



# Ponderosa Academy Procedural Regulations Manual (R-Series)

Adopted: March 2026 – Helena, Montana

## R-1000 Series | Governance Procedures

### R-1010: Board Meeting Operations

- **Scheduling:** The Board shall meet quarterly, with an annual meeting calendar approved every July.
- **Notice:** Meeting notices (agenda, time, location) are emailed to parents and posted on the school website at least **72 hours** prior.
- **Public Comment:** Written or verbal comments are accepted before agenda discussion.
- **Minutes:** Draft minutes are distributed to Board members within seven days and approved at the next meeting.

### R-1020: Board Records

- All meeting records, budgets, and official correspondence are archived digitally for **five years** and stored securely on the Academy's internal drive.
- Confidential items (student discipline, personnel records) are retained in password-protected files accessible only to directors.

## R-2000 Series | Instruction Procedures

### R-2001: Curriculum Review Process

1. Lead teachers propose new curriculum materials annually by March 1.
2. The Academy Director appoints a review committee composed of educators and one parent representative.
3. Criteria include state alignment, cultural inclusivity, and developmental appropriateness.
4. Recommendations are forwarded to the Board for approval by May 30.

## **R-2030: Academic Integrity and Assessment**

- Teachers shall provide clear citation and collaboration expectations for all assignments.
- First academic honesty violation: conference with student and family; reteach expectations.
- Repeat violation: loss of grade credit for assignment and referral to Administrative Director.

## **R-2070: Technology Integration**

- Teachers will ensure that technology that is brought into the classroom is for use by teachers only.

## **R-3000 Series | Student Procedures**

### **R-3005: Admissions Protocol**

1. Applications accepted on a rolling basis; priority given to current families and Helena-area residents.
2. Prospective families meet with the Academy Director for orientation and placement assessment.
3. Enrollment is confirmed upon receipt of:
  - Completed application, and immunization records
  - Tuition agreement and registration fees
  - Signed Parent–Student Handbook acknowledgment
4. The school reserves right to deny or defer admission if student needs exceed available support services.

### **R-3010: Attendance Reporting**

- Parents must contact the office by 9:00 a.m. to report absences.
- Unreported absences trigger a same-day call home.
- After 10 absences per semester, the Administrative Director initiates a parent conference and written improvement plan.

### **R-3050: Discipline Framework**

- Infractions are classified as **Level 1 (minor classroom)**, **Level 2 (ongoing or disruptive)**, **Level 3 (serious behavioral violation)**.
- All discipline follows restorative principles: reflection, restitution, and guided reintegration.
- Suspension or expulsion requires written notice and Board-level review.

## **R-3070: Bullying Prevention Procedure**

- Reports may be submitted in writing or online anonymously.
- The Administrative Director investigates within **48 hours**.
- Confirmed incidents result in parent meetings, behavioral contracts, and counseling referral.
- Retaliation against complainants is strictly prohibited.

## **R-4000 Series | Family and Community Engagement**

### **R-4005: Parent Communication**

- Teachers will reply to parent inquiries within **two business days**.
- Mid-term academic updates are sent electronically; conferences occur twice yearly.
- Monthly digital newsletters summarize events, highlights, and policy updates.

### **R-4060: Volunteer Management**

- Volunteers must complete:
  - Background check (every two years)
  - Confidentiality agreement
  - Orientation on child safety
- Teachers may coordinate classroom support but must maintain constant staff supervision during volunteer activities.

## **R-5000 Series | Personnel Procedures**

### **R-5010: Hiring Workflow**

1. Position approved by Board.
2. Job posting distributed online and locally for **a minimum of 14 days**.
3. Interviews conducted by Director(s) plus one faculty member.
4. Reference and background checks completed before formal offer.
5. Personnel files kept confidential, with records retained per Montana Code §39-2-801.

### **R-5040: Code of Professional Conduct**

- Faculty must model punctuality, professionalism, and nondiscrimination.
- Social media representing the school requires prior administrative approval.
- Any report of misconduct triggers confidential review by the Administrative Director.

## R-7000 Series | Finance and Operations Procedures

### R-7010: Budget Process

1. Administrative Director drafts preliminary budget by **April 30**.
2. Board reviews and approves final budget by **June 15**.
3. Quarterly budget-versus-actual reports are prepared for Board review.

### R-7030: Tuition Collection

- Tuition invoices are issued monthly unless an annual payment plan is selected.
- Payments are due by the **5th of each month**; accounts overdue 30 days incur late fees unless hardship request approved.
- Financial assistance is reviewed confidentially by the Administrative Director and approved by the Board Chair.

### R-7050: Purchasing Controls

- Purchases under \$1,000 may be executed by designated staff with receipt submission.
- \$1,000–\$4,999 requires Director pre-approval.
- \$5,000+ requires full Board vote.
- Competitive bids encouraged for major procurements and facility contracts.

## R-8000 Series | Health and Safety Procedures

### R-8010: Medical Management

- Prescription medication must be in original containers and dispensed by authorized staff.
- All incidents requiring first aid are logged in the *Health & Safety Binder*.
- Communicable disease protocols follow **Montana Department of Public Health** guidelines.

### R-8030: Emergency Response

- Each classroom maintains a red emergency folder with roster, evacuation map, and contact list.
- Monthly safety drills alternate between fire, lockdown, and severe weather.
- The Administrative Director conducts annual review of emergency plans with local authorities.

#### **Emergency Type:** Fire or Building Evacuation

In the event of a fire or other emergency requiring evacuation, **all students, staff, and visitors** will proceed immediately to the designated **rendezvous point: the Lewis and Clark Library**.

### **Evacuation Procedures:**

- Exit signs are clearly posted throughout all occupied spaces, showing the means of egress.
- Teachers will lead students in an orderly manner along the nearest marked exit route.
- Staff will ensure that all classrooms, offices, and restrooms are cleared before leaving the building.
- Once outside, everyone will move directly to the **Lewis and Clark Library** and remain there until an all-clear signal is given by administration or emergency personnel.

### **Communication Protocol:**

- The property's fire alarm system **is not monitored by the local fire department**.
- In the event of an evacuation, **teachers and administration are responsible for calling 911** to report the emergency and request assistance.

### **Accountability:**

- Teachers will take attendance once at the rendezvous point and report any missing students to administration immediately.
- No one will re-enter the building until it has been cleared by emergency responders.

### **R-8050: Environmental Safety**

- Cleaning supplies comply with non-toxic standards; chemical inventories maintained.
- Playground inspected quarterly, where applicable.
- Security camera footage retained 30 days for review as needed.

## **R-9000 Series | Facilities and Maintenance Procedures**

### **R-9010: Facility Use**

- Event applications due **two weeks in advance** to the Administrative Office.
- Staff sponsorship required for all student or parent events.
- Facility users must provide proof of insurance for off-hours rentals.

### **R-9030: Maintenance and Sustainability**

- Routine inspection schedule:
  - HVAC – biannual
  - Fire alarms – annual certified inspection
  - Playground and grounds – quarterly visual audit
- Sustainability initiatives include waste reduction, composting, and integration into student science projects.

## **Administrative Review Cycle**

All procedures shall be reviewed annually by the Administrative Director each summer and recommended updates presented to the Board at the August meeting.

This procedural companion gives the school a blueprint for daily governance—essential for accreditation, liability protection, and internal consistency.