Education of Homeless Children - McKinney-Vento Homeless Education Assistance Dispute Resolution Form
3141	Nonresident Student Enrollment
3141-F(1)	Nonresident Student Enrollment - Application Form

3150	Part-Time Enrollment
3413	Student Immunization
3413-F(1)	Student Immunization - Medical Exemptions
3413-F(2)	Student Immunization - Religious Exemptions
3520	Student Fees, Fines, and Charges
3600	Student Records
3600-P(1)	Student Records - Maintenance of School Student Records
3600-NF(1)	Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records
3600-F(1)	Student Records
8100	Transportation

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Policy 5255: Disciplinary Action

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect school operations, may be subject to discipline. Behavior, conduct, or action that may call for disciplinary action or dismissal includes but is not limited to reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate reasons.

No employee, regardless of the scope of the employee's official duties, may be subjected to an adverse employment action for declining to: (a) identify the employee's pronouns while acting within the scope of employment; or (b) address a person by using a name other than the person's legal name or a derivative of the person's legal name or by using a pronoun or a title that is inconsistent with the person's sex.

Discipline will be reasonably appropriate to the circumstance and will include but not be limited to a supervisor's right to reprimand an employee and the Superintendent or building principal's right to suspend an employee, without pay, or to impose other appropriate disciplinary sanctions. Disciplinary sanctions, including all forms of reprimands, will be documented and placed in the employees personnel file accordance with Policy 5231. In accordance with Montana law, only the Board may terminate an employee or non-renew employment.

The Superintendent or building principal is authorized to immediately suspend a staff member, with pay, in a non-disciplinary manner.

Montana Code Annotated	**Description**
20-3-324	Powers and duties
20-4-204	Termination of tenure teacher services
20-4-207	Dismissal of teacher under contract
39-2-903	Definitions
39-2-904	Elements of wrongful discharge – presumptive probationary period
39-2-912	Exemptions
Title 39, Chapter 31	Collective bargaining for public employees

Policy 3416: Administering Medicines to Students

Administering Medication to Students

~~"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by an authorized physician or prescribed by the student's healthcare provider.~~

"Medication" means a medicine, including inhaled bronchodilators, inhaled corticosteroids, and autoinjectable epinephrine, and epinephrine nasal spray, prescribed by a licensed physician as defined in 37-3-102, a physician assistant who has been authorized to prescribe medications as provided in 37-20-404, or an advanced practice registered nurse with prescriptive authority as provided in 37-8-202(1)(h).

Except in an emergency situation, only a qualified healthcare professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board ~~shall permit~~ permits administration of medication to students in schools in its jurisdiction. A school nurse or other employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In the event of an emergency, a school nurse or trained staff member, exempt from the nursing license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any student in need thereof on school grounds, in a school building, at a school function, or on a school bus according to a standing order of an authorized physician or a student's private physician. In the event that emergency medication is administered to a student, the school nurse or staff member shall call emergency responders and notify the student's parents/guardians. A building administrator or school nurse shall enter any medication to be administered in an emergency on an individual student medication record and retain the documentation.

Assisting Students with Self-Administration of Medication

A building principal or other school administrator may authorize, in writing, any school employee:

To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student's parent or guardian; and

To assist in self-administration of a prescription drug to a student in compliance with written instructions or standing order of an authorized physician or a student's private physician and with the written consent of a student's parent or guardian.

A school employee authorized, in writing, assist students with self-administration of medications, may only rely on the following techniques:

·Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;

·Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;

·Opening the lid of a container for a student;

·Guiding the hand of a student to self-administer a medication;

·Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and

·Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

·Other guidance or restrictions previously provided in writing to the school by a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file.

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met:

~~·A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.~~

A parent or guardian or individual who has executed a caretaker relative educational authorization affidavit has submitted a signed authorization for self-administration of medication, acknowledging that the District and its employees are not liable for injury resulting from the student self-administration of medication.

·The student shall have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider shall specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.

·Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.

·Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and shall be renewed annually. A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication shall be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a call to emergency responders.

Emergency Use of Stock Albuterol

The District may maintain a supply of stock albuterol and single-use disposable holding chambers to be administered by a school nurse or other authorized personnel to a student or nonstudent as needed for respiratory distress. This Policy may not be interpreted to relieve a student's parent or guardian of providing a student's medication or create an expectation that a school will have stock albuterol available.

Definitions

"Stock albuterol" means quick-relief asthma medication that is approved by the United States food and drug administration for the treatment of respiratory distress. The term includes albuterol medication delivered through a metered dose inhaler or dry-powder inhaler that includes a spacer or holding chamber that attaches to a metered dose inhaler to improve the delivery of medication.

"Authorized personnel" means an employee or agent identified by the District who is approved by the District administration to administer a stock medication in a school setting or at a related activity.

"Respiratory distress" means a person's inability to breathe adequately, including the perceived or actual presence of associated symptoms such as coughing, wheezing, or shortness of breath.

Additional Requirements

The Superintendent or his or her designee shall develop a protocol related to the training of school employees, the maintenance and location of the stock albuterol, and the immediate and long-term follow-up to the administration of the medication, including determining when to make a 9-1-1 emergency call.

The stock albuterol must be prescribed by a physician, advanced practice registered nurse, or physician assistant. The school must be designated as the patient and each prescription for stock albuterol must be filled by a licensed pharmacy.
The District may enter into an agreement with a manufacturer of bronchodilators or spacers, a third-party supplier of bronchodilator or spacers, or a health care office to obtain bronchodilators or spacers at no charge, at market price, or at a reduced price, and may accept gifts, grants, or donations to purchase bronchodilators or spacers for emergency use.
Authorized personnel shall complete an annual asthma education program approved by the department of public health and human services. The training must include causes of respiratory distress, recognition of signs and symptoms of respiratory distress, indications for the administration of albuterol, administration techniques, and the need for immediate access to a certified emergency responder.
The stock albuterol must be kept in a secure and easily accessible location.
The District will inform parents or guardians about the potential use of stock albuterol in a respiratory distress emergency and will shall make the protocol available on request.
The District will document the use of stock albuterol following an event and report this use to the department of public health and human services within 3 days in a reporting format determined by the department.

The District will submit an annual report to the department of public health and human services summarizing the use of stock albuterol during each school year in a reporting format determined by the department.

Self-Administration of Other Medication

The District shall permit students who are able to self-administer specific medication to do so provided that all of the following have occurred:

- A physician, dentist, or other licensed health care provider provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

Administration of Glucagons

~~School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2)the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, and individual who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student, and school employees are under no obligation to agree to designation. Glucagon is to be provided by the parent or guardian. All documentation shall be kept on file.~~

A parent, an individual who has executed a caretaker relative educational authorization affidavit pursuant to §20-5-503, MCA, an individual who has executed a caretaker relative medical

authorization affidavit pursuant to § 40-6-502, MCA, or a guardian of a diabetic student may designate an adult to administer glucagon to their child in an emergency situation. Written proof of the designation and acceptance of the designation by the parent-designated adult must be filed with the school district.

"Parent-designated adult" means a school district employee, selected by a parent, an individual who has executed a caretaker relative educational authorization affidavit pursuant to §20-5-503, MCA, an individual who has executed a caretaker relative medical authorization affidavit pursuant to § 40-6-502, MCA, or a guardian of a diabetic student, who voluntarily agrees to administer glucagon to the student.

The parent-designated adult must be trained in recognizing hypoglycemia and the proper method of administering glucagon. Training must be provided by a health care professional, as defined in § 33-36-103, MCA, or a recognized expert in diabetic care selected by the parent, an individual who has executed a caretaker relative educational authorization affidavit, an individual who has executed a caretaker relative medical authorization affidavit, or a guardian. Written documentation of the training received by the parent-designated adult must be filed with the school district.

The glucagon must be provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, an individual who has executed a caretaker relative medical authorization affidavit, or a guardian of the diabetic student.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Shall examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Shall develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Shall record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Shall store medication requiring refrigeration at 36° to 46° F;
- Shall store prescribed medicinal preparations in a securely locked storage compartment; and
- Shall store controlled substances in a separate compartment, secured and locked at all times.
- All non-emergency medication shall be kept in a locked, nonportable container, stored in its original container with the original prescription label. Epinephrine, naloxone, and student emergency medication may be kept in portable containers and transported by the school nurse or other authorized school personnel.
- Food is not allowed to be stored in refrigeration unit with medications.
- Shall notify the building administrator, school district nurse, and parent or guardian of any medication error and document it on the medication administration record.

The District shall permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, shall be stored in their original containers.

The District shall limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in law.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose in compliance with § 20-5-426, MCA. ~~A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.~~

If the District stocks a supply of an opioid antagonist, the following requirements apply:

(a) The Superintendent or his or her designees shall develop a protocol related to the training of school employees, the maintenance and location of the opioid antagonist, and immediate and long-term follow-up to the administration of the medication, including making a 9-1-1 emergency call.

(b) The opioid antagonist must be prescribed by a physician, advanced practice registered nurse, or physician assistant. The school must be designated as the patient, and each prescription for an opioid antagonist must be filled by a licensed pharmacy.

(c) The school shall provide training to authorized personnel. The training must include causes of opioid overdose, recognition of signs and symptoms of opioid overdose, indications for the administration of an opioid antagonist, administration technique, and the need for immediate access to a certified emergency responder. Training must be provided by a school nurse, certified emergency responder, or other health care professional.

(d) The opioid antagonist must be kept in a secure and easily accessible location.

(e) A school nurse or other authorized personnel may, in good faith, administer the opioid antagonist to any student or nonstudent who is experiencing a potential life-threatening opioid overdose based on the protocol developed by the school.

(f) If a school stocks an opioid antagonist that has been prescribed to the school, that school shall inform parents or guardians about the potential use of the opioid antagonist in an opioid overdose emergency. The school shall make the protocol available upon request.

(g) Neither the District, nor its employees and agents, are liable as a result of any injury arising from the administration of an opioid antagonist, including an expired opioid antagonist, to a student or nonstudent unless an act or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.

Disposal of Medication, Medical Equipment, Personal Protective Equipment

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, shall destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Medical sharps shall be disposed of in an approved sharps container. Building administrators should contact the school nurse or designated employee when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps container, medical equipment, and personal protective equipment is the responsibility of the school nurse or designated employee in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container or equipment.

Montana Code Annotated	**Description**
20-5-412	Definition – parent-designated adult administration of glucagons
20-5-420	Self-administration or possession of asthma, allergy, anaphylaxis medication
20-5-421	Emergency use of epinephrine in school setting
20-5-426	Emergency use of an opioid antagonist in
37-8-103(1)(c)	Exemptions – limitations on authority
40-6-701	Interference with fundamental parental rights restricted
75-10-1001, et seq	Infectious Waste Management Act

Administrative Rules of Montana	**Description**
24.159.1601, et seq	Delegation of Nurse Duties
37.111.812	Safety Requirements

Cross References

Code	**Description**
3431	Emergency Treatment

Policy 2158: Parent and Family Engagement and Educational Involvement

Parent/Family Engagement and Involvement in Education Policy

The Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

This policy shall be made available to all interested individuals upon request and posted on the District's website.

Parent/Family Involvement Goals and Plan

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

The Board of Trustees, in consultation with parents, teachers administrators, and students has adopted this District~~'s~~ plan for meeting these parent/family involvement goals:

1. Provide activities that will educate parents/families regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

2. Implement strategies to involve parents/families in the educational process and laws regarding parent/family rights, including:

- Keeping parents/families informed of opportunities for involvement and encouraging participation in various District programs.
- Providing access to all District policies, District handbooks, Board and Committee meeting agendas, the District grievance procedure and contact methods for District administrators and Trustees on the District's website.
- Providing access to educational resources a course of study for parents/families to use together with their children.
- Keeping parents/families informed of the objectives of district educational and activity programs their child's participation and progress within these programs, and methods to opt out of such programs and instruction consistent with parent/family rights.
- Promoting parents/families and teacher cooperation in homework, attendance, and discipline.
- Providing information about the nature and purpose of student clubs and groups meeting at the school in accordance with Policy 3233 and 3550 and methods to consent to participation or opt out of participation consistent with parent/family rights.
- Providing explanation of rights regarding student name and pronoun use consistent with Family Educational Rights and Privacy Act and Policy 3600.

3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.

4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.

5. Perform regular evaluations of parent/family involvement at each school and at the district level.

6. Provide access, upon request, to any instructional material used as part of the educational curriculum.

7. If practical, provide information in a language understandable to parents.

8. Provide annual notification of educational opportunities of the District consistent with Montana

law in the form of the student handbook, the District policy manual as posted on the District website, or other accessible format on topics which include:

- The District's options for delivery of personalized instruction to students consistent with Policies 1015FE and 2050, the legislature's findings at Section 20-7-1601, MCA. and Article X, Section 1 of the Montana Constitution.
- Evaluation, identification, and services provided to students with disabilities consistent with Section 20-7-411, MCA, Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Policies 2161 and 2162.
- Admission of students to kindergarten consistent with Sections 20-5-101 and 20-7-117, MCA, and Policy 3110.
- Proficiency based learning and other forms of personalized learning including course equivalency waiver consistent with Section 20-3-324, MCA and Policies 1005FE, 1015FE, 2050, 2410, and 3121.
- Participation in extracurricular activities, including participation by nonpublic and home school students consistent with Section 20-5-112, MCA, and Policy 3150.
- Access to remote instruction, including through the Montana Digital Academy pursuant to Title 20, chapter 7, part 12, non-District sources, and through other school districts as provided in Section 20-7-118, MCA, and Policies 2050, 2168, 2170, and 2167;
- Out-of-district attendance consistent with Title 20, chapter 5, part 3 MCA and Policies 3110, 3121, and 3141.
- early ~~literacy~~ targeted interventions in accordance with Title 20, MCA and Policy 1010FE.
- Part-time enrollment of a student who is otherwise enrolled at a nonpublic or home school consistent with Section 20-5-101, MCA and Policy 3150.
- Availability of funding to support student access to advanced opportunities, if applicable to a district consistent with Section 20-7-1506, MCA and Policy 1015FE;
- Career and technical education pursuant to Title 20, chapter 7, part 3, including the attainment of industry-recognized credentials and work-based learning, consistent with Section 20-7-1510, MCA, and Policies 2050, 2410, and 2600.
- Early college, dual enrollment, and running start opportunities, consistent with Section 20-9-706, MCA, and District Policy 2168 and 2410.
- Other opportunities for school-age children through Montana public schools which parents/families and students may rely upon as specified in Policy 2140 which:
    - support the development of a child's full educational potential;
    - assist in reducing the costs of postsecondary education and workforce preparation; and
    - foster life success.

Montana Code Annotated	Description
20-3-324	Powers and duties
20-3-326	Information On Educational Opportunities -- Duties Of Trustees
20-5-101	Admittance of child to school
20-5-112	Participation in extracurricular activities
20-5-314	Reciprocal attendance agreement with adjoining state or province
20-5-320	Attendance with discretionary approval
20-5-321	Attendance with mandatory approval – tuition and transportation

20-5-322	Residency determination – notification – appeal for attendance agreement
20-7-117	Kindergarten and preschool programs
20-7-118	Offsite Provision of Educational Services
20-7-1510	Credit for participating in work based learning partnerships
20-7-1601	Transformational Learning - Legislative Intent
20-9-706	Running start program
40-6-701	Interference with fundamental parental rights restricted
40-6-702	Fundamental Parental Rights
40-6-703	Increase parental involvement in education
Title 20, Chapter 7, part 12	Montana digital academy
Title 20, chapter 7, part 3	Vocational and Technical Education

Administrative Rules of Montana	**Description**
10.55.601	Accreditation Standards: Procedures
10.55.701	Board of Trustees
10.55.722	Family and Community Engagement
10.55.723	Integrated Strategic Action Plan

United States Code	**Description**
20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act
20 USC 6318	Parent and Family Engagement

1 **Cross References**

Code	**Description**
1005FE	Proficiency-Based ANB
1015FE	Personalized Learning Opportunities
1700	Uniform Complaint Procedure
2050	Innovative Student Instruction
2132	Student and Family Privacy Rights
2140	Guidance and Counseling
2160	Title I Parent Involvement
2160-P(1)	Title I Parent Involvement - Title I - Equivalency/Comparability
2168	Remote Instruction from Non-District Sources
2170	Digital Academy Classes
2170-P(1)	Digital Academy Classes
2335	Health Enhancement
2335-NF(1)	Health Enhancement - Annual Notice
2335-NF(2)	Health Enhancement - Special Notice

2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
2410-P(2)	High School Graduation Requirements - Graduate Profile
2410-NF(1)	High School Graduation Requirements - Commitments and Intentions
2600	Work Based Learning
2600-P(1)	Work Based Learning - Insurance
2600-NF(1)	Work Based Learning - Affiliation Agreement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Education Authorization Affidavit
3120	Compulsory Attendance
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3141	Nonresident Student Enrollment
3141-F(1)	Nonresident Student Enrollment - Application Form
3150	Part-Time Enrollment
3226	Bullying
3233	Student Use of Buildings
3305	Seclusion and Restraint
3310	Student Discipline
3310-P(1)	Student Discipline - Student Risk Assessments
3310-P(2)	Student Discipline - Academic Honesty and Responsible Use of Resources
3310-F(1)	Student Discipline - Discipline of Students with Disabilities
3410	Student Health
3410-NF(1)	Student Health
3413	Student Immunization
3413-F(1)	Student Immunization - Medical Exemptions
3413-F(2)	Student Immunization - Religious Exemptions
3431	Emergency Treatment
3431-NF(1)	Emergency Treatment - Accident Report
3510	School-Sponsored Activities
3550	Student Clubs
3550-NF(1)	Student Clubs - School District Student Club Application
3600	Student Records
3600-P(1)	Student Records - Maintenance of School Student Records

3600-NF(1)	Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records
3600-F(1)	Student Records

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Policy 2165: Early Targeted Intervention

Early ~~literacy~~ Targeted Interventions

Purpose and Goals

The Board of Trustees finds ~~the ability to read~~ proficiency in reading and math at or above grade level to be ~~is~~ essential for educational success. The purposes of this policy are to:

a. provide parents with voluntary early ~~literacy~~ interventions for their children;

b. increase the number of children in the District who are reading and math proficient at the end of 3rd grade and in so doing help those children develop their full educational potential pursuant to Article X, section 1(1), of the Montana Constitution; and

c. foster a strong economic return for the state on early literacy and math investment through enhancing the District's skilled workforce and decreasing future reliance on social programs and the criminal justice system.

The Board of Trustees intends to collaborate with the Board of Public Education and Office of Public Instruction to achieve the purposes of this policy by gathering, analyzing, and making available outcome data and by continually refining the interventions to increase the efficacy and efficiency of each intervention.

Compliance

The early ~~literacy~~ targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall be in accordance with early childhood education standards at Title 10 Chapter 63 ARM. The early ~~literacy~~ targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall include, at minimum:

a. ongoing evaluation of student progress used to tailor instruction to specific student needs;
b. strategies to encourage, enhance, and honor parental involvement;
c. methods to employ and assign qualified staff to deliver programming who have completed a fingerprint based criminal background check in accordance with Policy 5120 and Policy 5122 and receive regular professional development in accordance with Policy 5121;
d. adherence to eligibility standards;
e. organization, when applicable, of classrooms which satisfy physical, supervision, safety, and capacity standards; and
f. dedicated Trustee and administrative leadership in accordance with Policy 6110.

Child Evaluation

An eligible child is defined as a child who has been determined, through evaluation methodologies selected by the Board of Public Education, to be below a trajectory leading to reading or math proficiency at the end of 3rd grade. An eligible child may receive early ~~literacy~~ targeted intervention provided by the District for the subsequent school year in accordance with this policy.

The Board of Trustees authorizes the District staff to administer evaluation methodologies in April, May, or June of each year to a child who will be 4 years of age or older on or before the following September 10 and who has not yet entered 3rd grade.

A child shall not be evaluated to determine eligibility for early targeted ~~literacy~~ intervention without written parental consent.

OPTIONAL Classroom Based Programming

The Board of Trustees has established a (select option) full-time or half-time classroom-based early ~~literacy~~ targeted intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who is not entering and who has not completed kindergarten in the District's classroom-based early ~~literacy~~ targeted intervention program. If a full-time program is established the District will allow a parent or guardian to enroll their child on a half-time basis. The classroom based program shall foster parental engagement and be research-based and proven effective at developing early literacy and math skills in populations at risk of not being reading or math proficient at the end of 3rd grade

OPTIONAL Home-Based Programming

The Board of Trustees has established a home-based early ~~literacy~~ targeted intervention program. The Board of Trustees authorizes the District staff to serve an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 2nd grade in the District's home-based program.

Any home-based program available in the District shall be operated by a non-profit entity previously selected by the Board of Public Education. The home-based program shall foster parental engagement and be research-based and proven effective at developing early literacy and math skills in populations at risk of not being reading or math proficient at the end of 3rd grade. The home-based program shall have a cost of no more than $1,000 a year for each child.

OPTIONAL Jumpstart Programming

The Board of Trustees has established a jumpstart early ~~literacy~~ targeted intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child who is 5 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 3rd grade.

An eligible child participating in a jumpstart program provided by a district other than the child's

resident school district does not require an out-of-district attendance agreement and is not subject to the tuition laws under 20-5-320 through 20-5-324.

The District's jumpstart program shall take place during the time between the end of one school calendar year and the start of the next school calendar year, as set by the Board of Trustees in accordance with Policy 2100, preceding a child's entry into kindergarten, 1st grade, 2nd grade, or 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120 instructional hours. The jumpstart program shall be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading and math proficiency at the end of 3rd grade.

Reporting and Funding (SELECT PROVISIONS CONSISTENT WITH ABOVE SECTION)

The Board of Trustees authorizes the District administration to include an eligible child participating in a classroom-based program in accordance with this policy in enrollment counts for the purpose of ANB calculations in the manner described in Policy 3121.

The Board of Trustees authorizes the District administration to report the number of eligible children participating in a home-based program to superintendent of public instruction for purposes of receiving payment for provided programming.

The Board of Trustees authorizes the District administration to include an eligible child participating in a jumpstart program in accordance with this policy in enrollment counts on a quarter-time basis for the purpose of ANB calculations in the manner described in Policy 3121.

The Board of Trustees shall monitor the early ~~literacy~~ intervention programs and authorizes the District administration to report annually to the superintendent of public instruction on the efficacy of the program no later than July 15 of each year.

Montana Code Annotated	**Description**
20-9-311	Calculation of Average Number Belonging
Title 20, Chapter 7, Part 18	Early ~~Literacy~~ Targeted Intervention
Administrative Rules of Montana	**Description**
Title 10, Chapter 63	Early Childhood Standards

Policy 3110: Entrance, Placement, and Transfer

Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll and admit a child to a school in the district when the child is 5 years of age or older on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools.

The Trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. Students enrolled by the Trustees under this provision shall find the student's exceptional circumstances:

(a) the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
(b) the child under 5 is being admitted into an early ~~literacy~~ targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
(c) the adult is 19 years of age or older and in the trustees' determination would benefit from educational programs offered by a school of the district.

The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.

The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meets the age and residency requirement of this policy on a part-time basis at the request of the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee shall be calculated for purposes of ANB consistent with Policy 3121.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. For the purposes of this section "proof of identity" means a certified copy of a birth

certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity.

2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in student data management system as soon as enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8)

A student transferring into the District will be admitted and placed
subject to observation by appropriate teachers and a building principal during a probation period of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade

and level placement.

Montana Code Annotated	Description
20-1-101	Definitions
20-5-101	Admittance of child to school
20-5-403	Immunization required – release and acceptance of immunization records
20-5-404	Conditional Attendance
20-5-405	Medical or religious exemption
20-5-406	Immunization record
44-2-511	School enrollment procedure
Title 20, Chapter 5, Part 5	Enrollment of Pupil by Caretaker Relative

Administrative Rules of Montana	Description
10.16.3122	Local Educational Agency Responsibility for Students with Disabilities
10.55.712	Class Size Elementary
10.55.713	Teacher load and class size
Title 10, Chapter 55	Accreditation Standards

Cross References

Code	Description
2158	Parent and Family Engagement and Educational Involvement
2413	Credit Transfer and Assessment for Placement
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3124	Military Compact Waiver
3125	Education of Homeless Children
3125-NF(1)	Education of Homeless Children - McKinney-Vento Homeless Education Assistance Dispute Resolution Form
3141	Nonresident Student Enrollment
3141-F(1)	Nonresident Student Enrollment - Application Form

3150	Part-Time Enrollment
3413	Student Immunization
3413-F(1)	Student Immunization - Medical Exemptions
3413-F(2)	Student Immunization - Religious Exemptions
3520	Student Fees, Fines, and Charges
3600	Student Records
3600-P(1)	Student Records - Maintenance of School Student Records
3600-NF(1)	Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records
3600-F(1)	Student Records
8100	Transportation

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Policy 3121: Enrollment and Attendance Records

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, any student who participates in pupil instruction as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20, including but not limited to an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district, offsite instructional setting or remote instruction from the public schools of the district;

- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;

- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;

- Living with a caretaker relative under Section 1-1-215, MCA;

- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;

- Participating in the Running Start Program at district expense under Section 20-9-706, MCA;

- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;

- Enrolled in an educational program or course provided at district expense using remote instruction consistent with Policies 2050, 2168, and 2170. The student:
- must meet the residency requirements for that district as provided in 1-1-215;
- shall live in the district and must be eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or

- attend school in the district must be enrolled in the educational program or course under a mandatory attendance agreement as provided in 20-5-321; or

- must be receiving remote instruction under 20-7-118(1)(c).

- A student enrolled on a part time basis consistent with Policy 3110, 3150, 3121P;

- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;

- A student enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.

- A student ~~the child is being~~ admitted into an early ~~literacy~~ targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165 in a manner consistent with Section 20-9-311(3)(e), MCA. A district providing a jumpstart program shall add one-quarter enrollment for a pupil who participated in the district's jumpstart program to the pupil's regular enrollment count in both the October and February enrollment counts following the student's participation in the jumpstart program.

- A student gaining credit for participating in a work-based learning program pursuant to Section 20-7-1510, MCA, and Policy 2600;

- A student participating in an "innovative educational program" as defined in Section 15-30-3102, MCA;

- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or

- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.

- A student with a disability who is over 19 years old but under 21years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:

  *The student has not graduated;
  • The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
  • The student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or Part Time Enrolled Student

The District shall include for ANB purposes a child who during the prior school year:

a. resided in the District;
b. was not enrolled in the District or was not enrolled full time; and
c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

Each completed extracurricular activity that, inclusive of practices and post-season tournaments, lasts 6

weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.

For purposes of calculating ANB under this section, "extracurricular activity" means:

a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
b. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or
c. a school theater production.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a "school of origin" that differs from the assigned school.

Montana Code Annotated	**Description**
1-1-215	Residence - rules for determining
20-1-101	Definitions
20-3-324	Powers and duties
20-5-101	Admittance of child to school
20-5-112	Participation in extracurricular activities
20-7-118	Offsite Provision of Educational Services
20-7-1510	Credit for participating in work based learning partnerships
20-9-311	Calculation of Average Number Belonging
20-9-706	Running start program
20-9-707	Agreement with Montana youth challenge program or accredited Montana job corps program
Title 20, Chapter 7, Part 18	Early ~~Literacy~~ Targeted Intervention

Administrative Rules of Montana	**Description**
10.20.102	Calculation of Average Number Belonging

Code of Federal Regulations	**Description**
34 CFR 300.1, et seq.	Individuals with Disabilities Education Act

Cross References

Code	**Description**
2050	Innovative Student Instruction
2158	Parent and Family Engagement and Educational Involvement
2168	Remote Instruction from Non-District Sources

2170	Digital Academy Classes
2170-P(1)	Digital Academy Classes
2600	Work Based Learning
2600-P(1)	Work Based Learning - Insurance
2600-NF(1)	Work Based Learning - Affiliation Agreement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Education Authorization Affidavit
3122	Attendance Policy
3123	Attendance Policy Procedure-Truancy
3150	Part-Time Enrollment

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Policy 3650: Montana Pupil Online Personal Information Protection Act

Compliance

The School District will comply with the Montana Pupil Online Personal Information Protection Act. The School District shall execute written agreements with operators who provide online applications for students and employees in the school district. The School District will execute written agreements with third parties who provide digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records. The written agreements will require operators and third parties to the School District for K-12 purposes or the delivery of student or educational services to comply with Montana and federal law regarding protected student information. All pupil records accessed by the operator or third party during the term of the agreement or delivery of service to the application will continue to be the property of and under the control of the school district.

Operators of Online Applications

Operators providing online applications to the School District shall not target advertising to students, sell student information, or otherwise misuse student information. Operators shall not use information to amass a profile about a pupil, except in furtherance of K-12 school purposes. Operators shall not sell a pupil's information, including protected information unless authorized by law. Operators shall not disclose protected information unless the disclosure is made in accordance with School District policy, state or federal law, or with parent consent.

Operators shall implement and maintain reasonable security procedures and practices appropriate to the nature of the protected information and safeguard that information from unauthorized access, destruction, use, modification, or disclosure. Operators shall delete a pupil's protected information if the school or district requests the deletion of data under the control of the school or district.

Definitions

"K-12 school purposes" means activities that customarily take place at the direction of a school, teacher, or school district or aid in the administration of school activities, including but not limited to instruction in the classroom or at home, administrative activities, and collaboration between pupils, school personnel, or parents, or that are for the use and benefit of a school. The term does not include courses that are provided for the purpose of postsecondary credit or work-based learning courses provided by a work-based learning partner pursuant to 20-7-1510.

Third Parties Providing Software and Services

Third parties providing digital education software and services to the School District shall certify that pupil records will not be retained or available to the third party upon completion of the terms of the agreement. Furthermore, third parties shall not use any information in pupil records for any

purpose other than those required or specifically permitted by the agreement with the operator. Third parties shall not use personally identifiable information in pupil records to engage in targeted advertising.

Third parties providing digital education software and services to the School District shall provide a description of the means by which pupils may retain possession and control of their own pupil-generated content. Third parties shall provide a description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information in the pupil's records and correct erroneous information. Third parties shall provide a description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of pupil records. Third parties shall provide a description of the procedures for notifying the affected parent, legal guardian, or pupil if 18 years of age or older in the event of an unauthorized disclosure of the pupil's records;

Failure to Comply and Legal Review

An operator's or third party's failure to honor the law, agreement or School District policy will result in termination of services. The School District will report any operator who fails to honor the law to the appropriate authorities for criminal prosecution.

All contracts and agreements executed under this agreement will be reviewed by the School District's legal counsel.

Montana Code Annotated	**Description**
Title 20, Chapter 7, Part 13	Montana Pupil Online Personal Information Protection Act

United States Code	**Description**
20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act

Cross References

Code	**Description**
3235	Video Surveillance
3612	School-Provided Access to Electronic Information, Services, Equipment, and Networks
3612-P(1)	School-Provided Access to Electronic Information, Services, Equipment, and Networks
3612-NF(1)	School-Provided Access to Electronic Information, Services, Equipment, and Networks - Student Internet Access and Equipment Use Conduct Agreement

Policy 5123: Employer Verification of Employee

Within three business days of hiring a new employee, the District shall request and maintain a copy of either of the following:

(a) the citizenship or work authorization status that has been verified by the United States citizenship and immigration services' E-Verify program; or

(b) a completed form I-9 with corresponding documents that establish both identity and employment authorization.

The books, records, and payrolls of the District pertinent to the administration of Title 39, Chapter 2, MCA, must be open to inspection by the Montana Department of Labor and Industry on 3 business days' notice for the purpose of ascertaining adherence to the above requirements.

Policy 2050: Innovative Student Instruction **Status:** ADOPTED

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 06/16/2025 | **Last Reviewed Date:** 06/16/2025

Student Instruction

The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 360 hours for a half-time kindergarten program; 720 aggregate instructional hours for students in full-time kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade. Students enrolled on a part-time basis will have ANB calculated consistent with Policy 3121 and Policy 3150.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB under Policy 3121 and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy and Policy 3121 through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building

principal, or district administrator for final calculation.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

Remote Instruction Delivered by District Staff

The Board of Trustees authorizes remote instruction of students by District staff in a manner that satisfies the aggregate number of instructional hours outlined in the District's adopted or revised calendar for a school year. Remote instruction is pupil instruction that occurs through virtual learning processes incorporating distance and online learning methods that best prepare pupils to meet desired learning outcomes. Remote instruction shall include a complete range of educational services offered by the District and shall comply with the requirements of applicable statutes. Students completing course work through an remote instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Remote instruction is available to students:

1. meeting the residency requirements for that district as provided in 1-1-215;
2. living in the district and eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; ~~or~~
3. enrolled in the district and physically attending a school or offsite instructional setting of the district under an attendance agreement pursuant to Title 20, chapter 5, part 3, MCA; or
4. seeking remote instruction in another district when the pupil's district of residence does not provide remote or in-person instruction in an equivalent course. A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification. The District is not required to provide remote instruction to a nonresident student if, because of class size restrictions, the accreditation of the school would be adversely impacted by providing remote instruction to the pupil.

A district providing remote instruction shall include pupils in enrollment counts for ANB calculation purposes as described in 20-9-311. Unless a student receiving remote instruction is enrolled under an attendance agreement pursuant to Title 20, chapter 5, part 3, MCA, the provisions of out-of-district attendance and tuition laws under Title 20, chapter 5, part 3, MCA, do not apply to remote instruction.

Equivalency is defined by providing the same level of advantage on successful completion as provided in law. The superintendent or designee is authorized to collaborate with the student's district of residence on the question of equivalency, review course offerings and policies of the requesting student's district of residence to complete the comparison, and report to the Board of Trustees. In the event the student's district of residence asserts in writing its course offerings are equivalent to the District's, the Board of Trustees shall not enroll the student.

A school of a district providing remote instruction shall provide remote instruction to an out-of-district pupil under number 3 above unless, because of class size restrictions, the accreditation of

the school would be adversely impacted by providing remote instruction to the pupil.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize remote instruction by delivered by District staff when circumstances require. Inquiries about correspondence courses shall be governed by Policy 2167, distance learning provided by non-District staff shall be governed by Policy 2168, and Montana Digital Academy shall be governed by Policy 2170.

Offsite Instruction

Offsite instructional setting is an instructional setting that is an extension of a school of the district, located apart from the school, but within the boundaries of the district, where a school district provides for in-person pupil instruction to a student who is enrolled in the district. The Board of Trustees authorizes the supervising teacher or district administrator to utilize an offsite instructional setting at when circumstances require consistent with Board of Public Education standards. Inquiries about correspondence courses shall be governed by Policy 2167, distance learning provided by non-District staff shall be governed by Policy 2168, and Montana Digital Academy shall be governed by Policy 2170.

Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using District assessments consistent with District Policy 1005FE, or other measures approved by the Board of Trustees.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

Montana Code Annotated **Description**

20-1-101	Definitions
20-1-301	School Fiscal Year
20-6-101	Definition of elementary and high school districts
20-7-118	Offsite Provision of Educational Services
20-7-1601	Transformational Learning - Legislative Intent
20-9-311	Remote Instruction
20-9-311	Calculation of Average Number Belonging

Montana Constitution	**Description**
Article X, section 1	Educational Goals and Duties

1 **Cross References**

Code	**Description**
1005FE	Proficiency-Based ANB
2100	School Calendar and Day
2158	Parent and Family Engagement and Educational Involvement
2161	Special Education
2161-P(1)	Special Education - Procedure
2162	Section 504
2162-P(1)	Section 504 - Procedure
2162-P(2)	Section 504 - Procedures
2166	Gifted Program
2167	Correspondence Courses
2168	Remote Instruction from Non-District Sources
2170	Digital Academy Classes
2170-P(1)	Digital Academy Classes
2221	School Emergency and Closure
2221-P(1)	School Emergency and Closure - Procedure
2375	Advancement Requirements (9-12)
2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
2410-P(2)	High School Graduation Requirements - Graduate Profile

2410-NF(1)	High School Graduation Requirements - Commitments and Intentions
2420	Grading and Progress Report
2421	Promotion and Retention
2600	Work Based Learning
2600-P(1)	Work Based Learning - Insurance
2600-NF(1)	Work Based Learning - Affiliation Agreement
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3150	Part-Time Enrollment
3612	School-Provided Access to Electronic Information, Services, Equipment, and Networks
3612-P(1)	School-Provided Access to Electronic Information, Services, Equipment, and Networks
3612-NF(1)	School-Provided Access to Electronic Information, Services, Equipment, and Networks - Student Internet Access and Equipment Use Conduct Agreement

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Policy 3141: Nonresident Student Enrollment

Nonresident Student Enrollment

For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student's district of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

Mandatory Nonresident Enrollment for Extenuating Circumstances

The District shall enroll a student who resides outside of the District whenever the extenuating circumstances listed in Section 20-5-321, MCA, exist.

Applying for Nonresident Enrollment with No Extenuating Circumstances

Whenever the extenuating circumstances listed in Section 20-5-321, MCA do not exist and mandatory enrollment of a student who resides outside the District is not required, the District may enroll the nonresident student at the request of the student's parent or guardian as specified in this policy. The District shall serve children who are residents of the district and nonresident children seeking mandatory enrollment for extenuating circumstances prior to enrolling nonresidents students seeking to apply when extenuating circumstances do not exist.

Every nonresident student who seeks to enroll in the District shall apply for admission for the succeeding school year by (date). All applications shall be submitted using the form found at Policy 3141F as developed by the Superintendent of Public Instruction. (Optional) For planning purposes, late applications shall not be considered. (End Optional Language) (Optional) Late applications may be considered. (End Optional Language) Nonresident students shall reapply for admission each school year. Admission in one school year does not infer or guarantee admission in subsequent years. Each application shall be assigned a unique number distinct from a student identification number that does not disclose a student's personally identifiable information consistent with Policy 3600. Within 10 days of the initial application for an attendance, the District shall notify the parent or guardian of the child and district of residence involved in the out-of-district attendance agreement of application the anticipated date for approval or disapproval of the agreement application by the Board of Trustees.

The Board of Trustees authorizes the District Administrator to review the applications for nonresident enrollment consistent with this policy and Section 20-5-320, MCA. Not more than 30 days following the application deadline or the receipt of an application, the District Administrator shall submit to the Board of Trustees a list of students who are recommended for enrollment and a list of students who are not recommended for enrollment based on the factors established in this policy and the District's integrated strategic action plan. The Board of Trustees shall make the decision to approve or deny requests for nonresident enrollment during a properly noticed meeting of the Board. Each application requiring discussion of confidential student information shall be considered during a closed session consistent with Policy 1400 after giving prior notice to

the parents that their application will be considered by the Board of Trustees in a closed session of the Board. Any motion on an application must be made in open session and shall be made referring to the distinct application number.

In reviewing and determining whether to approve an application for attendance by a nonresident child, the District Administrator shall recommend for approval and Board of Trustees shall approve the application unless the Board of Trustees find that the impact of approval of the application will negatively impact the quality of education for resident pupils by grade level, by school, or in the District in the aggregate in one or more of the following ways:

1. The approval would result in exceeding limits of:
A. building construction standards pursuant to Title 50, chapter 60, MCA;
B. capacity and ingress and egress elements, either by individual room or by school building, of any fire code authorized by Title 50, chapter 3;
C. maximum student contact hours for a teacher of the class or maximum class sizes under accreditation standards of the board of public education; or
D. evacuation elements of the district's adopted school safety plan.

The Board authorizes the District Administrator to coordinate with the local fire marshal, law enforcement, health department, and first responders when developing standards under this Subsection 1. Findings shall be adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.

2. The approval would impede meeting goals, standards, or objectives of quality education adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.

The Board finds that expulsion or suspension from this District would impede in meeting goals standards, or objectives of quality education stated in the plan.

3. The approval would risk jeopardizing the educational quality adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610 because the nonresident child who is applying was:

A. truant as defined in Section 20-5-106, MCA, in the last school district attended;
B. expelled by another school district at any time; or
C. suspended in ~~another~~ school or out of school in any school district in which the nonresident child was enrolled in any of the 3 school fiscal years preceding the school fiscal year for which attendance is requested. This Subsection C does not apply to a student who is eligible for special education or related services.

Review and consideration of applications and the records of applicants as well as decisions regarding admission shall be consistent with District policies regarding nondiscrimination.

In the event the District receives more applications than the District can accommodate, the District

shall prioritize applications on the basis of the quality of education for students who are residents of the district of attendance and the obligations of resident taxpayers. This priority may include applications from children of District employees, applications from previously enrolled students with demonstrated good behavior, and children with siblings who have previously enrolled in the District as nonresident students. This priority is specifically established and shall be implemented on a rational basis to provide a quality education to students enrolled in the District.

Within 10 days of approval or disapproval of an application for non-resident enrollment, District shall provide copies of the approved or disapproved attendance agreement application to the parent or guardian and to the district of residence. In the case of a disapproval, the District shall provide the specific allowable reason for the disapproval consistent with this policy and supporting documentation.

For an approved application and out-of-district attendance agreement application the District shall provide a copy of the completed agreement to the county superintendent of schools of the county of residence, county superintendent of schools of the county of attendance, and the Superintendent of Public Instruction. Whenever a student enrolls in and attends a school outside of the student's district of residence under the provisions of this policy, by July 15 following the year of attendance, the district of attendance shall notify the district of residence of an obligation under Section 20-5-323, MCA.

If an out-of-district attendance agreement application is disapproved or no action is taken, the parent or guardian may appeal the disapproval or lack of action in accordance with Montana law.

Transportation

~~Unless otherwise agreed by the district of residence and the district of attendance, the family of a nonresident child whose application for attendance has been approved is responsible for transportation of the child and the child is not an eligible transportee as defined in Section 20-10-101, MCA. The district of attendance may discretionarily provide transportation pursuant to Section 20-10-122, MCA.~~

(a) An attendance agreement established under 20-5-320 or 20-5-321 must set forth the financial obligations, if any, for costs incurred for transportation as provided in § 20-5-323 (6), MCA and Title 20, chapter 10, MCA.

(b) If the attendance agreement is for a child with a disability who has transportation included in the child's individualized education program, transportation or the costs of transportation must be paid by the child's district of residence.

(c) Unless the attendance agreement is for a child with a disability who has transportation included in the child's individualized education program and unless otherwise agreed to in the out-of-district attendance agreement:

(i) when a child has approval to attend a school outside the child's district of residence because of a parent's or guardian's request under the provisions of §§ 20-5-320 or 20-5-321(1)(c), MCA, the parent or guardian of the child is responsible for transportation and the child is not an eligible transportee as defined in § 20-10-101, MCA. The district of attendance may discretionarily provide transportation for a child who is not an eligible transportee pursuant to § 20-10-122, MCA.

(ii) when a child attends a school outside the child's district of residence under the provisions of § 20-5-321(1)(a) or (1)(b), MCA, the district of residence is responsible for transportation; and

(iii) when a child attends a school outside the child's district of residence under the provisions of §

20-5-321(1)(d) or (1)(e), MCA, the district of attendance is responsible for transportation consistent with and subject to the provisions of 20 U.S.C. 6312(c)(5).

(d) The amount, if any, charged for transportation may not exceed the lesser of the average transportation cost for each student in the child's district of residence or 35 cents a mile. The average expenditures for the district transportation fund for the preceding school fiscal year must be calculated by dividing the transportation fund expenditures by the October 1 enrollment count for the preceding fiscal year.

Montana Code Annotated	Description
1-1-215	Residence - rules for determining
20-5-314	Reciprocal attendance agreement with adjoining state or province
20-5-320	Non-Resident Enrollment
20-5-320	Attendance with discretionary approval
20-5-321	Attendance with mandatory approval – tuition and transportation
20-5-322	Residency determination – notification – appeal for attendance agreement
20-5-323	Tuition and transportation rates

Administrative Rules of Montana	Description
10.10.301B	Out-of-District Attendance Agreements
10.55.712	Class Size Elementary
10.55.713	Teacher load and class size

Cross References

Code	Description
2158	Parent and Family Engagement and Educational Involvement
2161	Special Education
2161-P(1)	Special Education - Procedure
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Education Authorization Affidavit
3125	Education of Homeless Children
3125-NF(1)	Education of Homeless Children - McKinney-Vento Homeless Education Assistance Dispute Resolution Form
3150	Part-Time Enrollment

Policy 5252: Notice of Nonrenewal of Nontenured Teacher for Financial Reasons

When the Superintendent or other District Administrator proposes to nonrenew a nontenured teacher for financial reasons, the Board of Trustees shall include the proposed nonrenewal for financial reasons on the agenda of a meeting on or before June 1. A nonrenewal of a nontenured teacher for financial reasons is a nonrenewal without cause as provided in § 20-4-206, MCA.

The proposed nonrenewal is an action of significant interest to the public within the meaning of § 2-3-103, MCA.

The provisions of this policy do not override provisions negotiated and agreed to in a collective bargaining agreement executed by the district and the teacher's exclusive representative pursuant to Title 39, chapter 31, MCA.

Policy 8301: School Safety

For purposes of this policy, *"disaster means the occurrence or imminent threat of damage, injury, or loss of life or property"*.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents shall be reported to the District office.

The Board has identified local hazards which may exist within the boundaries of the District include but are not limited to fire, natural disasters, intruders, weapons, and man-made disasters. The Board shall adopt a school safety plan or emergency operations plan for such hazards relating to school buildings and facilities, communications systems, and school grounds with the input from the local community and that addresses coordination, with the county or regional interdisciplinary child information and school safety team provided for in Policy 4410. The plan shall be reviewed annually.

The plan must include the following threat assessment practices:

- the adoption of a threat assessment protocol, outlining policies and procedures for implementation when there is notification of a student threat of harm to others or property; and
- an identified threat assessment team, composed of key staff, that meets at least monthly and may include behavioral threat assessment addressing students in need of academic and behavioral supports or interventions.

[OPTIONAL] The plan will include installation of temporary door lock devices that may be used to secure a door to a room that may be used during a shelter-in-place or emergency lockdown situation.

A temporary door locking device may be used to secure a fire exit, hallway, corridor, or entranceway leading to a fire exit if the temporary door locking device:

a. is used only during a shelter-in-place or emergency lockdown situation; and
b. is approved by the local fire department, law enforcement agency, or code official that has jurisdiction over the building.

"Temporary door locking device" means a device that prevents a door from opening, provided that the device:

a. is meant only for temporary emergency use during an active threat situation;
b. can be engaged or removed without opening the door;
c. can be engaged and removed from the egress side of the door without the use of a key and removed from the ingress side of the door with the use of a key or other credential;
d. does not modify the door closer, panic hardware, or fire exit hardware;

e. is not permanently mounted to the door assembly, although individual parts of the device assembly, including but not limited to bolts, stops, brackets, and pins that do not prevent normal function of the door, may be permanently mounted;
f. is installed at a height not to exceed 48 inches above the floor;
g. does not affect the fire rating of the door and complies with national fire protection association fire rating standards;
h. can be removed with a single operation when engaged;
a. is applied only for a finite period of time during an emergency situation, including but not limited to a shelter-in-place or emergency lockdown situation or drill; and
j. is integrated into building safety plans, drills, and training programs that include inservice training on the use of the device for building staff and first responders.

The Superintendent or designee shall design and incorporate drills in its school safety or emergency operations plan to address the above stated hazards. This plan and procedures shall be discussed and distributed to each teacher at the beginning of each school year. There shall be at least eight (8) disaster drills a year in a school. All teachers shall discuss safety drill procedures with their class at the beginning of each year and shall have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record shall be kept of all fire drills.

The trustees shall review the school safety or emergency operations plan annually review and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction that the plan has been reviewed, the trustees may transfer funds pursuant to Section 20-9-236, MCA to make improvements to school safety and security.

The Superintendent shall develop safety and health standards which comply with the Montana Safety Culture Act. **[Optional]**: The Superintendent shall ensure District employees are provided equipment, tools, and devices designed to ensure a safe and health workplace in accordance with this policy. Failure to use the provided equipment in a suitable or timely manner may be considered a violation of District policy. If a staff member requires equipment that is not available, an employee may submit a request to the administration in accordance with established District practice.

To ensure a safe school setting and to comply with regulations governing schools in Montana, the following safety measures shall be implemented in the District:

a. Janitorial and other storage areas that contain toxic or hazardous materials must be kept locked between periods of use. Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored must be inaccessible to students.

b. All cleaning compounds and other toxic chemicals not stored in the product container or package in which it was obtained must be stored in a labeled container that clearly identifies the product by name.

c. Chemicals must be stored as specified by the chemical's Safety Data Sheet.

d. The school and school site must be free of objects or conditions which create unreasonable or unnecessary dangers to health or safety.

e. First aid kits and AEDs must be provided and stored in accessible locations that are easily identifiable to staff and trained personnel.

f. Playground and school yards must be inspected every month by the facility manager or other school personnel and the inspection must be recorded and records kept on the school site. Inspections must be conducted using a playground safety checklist approved by DPHHS.

g. Playground inspection results must be made available for review by the local health authority or DPHHS upon request.

h. Periodic maintenance and repair must be performed on playground equipment according to the manufacturer's specifications. Repairs, not including the leveling of fall protection material, must be documented.

i. Playground equipment must be maintained in a safe condition.

Montana Code Annotated	**Description**
20-1-401	School Safety Teams
20-1-401	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
20-1-402	Number of disaster drills required - time of drills to vary
39-71-1501, et seq.	Montana Safety Culture Act
Administrative Rules of Montana	**Description**
37.111.812	Safety Requirements

Cross References

Code	**Description**
1006FE	Transfers for School Safety
4301	Visitors to School
4315	Visitors and Spectator Conduct
4332	Conduct on School Property
4410	Relations With Law Enforcement and Child Protective Agencies
5122	Fingerprints and Criminal Background Investigations
5122-F(1)	Fingerprints and Criminal Background Investigations - Applicants Rights and Consent to Fingerprints
8410	Operation and Maintenance of Facilities

Policy 2334: Release Time for Religious Instruction

Upon written request of a student's parent or guardian, renewed at least annually, a student must be released from regular school attendance for the purpose of receiving off campus religious instruction for a period of ____ hours per week. [NOTE: Must be at least one hour per week]

Early release of a student for the purposes of religious instruction will not adversely affect the student's enrollment status or attendance record.

[OPTIONAL] The District may award credit for completion of a religious instruction released time course and recognize the credits of an independently accredited provider of released time courses. Prior to awarding credit, the District will evaluate the course based on secular criteria that are substantially the same criteria used to evaluate similar courses to determine how much credit to award. The decision to award credit for a released time course must be neutral to, and may not involve any test for, religious content or denominational affiliation.

For the purposes of this Policy, secular criteria may include but are not limited to the following:
(a) the number of hours of classroom instruction time;
(b) a review of the course syllabus that reflects course requirements and materials used;
(c) the methods of assessment used in the course; and
(d) the qualifications of the course instructor."

Montana Code Annotated	**Description**
20-1-308	Religious instruction released time program
20-7-112	Sectarian publications prohibited and prayer permitted

Montana Constitution	**Description**
Article, Section 5	Freedom of Religion

Cross References

Code	**Description**
2330	Controversial Issues and Academic Freedom

Policy 2600: Work Based Learning

Work Based Learning Program

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.

Students may submit a proposal for a tailored Work Based Learning program that divides their time between instruction in school and specific learning at a job. Each proposed program will be planned by Work Based Learning coordinators and the employer (or employer groups) and shall be in accordance with state and federal laws and regulations governing employment of students under age 18. The Work Based Learning coordinators will communicate with employers on a monthly basis and will visit work sites to determine if the placement is appropriate for student employment.

The particular program designed for each student shall be set forth in a written protocol approved by the student, his or her parents or guardians, the work-experience coordinator and the employer. This shall stipulate the terms of employment and the provision for academic credit, the student's work-based experience goals, prioritizing the student's academic commitments, assessment of the work-based learning experience goals.

The Work Based Learning coordinator shall make such arrangements as necessary with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

The employer or supervisor shall complete District volunteer agreement form and satisfy a name-based and fingerprint criminal background check in accordance with District Policies 5120 and 5122. The employee and District shall also complete workers compensation insurance and general liability insurance requirements in accordance with the attached procedure in a manner consistent with the Work Based Learning opportunity provided to student.

Credit for Employment at Congregate Care Facilities, Child Care Facilities, and School-Age Programs

A student of the District who is 16 years of age or older and who is employed on a paid or voluntary basis at a congregate-care facility, child-care facility, or school-age program may earn one unit of

credit for graduation for every 8,100 minutes worked at the congregate-care facility, childcare facility, or school-age program.

The Superintendent or his or her designee shall develop conditions and requirements on the type of work the student is performing that the student shall satisfy to earn credit toward graduation and a process for verification of the number of minutes the student works at the congregate-care facility, child-care facility, or school-age program.

To be eligible to receive credit towards graduation, an application must be received by the District on an annual basis prior to [DATE]. Applications will be accepted at a later date in the event the student begins employment with a facility during the school year. Credits will be granted for work performed after the application is received and approved by the District.

For the purposes of this Policy, the following definitions apply:

(a) "Child-care facility" means a day-care center, group day-care home, or family day-care home licensed or registered under the provisions of Title 52, chapter 2, part 7.

(b) "Congregate-care facility" has the same meaning as:

(i) "community residential facility" as defined in 76-2-411;

(ii) "developmental disabilities facility" as defined in 53-20-202;

(iii) "long-term care facility" as defined in 50-5-101; and

(iv) "residential care facility" as defined in 50-5-101.

(c) "School-age program" means a program serving children 5 years of age or older during the school year or summer.

Montana Code Annotated	**Description**
20-1-101	Definitions
20-7-1510	Credit for participating in work based learning partnerships
39-3-406	Work Based Learning
39-71-118	Employee, worker, volunteer, volunteer firefighter, and volunteer emergency care provider defined --election of coverage.
Title 41, Chapter 2	Child Labor

United States Code	**Description**
29 USC 212	Fair Labor Standards Act

Cross References

Code	**Description**
1005FE	Proficiency-Based ANB
2050	Innovative Student Instruction
2158	Parent and Family Engagement and Educational Involvement
2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records

Policy 2100: School Calendar and Day

School Calendar

Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of hours in a school term, the length of the school day, and the number of school days in a school week. When proposing to adopt changes to a previously adopted school term, school week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; (c) and from the people who live within the boundaries of the school district.

Commemorative Holidays

~~Teachers and students will devote a portion of the day on each commemorative holiday designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may from time to time designate a regular school day as a commemorative holiday.~~

The Superintendent or his or her designee shall develop for Board approval appropriate exercises and observances the purpose of which shall be to educate students regarding the commemorated person or occasion on the following designated commemorative days:
(a) Lincoln's Birthday (February 12);
(b) Washington's Birthday (February 22);
(c) Arbor Day (last Friday in April);
(d) Flag Day (June 14);
(e) Citizenship Day (September 17);
(f) American Indian Heritage Day (fourth Friday in September);
(g) Columbus Day (October 12);
(h) Pioneer Day (November 1);
(i) Freedom Week (last full week of September), to educate students about the sacrifices made for freedom in the founding of the United States and the values on which the United States was founded;
(j) other days designated by the legislature or governor as legal holidays.

Saturday School

In emergencies, including during reasonable efforts of the trustees to make up aggregate hours of instruction lost during a declaration of emergency by the trustees under Section 20-9-806, MCA, pupil instruction may be conducted on a Saturday when it is approved by the trustees.

Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose of providing additional pupil instruction beyond the minimum aggregate hours of instruction required in Section 20-1-301, MCA, provided student attendance is voluntary.

School Fiscal Year

At least the minimum number of aggregate hours must be conducted during each school fiscal year. The minimum aggregate hours required by grade are:

a. A minimum of 360 aggregate hours for a kindergarten program;

b. 720 hours for grades 1 through 3;

c. 1,080 hours for grades 4 through 12; and

d. 1,050 hours may be sufficient for graduating seniors.

The minimum aggregate hours, described above, are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

1. Pre-school staff orientation for the purpose of organization of the school year;

2. Staff professional development programs (minimum of three (3) days);

3. Parent/teacher conferences; and

4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

The Board of Trustees has established an advisory committee to develop, recommend, and evaluate the school district's yearly professional development plan. Each year the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

Extended School Year

In accordance with Section 20-1-301, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the Board of Trustees may establish a school calendar with an earlier start date and a later end date to ensure students receive the minimum number aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the School District. When setting an extended school year, the School District will collaborate with students, parents, employees and other community stakeholders. When proposing to adopt changes to a previously adopted school term the Board of Trustees will follow the procedures outlined in in this policy.

Montana Code Annotated	**Description**
20-1-301	School Fiscal Year

20-1-302	School Term, Day, Week
20-1-303	Conduct of School on Saturday or Sunday Prohibited - Exceptions
20-1-304	Pupil Instruction Related Day
20-1-306	Commemorative Exercises on certain days
20-9-311	Calculation of Average Number Belonging

Administrative Rules of Montana	**Description**
10.55.701	Board of Trustees
10.55.714	Professional Development
10.55.906	High School Credit
10.65.101	PIR Days for Base Funding
10.65.103	Program for PIR Days

1 **Cross References**

Code	**Description**
1005FE	Proficiency-Based ANB
2050	Innovative Student Instruction
2140	Guidance and Counseling
2221	School Emergency and Closure
2221-P(1)	School Emergency and Closure - Procedure

2

Policy 2450: Indian Education for All

Recognition of Native American Cultural Heritage

The District recognizes the distinct and unique cultural heritage of Native Americans and is committed in the District's educational goals to the preservation of such heritage consistent with Article X, Section 1 (2) of the Montana Constitution.

In furtherance of the District's educational goals, the District is committed to:

· Working ~~cooperatively~~ in consultation with Montana Tribes in close proximity to the District, when developing courses of study, when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District;

· Periodically reviewing its curriculum to ensure the inclusion of cultural heritage of Native Americans, which will include but not necessarily be limited to:

*Considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans;

·*Taking into account individual and cultural diversity and differences among students;

· Providing necessary training for school personnel, with the objective of gaining an understanding and awareness of Native American culture, which will assist the District's staff in its relations with Native American students and parents.

The Board may require ~~requires~~ certified staff to satisfy the requirements for instruction in American Indian studies, set forth in § 20-1-503, MCA, if an Indian Education for All payment is issued to the District under Section 20-9-329, MCA.

Montana Code Annotated	**Description**
20-1-501	Indian Education For All
20-1-503	Indian Education for All
Montana Constitution	**Description**
Article X, section 1	Educational Goals and Duties
Administrative Rules of Montana	**Description**
10.55.603	Curriculum and Assessment
10.55.701	Board of Trustees

Cross References

Code	**Description**
2000	Goals

Policy 2150: Suicide Awareness and Prevention

Professional Development

The District will provide on an annual basis professional development on youth suicide awareness and prevention to each employee of the district who work directly with any students enrolled in the school district. At a minimum, each employee of the District who works directly with students must receive 1 hour of youth suicide awareness and prevention training every 3 years.

The training materials will be approved by the Office of Public Instruction (OPI), meet the standards for professional development in the state, and be periodically reviewed by a qualified person or committee for consistency with generally accepted principles of youth suicide awareness and prevention training.

~~The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years. All new employees who work directly with any student enrolled in the school district will be provided two (2) hours of training the first year of employment.~~

Youth suicide and prevention training may include:

A. In-person attendance at a live training;

B. Videoconference;

C. An individual program of study of designated materials;

D. Self-review modules available online; and

E. Any other method chosen by the local school board that is consistent with professional development standards.

Prevention and Response

The Board authorizes the Administration and appropriate District staff to develop procedures to address matters related to suicide prevention and response that:

A. Promote collaboration with families and with community providers in all aspects of suicide prevention and response;

B. Include high quality intervention services for students;

C. Promote interagency cooperation that enables school personnel to identify and access appropriate community resources for use in times of crisis;

D. Include reintegration of youth into a school following a crisis, hospitalization, or residential treatment;

E. Provide for leadership, planning, and support for students and school personnel to ensure appropriate responses to attempted or completed suicides.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation of the provisions of this policy or resulting from any training, or lack of training, related to this policy. Nothing in this policy shall be construed to impose a specific duty of care.

This policy will be reviewed by the Board of Trustees on a regular basis.

Montana Code Annotated	**Description**
20-7-1310	Youth suicide awareness and prevention training

Administrative Rules of Montana	**Description**
10.55.720	Suicide prevention and response

Cross References

Code	**Description**
2140	Guidance and Counseling