



KILA SCHOOL DISTRICT 20

Student & Family Handbook

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WELCOME

The Kila School Student Handbook contains information that students and their families/caregivers need to know and understand. The Student Handbook directly correlates with Board policy. The Student Handbook is updated annually to reflect all ongoing policy adoptions and revisions. Any issues not directly addressed in this handbook will follow district policy. References to policy codes are included to assist with confirming current policy.

A link to the Kila School District's policies can be found on the district website at <https://www.kilaschool.com/district/school-board>.

With appreciation,

Dr. Marshall

TABLE OF CONTENTS

WELCOME.....	1
GENERAL DISCLAIMER.....	7
DISTRICT MISSION.....	7
DISTRICT VISION.....	7
STAFF LIST.....	7
BOARD OF TRUSTEES.....	8
BOARD MEETINGS.....	9
SCHOOL HOURS.....	9
REGULAR DAY SCHEDULE.....	9
ATTENDANCE.....	9
TRUANCY.....	10
BREAKFAST AND LUNCH.....	10
BREAKFAST.....	10
LUNCH.....	10
GUESTS.....	10
CHARGING.....	10
BACKPACK PROGRAM.....	11
BEFORE SCHOOL.....	11
AFTER SCHOOL.....	11
AFTER SCHOOL PROGRAM.....	11
FEES.....	12
STUDENT RECORDS.....	12
POLICY 3600.....	12
COMMUNICATION.....	13
EMERGENCY PROCEDURES.....	13
DRILLS.....	13
SCHOOL CLOSING.....	13
ALERT SYSTEM.....	13
PROCEDURES.....	13
PERMISSION SLIPS.....	13
PERMISSION TO STAY INDOORS.....	13
RELEASE OF STUDENT FROM SCHOOL.....	14
PARENTING PLAN.....	14
FIELD TRIP PERMISSION.....	14
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS.....	14
ATHLETICS.....	14
ELIGIBILITY.....	14
STUDENT ORGANIZATIONS.....	15
POLICY 3550.....	15
STUDENT CLUBS.....	15
Curricular Student Clubs.....	15
Non-Curricular Student Groups.....	16
Fundraising.....	16

Informal Gatherings.....	17
Financial Operations.....	17
STUDENT LEADERSHIP.....	17
VISITORS.....	17
VOLUNTEERS.....	17
PTA.....	17
DONATIONS.....	18
GRANT WRITING.....	18
TRANSPORTATION.....	18
SCHOOL SPONSORED EVENTS.....	18
SYSTEMS OF SUPPORT.....	18
STUDENT SUPPORT TEAM.....	18
TITLE 1.....	18
SPECIAL EDUCATION - IDEA.....	18
POLICY 2421.....	20
PROMOTION/RETENTION.....	20
POLICY 2162.....	20
SECTION 504 OF THE REHABILITATION ACT OF 1973.....	20
POLICY 2162-P(1).....	20
SECTION 504 OF THE REHABILITATION ACT OF 1973.....	20
RETENTION.....	22
MCKINNEY-VENTO ACT.....	22
GRADING GUIDELINES AND PROFICIENCY.....	22
REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES.....	22
EQUAL EDUCATION, NONDISCRIMINATION.....	22
POLICY 3210 NOTICE OF NONDISCRIMINATION.....	22
COUNSELING.....	23
LIBRARY.....	23
MUSIC.....	23
PHYSICAL EDUCATION & HEALTH CLASS.....	23
HOMEWORK.....	23
TEXTBOOKS.....	23
TECHNOLOGY USE.....	24
SCHOOL TELEPHONE.....	24
PERSONAL DEVICES.....	24
POLICY 3630.....	24
CELL PHONES AND OTHER ELECTRONIC EQUIPMENT.....	24
INTERNET USE.....	24
EMAIL ACCOUNTS.....	25
CONDUCT.....	25
APPLICABILITY OF SCHOOL RULES AND DISCIPLINE.....	25
PROHIBITED CONDUCT.....	25
BULLYING/HARASSMENT/INTIMIDATION/HAZING.....	26
POLICY 3226.....	26
BULLYING/HARASSMENT/INTIMIDATION/HAZING.....	26

Definitions.....	26
Reporting.....	27
Exhaustion of administrative remedies.....	27
Responsibilities.....	27
Consequences.....	28
Retaliation and Reprisal.....	28
STUDENT DISCIPLINE.....	28
POLICY 3310.....	28
STUDENT DISCIPLINE.....	28
Disciplinary Measures.....	30
Non-Disciplinary Measures.....	30
Delegation of Authority.....	30
CORPORAL PUNISHMENT.....	30
SEXUAL HARASSMENT / SEXUAL DISCRIMINATION.....	30
POLICY 3225.....	31
SEXUAL HARASSMENT OF STUDENTS.....	31
Retaliation Prohibited.....	31
Confidentiality.....	32
Notice Requirements.....	32
Training Requirements.....	32
Conflict of Interest and Bias.....	32
Determination of Responsibility.....	32
POLICY 3225P.....	32
SEXUAL HARASSMENT GRIEVANCE PROCEDURE - STUDENTS.....	32
Definitions.....	33
District Requirements.....	33
Timelines.....	33
Response to a Formal Complaint.....	34
Investigation of a Formal Complaint.....	35
Dismissal of Formal Complaints.....	35
Evidence Review.....	35
Investigative Report.....	36
Decision-Maker's Determination.....	36
Appeals.....	37
Informal Resolution Process.....	37
Recordkeeping.....	38
STUDENT/PARENT COMPLAINTS.....	38
POLICY 1700.....	38
UNIFORM COMPLAINT PROCEDURE.....	38
Level 1: Informal.....	39
Level 2: Building Administrator.....	39
Level 3: County Superintendent.....	39
Level 4: The Board.....	40
POLICY 2158.....	40
FAMILY ENGAGEMENT POLICY.....	40

Parent/Family Involvement Goals and Plan.....	40
POLICY 5012P.....	42
SEXUAL HARASSMENT GRIEVANCE PROCEDURE - EMPLOYEES.....	42
Definitions.....	42
District Requirements.....	43
Timelines.....	43
Response to a Formal Complaint.....	43
Investigation of a Formal Complaint.....	44
Dismissal of Formal Complaints.....	45
Evidence Review.....	45
Investigative Report.....	45
Decision-Maker's Determination.....	45
Appeals.....	46
Informal Resolution Process.....	47
Recordkeeping.....	47
CELL PHONES.....	48
FOOD.....	48
NEWSLETTERS.....	48
PICTURES.....	48
SCHOOL PICTURES.....	48
BOARD MEETINGS.....	48
ELECTIONS.....	48
DRESS AND GROOMING.....	49
SPECIFIC EXPECTATIONS.....	49
OPPORTUNITY TO CORRECT.....	49
COLD WEATHER.....	49
POLICY 3224.....	50
STUDENT DRESS.....	50
LOST AND FOUND.....	50
VALUABLES.....	50
SEARCHES.....	50
STUDENTS' DESKS, BACKPACKS, AND LOCKERS.....	50
POLICY 3231.....	51
SEARCHES AND SEIZURE.....	51
School Property and Equipment and Personal Effects of Students.....	51
Students.....	51
Seizure of Property.....	52
SURVEILLANCE.....	52
LAW ENFORCEMENT/CPS.....	52
QUESTIONING OF STUDENTS.....	52
STUDENTS TAKEN INTO CUSTODY.....	52
FIREARMS AND WEAPONS.....	53
POLICY 3311.....	53
FIREARMS AND OTHER WEAPONS.....	53
Firearms.....	53

Possession of Weapons other than Firearms.....	54
Definitions, Exceptions and Referral to Law Enforcement.....	54
MEDICINE AT SCHOOL.....	54
ENTRANCE REQUIREMENTS.....	55
ENTRANCE AGE.....	55
SCREENING.....	55
KINDERGARTEN.....	55
CHANGE OF ADDRESS.....	55
WITHDRAWALS AND TRANSFERS.....	55
IMMUNIZATION.....	56
MEDICATIONS GIVEN AT SCHOOL.....	57
NON-PRESCRIPTION MEDICATION.....	57
PRESCRIPTION MEDICATION.....	57
COMMUNICABLE DISEASES.....	57
HEAD LICE.....	58
CONTROLLING HEAD LICE.....	58
PRAYER.....	58
PROTECTION OF STUDENT RIGHTS.....	58
ASBESTOS NOTIFICATION.....	60
WATER QUALITY AND LEAD.....	61
HEALTH AND SAFETY.....	61
RECEIPT OF HANDBOOK.....	61

GENERAL DISCLAIMER

This handbook is the primary source for all school related information. Certain information may be updated throughout the year, if so, updated information can be found on the school website (www.kilaschool.com) and the school newsletter, “Cougar Tracks.”

DISTRICT MISSION

Our mission and core values represent a focus on the factors which build success. At the core is the firm belief that we are responsible for reaching every kid, every day. It is this firm belief that pushes us to continually better ourselves, explore research/evidence based ideas and opportunities to benefit our students and staff, and guide our community into the next generation of educational distinction.

DISTRICT VISION

“Every Kid. Every Day.”

STAFF LIST

Personnel	Job Title	Email
Dr. Shannon Marshall	Principal	smarshall@kilaschool.com
Sharon Leach	Business Manager	sleach@kilaschool.com

STAFF LIST		
Personnel	Job Title	Email
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Theo Stelle	After School Program	tstelle@kilaschool.com

BOARD OF TRUSTEES		
Personnel	Role	Email
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Anna Wilson	Vice Chair	awilson@kilaschool.com

BOARD OF TRUSTEES		
Personnel	Role	Email
Nick Blanch	Board Member	nblanch@kilaschool.com
Conrad Rauscher	Board Member	crauscher@kilaschool.com
Kristina Stratton	Board Member	kstratton@kilaschool.com

BOARD MEETINGS

The Board of Trustees meet at 3:30 PM on the second Wednesday of each month and are open to the public. An agenda for the meeting is placed on the website and on the front door of the school at least 48 hours prior to the meeting. Recordings of board meetings are available on our YouTube channel within 48 hours of the meeting.

SCHOOL HOURS

Kindergarten - Third Grade: 8:15 AM - 3:00 PM
 Fourth - Eighth Grades: 8:15 AM - 3:10 PM
 Early Release (K-8): 8:15 AM - 1:00 PM

REGULAR DAY SCHEDULE

7:45 AM Staff in place; students may arrive, playground and cafeteria open
 8:15 AM School begins for K-8
 9:50 - 10:05 AM K-3 Outdoor Learning
 11:20 - 11:40 AM K-2 Lunch
 11:20 - 11:40 AM 3-5 Recess
 11:40 - 12:00 PM K-2 Recess
 11:40 - 12:00 PM 3-5 Recess
 12:00 - 12:20 PM 6-8 Lunch
 12:20 - 12:40 PM 6-8 Recess
 1:45 - 2:00 PM 3-5 Outdoor Learning
 2:00 - 2:15 PM K-2 Outdoor Learning
 3:00 PM K-3 Dismissal/After School Program Opens
 3:10 PM 4-8 Dismissal
 5:45 PM After School Program Closes

ATTENDANCE

Regular school attendance is essential for students to make the most of their education. Students are expected to be in school each day to benefit from teacher-led activities, to build each day's learning on that of the previous day, to grow as an individual, and to grow socially with peers. **Please call the office to let us know if your student will be absent.** A voice recording will go out late in the morning if a student is absent and has not been called in to ensure a parent/guardian is aware of the absence. If 10 or more absences are accrued, the school will send a letter of truancy, as mandated by the state. Tardies and early pick-ups are recorded as well and reported out at the end of each trimester.

Absences may be excused due to the following reasons:

- Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sporting

events, cheerleading, music-related events, academic field trips, and others deemed co-curricular as approved by the Board.

- A temporary absence resulting from an emergency, surgery, or death in the immediate family.
- Subpoenas to appear in court or court-ordered, out-of-District placements for special services or a documented juvenile court proceeding.
- Illness or hospitalization verified by a doctor's statement.
- Religious instruction, up to two (2) hours per week.
- An absences required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- An approved absence while engaged in an organized educational program not connected with the school, such as 4-H, when a student must be absent to advance in competition.

TRUANCY

For the purpose of school policy "truant" or "truancy" means the persistent non-attendance without excuse, for all of any part of a school day equivalent the length of one class period of a child required to attend a school under MCA 20-5-103. "Habitual truancy," as defined in MCA 205-5-106, means recorded unexcused absences of nine (9) or more days or 54 or more parts of a day, whichever is less, in 1 school year. If a student becomes habitually truant, the student may be disqualified from field trips and athletics participation.

BREAKFAST AND LUNCH

Complete the Free/Reduced form and turn it in to your teacher with beginning of the year forms.

Student meal prices are as follows:

- Breakfast \$1.80
- Lunch \$3.00
- Milk \$0.65 (1 included with a school lunch)

Lunch and breakfast menus can be found on our website at <https://www.kilaschool.com/parents>.

BREAKFAST

Served from 7:45 AM to 8:00 AM

LUNCH

Lunch Times:

- | | |
|------------------------------|---------------------|
| • Kindergarten - 2nd Grades: | 11:20 AM - 11:40 AM |
| • Third - Fifth Grades: | 11:40 AM - 12:00 PM |
| • Sixth - Eighth Grades: | 12:05 PM - 12:20 PM |

GUESTS

- Adult Lunch \$4.75
- Adult Breakfast \$2.50

Please call the office by 8:45 AM if you wish to have lunch with a student and/or are wanting to eat lunch from the school.

CHARGING

Student lunch accounts may be prepaid to ensure students do not have outstanding balances. Kila School discourages meal charging. See policy 8205 for more details.

BACKPACK PROGRAM

Kila School participates in the Montana Food Bank Network Backpack program. The program provides backpacks with food on Fridays to children who may need some food assistance on the weekends. Please contact the Front Office at 257-2428 if you would like more information about this program.

BEFORE SCHOOL

Students should arrive no earlier than 7:30 AM when supervision is present in the gym. Any students that arrive prior to 7:30 AM will be unsupervised. Supervision will begin on the playground at 7:45AM.

To allow teachers time to prepare for the day, we ask that all students be in the gym for breakfast or outside on the playground (weather permitting) until the morning bell rings. Students will not be allowed inside the school until the bell rings unless prior arrangements have been made with a staff member. If a student is walking or biking to school.

The parking lot is off limits as a play area to all students at all times. Our play areas are designated inside the fenced areas.

School begins at 8:15 AM. If students do not enter their class on time, they will be marked tardy. Middle school students (6th - 8th grades) will be marked tardy if they are late for any classes throughout the day. Tardies/truancy may affect eligibility for field trips/athletics.

All students arriving after 8:15 AM are tardy and must enter through the main office. Parents must park in a parking place, enter the school with the student, and sign the student into school.

AFTER SCHOOL

Students in grades K-3 are dismissed at 3:00 PM. This group of students will wait with their teachers until a parent/guardian picks them up. If any K-3 students have older siblings in grades 4-8, being dismissed at 3:10 PM, we ask that all family units be picked up at 3:10 PM. For safety purposes, all students should leave school grounds with their parent/guardian immediately after dismissal. At 3:25 PM, supervision is only provided for students in the After School Program. Any student not picked up by 3:25 PM will be sent to the After School Program. Standard program fees will apply. All students walking or riding bikes after school are to return home immediately after school unless they are staying for school activities. **Students may not stay on school grounds unsupervised.**

AFTER SCHOOL PROGRAM

Our After School Program is available to K-8 students from 3:00 PM until 5:45 PM. The After School Program begins at 1:00 PM on early out days. A fee is assessed for utilizing this program. A registration form and parent agreement will be sent home the first week of school. Student behavior will be taken into account prior to a student being accepted to participate in the After School Program.

As per the After School Program contract, an authorized adult must sign students out of the program for afternoon pick-up. The sign-out must be done daily and in person. School-wide discipline and technology policies apply during the After School Program. Students will not be allowed to use their cell phones in accordance with school rules. A late pick-up fee will be charged (\$1.00/minute) if pick up occurs after closing, at 5:45 PM.

Fee Information

Registration (1st child)	\$11.00
Registration (each additional child)	\$6.00
Monday-Thursday Daily Rate (1st child)	\$6.00
Monday-Thursday Daily Rate (each additional child)	\$4.00
Friday Daily Rate (1st child)	\$7.00
Friday Daily Rate (each additional child)	\$5.00
Late Fee	\$1.00/minute

FEES

Kila School District may withhold the grades, yearbook, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, unpaid after school program fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation. (See Policy 3520).

STUDENT RECORDS

A confidential cumulative record of your child's progress is maintained at Kila School. The records are open only to the personnel involved in the education of your child and the parent/guardian. No items will be removed from the cumulative record folder by a parent. Certain information about district students is considered directory information and may be released to requesting entities unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the Principal to indicate their desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. Please request a copy of Policy 3600 for further information.

POLICY 3600

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Administrator will implement this policy and state and federal law with administrative procedures. The Administrator or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

COMMUNICATION

In order to communicate effectively, please keep your telephone number, address, and/or email address up to date by providing current information to the office.

Kila School uses four main forms of communication:

1. Infinite Campus
2. Kila School Website (www.kilaschool.com)
3. Class Dojo
4. Kila School Facebook Page

EMERGENCY PROCEDURES

If a child becomes ill or injured at school, every attempt will be made to notify the parents or guardians. If the parent or guardian, or another person designated by the parent or guardian cannot be located and informed, the child may be transported to the emergency room for medical attention if deemed necessary and appropriate by school staff. Current home, work, and emergency phone numbers are vital in emergency situations. In the case that your child is involved in an emergency, it is imperative that the school be able to reach the parent/guardian or designated emergency contact.

Please notify the office immediately upon any emergency contact phone numbers changing.

DRILLS

Kila School conducts emergency drills in accordance with state law, including fire, earthquake, and intruder drills.

SCHOOL CLOSING

Kila School District #20 will use Infinite Campus Messenger and Class Dojo notification services to communicate relevant emergency information about school closures. Please inform the office if you do not wish to be included in this service.

ALERT SYSTEM

Keeping you informed is a top priority at Kila School District #20. We use Infinite Campus Messenger and Class Dojo notification services to communicate via telephone, email, and text message to provide you with current information about important issues.

PROCEDURES

PERMISSION SLIPS

FME provides permission forms at the beginning of the school year, at the time of enrollment, and as specific events require this during the year as needed.

PERMISSION TO STAY INDOORS

If a child is well enough to go to school, he/she is well enough to go outside during recess. There is no bad weather, just inappropriate clothing. However, we realize that there are some exceptions. Children must have adult supervision at all times, and it is often difficult to provide this supervision for children who must stay indoors during recess and lunch hours. If your child needs to remain indoors, please provide a written note or email to the office with that request.

RELEASE OF STUDENT FROM SCHOOL

All students leaving school grounds during the regularly scheduled school day are required to be signed out by their parent or designee. This includes leaving for medical appointments, family emergencies, or other reasons. Students must be signed back in at the office upon return.

Leaving school early- please make arrangements in advance and in writing with the front office or by email if your child must be picked up during the school day or after school by someone other than the parent/legal guardian on file.

PARENTING PLAN

Parents/guardians or emergency contacts listed on a student's registration form are assumed to be able to pick up said student from school at any time, unless there is legal documentation that prevents an adult from being able to do so. If this is the case, legal documentation must be turned into the front office or Superintendent stating a restraining order, parenting plan, or other court document exists. It is the responsibility of the parent/guardian to update the office or Principal of any changes that occur to previously received documentation.

FIELD TRIP PERMISSION

Parents will be notified in advance of any field trip and written permission by parents will be required for each trip off campus. If a permission slip is not signed by a parent/guardian and returned on time, the student will be unable to attend the field trip.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Kila School offers a variety of extracurricular activities throughout the year. Most are offered each year depending on the availability of volunteers and coaches.

ATHLETICS

This year we will have:

- Basketball
 - 5th - 8th grade boys - Fall
 - 5th - 8th grade girls - Winter
- Cheer
 - 4th - 8th grade - Winter
- Cross Country
 - 1st - 8th grade
- Mathletes
 - 6th - 8th grade
- Volleyball
 - 5th - 8th grade girls - Fall

ELIGIBILITY

Kila School requires all student-athletes who participate in any extracurricular sports activities to have a physical prior to the sports season. The student-athlete will not be allowed to participate in the first game/meet, or any practices thereafter, until a physical is turned in and on record with the Athletic Director.

Student-athletes are expected to maintain passing grades of C- or better to be eligible for extracurricular activities. Furthermore, they must be current with in-class work. If a student-athlete has an excessive amount of missing assignments or failing grades, they will be ineligible until those assignments are turned in current work is also being completed and grades are back up to

passing status. Teachers provide the Athletic Director with an eligibility report on Thursday, each week.

If student-athletes are showing poor behavior at school practice, games, or meets, parent contact will be made by the regular education teacher and/or coach. If behaviors continue and administration must become involved, eligibility will be discussed as a student success team. A student-athlete who has received an out-of-school suspension will be ineligible for a designated amount of time, as decided on by the student success team, or may be ineligible for the remainder of the season. A student-athlete who received an in-school suspension will not be eligible to actively participate or attend games for the remainder of that week.

STUDENT ORGANIZATIONS

The Board recognizes the merit of pupil organizations and activities, which are properly sponsored, governed and conducted. To this end, the following guidelines will be followed:

- A. The school principal shall hold the final decision over the activities of all pupil organizations and activities
- B. Direct supervision of the classroom organization or activity will fall upon the teacher or appointed staff member.
- C. All monies arising from the activities or formation of any pupil organization shall be deposited in the Kila School Activity Fund. Deposits and expenditures shall be made only in accordance with the proper procedures.
- D. The rules and regulations of school administration shall govern all pupil activities and Board of Trustees where they apply.
- E. Please see Policy 3550 and 3550F for application of new clubs, organizations or activities.

POLICY 3550

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.

This policy shall be made available to all interested individuals upon request and posted on the District's website. Parents and families shall be provided information about the nature and purpose of student clubs and groups meeting at the school and methods to consent to participation or opt out of participation consistent with parent/family rights.

Curricular Student Clubs

The Board of Trustees authorizes the administration to approve and recognize curricular student clubs or organizations in a manner consistent with this policy and administrative procedure. Curricular Student clubs are those approved student clubs that directly relate to the body of courses offered by the school. Curricular student clubs that are recognized by the District are 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 curricular student club the group must submit an application to the building administrator containing the following:

- 1. The organization's name and purpose.
- 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 is 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.
3. A staff employee designated to serve as the group's advisor.
 4. The rules and procedures under which it operates.
 5. A statement that the membership will adhere to applicable Board policies and administrative procedures.

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

Upon approval of a new curricular 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.

Approved curricular student clubs will appear in the student handbook and other appropriate district publications. Advisors of new student clubs may be eligible for a stipend in accordance with applicable collective bargaining agreement provisions and available district resources. Approved curricular student clubs may also have limited access as designated by the administration to distribute messages through official communications of the district (e.g. intercom announcements, district newsletters, group emails, etc.).

Non-Curricular Student Groups

Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club as outlined in this policy shall be designated as non curricular student groups. Non Curricular student groups include any student group that does not directly relate to the body of courses offered by the District but has a regular meeting schedule and established operational structure. District employees that are present at meetings in a supervisory capacity are not eligible for a stipend. Student meetings must be supervised by an adult. Employees or agents of the District that are present at student group meetings must only serve in a supervisory capacity.

The District approves a limited open forum, within the meaning of that term as defined U.S. Code § 4071, for non-curricular student groups to meet on school premises during non-instructional time. Non Curricular student groups wishing to conduct a meeting within this limited forum are subject to the following fair opportunity criteria, which shall be uniformly administered consistent with 20 U.S. Code § 4071:

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

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

Fundraising

Non Curricular student groups may post notice of gatherings in accordance with Policy 3222. Non Curricular student groups may be authorized by the **[Board or administration]** to have the name of the school to appear as part of their group's name. A logo attributable to the school or District, the

District's name, or the school's team name or mascot may not be used by a noncurricular group. The permission to post notice of gatherings or use the school name does not constitute sponsorship of the group by the District.

Informal Gatherings

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

Financial Operations

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

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

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

STUDENT LEADERSHIP

The Kila School Leadership Team is a student group elected by the 6-8 student body to represent the interests of the students. They are governed by the limits of the Laws of the State of Montana, Policies of Kila School, Public School Board of Trustees, and the Rules and Regulations of the Kila Public School. The administrator designates a staff member to supervise the Kila School Leadership Team.

VISITORS

For the safety of students and staff, all visitors must first report to the school office. All visitors must display the visitor pass provided by the office while on school property.

Visits to individual classrooms during instructional time are permitted only with approval of the teacher and principal and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. (See Policy 4301)

VOLUNTEERS

Volunteers can work at Kila School as: members of the Parent/Teacher Association (PTA), classroom/library assistance, reading support, etc. Prior to working alone with students, all potential volunteers will need to submit and pass a background check. We request that all non-school age children not accompany parents when volunteering, to minimize potential disruption in the classroom.

PTA

PTA (Parent Teacher Association). PTA sponsors several activities and projects during the year. We'd love to have you join the PTA; for further information please email PTA at pta@kilaschool.com.

DONATIONS

Kila School District #20 gladly accepts monetary donations any community members would like to provide. Donations can be celebrated or remain anonymous, depending upon the donor's choice. Please call the District Clerk at 257-2428 to make arrangements.

GRANT WRITING

A grant writer must have prior approval from the Board or designated trustee to pursue a grant. The grant writer must provide information regarding the purpose, dollar amount, value to the school district, and compensation fee. Funding from any approved grants will be maintained and disbursed through the District business office.

PUBLIC GYM USE

The gym can be used by the public. A "Gym Use Policy" and "Use Waivers" are available at the school office and must be completed before using the Kila School gym. All school related activities take precedence for facility scheduling. Events will be posted on our district calendar on our website.

TRANSPORTATION

SCHOOL SPONSORED EVENTS

Students who participate in school-sponsored activities where transportation is provided are required to use transportation provided by the school to and from the event. The principal may make an exception if the parent personally requests such through the process of written request prior to the trip. Any person transporting students, other than their own, in a personal vehicle, must provide the Kila School with proof of current car insurance, a current background check, and a copy of his/her driver's license.

SYSTEMS OF SUPPORT

Students are offered academic and behavioral interventions through a tiered system (MTSS - Multi Tiered Systems of Support). After thorough assessment of student needs, qualified Kila staff members, along with the student's parent/guardian will create an intervention plan that will provide appropriate support for the student to show gains academically and/or behaviorally.

STUDENT SUPPORT TEAM

A team consisting of an administrator, teacher, counselor, and Title representative meets to serve the following purposes:

- A. Provide structural support and assistance to teachers in identifying and meeting student needs
- B. Provide a framework for considering a full range of alternatives for addressing student needs
- C. Monitor the implementation of modified educational plans
- D. Assist in implementing the discipline policy of Kila School
- E. Review academics and attendance to determine if further testing is necessary

TITLE 1

Our Title I program is designed to assist students with identified gaps in language and/or math skills. Children receive targeted 1:1 or small group targeted support. This intervention program supplements a student's regular classroom instruction. This program and curriculum is implemented by the Title I teacher and overseen by the Principal.

SPECIAL EDUCATION - IDEA

Kila School seeks to meet the individual learning needs of all students. We comply with the Federal IDEA, and a formal pre-referral and referral process exists for all students. Kila School is a member of

the Flathead Special Education Cooperative. Special assistance is available for students with needs in speech, occupational therapy, physical therapy, and psychological care. Our annual Child Find is part of our Kindergarten Roundup. Child Find is conducted to identify special needs in preschool students. Specialized services are contracted through the Flathead Special Education Cooperative. Specialized professional staff includes a school psychologist, an early childhood teacher, and a speech therapist.

Districts must provide the parents of a child with a disability a copy the parents' rights one time every year and at:

1. initial referral
2. parent request for evaluation
3. filing of a request for due process by either parent or district
4. deciding to impose discipline that constitutes a change of placement; and
5. parent request

EVALUATION OF STUDENT PROGRESS

Evaluation of pupil progress is essential information for teachers, students, and parents.

- A. All teachers are responsible for assessing student understanding for students in any class taught.
- B. Reports to the parents are made at the end of each trimester. Student grades (for sixth through eighth grade) will also be available via our on-line grading program Infinite Campus.
- C. Grades earned by a student cannot be changed except by the teacher of that class.
- D. Retention in any grade shall not take place without careful study and consideration. A conference will be called with all parties concerned. Parents, teachers and the administrator will be involved in this decision. See Policy 2421 for more details.
- E. The percentage grade reporting system below is intended to be used as a guide for determining students' grades. The Board intends that each child be treated as an individual when being evaluated.

Evaluation of grades Kindergarten - 3rd grades will be standards based and will be reported accordingly. Students will be assessed based on their level of proficiency in specific skills, rather than on a subject as a whole. The following 4-point scale will be used to assess students on these skills:

4	Advanced	Student demonstrates an in-depth understanding of grade level concepts, skills and processes taught in this reporting period and exceeds the required performance.
3	Proficient	Student consistently demonstrates an understanding of grade level concepts, skills and processes taught in this reporting period.
2	Nearing Proficient	Student does not <i>consistently</i> demonstrate an understanding of grade level concepts, skills, and processes taught in this reporting period.
1	Novice	Student does not yet demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period.

Evaluations of content standards in grades 4-8 will be reported with letter grades: A, B, C, D, (with + or - when appropriate) or F. District guidelines for percentages will be used to determine letter grades.

Based on a 4.0 grade point average, an 8th grade student must maintain 1.0 or higher in order to participate in 8th grade graduation. Students not receiving a cumulative 1.0 may not be promoted to high school. Upon completing the eighth grade, pupils will receive a diploma of graduation signifying satisfactory completion of the minimum of the State Course of Study.

The eighth grade graduation exercises are under the direct supervision of the Principal. Although the program may be planned by the graduates and their teacher, ceremony decisions must meet administrative approval.

POLICY 2421

PROMOTION/RETENTION

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives.

All factors must be considered when an alteration to a student's normal progression through school is contemplated. Quantitative measures such as age, physical size, ability, and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image, and social adjustment. Students shall not be promoted for purely social reasons.

Teaching staff and building principals will make final decisions respecting promotion or retention.

SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building Principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

POLICY 2162

SECTION 504 OF THE REHABILITATION ACT OF 1973

("Section 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.

POLICY 2162-P(1)

SECTION 504 OF THE REHABILITATION ACT OF 1973

("Section 504")

1. Impartial Due Process Hearing. If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with

respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set forth herein.

- a. The District shall provide written notice to the parent or legal guardian of a Section 504 student, prior to initiating an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;
 - b. Upon request, the parent or legal guardian of the student shall be allowed to examine all relevant records relating to the child's education and the District's identification, evaluation, and/or placement decision;
 - c. The parent or legal guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing shall identify with specificity the areas in which the parent or legal guardian is in disagreement with the District;
 - d. Upon receipt of a written request for an impartial due process hearing, a copy of the written request shall be forwarded to all interested parties within three (3) business days;
 - e. Within ten (10) days of receipt of a written request for an impartial due process hearing, the District shall select and appoint an impartial hearing officer who has no professional or personal interest in the matter. In that regard, the District may select a hearing officer from the list of special education hearing examiners available at the Office of Public Instruction, the county superintendent, or any other person who would conduct the hearing in an impartial and fair manner;
 - f. Once the District has selected an impartial hearing officer, the District shall provide the parent or legal guardian and all other interested parties with notice of the person selected;
 - g. Within five (5) days of the District's selection of a hearing officer, a pre-hearing conference shall be scheduled to set a date and time for a hearing, identify the issues to be heard, and stipulate to undisputed facts to narrow the contested factual issues;
 - h. The hearing officer shall, in writing, notify all parties of the date, time, and location of the due process hearing;
 - i. Anytime prior to the hearing, the parties may mutually agree to submit the matter to mediation. A mediator may be selected from the Office of Public Instruction's list of trained mediators;
 - j. At the hearing, the District and the parent or legal guardian may be represented by counsel;
 - k. The hearing shall be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it shall be recorded using either appropriate equipment or a court reporter. The District shall be allowed to present its case first. Thereafter the parent or legal guardian shall be allowed to present its case. Witnesses may be called to testify, and documentary evidence may be admitted; however, witnesses will not be subject to cross-examination, and the Montana Rules of Evidence will not apply. The hearing officer shall make all decisions relating to the relevancy of all evidence intended to be presented by the parties. Once all evidence has been received, the hearing officer shall close the hearing. The hearing officer may request that both parties submit proposed findings of fact, conclusions, and decision;
 - l. Within twenty (20) days of the hearing, the hearing examiner should issue a written report of his/her decision to the parties;
 - m. Appeals may be taken as provided by law. The parent or legal guardian may contact the Office of Civil Rights, 912 2nd Avenue, Seattle, WA 98714-1099; (206) 220-7900.
2. Uniform Complaint Procedure. If a parent or legal guardian of the student alleges that the District and/or any employee of the District has engaged in discrimination or harassment of the student, the parent or legal guardian will be required to proceed through the District's Uniform Complaint Procedure.

RETENTION

It is the classroom teacher's responsibility to initiate the retention procedure. Any proposed retention should be submitted in writing to the administrator no later than April 15. The written notice will include relevant information including but not limited to student achievement data which reviews factors relative to the retention proposal. The administrator and teacher will explore constructive alternatives for remediation.

The classroom teacher, the parents, the administrator and the Special Education personnel, if applicable, as well as the child, if appropriate will meet to decide the proper action.

If the child is currently identified as a student with special needs served by an IEP, will handle the proposed retention in a formal CST IEP meeting following established district Special Education procedures. If a child's parents reject the proposed retention, the child will be placed in the next grade. A formal document requiring parent permission/denial must be signed and placed in the child's cumulative folder.

MCKINNEY-VENTO ACT

The district is dedicated to providing information for homeless students to receive services, such as schools, family shelters, and other programs that make food or meals available to the homeless population.

GRADING GUIDELINES AND PROFICIENCY

Kila School will hold individual students to their highest level of academic achievement while providing them with appropriate levels of support along the way. Kila School uses a proficiency scale for kindergarten through second grades and a standard grading scale for third through eighth grades. The proficiency scale shows a student's level of success on the state mandated standards at each grade level.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parent/guardian at least once every trimester. Report cards and unsatisfactory progress reports must be signed by the parent/guardian and returned to the school within five days.

PARENT-TEACHER CONFERENCES

Kila School hosts a Supply Drop Off each fall. All parents are invited and strongly encouraged to be involved in their child's education. This also provides a time to express your interest in using your talents to help with the individual classroom projects of the year. Individual Parent/ Teacher/Student conferences are scheduled once in the Fall and once in the Spring. Additionally, teachers will schedule conferences with parents as needed throughout the course of the year.

EQUAL EDUCATION, NONDISCRIMINATION POLICY 3210 NOTICE OF NONDISCRIMINATION

Kila School does not discriminate on the basis of sex in its education programs and activities, as required by Title IX. All questions regarding Title IX may be referred to the school's Title IX coordinator. Kila School's Title IX coordinator is Shannon Marshall, Principal. Shannon can be reached by phone at 406-257-2428 or smarshall@kilaschool.com. (See Policies 3210 and 3600)

COUNSELING

Our counselor is at our school full time. The counselor's goal is to help students understand themselves so they can learn to make healthy decisions and aid them with issues that impact their school success. The Counselor works with students, parents, and teachers to create a positive learning environment. Students must have signed permission from their parents or guardian to meet privately with the counselor on an ongoing basis. Family members, teachers, or administration may refer students to meet with the counselor as needed.

LIBRARY

The Kila School Library is available to students and classes for study, research, and recreational reading. Reference materials are available for in-school use only. The student is financially responsible for items checked out from the school library.

All books are checked out from the Kila School library for two weeks. At the end of the two week period students must either return or renew the book. Failure to do so may result in fines and/or restrictions placed on the library account. Students will be notified of overdue materials throughout the school year.

Grades K-3: Students may check out one book at a time.

Grades 4-8: Students may check out up to two books at a time.

For all grade levels the student is responsible for the replacement cost of a lost or damaged book. The library reserves the right to refuse to check out further materials to students with severely overdue books.

MUSIC

Music is taught to all K-5 students and explores the concepts of the fundamentals of music, music theory, and vocal music. Instruction on guitar is available as a middle school elective.

PHYSICAL EDUCATION & HEALTH CLASS

All students are required to participate in physical education and health classes. Students should bring a pair of shoes specifically for P.E. class. These items are to be marked with the student's name or initials and be easily identifiable.

Minor ailments, such as cold and flu symptoms, are not generally accepted as reason for not participating in P.E. A student suffering from an extended illness, accident, or a condition which requires him/her to be under a doctor's care for an extended period of time, will be excused from participating in P.E. Written arrangements may be made for the student to spend time in the library, classroom, office, or doing individual P.E. activities, which will not cause additional complications.

HOMEWORK

Teachers may give homework to aid in student's educational development. Homework should be an application, adaptation or extension of a classroom experience, and should not be assigned for disciplinary purposes.

TEXTBOOKS

Students will be supplied with books at the opening of school. No deposit is required for any of the books issued, but students are responsible for keeping them clean and neat, and returning them in the same condition as when issued.

The value of the book is determined by its condition when issued. Fines will be assessed according to loss or damage every year. If a lost or destroyed book is not replaceable or renders a whole series of books useless it may result in higher fine charges.

TECHNOLOGY USE

SCHOOL TELEPHONE

The use of school telephones by students is discouraged, as telephones must be available for school business. Therefore, unless the call is of an emergency nature, permission will not be granted. Any after school arrangements with your child, except an emergency, need to be made prior to coming to school.

PERSONAL DEVICES

Technological devices, including, but not limited to cell phones, e-readers, tablets, iPads, personal computers, and iPods are not to be used in the school building (classrooms, hallways, lobby, gym, etc.) or on the playground during the school day, or during the After School Program. Technological devices are to be kept in the off or silent position in the student's secured locker or in a zipped backpack. Further information on the use of cell phones and other electronic equipment is noted in the policy section. Please refer to Policy 3630.

Please remember to keep valuables at home as much as possible to prevent the loss of these items. Kila School is not responsible for missing items.

POLICY 3630

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

The District shall notify staff and students through student/parent and staff handbooks or by other means on cell phones and other electronic equipment.

INTERNET USE

Prior to using a student account on the Kila School Internet, the student and parent must return a signed Internet Use Agreement. An agreement needs to be renewed each year. If a District student violates any of the provisions of the Internet Use Agreement, his or her account will be terminated and future access could possibly be denied. See Policy 3612 for more details.

Our network is fortified with filtering systems that monitor and restrict access to inappropriate material, fostering a secure online environment for all users.

EMAIL ACCOUNTS

All students at Kila School will be assigned a secure Gmail account and are expected to use this gmail account for instructional purposes. Student usernames and passwords are confidential and should not be shared with anyone.

CONDUCT

Our focus areas at Kila School:

Character	Innovation/Imagination	Academics
• Trustworthiness • Respect • Responsibility • Fairness • Caring • Citizenship	• “STEAM” Science Technology Engineering Arts Mathematics Project-Based Learning	• Mathematics • English Language Arts • Science • Social Studies • Art/Music • Library/Technology • Physical Education

Conduct outside these three focus areas will be addressed by teachers and administration, as necessary.

Fighting, foul language, harassment, bullying and/or any other action that can harm or carries the threat to harm a student or staff will not be tolerated. These actions will result in consequences, as deemed appropriate by the administration and/or(?) school board, depending upon the severity and number of occurrences. District policy and state law prohibit students from carrying firearms, knives, explosives, or other dangerous or deadly weapons. In order to fulfill its functions as an educational institution and to protect the rights of all members of the school community, the district has the responsibility to maintain safety within the school at all times.

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our students, Kila School rules and discipline will be applied:

- On school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member, or an interference with educational purposes of a school function.

PROHIBITED CONDUCT

Violence: Any act of violence, force, coercion, threat, or intimidation; physical abuse of or assault upon any person; conduct that threatens or endangers the health or safety of any person; or possession, storage, use of, or attempt or threat to use any kind of ammunition firecracker, explosives, firearms, or illegal weapons. See student discipline section for additional items.

Property: Theft of, damage to, defacement or destruction of school property or the property of others;

vandalism; or alteration, fabrication, misuse or destruction of school documents or records.

Disruption: Disruption, obstruction, or attempts at obstruction or disruption of teaching, disciplinary procedures or other school authorized activities, functions, events, or operation; disorderly conduct, obscene conduct or expressions. Willful disobedience or open defiance of authority of any teacher or staff member.

Trespass: Unauthorized entry into, presence in, seizure or occupation of any school facility that is closed to student activities, or otherwise restricted to its use.

Illegal Activity: The violation of local, state, or federal laws.

Penalties: Please see the student discipline guidelines and policies for explanations of procedures.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

“Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance. This takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. (See Policy 3226)

POLICY 3226

BULLYING/HARASSMENT/INTIMIDATION/HAZING

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

1. “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. “District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages,

authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

4. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment, or;
 - d. Substantially and materially disrupts the orderly operation of a school.
5. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

When an employee has actual knowledge that behavior in violation of this policy is sexual harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

STUDENT DISCIPLINE

Kila school uses discipline practices to teach students when opportunities occur. In addition, Kila School uses Google Forms and Infinite Campus in grades K-8 to track significant behavior incidents and, when appropriate, issue consequences. Consequences for student misbehavior include, but are not limited to: natural consequences issued by the teacher, natural consequences issued by the Principal, recess detention, lunch detention, in-school suspension, or out of school suspension. Kila School abides by Policy 3310 in regards to student discipline.

POLICY 3310

STUDENT DISCIPLINE

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered

or used as a weapon as referred to in Policy 3311.

- Disobeying directives from staff members or school officials or disobeying rules, violating state or federal law, or not honoring regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct unless such force is determined, following investigation, to be for self-defense or defense of others as defined by law.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

On school grounds before, during, or after school hours or at any other time when school is being used by a school group.

- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted, corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause harm to be inflicted on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense. (See Policy 3310)

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with Brandy Carlenzoli, who serves as the District Title IX coordinator. Please see the School Policy 3225 below:

POLICY 3225

SEXUAL HARASSMENT OF STUDENTS

The District does not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Shannon Marshall, Principal

Office address: 395 Kila Road, Kila, MT 59920

Email: smarshall@kilaschool.com

Phone number: 406-257-2428

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

An individual is not required to submit a report of sexual harassment involving the Title IX coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged harassment, the individual may report the allegations to the building Principal or other unbiased school official.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

POLICY 3225P

SEXUAL HARASSMENT GRIEVANCE PROCEDURE - STUDENTS

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student complaints alleging any action that would be prohibited as sexual harassment by

Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process, bullying and harassment policy, or public complaint procedure for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District’s property, campus escort services, changes in work locations and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include

considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or

activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and

provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. A period of removal may include the opportunity for the student to continue instruction in an offsite capacity. The District may also place a non-student employee Respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence; and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties’;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party’s ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party’s choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual’s status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District’s education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the District or;
3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties. The grievance process will close in the event a notice of dismissal is provided to the parties. Support measures may continue following dismissal.

Evidence Review

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar

days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and
6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not

avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The District also may offer an appeal equally to both parties on additional bases.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:
 - a. The allegations;
 - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

STUDENT/PARENT COMPLAINTS

Usually student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher or appropriate staff member. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint Policy 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved in a timely manner. If unresolved, a written complaint and request for a conference should be sent to the Superintendent. Under some circumstances, if the matter cannot be resolved at the administrative level, the matter may be referred to the Board of Trustees. If a student or parent has a complaint about sexual misconduct, these should come directly to the Title IX coordinator, the Superintendent, and will be handled in accordance with Title IX regulations. Some complaints require different procedures. The office or the administrator can provide information regarding specific processes for filing complaints.

POLICY 1700

UNIFORM COMPLAINT PROCEDURE

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

This grievance procedure shall be made available on the District's website and the location of which shall be included in all handbooks issued by the District.

The District requests all individuals to use this complaint procedure to resolve concerns within the District when an individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board. Attempts to bypass this Uniform Complaint Procedure at any of its Levels shall be redirected by District officials at the appropriate Level.

The District will seek to respond to and resolve complaints without resorting to this formal complaint

procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint should first attempt discuss it with the appropriate employee or building administrator with the objective of resolving the matter promptly and informally in accordance with requirements of Policy 2158. If such resolution is not possible, the individual may choose to file a formal written complaint in accordance with specifications at Level 2. An exception to attempts at informal resolution is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint, including the complaining individual's position to assert legal rights ; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the Administrator shall turn the complaint over to the applicable District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or Title IX complaint the applicable investigation and appeal procedure is Policy 3225P or 5012P. In the case of a disability complaint, the coordinator shall complete an investigation and file a report and recommendation with the Administrator for decision. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

Level 3: County Superintendent

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint;

(2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

POLICY 2158

FAMILY ENGAGEMENT POLICY

The Kila School 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 district's plan for meeting these goals is to:

1. Provide activities that will educate parents 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 (such as parent-teacher groups, Head Start, etc.) 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:
 - i. support the development of a child's full educational potential;
 - ii. assist in reducing the costs of postsecondary education and workforce preparation; and
 - iii. foster life success.

POLICY 5012P

SEXUAL HARASSMENT GRIEVANCE PROCEDURE - EMPLOYEES

The Board requires the following grievance process to be followed for the prompt and equitable resolution of employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging

sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process bullying and harassment policy, or public complaint procedure for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District’s property, campus escort services, changes in work locations and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process. The District may also remove a student Respondent alleged to have harassed an employee Complainant from the education setting. The student may receive instruction in an offsite capacity during the period of removal. This provision may not be construed to

modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence; and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties';
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;

10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the District; or
3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties. The grievance process will close in the event a notice of dismissal is provided to the parties. Support measures may continue following dismissal.

Evidence Review

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior

are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant; and
6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The District also may offer an appeal equally to both parties on additional bases.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the

original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:
 - a. The allegations;
 - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

CELL PHONES

Student possession and use of cellular phones or other electronic devices is a privilege. We recognize the value for students and parents to communicate before and after school. However, in response to recurring problems with cell phones including disruptions, theft, bullying, harassment and cheating, students are encouraged to leave all cell phones at home. Cell phones brought to school must remain silenced and secured in a student's backpack/bag or in their teacher's possession during normal school hours. Phones may be used only with teacher permission if used as a learning tool. Telephones are available for students in all classrooms and the office throughout the day. If a cell phone or any other electronic device is deemed a distraction to the learning environment, the device may be confiscated by the teacher and brought to the office where parent or guardian may then be asked to pick it up.

Students who do carry cell phones or other electronic devices assume the risk of damage and/or theft as the school cannot, and will not, be responsible for lost, stolen, or damaged phones/electronic devices.

FOOD

We ask that students not share food at any time with other students due to the possibility of food allergies. Any snacks/treats brought for a birthday or special occasions must be given to the teacher or front office before being handed out to students, to help children with severe allergies to avoid accidental ingestion of or exposure to particular foods. Allergic reactions can be life threatening. If your child has a severe allergy to anything, please fill out an emergency health care plan with the office so that our team has a plan available if an emergency arises due to an allergic reaction. Please see the "medication section" for more information about students with severe allergies.

NEWSLETTERS

The school newsletter, *Cougar Tracks*, is published on the Kila School District #20 website once a month. Hardcopies are available at the front office as well. Please read it to remain aware of upcoming events and opportunities at Kila School District #20.

PICTURES

We like to showcase our student accomplishments with pictures on school social media sites and the district website. Please complete the beginning of the year sign off sheet stating whether your student's photo may be published on social media and/or the Kila School website.

SCHOOL PICTURES

Individual student pictures are taken in the fall of each school year and class pictures taken in the spring. Every student will have his or her picture taken at that time. No child's picture will be used publicly without signed parental consent (a permission slip is sent out at the beginning of the school year). Personal copies of the pictures must be paid for in advance before the pictures are taken.

BOARD MEETINGS

The Kila School Board meets regularly every second Wednesday of the month at 3:30 PM at the school. All interested parents and the general public are invited to attend the meetings. If you have an item that you would like placed on the Board agenda, please submit it to the school office one week before the regularly scheduled meeting. The agenda will be posted on the front door of the school building.

ELECTIONS

School elections are held on the first Tuesday after the first Monday in May each year. The Board consists of five trustees, which serve a three-year term of office. Please call the District Clerk at

256-2428 for more information. A Declaration of Intent and an Oath of Candidacy Form must be filled out no earlier than 145 days, or later than 40 days before the election.

DRESS AND GROOMING

The District's dress code is established to encourage healthy grooming and hygiene, prevent disruption, and minimize safety hazards (See Policy 3224). Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

As a general rule, clothing that is worn at school should reflect a level of respect for modesty and decorum. Under this policy, certain types of clothing will not be permitted. Not all fashion and/or trends are appropriate for the school setting. Appropriate school clothing is clean and allows the student to participate in school activities comfortably, safely, modestly and without disrupting the educational process. Students are also expected to present themselves at school with adequate hygiene habits and clothing that is clean and in good repair. Ultimately, it shall also be the responsibility of parents not to permit their children to wear immodest or indecent attire.

School administrators and staff members hold discretionary authority to make decisions regarding any attire and appearance-related matters not specifically addressed in this policy.

SPECIFIC EXPECTATIONS

- Wear footwear at all times. Slippers are not permitted as footwear, anywhere other than in the classroom. If flip-flops, sandals, or slip-ons are worn, other footwear should be brought as a backup so students are not excluded from activities.
- Skirts or shorts must be longer than halfway between the knee and hip.
- Wear pants that are free of holes. If ripped pants are worn, they shall not show skin above halfway between the knee and hip.
- Wear tops that cover the midriff, undergarments, torso (including cleavage), underarms, and back.
- Wear clothing that does not expose undergarments (including bra straps, underwear, and boxers/briefs).
- Always keep your face visible. Hats, hoods, bandanas, sunglasses, face paint, and masks are not permitted.
- Clothing, patches, buttons, jewelry, armbands, or any other accessories adorned with references to and/or suggestions of alcohol, drugs, tobacco, sex, violence, illicit acts, obscenity, or vulgar displays are not permitted.

OPPORTUNITY TO CORRECT

If a student wears inappropriate clothing to school or a school sponsored event, that student will be sent to the office and asked to change into other clothing on campus or he/she may call home to have different clothing brought to school to change into. Once a dress code violation is thought to be corrected, that student must return to the office for verification of dress code compliance prior to returning to class. Students with dress code infractions will be marked as absent (unexcused) for the time taken to correct attire. Continued infractions will also result in further disciplinary action as determined by the administration or School Board.

COLD WEATHER

Students are expected to be outside during recess. Winter weather will be closely monitored and appropriate action will be taken in the event of high winds or extreme cold. Students will have outdoor recess when temperatures ("feels like") are 10°F and above. Students need to be prepared with appropriate clothing for cold weather including hat, gloves, coat, boots, and snow pants. All clothing

should be labeled with the student's name. If a student needs any cold weather attire, please reach out to the office.

POLICY 3224

STUDENT DRESS

The District recognizes that a student's choice of dress and grooming habits demonstrate personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

Building administrators shall establish procedures for the monitoring of student dress and grooming in school or while engaging in extracurricular activities. Students attending public events sponsored by the school district are permitted to honor their American Indian heritage through the display of culturally significant tribal regalia at a public event sponsored by the school district. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn at a public event sponsored by the school district. Specific regulations shall be published annually in student handbooks.

LOST AND FOUND

Our school has a "Lost and Found" in the gym vestibule. Please have your child check this area regularly. **Please mark all removable clothing and all lunch boxes and bags with your child's name.** This will help keep lost and found articles to a minimum. All unclaimed lost and found items will be recycled to a second hand store on a regular basis.

VALUABLES

Kila School discourages bringing valuable items to school. If you find it necessary to bring a valuable item it may be best to leave it at the school office until the end of the day. The best policy is to leave valuables at home.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

STUDENTS' DESKS, BACKPACKS, AND LOCKERS

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students may choose to lock their locker. If a student locks their locker, they are responsible for keeping the combination private. Locks can be rented from the front office for \$5.00. Students who return their lock at the end of the year will be given \$4.00 back.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. (See Policy 3231.) Parents/guardians will be notified if any prohibited items are found in the student's desk, backpack, or locker.

POLICY 3231

SEARCHES AND SEIZURE

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A “pat down” of the exterior of the student’s clothing;
2. A search of the student’s clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools identified in school district policy or the student handbook or deemed necessary by the Superintendent or designee.

The “pat down” or “search” of a student, if conducted, will be conducted by two school official or employees of the same gender as the student being searched.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student’s vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

SURVEILLANCE

Kila School uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration and School Board. Students in violation of School Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. Kila School shall comply with all applicable state and federal laws related to record maintenance and retention.

LAW ENFORCEMENT/CPS

QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

STUDENTS TAKEN INTO CUSTODY

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legal authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the County Superintendent's office and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. (See Policies 4410-4411)

FIREARMS AND WEAPONS

See Policy 3311

POLICY 3311

FIREARMS AND OTHER WEAPONS

Firearms

It is the policy of the School District to comply with the federal Gun Free Schools Act of 1994 and Section 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 Section 20-5-202 (3), MCA, a teacher, superintendent, or a 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 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 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).

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, the Board may itself either modify the requirement for expulsion or delegate to the County Superintendent the authority to carry out the Board's decision regarding any modification of the expulsion requirement.

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.

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 District 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 purposes 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 student 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

The District may refer to law enforcement for immediate prosecution any student 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 to 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. For the purposes of this section of the policy, "school property" means 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 local 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 persons and entities advance 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.

This section does not apply to a law enforcement officer acting in 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.

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.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day is required to bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the

office. Office staff will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication form or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. (See Policies 3416, 3416F, 3416F1)

ENTRANCE REQUIREMENTS

ENTRANCE AGE

A child must have reached the required age by September 10th of the year the student is entering school:

- Kindergarten: 5 years old or older by September 10th
- 1st Grade: 5 years or older by September 10th (we highly recommend 6 years old)

Each new student to Kila School must have a birth certificate, immunization records, and completed registration information to enter school. A second MMR (Measles/Mumps/Rubella) immunization is required before entry into the seventh grade, if not received before Kindergarten, and a Td (Tetanus/Diphtheria) or Tdap (Tetanus/Diphtheria/Adult Pertussis) booster is required for entry into the seventh (7th) grade.

SCREENING

The Fair Mont-Egan School District will hold basic skills screenings for Early Literacy students and Kindergarteners via our Kindergarten Roundup. First graders new to the district and to school will also be screened. The screening may be held before school starts or during a school day. The following areas will be assessed: speech, language, and cognition. Any student transferring to Fair-Mont-Egan School from another school district may be given a placement test as well.

KINDERGARTEN

All students must have a birth certificate and a completed immunization record before beginning school. Immunizations required are:

- Polio (~ 3 doses one of which are after their 4th birthday)
- A series of four DPT are required by the State of Montana, with one of which is given after the 4th birthday
- Two (2) MMR immunizations are now required by the State of Montana. In case of religious or medical exemptions from immunizations, parents must complete 3413F1 or 3413F2 that is available in the school office. However, the health department requires that non-immunized children not attend school if an outbreak of communicable disease (those immunizations required) occurs in their area.

CHANGE OF ADDRESS

It is very important that the school office be notified of any change in a student's address or phone number. If there is a change in the emergency number or work number of a parent, please notify the school office within ten days of the change.

WITHDRAWALS AND TRANSFERS

Please notify the school in advance if you will be moving out of the district. This gives us the opportunity to ensure completion of necessary records. Please have your child's new school request that permanent records be sent to them as soon as possible.

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. Haemophilus influenzae 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. Exemptions for religious reasons must be filed in a manner provided by Section 20-5-404, MCA. 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 Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in Section 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 only 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 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:

- Polio ~ 3 doses and at least one dose after 4th birthday
- DTP/DT/DTaP/Td ~ 4 doses, one of them after 4th birthday
- TD booster ~ Prior to entering 7th grade even if 4 doses completed before Kindergarten
- MMR (Measles, Mumps, Rubella) ~ 2 doses now required for Kindergarten ~ Kindergarten, 1st and any pupil entering 7th through 12th grade who have not already received the 2 required doses at kindergarten age need to have the 2nd MMR.
- Varicella (Chicken Pox) ~ 2 doses now required AFTER the age of 1 and must be completed

by Kindergarten.

If you have questions about immunizations please call the Flathead City-County Health Department at 406-751-8110.

MEDICATIONS GIVEN AT SCHOOL

Students are not permitted to carry prescription or non-prescription medication on themselves or in their backpack. All medications need to be brought into the office by a parent or guardian with a signed permission slip on file for the current school year.

NON-PRESCRIPTION MEDICATION

Parents are required to sign a permission slip authorizing school personnel to dispense any non-prescription medication. Parents wishing to have non-prescription medication on hand for their child such as Tylenol, Ibuprofen and cough drops should bring them into the office in the original packaging and fill out a permission slip.

PRESCRIPTION MEDICATION

Authorized personnel only will dispense this medication. The medication must be properly labeled ideally in the original pharmaceutical container designating the physician's name and the dosage. Dispensing prescription medication has two procedures:

- A. For short term dispensing (1 week or less) a *Request to Dispense Prescription Medication Form* must be filled out and submitted with parent/guardian signature.
- B. Long term dispensing (more than one (1) week) requires a school form, a physician's written order, and parental consent. Physician's orders must include the student's name, date, the medication, Dosage and possible side effects. An ordered or an "as needed" prescription must be accompanied by very specific instructions from the physician. Refer to Medication forms in the front part of the handbook. The parent/guardian consent form must be current, signed, and specify parent responsibilities regarding supply. Whenever changes occur – no matter what the duration – a new physician's statement must be filled out and on file before the school will administer new dosages.
- C. "Authorization to Carry and Self-Administer Medication" forms are available in the office for those students with asthma or allergies. Parents/guardians must fill these out completely in addition to the emergency plan for any student with severe allergies.

COMMUNICABLE DISEASES

To protect children from contagious illnesses, students with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school office so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Diphtheria	Influenza	Ringworm	Meningitis
Pinkeye		Rubella/Measles	Whooping Cough
Shigellosis		Streptococci I disease	Mumps
Chickenpox		(invasive)	Salmonellosis
Malaria		Hepatitis	COVID-19

Kila School will follow health department guidance and may inform our school community in the event of a communicable disease in our school.

HEAD LICE

Head lice are grayish-brown insects that lay eggs (nits) on the hair shaft. Lice are spread by direct contact with an infected person's hair or by an item that has touched the hair. They do not fly from head to head. Please remind your child not to share combs, hair ties, headbands, hats, earbuds, or other items to prevent transmission of head lice. If your child has head lice, please inform the school as we will assist in checking to make sure the lice and nits are gone to prevent transmission at school. Because head lice are easily spread from one child to another, FME cannot permit children with head lice to remain at school. Treatment needs to take place at home.

If a child has head lice, parents will be notified and will be given instructions on how to care for the student's infestation. In the event that head lice are a recurring problem, clearance from the Flathead County Health Department may be necessary before your child may return to school.

CONTROLLING HEAD LICE

(Pediculus Capitis)

(adopted from the recommendations of American Academy of Pediatrics, Centers for Disease Control, and Harvard School of Public Health)

The following procedure will be used by the clinic staff / school administration when a student at school is observed to be infested with live head lice:

1. The parent/ guardian will be notified.
2. A fact sheet on education and treatment of head lice will be sent home. This will include a statement to be signed by the parent / guardian that treatment was done.
3. If live lice or nits are found upon student's return to school, the notification and entire treatment procedure will need to be repeated

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROTECTION OF STUDENT RIGHTS

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Kila School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kila School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Kila School District will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Kila School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

ASBESTOS NOTIFICATION

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF KILA SCHOOL DISTRICT #20

Required by the asbestos-containing materials in schools rule 763.84 © and 763.93 (g) (4)

Asbestos is a naturally-occurring fibrous mineral which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is a nonconductor of electricity, and absorbs sound. Examples are asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates overtime, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure, when ACMB becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, The US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated within the Asbestos-Containing Materials in Schools RULE (40 C.F.R. Part 763, subpart E).

In compliance with the Asbestos-Containing materials in schools rule, the Kila School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM WERE IDENTIFIED. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACMB. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACMB not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings such as the basement and ceiling.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the school district by an asbestos management planner, accredited currently being taken to ensure that the ACMB remaining in our school buildings is maintained in a condition that will **not** pose a threat to the health of our students and employees. These plans describe past response actions taken to abate ACBM, as well as response actions taken to abate ACBM, as well as response actions planned for the future. The asbestos Management Plans provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial reinspections, conducted by accredited asbestos inspectors, and through semi-annual surveillance, conducted by trained school maintenance staff.

A copy of the Asbestos Management Plans are available for your review in the Kila School District administrative office during regular office hours. Sharon Leach is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plans to her at telephone 406-257-2428.

WATER QUALITY AND LEAD

As a public water supplier, Fair-Mont-Egan School has monthly water samples to determine that the water is always safe for drinking. The school complies with other federal water testing regulations and the water continues to be rated as suitable for drinking.

HEALTH AND SAFETY

The health and safety of students of Kila School is our top priority. To this end, the following practices will be followed:

1. Unsafe conditions and/or practices shall be reported to the Principal immediately so they can be promptly corrected or safeguarded.
2. Safe pedestrian practices shall be taught in elementary school. This applies particularly to walking along roadways and riding bicycles.
3. Each teacher shall periodically instruct students about the proper exit and manner of leaving the building in case of fire or an emergency. Fire drills, earthquake drills, and intruder drills will be conducted throughout the year as prescribed by law.
4. All accidents are to be reported to the Principal immediately and the proper accident form filled out to be filed.

RECEIPT OF HANDBOOK

"I have received a copy of the Kila Student Handbook for 2025-2026 and understand that the handbook contains information that I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."

Name of student (print please):
Signature of student:
Grade of student:
Name of parent/guardian (print please):
Signature of parent:
Date:
If multiple households:
Name of parent/guardian (print please):
Signature of parent:

Date: