

**PHILIPSBURG SCHOOL DISTRICT**

**4000 SERIES  
COMMUNITY RELATIONS**

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4120

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5 Public Relations

6  
7 The District will strive to maintain effective two-way communications with the public to enable  
8 the Board and staff to interpret schools' needs to the community and provide a means for citizens  
9 to express their needs and expectations to the Board and staff.

10  
11 The Superintendent will establish and maintain a communication process within the school  
12 system and between it and the community. Such public information program will provide for  
13 news releases at appropriate times, arrange for media coverage of District programs and events,  
14 provide for regular direct communications between individual schools and the citizens they  
15 serve, and assist staff in improving their skills and understanding in communicating with the  
16 public.

17  
18 The District may solicit community opinion through parent organizations, parent-teacher  
19 conferences, open houses, and other events or activities which may bring staff and citizens  
20 together.

21  
22  
23  
24 Legal Reference: Art. II, Sec. 10, Montana Constitution

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26  
27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

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4  
5 School-Support Organizations

6  
7 The Board recognizes that parent, teacher and student organizations are an invaluable resource to  
8 the District schools and so supports their formation and vitality. The Board encourages their  
9 suggestions and assistance. Membership in these organizations must be open and unrestricted.

10  
11 Booster clubs and/or special interest organizations may be formed to support and strengthen  
12 specific activities conducted within the school or District. All such groups must receive the  
13 approval of the school principal, Superintendent and the Board in order to be recognized as a  
14 booster organization. Staff participation, cooperation and support are encouraged in such  
15 recognized organizations.

16  
17 ***Fundraising by School Support Organizations***

18 Fundraising by school support groups is considered a usual and desirable part of the function of  
19 such groups. Specific fundraising activities must be approved in advance by the Principal. The  
20 Principal must be consulted before any expenditure of such funds. All such funds raised by  
21 school adjunct groups are to be used for direct or indirect support of school programs.  
22 Equipment purchased by support groups and donated to the schools becomes the property of the  
23 District and may be used or disposed of in accordance with District policy and state law.

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28 Policy History:

29 Adopted on:

30 Reviewed on:

31 Revised on:

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3 **COMMUNITY RELATIONS**

4301

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5 Visitors to Schools

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7 The District encourages visits by Board members, parents, and citizens to all District buildings.

8 All visitors shall report to the principal's office on entering any District building. Conferences

9 with teachers should be held outside school hours or during the teacher's conference or

10 preparation time.

11

12

13

14 Cross Reference: 4313 Disruption of School Operations

15

16 Policy History:

17 Adopted on:

18 Reviewed on:

19 Revised on:

1 **Philipsburg School District**

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4313

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5 Disruption of School Operations

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7 The staff member in charge will immediately notify local law enforcement authorities, if any  
8 person disrupts or obstructs any school program, activity, or meeting or threatens to do so, or  
9 commits, threatens to imminently commit, or incites another to commit any act that will disturb  
10 or interfere with or obstruct any lawful task, function, process, or procedure of any student,  
11 official, employee, or invitee of the District.

12  
13 The staff member in charge will make a written report detailing the incident no later than twenty-  
14 four (24) hours after the incident occurs. A copy of the report will be given to the staff member's  
15 immediate supervisor.

16  
17  
18  
19 Cross Reference: 4301 Visitors to Schools

20  
21 Legal Reference: § 20-1-206, MCA Disturbance of school - penalty  
22 § 20-5-201, MCA Duties and sanctions  
23 § 45-8-101, MCA Disorderly conduct

24  
25 Policy History:

26 Adopted on:

27 Reviewed on:

28 Revised on:

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3 **COMMUNITY RELATIONS**

4315

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5 Conduct on School Property

6  
7 Any person, including an adult, who engages in misconduct on school property may be subject to  
8 limits on access to school property by the Superintendent. Examples of misconduct include but  
9 are not limited to:

- 10
- 11 • Using vulgar or obscene language or gestures;
- 12 • Possessing or being under the influence of any alcoholic beverage or illegal substance;
- 13 • Possessing a weapon;
- 14 • Fighting or otherwise striking or threatening another person;
- 15 • Failing to obey instructions of a security officer or District employee; and
- 16 • Engaging in any illegal or disruptive activity.

17  
18 The Superintendent may limit access to school property in her discretion. The Superintendent  
19 may seek to ban any person from school property by delivering or mailing a notice by certified  
20 mail with return receipt requested, containing:

- 21 1. Date, time, and place of a Board hearing;
- 22
- 23 2. Description of the misconduct; and
- 24
- 25
- 26 3. Proposed time period access will be denied.
- 27
- 28
- 29

30 Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
31	§ 20-4-303, MCA	Abuse of teachers
32	§ 45-8-101, MCA	Disorderly conduct

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34 Policy History

35 Adopted on:

36 Reviewed on:

37 Revised on:

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3 **COMMUNITY RELATIONS**

4316

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5 Accommodating Individuals with Disabilities

6  
7 Individuals with disabilities will be provided opportunity to participate in all school-sponsored  
8 services, programs, or activities on a basis equal to those without disabilities and will not be  
9 subject to illegal discrimination. The District may provide auxiliary aids and services when  
10 necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the  
11 benefits of a service, program, or activity.

12  
13 An individual with a disability should notify the Superintendent or building principal if they have  
14 a disability which will require special assistance or services. This notification should occur as  
15 far as possible before the school-sponsored function, program, or meeting.

16  
17 SERVICE ANIMALS

18  
19 The District will comply with all state and federal laws, regulations, and rules regarding the use  
20 of service animals by a staff member, student, and community member required because that  
21 individual has a disability and the service animal is individually trained to do work or perform  
22 tasks for the benefit of that individual.

23  
24 A service animal is any dog that is individually trained to do work or perform tasks for the  
25 benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual,  
26 or other mental disability. Other species of animals, whether wild or domestic, trained or  
27 untrained, are not service animals for the purposes of this policy. The work or tasks performed  
28 by a service animal must be directly related to the individual's disability. The crime deterrent  
29 effects of an animal's presence and the provision of emotional support, well-being, comfort, or  
30 companionship do not constitute work or tasks for the purposes of this definition. The District  
31 may permit the use of a miniature horse by an individual with a disability under circumstances  
32 established by the Superintendent.

33  
34 The Superintendent will establish procedures regarding the use of service animals by individuals  
35 with disabilities.

36  
37 Legal References: 42 U.S.C. § 12111 et seq. Americans with Disabilities Act  
38 28 C.F.R. §§ 35.104, 35.136 Nondiscrimination on the Basis of  
39 Disability in State and Local  
40 Government Services

41  
42 Policy History:

43 Adopted on:  
44 Reviewed on:  
45 Revised on:

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4330

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5 Community Use of School Facilities

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7 The Trustees of are supportive of the people of the community using the school facilities for both  
8 educational and recreational purposes. The Administration shall be charged with the  
9 responsibility of coordinating and authorizing use of all grounds and facilities by groups other  
10 than those directly connected with the school. The Administration shall develop the rules,  
11 regulations, and procedures for the use of facilities. As required by the Boy Scouts of America  
12 Equal Access Act, the District shall provide an equal right of access to the Boy Scouts of  
13 America and other designated patriotic youth groups.

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33 Legal Reference: 20 USC § 7905 Boy Scouts of America Equal Access Act

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39 Policy History:

40 Adopted on:

41 Reviewed on:

42 Revised on:



1 **Philipsburg School District**

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4331

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5 Use of School Property for Posting Notices

6  
7 Non-school-related organizations may request permission of the building principal to display  
8 posters in the area reserved for community posters or to have flyers distributed to students.

9  
10 Posters and/or flyers must be student oriented and have the sponsoring organization's name  
11 prominently displayed. The District will not permit the posting or distribution of any material  
12 that would:

- 13  
14 A. Disrupt the educational process;  
15  
16 B. Violate the rights of others;  
17  
18 C. Invade the privacy of others;  
19  
20 D. Infringe on a copyright; or  
21  
22 E. Be obscene, vulgar, or indecent.  
23  
24 F. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create  
25 community concerns.

26  
27 No commercial publication shall be posted or distributed unless the purpose is to further a school  
28 activity, such as graduation, class pictures, or class rings. No information from any candidates  
29 for non-student elective offices shall be posted in or around school district property, or  
30 distributed to the students.

31  
32 If permission is granted to distribute materials, the organization must arrange to have copies  
33 delivered to the school. Distribution of the materials will be arranged by administration.

34  
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37 Policy History:

38 Adopted on:

39 Reviewed on:

40 Revised on:

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3 **COMMUNITY RELATIONS**

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4  
5 Cooperative Programs with Other Districts and Public Agencies

6  
7 Whenever it appears to the economic, administrative, and/or educational advantage of the  
8 District to participate in cooperative programs with other units of local government, the  
9 Superintendent will prepare and present for Board consideration an analysis of each cooperative  
10 proposal.

11  
12 When formal cooperative agreements are developed, such agreements shall comply with  
13 requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement  
14 have legal authority to engage in the activities contemplated by the agreement.

15  
16 The District may enter into an interlocal agreement providing for the sharing of teachers,  
17 specialists, superintendents, or other professional persons licensed under Title 37, MCA. If the  
18 District shares a teacher or specialist with another district(s), the District's share of such  
19 teacher's or specialist's compensation will be based on the total number of instructional hours  
20 expended by the teacher or the specialist in the District.

24 Legal Reference:	§§ 7-11-101, et seq., MCA	Interlocal Cooperation Act
25	§§ 20-7-451 through 456, MCA	Authorization to create full service
26		education cooperatives
27	§§ 20-7-801, et seq., MCA	Public recreation

28  
29 Policy History:

30 Adopted on:  
31 Reviewed on:  
32 Revised on:

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4  
5 Registered Sex Offenders

6  
7 The State of Montana has determined that perpetrators of certain sex crimes pose a continuing  
8 threat to society as a whole even after completion of their criminal sentences. Recognizing that  
9 the safety and welfare of students is of paramount importance, the District declares that, except  
10 in limited circumstances, its property should be off limits to registered sex offenders.

11  
12 Employment

13  
14 Notwithstanding any other Board policy, individuals listed by the State of Montana as registered  
15 sex offenders are ineligible for employment in any position within the District. However, the  
16 Superintendent shall have discretion consistent with other Board policies to recommend an  
17 individual whose name has been expunged from the Sex Offender Registry.

18  
19 School Off Limits

20  
21 The District hereby declares that no registered sex offender whose victim was a minor may come  
22 on, about, or within one thousand (1,000) feet of any District-owned buildings or property except  
23 as otherwise provided in this policy. If an administrator becomes aware that such a sex offender  
24 is on, about, or within one thousand (1,000) feet of school property, the administrator shall direct  
25 the sex offender to immediately leave the area. The Board authorizes the administrator to request  
26 the assistance of the appropriate law enforcement authorities to secure the removal of any  
27 registered sex offender from the area. If a registered sex offender disregards the terms of this  
28 policy or the directives of the school administrator, then the Superintendent is authorized to  
29 confer with counsel and to pursue such criminal or civil action as may be necessary to enforce  
30 compliance with this policy.

31  
32 This policy shall not be construed to impose any duty upon any administrator or any other  
33 employee of the District to review the Sex Offender Registry or to screen individuals coming on  
34 or within one thousand (1,000) feet of school property to ascertain whether they are on the  
35 Registry. This policy shall only apply when administrators are actually aware that the person in  
36 question is on the Sex Offender Registry and that the offender's victim was a minor.

37  
38 Rights of Parents on the Sex Offender Registry

39  
40 In the event that a registered sex offender whose victim was a minor has a child attending the  
41 District, the administrator of the school where the child attends shall be authorized to modify this  
42 policy's restrictions to permit the parent to drop off and pick up the child from school and to  
43 come onto campus to attend parent-teacher conferences. However, the parent may not linger on  
44 or about school property before or after dropping off his or her child, and the parent is prohibited  
45 from being in any part of the school building except the main office.

46

1 This policy does not impose a duty upon the administrator of any school or any other employee  
2 of the District to review the Sex Offender Registry and the school system's directory information  
3 to ascertain whether a registered sex offender may have a child attending school in the District.  
4 The provisions of this policy shall apply only if an administrator actually becomes aware that a  
5 parent of a student at the school is a registered sex offender.

6  
7 To facilitate voluntary compliance with this policy, administrators are encouraged to speak with  
8 any affected parents upon learning of their status as registered sex offenders to communicate the  
9 restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of  
10 the offender's child.

11  
12 In the event of a truly exceptional situation, a parent on the Sex Offender Registry may ask the  
13 Superintendent for a waiver of this policy to permit the parent to attend these special events. It is  
14 the intent of the Board, however, that these special circumstances be truly unusual and infrequent  
15 occurrences.

16  
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18  
19 Legal Reference:       § 46-23-501, MCA                       Sexual or Violent Offender Registration Act  
20                               [www.doj.mt.gov/svor/](http://www.doj.mt.gov/svor/)                       Sexual or Violent Offender Registry

21  
22 Policy History:

23 Adopted on:

24 Reviewed on:

25 Revised on:

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3 **COMMUNITY RELATIONS**

4700

4  
5 Family Engagement

6  
7 The Board recognizes the importance of engaging families in the education of children. The  
8 Superintendent and staff shall undertake activities designed to:

- 9
- 10 • Encourage families to actively participate in the life of their children’s schools;
- 11 • Ensure families feel welcomed, valued, and connected to one another, school staff, and to
- 12 what students are learning and doing in class;
- 13 • Encourage families and school staff to engage in regular, two-way meaningful
- 14 communication about student learning;
- 15 • Ensure continuous collaboration between families and school staff to support student
- 16 learning and healthy development both at home and at school and have regular
- 17 opportunities to strengthen their knowledge and skills to do so effectively;
- 18 • Empower families to be advocates for their own and other children to ensure that students
- 19 are treated equitably and have access to learning opportunities that will support their
- 20 success;
- 21 • Allow families and school staff to partner in decisions that affect children and families and
- 22 together inform, influence, and create policies, practices, and programs; and
- 23 • Encourage families and school staff to collaborate with members of the community to
- 24 connect students, families, and staff to expand learning opportunities, community services,
- 25 and civic preparation.

26  
27 To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent  
28 and family engagement strategies with other relevant federal, state, and local laws and programs,  
29 including but not limited to Title I programs.

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32  
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34  
35 Cross Reference: Board Policy 2160  
36 Administrative Procedures

37  
38 Legal Reference: § 10.55.701, ARM Board of Trustees

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41  
42 Policy History

43 Adopted on:

44 Revised on:

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