

INSTRUCTION

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Digital Academy Classes

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that meet the District standards address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

Further, the online learning solutions providers ensure that:

- A. Online course providers are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction.
- B. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll.
- C. The curriculum requirements of the state and school district are met.
- D. All online courses taken by the students will be approved by the administration in advance of enrollment.
- E. All teacher-led online courses include licensed, highly qualified teachers.

<u>Cross Reference:</u>	<u>2100</u>	<u>School Calendar and Day</u>
	<u>2170P</u>	<u>Digital Academy Procedures</u>
	<u>3520</u>	<u>Student Fees and Fines</u>

<u>Legal Reference:</u>	<u>§20-7-1201, MCA</u>	<u>Montana digital academy – purposes - governance</u>
	<u>§20-7-1202, MCA</u>	<u>Funding – rulemaking authority</u>
	<u>§20-9-213, MCA</u>	<u>Fees</u>

Policy History:

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- 1 Adopted on: September 2010
- 2 Revised on:
- 3
- 4 *Revision Note:*

1st Reading

INSTRUCTION

Digital Academy Classes

The District will permit a student to enroll in Montana Digital Academy (MDA) classes in order that such student may include a greater variety of learning experiences within the student's educational program or enroll in a class for credit recovery.

The District will allow students in grades 9 thru 12 to enroll in the Montana Digital Academy program under the following conditions:

1. The student must be an enrolled student in the District.
2. A part-time student must be enrolled for a minimum of 180 aggregate hours of instruction as provided in 20-9-311(4)(a)(i) two courses. This can be a combination of one in-house class and one an onsite or an MTDA class, or two MTDA classes.
3. Determination of Montana High School Association (MHSA) eligibility, the student must be enrolled for, and pass, any combination of four courses. Will be based on eligibility rules established by MHSA. Students who wish to take MTDA classes and participate in MHSA activities must follow all extra-curricular eligibility rules.
4. The student will be required to take the class(es) in the school building, during school time.
OR: The student will be required to take the class(es) during the Digital Academy course within the schedule.
OR: The student will have the option of taking the MTDA class(es) in the school building, during school time, or outside of the school building at a remote location, depending how and when such MTDA class(es) is/are offered.
5. Students who wish to take MTDA classes and participate in MHSA activities must follow all extra-curricular eligibility rules.
6. Each spring the administration will present the MTDA course offerings to the Board for approval. Any MTDA course offered may be made available to a student in the discretion of the Superintendent or designee and all courses offered by MTDA shall be considered approved by the Board of Trustees for the applicable school fiscal year.
7. The District will allow a student to enroll in a maximum of three (3) MTDA courses per semester.
8. In order for a home school or private school student to participate in MHSA activities, the student must be enrolled in, and pass, four (4) classes per semester that are taught on campus from a highly-qualified teacher.
9. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the

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1 Superintendent or designee. OPTIONAL**: Classes defined as being required for graduation
2 include classes taken for purposes of credit recovery. OPTIONAL//: Classes defined as being
3 required for graduation do not include classes offered by the District onsite as determined by the
4 Superintendent or designee and will therefore be considered an elective class, subject to a student
5 fee as referenced in his policy.

6
7 10. The District SELECTION OPTION: [shall/shall not**] charge students a reasonable fee for
8 an elective MTDA course or activity not required for graduation. The Board of Trustees
9 authorizes the Superintendent to waive the fee in cases of financial hardship.

10
11
12 Legal Reference:

13
14 Policy History:

15 Adopted on: September 2010

16 Revised on:

17
18 *Revision Note:*

INSTRUCTION

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Religion and Religious Activities

In keeping with the United States and Montana Constitutions and judicial decisions, the District may not support any religion or endorse religious activity. At the same time, the District may not prohibit private religious expression by students. This policy provides direction to students and staff members about the application of these principles to student religious activity at school.

Student Prayer and Discussion

Students may pray individually or in groups and may discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray silently in the classroom, except when they are expected to be involved in classroom instruction or activities.

Staff Members

Staff members are representatives of the District and must "navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed." They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content. They must remain officially neutral toward religious expression.

Graduation Ceremonies

Graduation is an important event for students and their families. In order to assure the appropriateness and dignity of the occasion, the District sponsors and pays for graduation ceremonies and retains ultimate control over their structure and content.

District officials may not invite or permit members of the clergy to give prayers at graduation. Furthermore, District officials may not organize or agree to requests for prayer by other persons at graduation, including requests from students. The District may not prefer the beliefs of some students over the beliefs of others, coerce dissenters or nonbelievers, or communicate any endorsement of religion.

Baccalaureate Ceremonies

Students and their families may organize baccalaureate services, at which attendance must be entirely voluntary. Organizers of baccalaureate services may rent and have access to school facilities on the same basis as other private groups and may not receive preferential treatment. The District may not be identified as sponsoring or endorsing baccalaureate services. District funds, including paid staff time, may not be used directly or indirectly to support or subsidize any religious services.

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Assemblies, Extracurricular and Athletic Events

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. District officials also may not organize or agree to student requests for prayer at assemblies and other school-sponsored events. Furthermore, prayer may not be broadcast over the school public address system, even if the prayer is nonsectarian, nonproselytizing, and initiated by students.

Student Religious Expression and Assignments

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

Religion in the Curriculum

Staff members may teach students about religion in history, art, music, literature, and other subjects in which religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The prohibition against teaching religion extends to curricular decisions which promote religion or religious beliefs.

School programs, performances, and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art, or writings is permitted, if the religious content has a historical or independent educational purpose which contributes to the objectives of the approved curriculum. School programs, performances, and celebrations cannot promote, encourage, discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot be oriented to religion or a religious holiday.

Student Religious ~~Groups~~Clubs

Students may ~~gather as non-curricular groups~~organize clubs to discuss or promote religion; ~~subject to the same constitutionally acceptable restrictions the District imposes on other student-organized clubs.~~ in accordance with District Policy 3233.

Distribution of Religious Literature

Students may distribute religious literature to their classmates, subject to the same constitutionally acceptable restrictions the District imposes on distribution of other non-school literature. Outsiders may not distribute religious or other literature to students on school property, consistent with and pursuant to the District policy on solicitations (Policy 4321).

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Religious Holidays

Staff members may teach objectively about religious holidays and about religious symbols, music, art, literature, and drama which accompany the holidays. They may celebrate the historical aspects of the holidays but may not observe them as religious events.

<u>Cross Reference:</u>	<u>Policy 3233</u>	<u>Student Use of Buildings</u>
	<u>Policy 3510</u>	<u>School Sponsored Activities</u>
	<u>Policy 3550</u>	<u>Student Clubs</u>

Policy History:

Adopted on: February 2007

Revised on:

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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 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 the 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 the student.

Cross Reference:	2600F	Work Based Learning Affiliation Agreement and Consent Form
	2600P	Work Based Learning Procedures

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1 Legal Reference: Title 41, Chapter 2, MCA
2 Fair Labor Standards Act 29 U.S.C. 212 and 213, et seq.
3 Chapter 247 2021 General Legislative Session
4 Section 29-71-118(7), MCA Employee, worker, volunteer, volunteer
5 firefighter, and volunteer emergency care
6 provider defined – election of coverage
7

8 **Policy History:**

9 **Adopted on:**

10 **Revised on:**

11
12 ***Revision Note:***

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2600FPolicy#

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WORK BASED LEARNING AFFILIATION AGREEMENT

This Affiliation Agreement is entered into between _____ (high school)
and _____ (workplace learning site).

WHEREAS High School has established a _____ Work Based
Learning program for students interested in career exploration opportunities; and

WHEREAS High School wishes to affiliate with _____
(workplace learning site) for the purpose of providing Career Exploration and Assessment
experiences for students enrolled in the _____ Work Based Learning
Program; and

WHEREAS the Workplace Learning Site is willing to permit the Career Exploration experience
on its premises with the terms set forth in this Affiliation Agreement;

NOW THEREFORE, the parties agree as follows:

1. The High School shall assume full responsibility for planning and execution of the student program of instruction including curriculum content, Work Based Learning orientation, emergency contact information, and parent/guardian consent.
2. The High School shall ensure participating students have completed safety instruction specific to the work site prior to participation in the Work Based Learning experience.
3. The High School shall provide a Work Based Learning Coordinator responsible for instruction and coordination with appropriate Workplace Learning Site personnel for the planning, selecting, and evaluating of students' experiences.
4. The Work Based Learning Coordinator, Workplace Supervisor, and student will work collaboratively to determine the career readiness, employability skills, and proficiency guidelines set forth in the personalized work based learning program.
5. The Workplace Learning Site agrees to designate a Workplace Supervisor, who has completed the Volunteer Agreement Form, and whose responsibility it shall be to assist the Work Based Learning Coordinator in selection and coordination of student experiences appropriate to the level of learning.
6. The Workplace Learning Site professional practitioners shall be responsible for overseeing the students' experiences and training activities. They shall orient the students to their activities, direct their activities, and supervise their activities to assure safe and satisfactory experiences and performance.
7. The High School shall be responsible for assigning students to the Workplace Learning Site for experience. The High School shall notify the Workplace Learning Site at least one (1) month in advance of its planned schedule of students and types of experiences to be provided. This schedule shall be subject to approval of the Workplace Learning Site.

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8. The Workplace Learning Site shall make available the necessary equipment and supplies as determined by the Workplace Learning Site in conjunction with the High School.

9. The Workplace Learning Site shall provide the Work Based Learning Coordinator with frequent student performance evaluations in the manner and frequency so designated by the High School.

10. The High School shall work with the Workplace Learning Site regarding the removal of any student from the Workplace Learning Site whenever the student is not performing or meeting the workplace requirements. Responsibility for student disciplinary measures, if any, shall be with the High School and not with the Workplace Learning Site.

Workplace Supervisor initials the selection specific to this Work Based Learning placement:

Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student may earn school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Employer does not pay the student. Student does not earn school credit as part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined in the Work Based Learning plan. School district adds a school to work endorsement onto the school workers' compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in

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the course and scope as part of the Work Based Learning opportunity shall be covered by the School District's workers compensation coverage.

School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No worker's compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the students has personal medical insurance coverage in place.

Workplace Supervisor

Date

Work Based Learning Coordinator

Date

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PARENT/GUARDIAN CONSENT FOR WORK BASED LEARNING EXPERIENCE

I, (full name) _____, as legal guardian of

(child's full name), a student
enrolled in the Jefferson High School, acknowledge the following:

The program of study includes opportunities for my child to participate in an off-campus Work Based Learning opportunity, and I give my consent to my child participating in the offsite Work Based Learning component, and I agree to support and assist with enforcement of the content included in the Work Based Learning placement.

I agree to accept responsibility for my student's participation in the above-referenced activity. I understand any negligence arising out of the student's participation in the program shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree to counsel my child to abide by the rules and regulations set forth by the workplace learning site.

I have signed the Parent/Guardian Consent and agree to the stated conditions.

Parent/Guardian signature Date

Parent/Guardian printed name Phone number

Address, City, State, Zip code

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

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Work Based Learning Program – Insurance

The School District Work Based Learning coordinator will work with the School District administration to identify the appropriate insurance coverage for a student's tailored work-experience opportunity. A student will not commence a Work Based Learning opportunity until the appropriate insurance option has been identified and implemented by all parties. The option selected will be noted as part of the student's Work Based Learning plan.

Option 1

Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student earns school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Option 2

Employer does not pay the student. Student earns school credit part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Option 3

Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined in the Work Based Learning plan. School district adds a school to work endorsement onto the school workers' compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the School District's workers compensation coverage.

Option 4

School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

STUDENTS

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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;
- 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 § 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 § 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 electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; ~~or~~
- 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;

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- 1 • A student gaining credit for participating in a work-based learning program pursuant to
2 [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
3
- 4 • A student participating in an “innovative educational program” as defined in Section 15-
5 30-3102, MCA;
6
- 7 • A resident of the district attending a Montana job corps program under an inter-local
8 agreement with the district under § 20-9-707, MCA.
9
- 10
- 11 • A resident of the district attending a Montana Youth Challenge Program under an ~~8~~ inter-
12 local agreement with the district under § 20-9-707, MCA.
13 ~~Meets the Criteria for Proficiency-based ANB under policy 3126FE~~
14

15 In order for a student who is served through distance learning or offsite delivery methods to be
16 included in the calculation of average number belonging, the student must meet ~~the residency~~
17 ~~requirements for that district; live in the district, and must be eligible for educational services~~
18 ~~under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in~~
19 ~~the district under a mandatory attendance agreement as provided in § 20-9-707, MCA; one or~~
20 ~~more of the conditions for participating in offsite instruction pursuant to Section 20-7-118,~~
21 ~~MCA.~~
22

23 Enrollment for Purposes of Participation in Extracurricular Activities by an Unenrolled Child or
24 Part Time Enrolled Student
25

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

- 27 a. Resided in the District;
- 28 b. Was not enrolled in the District or was not enrolled full time; and
- 29 c. Completed an extracurricular activity with a duration of at least 6 weeks in
30 accordance with Policy 3510.

31 Each completed extracurricular activity that, inclusive of practices and post-season tournaments,
32 lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed
33 extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A
34 child may not be counted as more than one full-time enrollment for ANB purposes.
35

36 For purposes of calculating ANB under this section, “extracurricular activity” means:

- 37 a. A sport or activity sanctioned by an organization having jurisdiction over
38 interscholastic activities, contests, and tournaments;
- 39 b. An approved career and technical student organization, pursuant to Section 20-7-
40 306, MCA; or
- 41 a.c. A school theater production.
42

43 Homeless Youth and Foster Children
44

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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.

<u>Cross Reference:</u>	<u>Policy 2600</u>	<u>Work Based Learning</u>
	<u>Policy 3510</u>	<u>School Sponsored Activities</u>

<u>Legal Reference:</u>	§ 1-1-215, MCA	Residence – Rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
		--three-year averaging.
	§ 20-9-706, MCA	Running Start Program
	§ 20-9-707, MCA	Agreement with accredited Montana job corps
		program
	29 U.S.C. 794	Nondiscrimination under Federal grants
		and programs
	34 CFR 300.1, et seq.	Individuals with Disabilities Education Act
	<u>Chapter 297</u>	<u>2021 General Legislative Session</u>
	<u>Chapter 269</u>	<u>2021 General Legislative Session</u>
	<u>Chapter 247</u>	<u>2021 General Legislative Session</u>

Policy History:

Adopted on: February 2007

Revised on: August 2018

Revision Note: Added Lines 9 thru 13 on page 2

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Part-Time Attendance

~~The District will review requests for part-time enrollment of students for purposes of academic courses on a case-by-case basis, with a building principal making a preliminary decision pursuant to the criteria set forth in this Policy. Denial of part-time enrollment may be appealed pursuant to policy 1700. Although it is the desire of the Board to accommodate the educational needs of all students residing within District boundaries who are not otherwise enrolled in the educational program, it shall be the policy of the District not to allow such students to enroll on a part-time basis for academic classes.~~

~~Criteria for accepting students for part-time enrollment are the following: Montana law provides that properly enrolled students must attend school, unless the child is excused from attending, as specifically provided by law. Enrollment in a non-public or home school which complies with the provisions of Montana law, § 20-5-109, MCA, excuses the child and his/her parent/guardian from the compulsory enrollment and attendance requirements.~~

- ~~1. Accepting a student will not create excess student enrollment in a requested class;~~
- ~~2. Accepting a student will not create need for an additional staff member;~~
- ~~1.3. Accepting a student will not cause a new section of a course to be created. From time to time, however, registered home school students in the Jefferson High School District may seek to enroll and be approved for enrollment on a part-time basis in Jefferson High School.~~

~~The District will accept on a first-come, first-served basis students wishing to enroll in the same course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester. Part-time student enrollment will be accommodated by Jefferson High School, within the following limitations:~~

- ~~1. Placement: The location of the services provided will be at the discretion of the District, pursuant to District policy. Students may be placed in grade levels and/or courses at the discretion of the principal, based on assessment results.~~
- ~~2. Attendance: Upon enrollment as a part-time student with the District, the student will comply with the compulsory attendance provisions of the law for the time he/she is scheduled to be in class in the District. Students found in noncompliance with the attendance/enrollment rules for the time scheduled to be in class will be considered truant.~~
- ~~3. Discipline: The parent/guardian understands and agrees that the child will be subject to Montana law and the discipline policies and procedures of Jefferson High School as prescribed by law. Students determined to be in violation under these provisions may be suspended or expelled as allowed by law.~~
- ~~4. Transportation: Transportation services outside regular, established District transportation will be provided by the parent/guardian, pursuant to Montana law and District policies.~~
- ~~5. Part-time students may attain a diploma if/when they fulfill the Jefferson High School graduation requirements.~~

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Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

<u>Cross Reference:</u>	<u>Policy 3121</u>	<u>Enrollment and Attendance</u>
	<u>Policy 3510</u>	<u>School Sponsored Activities</u>

<u>Legal Reference:</u>	<u>§ 20-9-311(a), MCA</u>	<u>Calculation of average number belonging (ANB)</u>
	<u>Chapter 297</u>	<u>2021 General Legislative Session</u>
	<u>Chapter 269</u>	<u>2021 General Legislative Session</u>

Policy History:

Adopted on: February 2007

Revised on: May 20, 2014 (Allowing for attainment of a diploma)

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Student Use of Buildings: Equal Access

~~Non-curriculum-related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting. Non-curricular groups of students not previously recognized as curricular student organization under Policy 3510 or 3550 may gather on school premises under the following guidelines without restriction on the basis of the religious, political, philosophical, or other content of the meeting. Students wishing to form curricular groups or organizations recognized by the school administration may do so in accordance with Policy 3510 or 3550.~~

The following criteria must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school or government are present only in a non-participatory capacity.
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Legal Reference: 20 U.S.C. 4071 Equal Access Act
Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Policy History:

Adopted on: February 2007

Revised on:

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~~FIREARMS AND WEAPONS~~ Firearms and Other WeaponsFirearms

~~For the purpose of the firearms section of this policy, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16)~~

It is the policy of Jefferson High School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students- who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.

The District does not allow students to possess firearms on District property or at any setting that is under the control and supervision of the District. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. The Policy does not govern conduct in a student's home, a locked vehicle, a parking lot, or a commercial business when the student is participating in an online, remote, or distance-learning setting. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

For the purposes of the firearms section of this policy, the term "firearm" means (A) any weapon (including a starter gun) which will, is designed to, or may be readily converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

Option 1: However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

~~However, the Board of Trustees through this policy authorizes the Superintendent, or principal of the school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances.~~

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

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Before holding a hearing to determine if a student has violated this Policy, the Board shall, in a clear and timely manner, notify the student if the student is an adult or notify the parent or guardian of a student if the student is a minor that the student may waive the student's privacy interest by requesting that the hearing be held in public and invite other individuals to attend the hearing.

Before expelling a student under this Policy, the Board shall hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly, as defined in Section 1-1-204, MCA, brought a firearm to school or possessed a firearm at school.

When a student subject to a hearing is found to have not violated this Policy, the student's school record must be expunged of the incident.

The provisions of this Policy do not require the Board to expel a student who has brought a firearm to school or possesses a firearm at school if the firearm is secured in a locked container approved by the school district or in a locked motor vehicle the entire time the firearm is at school, except while the firearm is in use for a school-sanctioned instructional activity.

Possession of Weapons other than Firearms

The District does not allow students to possess other weapons on Districtschool property or at any setting that is under the control and supervision of the District. Any student found to have possessed, used, or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purpose of this section, "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No studentperson shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns, toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs pencils, files, scissors, etc.) to inflict bodily harm and or intimidate, and such use will be treated as the possession and use of a weapon.

Definitions, Exceptions, and Referral to Law Enforcement

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The District may will refer to law enforcement for immediate prosecution any student person who possesses, carries, or stores a weapon in a school building as specified in Section 45-8-361, MCA. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1)(2))

For the purposes of this section only, “school property building” means all buildings owned or leased by the school district are used for instruction or for student activities. (45-8-361- (5a)) within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. “Building” specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words “or part or parts of a building” and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

The Board of **Trustees** may grant person and entities advanced permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

~~This section policy does not apply to a law enforcement officers acting in his or her the officer's official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.. (45-8-361 (3a))~~

The ~~Board of Trustees~~ shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Cross Reference: Policy 3310 Student Discipline
Policy 4332 Conduct on School Property

Legal Reference:	§ 20-5-202, MCA § 45-8-361, MCA 20 U.S.C. §7151, et seq. 18 U.S.C. § 921 NCLB, Section 4141	Suspension and Expulsion Possession or allowing possession of a weapon in a school building Gun Free Schools Act of 1994 Definitions Gun Free Requirements
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1 Policy History:

2 Adopted on: July, 2013

3 Revised on:

4

5 *Revision Note:*

1st Reading

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Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of Public Health and Human Services or the local county health department. Haemophilus influenza type "b" immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a licensed or certified health care provider in a manner provided by Section 20-5-405, MCA, physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed in a manner provided by Section 20-5-404, MCA, annually. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P.

All students who are enrolled under an exemption and have a disease listed in this Policy, have been exposed to a disease listed in this Policy, or may be exposed to a disease listed in this Policy while attending school may be excluded from the school by the local health officer or the DPHHS until the excluding authority is satisfied that the student no longer risks contracting or transmitting that disease. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except that Haemophilus influenza type "b" vaccine is required for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

This policy does not apply to or govern vaccinations against COVID-19. The Board does not require immunization against COVID-19 in order to enroll in the District in accordance with Montana law. District officials shall not inquire about the COVID-19 vaccination status of

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students, employees, or visitors. District officials shall not make decisions regarding access to District services for students, employees, or visitors based upon an individual's COVID-19 vaccination status. Students enrolled in dual credit courses in accordance with District policies may be subject to distinct immunization requirements of the applicable post-secondary institution.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA	Medical or religious exemption
	<u>Chapter 418</u>	<u>2021 General Legislative Session</u>

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 Revision: Revision updates with 2015 Montana Legislative Session

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School-Sponsored Student Activities

1. Student Organizations:

- a. All curricular student clubs or organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- b. Bylaws and rules of curricular student clubs or organizations must not be contrary to Board policy or to administrative rules and regulations.
- c. Procedures in curricular student clubs or organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

2. Social Events

- a. Social events must have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the Board.
- c. Social events must be chaperoned at all times.
- d. Attendance at high school social events and dances shall be limited to high school students unless prior permission is received from the principal.

3. Extracurricular Activities

- a. Academic and behavior eligibility rules are established by MHSA rules and District policy.
- b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
- c. In establishing an interscholastic program, the Board directs the administration to:
 - i. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
 - ii. Open all sports to residents of the school district and who is at least 5 years of age and not more than 19 on or before September 10 of the year in which participation in extracurricular activities is sought by such child in accordance with the provisions of this policy.
 - iii. Recommend sports activities based on interest inventories completed by the students.

4. Participation in District Extracurricular Activities by Unenrolled Children

- a. Any child identified in Section 3.c.ii of this policy who is attending a nonpublic or home school meeting the requirements of section 20-5-109:
 - i. is eligible to seek to participate in any extracurricular activity of the District that is offered to pupils of the District who are of the same age.
 - ii. is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic

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organization of which the school of participation is a member as specified in Section 3.a. and 3.b. of this policy and any related student or activity handbook provisions.

iii. will be assessed for purposes of placement, team formation, and cuts using the same criteria as used for full-time pupils enrolled in the District.

b. In cases where there is more than one school serving the same age group within District boundaries, a child under Section 4 of this policy shall be subject to the same school zone rules applicable to full-time pupils of the District. Participation for one school for one sport and another school for another sport is prohibited.

c. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under Section 4.a.ii of this policy shall be attested by the head administrator of the nonpublic school. No further verification shall be required.

d. The academic eligibility for extracurricular participation for a student attending a home school as specified under Section 4.a.ii of this policy shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.

e. Students participating in extracurricular activities under Section 4 of this policy may be considered part-time enrollees for purposes of ANB in accordance with Policy 3150, 3121, and 3121P.

5. Designation of Athletic Teams

Unless otherwise prohibited by Policy 3210 or federal law, District sponsored athletic teams or sports designated for females, women, or girls may not be open to students who are biologically of the male sex. District sponsored athletic teams or events may be designated as one of the following based on biological sex in accordance with applicable MHSA rules, this Policy, federal law, Policy 3210, or the provisions of Section 6 of Chapter 405 (2021):

a. Males, men, or boys;

b. Females, women, or girls; or

c. Coed or mixed.

This section of this Policy is void 21 days after the date the United States Secretary of Education files a written report with the proper committees of the United States House of Representatives and the United States Senate as required by 34 CFR 100.8(c) due to the enforcement of Chapter 405 (2021).

Cross Reference:	<u>Policy 2332</u>	<u>Religion and Religious Activities</u>
	<u>Policy 3121-3121P</u>	<u>Enrollment and Attendance</u>
	<u>Policy 3150</u>	<u>Part Time Attendance</u>
	<u>Policy 3222</u>	<u>Distribution and Posting Materials</u>
	<u>Policy 3233</u>	<u>Student Use of Buildings – Equal Access</u>
	<u>Policy 3550</u>	<u>Student Clubs</u>

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Policy 4331 Use of School Property for Posting Notices

Legal Reference: Chapter 297 2021 General Legislative Session

Chapter 269 2021 General Legislative Session

Chapter 405 2021 General Legislative Session

34 CFR 100.8(c) Procedure for Effecting Compliance

Bostock v. Clayton County Georgia, 140 S.Ct. 1731 (2020)

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 Revision Note: Added cross-reference to policy 3233

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Student Clubs

The Board recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee is delegated the authority to approve or deny club applications.

~~Curricular~~Recognized Student Clubs and Organizations

The Board of Trustees authorize the administration to approve and recognize student clubs or organizations in a manner consistent with this policy and administrative procedure. Student clubs that are recognized by the District and permitted to use District facilities, use the District's name, a District school's name, or a District school's team name or any logo attributable to the District, and raise and deposit funds with the District.

In order for the administration to approve and recognize a student club, the group must submit an application to the building administrator containing the following:

1. The organization's name and purpose.

~~1-2.~~ The portion of the curriculum that forms the basis of the club. The portion of the curriculum that forms the basis of the club or the course offered at the school enhanced by the club's functions. This step is required for consideration as a curricular club. Applications that do not satisfy this step may be permitted to meet at the school as a non-curricular student group.

~~2-3.~~ The staff employee designated to serve as the group's advisor.

~~3-4.~~ The rules and procedures under which it operates.

~~4-5.~~ A statement that the membership will adhere to applicable Board policies and administrative procedures.

~~5. A statement that membership is open and unrestricted and the organization will not engage in discrimination based on someone's innate characteristics or membership in a protected classification.~~

The administration will report to the Board when new student clubs have been approved and recognized.

Upon approval of a new student club, the administration will notify the District clerk so the group may have any funds raised for its operations so designated in accordance with the District's financial practices.

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1 Approved curricular student clubs will appear in the student handbook and other appropriate
2 district publications. Advisors of new student groups may be eligible for a stipend in accordance
3 with applicable collective bargaining agreement provisions and available district resources.

4 Approved curricular student clubs may also have limited access as designated by the
5 administration to distribute messages through official communications of the district (e.g.
6 intercom announcements, district newsletters, group emails, etc.)

7
8 Non-Curricular Informal or Unrecognized Student Groups
9

10 Student-led and initiated groups of similar interests that do not meet the requirements to be an
11 approved curricular student club as outlined in this policy shall be designated as noncurricular
12 student groups. Non curricular student groups include any student group that does not directly
13 relate to the body of courses offered by the District but has a regular meeting schedule and
14 established operational structure. District employees that are present at meetings in a supervisory
15 capacity are not eligible for a stipend. Student meetings must be supervised by an adult.
16 Employees or agents of the District that are present at student group meetings must only serve in
17 a supervisory capacity may meet on school property during non-instructional time in accordance
18 with applicable District policies. Unrecognized groups may have informal staff advisors who are
19 not eligible for district stipend. Unrecognized student groups may not deposit funds in district
20 accounts. Notices posted by unrecognized groups must be in accordance with applicable policy
21 governing non-District events or groups and administrator approval.

22
23 The District approved a limited open forum, within the meaning of that term as defined by U.S.
24 Code section 4071, for non-curricular student groups to meet on school premises during non-
25 instructional time. Noncurricular student groups wishing to conduct a meeting within this limited
26 forum are subject to the following fair opportunity criteria, which shall be uniformly
27 administered consistent with 20 U.S. Code section 4071:

- 28 1. All such meetings must be voluntary and student-initiated;
- 29 2. There shall be no sponsorship of the meeting by the District or its agents or employees;
- 30 3. Employees or agents of the District that are present at religious meetings must be only in
31 a non-participatory capacity;
- 32 4. All meetings must not materially and substantially interfere with the orderly conduct of
33 educational activities within the District; and
- 34 5. Non-school persons may not direct, conduct, control, or regularly attend activities of the
35 non-curricular student groups.

36
37 Meeting is defined as a gathering of a group of students for the purposes of discussing group
38 beliefs or engaging in group operations. An event that does not meet this definition will be
39 required to comply with the Community Use of District Facilities Policy and Procedure.

40
41 Fundraising
42

43 Noncurricular student groups may post notice of gatherings in accordance with Policy 3222.
44 Noncurricular student groups may be authorized by the [Board or administration***] to have the

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Page 3 of 3

1 name of the school to appear as part of their group's name. A logo attributable to the school or
2 District, the District's name, or the school's team name or mascot may not be used by a
3 noncurricular group. The permission to post notice of gatherings or use the school name does not
4 constitute sponsorship of the group by the District.
5

6 Informal Gatherings
7

8 Students are permitted to informally gather at the school in accordance with Policy 3233.
9 Informal gatherings of students are not permitted to use the District's name, a District school's
10 name, or a District school's team name or mascot, or any logo attributable to the District, and
11 raise and deposit funds with the District. Informal student gatherings may not post notices or
12 other materials in accordance with Policy 3222 but may request to post items in accordance with
13 Policy 4331.
14

15 Financial Operations
16

17 All funds raised by recognized student clubs are subject to applicable School District policies
18 regarding financial management. All funds raised by recognized student clubs that are donated to
19 the School District become public funds when placed in a School District account. All public
20 funds must be monitored in accordance with state law. Deposits must be reviewed to ensure
21 compliance with equity rules, amateur rules and appropriateness under district policy.
22

23 Funds spent by the School District will be done in accordance with District purchase order policy
24 and spending limits regardless of the source of the donation. All expenditures should be
25 preapproved to ensure equity and auditing standards are met.
26

27 The administration is authorized to develop procedures to implement this policy.
28

29 Cross Reference: 2332 – Religion and Religious Activities
30 3210 - Equal Education and Nondiscrimination
31 3222 – Distribution and Posting Materials
32 3233 - Student Use of Buildings - Equal Access
33 4331 – Use of School Property for Posting Notices
34
35
36

37 Legal Reference: 20 U.S. Code Section 4071 Denial of equal access prohibited
38 Section 20-5-203, MCA Secret Organization Prohibited
39

40 Policy History:

41 Adopted on: August 2020

42 Revised on:

43
44 *Revision Note:*

STUDENTSSECTION

3550FPolicy#

Page 1 of 2

JEFFERSON HIGH SCHOOL DISTRICT STUDENT CLUB APPLICATION – POLICY
3550F

 This application is for a new club This application is to renew an existing club

This application is to request approval of a student club at Jefferson High School District #1. The application must be fully completed for the application to be considered. Incomplete or incorrectly prepared applications will not be considered. All applications will be considered in accordance with District Policy 3550 and District guidelines. Copies of the policy and guidelines can be obtained at the District Office or online at jhs.k12.mt.us. Approved clubs that violate District Policy, Montana law, or federal law are subject to suspension or termination.

Step 1. General Club Information

Proposed Club Name: _____

Proposed Club Supervisor Name: _____

Faculty supervisors do not sponsor or participate in non-curricular clubs; however, an adult supervisor must be present.

Step 2. Club's Bylaws, Charter, or Statement of Purpose

Please attach any documents outlining the rules and procedures under which the club will operate. These documents may include but are not limited to bylaws, membership expectations, or a national charter. If the documents are not yet available, drafts may be attached, or a detailed statement of purpose can be provided until documents are available.

Step 3. Basis for Curriculum Related Status *(For consideration as a curricular club. Groups that do not satisfy this step may be permitted to operate as a non-curricular student group.)*

To be approved as a curricular club, the club must be based upon an aspect of the school's curriculum or the functions of the club must enhance a course offered at the school. Please attach a description of why the proposed club should be designated as a curricular club providing specific facts supporting such status.

Step 4. Time, Frequency, Location, and Notice of Anticipated Club Meetings and Functions

Please attach a statement of the proposed use of school facilities, including at the specific areas or facilities of the school for which use is requested and the proposed nature of the use of those facilities. Attach or describe any examples of materials which the club plans to use to tell students about the club's existence or to invite students to join.

Step 5. Submission and Acknowledgement

By signing this application form, the students and advisor acknowledge that the club's members and operations will adhere to applicable Board policies and administrative procedures governing curricular clubs.

STUDENTSSECTION

3550FPolicy#

Page 2 of 2

Requesting Student Date Proposed Supervisor Date

FOR SCHOOL DISTRICT USE ONLY

Application Received by: Date:

Approved as Curricular Club By: Date:

Operating as Non-Curricular Student Group by: Date:

NOTES:

The administration will retain all records related to this application. The administration will report to the requesting students, advisor, and Board of Trustees when new curricular student clubs have been approved.

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

COMMUNITY RELATIONS SECTION

District and School Name, Logo, Imagery, and Colors

Use of the District's name, a District school's name, or a District school's team name or mascot or any logo or imagery attributable to the District by any group, individual, business, entity, or organization may occur only after securing the Board's written approval as documented during a duly constituted Board meeting. Unauthorized use of the District school's team name, mascot, logo, or imagery is strictly prohibited. The District reserves the right to seek all available legal remedies for unauthorized use of the District school's name, logo, mascot, or imagery.

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

COMMUNITY RELATIONS

4331

Use of School Property for Posting Notices

Non-school related organizations or individuals that are not associated with student curricular clubs or student non-curricular groups may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students. The building principal shall only authorize distribution or posting of information that is determined to have a direct benefit or relationship to students enrolled in the school and meets the standards of this policy.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would:

- A. Disrupt the educational process;
- B. Violate the rights of others;
- C. Invade the privacy of others;
- D. Infringe on a copyright; ~~or~~
- E. Violate District policy, procedure, or administrative directive;
- E. Be obscene, vulgar, or indecent; ~~or-~~
- F. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on election day, or distributed to the students.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration. Under no circumstances shall individuals not employed by the District be given access to the building for the purposes of posting notices or distributing information.

All student materials must be reviewed and approved by the Superintendent or designee in accordance with Policy 3222.

Cross Reference: Policy 3222 Distribution and Posting of Student Materials

Policy History:

COMMUNITY RELATIONS

4331

1 Adopted on: February 2007

2 Revised on:

3

4 *Note: Included "F" in this revision, but Board declined to insert the word "firearms" in "F".*

1st Reading