Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

 All copyright laws and publisher license agreements between the vendor and the school district shall be observed;

 Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;

 A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;

 A copy of the software license agreement shall be retained by the, [board secretary, technology director or teacher-librarian - choose all that apply or add others]; and,

• A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
 - In demonstrations and presentations, including conferences;
 - In assignments to students;
 - For remote instruction if distribution of the signal is limited;
 - Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
 - In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author
 or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250
 words may be used, but no more than three excerpts from one poet or five excerpts from an
 anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more that five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Notices - Before including this section, make sure employees are ready to comply with it and notices are posted.

 The [superintendent, principal, teacher, teacher-librarian, choose all that apply or add others] is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- On or near copiers;
- On forms used to request copying services;
- On video recorders;
- On computers; and,
- At the library and other places where interlibrary loan orders for copies of materials are accepted.

- Procedure History:
- 39 Promulgated on:
- 40 Reviewed on:
- 41 Revised on:

1	Big Fork School District #38	F
2		
3	INSTRUCTION	2314
4		
5	Learning Materials Review	
6		
7	Citizens objecting to specific instructional materials used in the District are encouraged to	
8	discuss their concerns with the appropriate building principal. Should a satisfactory resolu	tion
9	not-be reached, a formal complaint in writing may be submitted to the Superintendent. The	∌
0	formal complaint shall, at a minimum, provide a basis for the complaint as to why the spec	ifie
1	instructional material is inappropriate and the desired resolution. Should the Superintender	nt find
2	the complaint without merit and deny the resolution, the complainant may appeal to the Bo	ard of
13	Trustees, who will have final authority in the matter.	
4		
5	Citizens objecting to specific materials used in the District are encouraged to submit a	<u>a</u>
16	complaint in writing using the Uniform Complaint Procedure (Policy 1700) and discu	iss the
17	complaint with the building principal prior to pursuing a formal complaint.	
8		
19	Learning materials, for the purposes of this policy, are considered to be any material used i	n
20	classroom instruction, library materials, or any materials to which a teacher might refer a s	tudent
21	as part of the course of instruction.	
22		
23		
24		
25	Cross Reference: 1700 Uniform Complaint Procedure	
26		
27	Policy History:	
28	Adopted on: 04/22/2004	
29	Reviewed on:	
30	Revised on:	

INSTRUCTION

Controversial Issues and Academic Freedom

Controversial issues include matters characterized by significant differences of opinion, usually generated from differing and underlying values, beliefs, and interests, which produce significant social tension. Controversy arising from such differences is inherent in a pluralistic society. An important function of public education is to provide students with an understanding of how controversial issues are dealt with in a democracy. This includes the opportunity to learn about the issues, problems, and concerns of contemporary society; to form opinions; and to participate in discussion of these issues and expressions of opinion in the classroom.

Teachers must adhere to the following guidelines when teaching about controversial issues and act in conformance with state law and other district policies.

 • Instruction must follow approved curriculum and be appropriate for students. Instruction that involves controversial issues and/or materials must be within the district content standards and curriculum. The overriding educational purpose of teaching about controversial issues or using controversial materials must be student achievement in the academic subjects and students' civic development, rather than reaching conclusions as to the correctness of any particular point of view. The instruction must reflect due consideration of the maturity of the students, the values of the community, sound professional judgment, and coordination with the administration.

 Guidelines on present controversial issues. Where controversial issues are taught, teachers should make materials available to students concerning the various aspects of the issues. Teachers may express their own viewpoints and opinions; however, they must be professionally ethical, explain their reasons clearly, be open to challenge, and present each side of an issue impartially. When teaching about controversial issues, teachers must work cooperatively with their principal and other administrators.

 • Use of learning resources. Teachers may not use learning resources that are not approved by the district and that are controversial because of the manner or context in which they discuss controversial issues. Examples of such material include, but are not limited to, those that depict explicit sexual conduct,

graphic violence, profanities, drug use, or other socially undesirable behaviors, or materials that are likely to divide the community along racial, ethnic, or religious lines. If a teacher has a question as to whether a resource is controversial, he or she should contact the principal.

• Discipline for inappropriately teaching controversial issues. In matters relating to controversial issues and learning materials, the Superintendent and Board of Education will exercise final authority in deciding whether discussion of a controversial issue follows established professional ethics, content standards, and curriculum and is appropriate for students. If the Superintendent and/or board

believe that a teacher is not following the above guidelines, appropriate penalties 1 and discipline will result, up to and including termination of a teacher's 2 3 employment. 4 5 The District will offer courses of study which will afford learning experiences appropriate to levels of student understanding. The instructional program respects the right of students to face 6 issues, to have free access to information, to study under teachers in situations free from 7 8 prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination. 9 10 Teachers will guide discussions and procedures with thoroughness and objectivity to acquaint 11 students with the need to recognize various points of view, importance of fact, value of good 12 judgment, and the virtue of respect for conflicting opinions. 13 14 The Board encourages and supports the concept of academic freedom, recognizing it as a 15 necessary condition to aid in maintaining an environment conducive to learning and to the free 16 exchange of ideas and information. 17 18 In a study or discussion of controversial issues or materials, however, the Board directs teaching 19 staff to take into account the following criteria: 20 21 1. Relative maturity of students; 22 2. District philosophy of education; 23 Community standards, morals, and values; 24 3. Necessity for a balanced presentation; and 4. 25 Necessity to seek administrative counsel and guidance in such matters. 5. 26 27 28 29 Article X, Sec. 8, Montana Constitution - School district trustees 30 Legal Reference: § 20-3-324(16) and (17), MCA Powers and duties 31 32 Policy History: 33 Adopted on: 04/22/2004 34 Reviewed on: 35 Revised on: 36

R

INSTRUCTION

Participation in Commencement Exercises

6 Statement of Policy

A student's right to participate in a commencement exercise of the graduating class at Big Fork High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

 Organization and Content of Commencement Exercises

The school district will permit students to honor their American Indian heritage through the display of culturally significant tribal regalia at commencement ceremonies. 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 during graduation.

The school administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student who, because of academic class standing, is requested to participate may choose to decline the invitation.

The school administrators will review presentations and specific content, and may advise participants about appropriate language for the audience and occasion. Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, or any other pronouncement of their choosing.

The printed program for a commencement exercise will include the following paragraphs:

Any presentation by participants of graduation exercises is the private expression of an individual participant and does not necessarily reflect any official position of the District, its Board, administration, or employees, nor does it necessarily indicate the views of any other graduates.

The Board recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices, and religious persons will have some interaction with the public schools and students. The Board, while not endorsing any religion, recognizes the rights of individuals to have the freedom to express their individual political, social, or religious views.

Legal Reference: Art. II, Sec. 5, Montana Constitution - Freedom of religion

Art. X, Sec. 1(2), Montana Constitution – Educational Goals and Duties Art. X, Sec. 7, Montana Constitution - Nondiscrimination in education

§ 20-5-201(3), MCA Duties and Sanctions

§ 20-1-308, MCA Religious instruction released time program

§ 20-7-112, MCA Sectarian publications prohibited and prayer permitted

47 Policy History:

- 48 Adopted on:
- 49 Reviewed on:
- 50 Revised on:

R

INSTRUCTION

page 1 of 2

Credit Transfer and Assessment for Placement

Grades 9-12

Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. This will be done by the school counselor or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and a school principal.

The credit evaluation committee will:

1. Document that a student has spent approximately the same number of classroom hours in home school as would have been spent in a regular class in the District;

2. Document that a student followed a curriculum essentially similar to that of a course for which credit is requested;

3. Document that in the event of a credit request in a lab, industrial arts, or music course, equipment and facilities were sufficient to meet required learning activities of the course;

4. Require that a student has satisfactorily passed, in all courses in which a final exam normally is given, a final exam prepared and administered by a staff member in the Big Fork Public School System.

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will be accepted only when a like course is offered in the Big Fork Public School System.

The school transcripts will record courses taken in home schools or non-accredited schools by indicating title of the course, school where the course was taken, and grade.

For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.

Grades 1-8

Requests from parents of students in non-accredited, nonpublic schools for placement in the Big Fork Public School System will be evaluated by an assessment-for-placement team. That team will include:

1. A school principal;

Revised on:

42

Big For	k School Di	strict #38	R
INSTR	UCTION		2450
Recogn	ition of Nati	ve American Cultural Heritage	!
		•	tural heritage of Native Americans and is e preservation of such heritage.
In furth	erance of the	District's educational goals, t	he District is committed to:
	providing in	±. •	es in close proximity to the District, when educational goals or adopting rules relating to
	Developing objectives	curriculum in all grades and pr	ogram areas that includes the following
	Cultural resources minority - Develop	and language differences shou s taking into account the uniqu groups.	ral diversity and differences among learners. Id be viewed as valuable and enriching e needs of American Indian students and other s and contributions of Montana's American
	Provide lProvide l	earning resources that are cult	urally relevant, inclusive, and current. als which reflect authentic and historical and ndians.
-	understandin	• •	sonnel, with the objective of gaining an nerican culture, which will assist the District's students and parents.
	• •	nire certified staff to satisfy the orth in § 20-1-503, MCA.	requirements for instruction in American
Legal R	eference:	Art. X, Sec. 1(2), Montana (§§ 20-1-501, et seq., MCA 10.55.603 ARM 10.55.701 ARM 10.55.803 ARM	

Policy History: Adopted on: 05/03/2006 Reviewed on:

Revised on:

INSTRUCTION

SNACK GUIDELINES

Bigfork Elementary and Middle School Fall 2004

Student stores and concession items will stock healthy foods and beverages to encourage students to make good food choices. Candy will not be used for classroom rewards. Exceptions may be made for birthday treats or special events/holidays. Suggested nutritious snacks are listed below:

Dairy/Protein Items

Low fat cheese sticks or cubes
Beef jerky sticks
Nuts and seeds
Trail mix
Lowfat yogurt
peanut butter/jelly mini-sandwich
hard boiled eggs

Grain-based Items

Undipped breakfast bars
Sports bars
Sun chips, baked chips, corn nuts
Pretzels, popcorn
Whole grain crackers
Bread sticks
Cheese and crackers
Baked tortilla chips with salsa
Bagels and cream cheese or peanut butter
Muffins (small)
Animal crackers, fig newtons
Chex mix
Whole grain breads or quick breads
Whole wheat cereal mixes

Beverages

Water 100% fruit juice Low fat milk

Fruit-Vegetables

Fresh fruit or veggies w/dip
ex. apples with peanut butter
carrots with ranch
celery with peanut butter
grapes, strawberries, oranges
baby carrots
Dried fruit chips
Canned fruit cups
Raisins, craisins
Real fruit bars or leather

Frozen Items (if freezer is available)

Frozen yogurt Juice bars

Eliminated

Candy
Carbonated beverages
Chips
Pastries
Cookies
Cakes

(Baked goods that are full of sugar and fats with no whole grains

These recommendations are brought to you by the Team Nutrition Program at Montana State University and the Bigfork Elementary and Middle School Nutrition Committee.

The Nutrition Committee meets every other Monday at 3:00 and welcomes your participation, questions and ideas. There will be a Nutrition PIR on October 5th, 3:30-6:30.

INSTRUCTION

SNACK GUIDELINES

Bigfork High School

Food in Nutritional Machine:

Nutri Grain Cereal Bars – Apple, Strawberry, & Blueberry

Nature Valley Chewy Granola - Oats & Honey, Strawberry yogurt, peanut butter

Western trail mix - Original and Tropical

Power Bars - Peanut butter, Berry and Chocolate

Planters - Sunflower seeds

Clif Bars - Chocolate Almond Fudge and Peanut Crunchy

Jimmy Dean Jerky - Original and Teriyaki

Baked Doritos - Nacho Cheese

Rold Gold Pretzels - Tiny Twist & Braided Twist

Sun Chips - French Onion & Regular

Chex Mix - Hot & Spicy and Bold & Zesty

Blue Diamonds - Almonds

Teddy Grahams

V8 & Spicy V8

V8 Splash - diet tropical & berry

Del Monte fruit cups

Kraft - Chocolate pudding

Dole - Jell-O with fruit

Tree Top - Pear, Peach, & Berry - 100% juice

Applesauce

Precious string cheese - Cheddar, Monterrey Jack, & Mozzarella

Low fat yogurt

Hershey's milk - 3 flavors

Lite popcorn

<u>Purchased from lunchroom & sold for the same price</u>:

Salads, veggie trays, & chocolate milk

Possible choices in the future:

Uncrustable sandwiches

INSTRUCTION

page 1 of 2

5 School Wellness

The Big Fork School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Big Fork School District that:

The development of the school wellness policy, at a minimum, will include:

- 1. Community involvement, including input from <u>teachers of physical education and school health professionals, parents</u>, students, school food service, the school Board, school administrators, educators, and the public. Training of this team of people on the components of a healthy school nutrition environment is recommended.
- 2. Goals for nutrition education, nutrition promotion, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the local education agency determines appropriate.
- 3. <u>Implementation</u>, <u>Periodic Assessment</u>, <u>and Public Updates</u>, <u>including</u> expanding the purpose of the team of collaborators beyond the development of a local wellness policy to also include the implementation of the local wellness policy with periodic review and updates, inform and update the public every three years, at a minimum, (including parents, students, and others in the community) about the content and implementation of the local wellness policies, and to measure periodically and make available to the public an assessment of the local wellness policy, including:
 - The extent to which schools are in compliance with the local wellness policy;
 - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
 - The progress made in attaining the goals of the local wellness policy.
- 4. Nutrition guidelines for all foods available on each school campus under the local education agency during the school day, with the objectives of promoting student health and nutrient-rich meals and snacks. This includes food and beverages sold in a la carte sales, vending machines, and student stores; and food and beverages used for classroom rewards and fundraising efforts.
- 5. Guidelines for reimbursable school meals to ensure that the District offers school meal programs with menus meeting the meal patterns and nutrition standards established by the U.S. Department of Agriculture.
- 6. A plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local education agency or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the District's local wellness policy.

The suggested guidelines for developing the wellness policy include:

Nutrition Education and Nutrition Promotion

All students K-12 shall receive nutrition education that teaches the knowledge and skills needed to adopt healthy eating behaviors and is aligned with the *Montana's Health Enhancement Society of Health and Physical Educators (SHAPE) Health Education and Physical Education Content Standards*. Nutrition education shall be integrated into the curriculum. Nutrition information and education shall be offered and promoted throughout the school campus and based on the U.S. Dietary Guidelines for Americans. Staff who provide nutrition education shall have the appropriate training, such as in health enhancement or family

and consumer sciences.

Health Enhancement and Physical Activity Opportunities

The District shall offer health enhancement opportunities. Health enhancement shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Health enhancement instruction shall be aligned with the *Montana's Health Enhancement and National Association of Sport and Physical Activity/American Alliance of Health, Physical Education, Recreation and Dance Physical Education Content Standards and Benchmarks*.

All K-12 students of the District shall have the opportunity to participate regularly in supervised, organized or unstructured, physical activities, to maintain physical fitness, and to understand the short-and long-term benefits of a physically active and healthy lifestyle.

Nutrition Standards

The District shall ensure that reimbursable school meals and snacks meet the program requirements and nutrition standards found in federal regulations. The District shall encourage students to make nutritious food choices through accessibility, advertising and marketing efforts of healthful foods.

The District shall monitor all food and beverages sold or served to students, including those available <u>outside</u> the federally regulated child nutrition programs (i.e., a la carte, vending, student stores, classroom rewards, fundraising efforts), by meeting the United States Department of Agriculture (USDA) Smart Snacks in Schools nutrition standards. Snacks provided to students during the school day without charge (e.g. class parties) will meet standards set by the district. The Superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

Other School-Based Activities Designed to Promote Student Wellness

The District may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity, such as staff wellness programs, non-food reward system and fundraising efforts.

Maintaining Student Wellness

The Superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, school food service program, the school Board, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The Superintendent shall measure how well this policy is being implemented, managed, and enforced. The Superintendent shall report to the Board, as requested, on the District's programs and efforts to meet the purpose and intent of this policy.

Legal Reference: PL 108-265 The Child Nutrition and WIC Reauthorization Act of 2004 PL 111-296 The Healthy, Hunger-Free Kids Act of 2010

44 Policy History:

45 Adopted on: 04/19/2006

46 Reviewed on: 47 Revised on: