

**COLUMBIA FALLS K-5 ELEMENTARY  
STUDENT HANDBOOK**

**born and raised  
the  
wildcat  
way!**



***2023– 2024***

Columbia Falls Elementary Student Handbook  
Table of Contents

CONTENTS

TO STUDENTS AND PARENTS:	1
BOARD OF TRUSTEES 2023-2024	1
NOTICE OF NON-DISCRIMINATION	1
Principals' Message.....	2
Team.....	3
ATTENDANCE	4
DAILY SCHEDULES	5
Directory Information	6
BULLYING/HARASSMENT/INTIMIDATION/HAZING	6-7
CELL PHONES	7
COMMUNICABLE DISEASES	8
COMPLAINTS BY STUDENTS AND PARENTS	8-14
COMPUTER RESOURCES	14
CONDUCT	14-15
CORPORAL PUNISHMENT	15
COUNSELING	16
DISCIPLINE AND DUE PROCESS	16-17
Distribution Of Material	17
Dogs on School Grounds	17
DRESS AND GROOMING	18
Extended Studies	18
FOOD SERVICES	18-19

FUNDRAISING	19
GRADING GUIDELINES	<a href="#">19</a>
HEALTH AND HYGIENE GUIDELINES.....	20-22
HOMEWORK	22
LAW ENFORCEMENT	23
LOST AND FOUND	<a href="#">23</a>
NON STUDENT TRESPASSING.....	.....24
OLWEUS.....	.....24-25
PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS	<a href="#">26-27</a>
PERSONAL POSSESSIONS.....	.....27
PROTECTION OF STUDENT RIGHTS	27-28
RELEASE OF STUDENTS FROM SCHOOL	28
RELIGIOUS PRACTICES	28
RIGHTS OF NON CUSTODIAL PARENTS	29
SAFETY	29-30
SEARCHES AND SEIZURES	30-31
STUDENT RECORDS	31-35
TELEPHONE MESSAGES.....	..... 35
TEXTBOOKS	35
TRANSPORTATION	35-37
VIDEOTAPING OF STUDENTS	37

VISITORS

[37](#)

APPENDIXES.....  
.....38-47

## **To Students and Parents:**

The Columbia Falls School District Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

### **BOARD OF TRUSTEES 2023-2024**

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Jill Rocksund, Chairperson

Megan Upton

Justin Cheff

Barbara Riley

Casey Heupel

Wayne Jacobsmeyer

Keri Hill

Heather Mumby

### **NOTICE OF NON-DISCRIMINATION**

The Columbia Falls School District does not discriminate on the basis of race, color, national origin, sex, or disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michelle Swank

P.O. Box 1259

Columbia Falls, MT 59912

406-892-6550 ext. 1436

Dear Parents and Students:

We would like to welcome you to the 2023-2024 school year. We are excited to once again have the opportunity to teach your children and watch them grow as learners. We are committed to providing a safe, positive, and rich learning environment for all students. We strive to reach each student's individual, academic and emotional needs through a variety of research based programs. We promote excellence and believe every child can learn when given a caring environment and with teachers working collaboratively to provide a quality education. We recognize that academic needs among students will vary depending upon the individual learner. Therefore, we offer intervention support as well as enrichment activities to ensure all children receive instruction that meets their individual needs.

Columbia Falls Elementary schools recognize how essential your support is in helping us do our jobs and in strengthening the school-parent support system. While academics are extremely important for this age group, we also recognize our responsibility for the education of the whole child. Perhaps the most important trait a student of this age can learn is responsibility. The home and school are important partners in this endeavor, and we want to thank you for helping us work with your child to ensure their academic and social success. Together we can move toward improving student experiences at school, promoting student learning, and making school an enjoyable place for all involved.

This handbook is our way of communicating information and priorities specific to our Elementary Schools, inviting you to participate in our programs and committees, and providing you with key contact people who can answer your questions and address your concerns. **Please take time to review and discuss this handbook with your child.**

We believe in open communication and want you to know that we are available to visit with you if the need arises. Once again, thank you for letting us work with your child and we look forward to an exciting and rewarding year.

Brenda Krueger, Principal  
Ruder Elementary School

Penni Anello  
Glacier Gateway Elementary

# **Columbia Falls Teachers and Staff believe it takes a TEAM to educate a child.**

## **Together Everyone Achieves More**

**TEAM** Responsibilities for Ruder Elementary Students, Parents, & Staff:

### **Student Responsibilities**

- To attend school daily
- To be on time for school
- To be prepared for the school day
- To follow directions
- To respect the rights and property of others
- To believe in yourself
- To be ready to learn

### **Parent Responsibilities**

- To send your child to school each day **on time**, with all the necessary materials, well rested and properly dressed;
- To check your child's backpack for school communication notes on a regular basis;
- To provide your child with a suitable place to work on school materials;
- To communicate with your child's teachers when you are concerned about his or her health or school success;
- Encourage reading outside of the school day

### **Staff Responsibilities**

- To provide students with quality and timely educational programs in an integrated setting;
- To provide an orderly classroom and a safe environment in which to learn;
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student;
- To assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as productive and responsible members of the student body.

### **Vision for our Columbia Falls Elementary Schools**

- Provide learning opportunities for children that meet their individual needs;
- A safe and effective learning environment is a right for all;
- A school community in which members are respectful of others;
- Where students will embrace and develop a love of learning that continues throughout their life;
- Where students are challenged at their developmental level through a variety of instructional techniques and achieve to their potential;
- Where students are kind and refrain from bullying behaviors.

## ATTENDANCE

Consistent attendance promotes student success in school, both academically and socially. Students who miss school regularly tend to fall behind in their work, finding it difficult to catch up with past assignments while completing current assignments. Student attendance and the verification of student attendance are mandated through Montana law by the Montana legislature.

**Absences                      Ruder Elementary 406-892-6570 or Glacier Gateway 406-892-6540**

### **Illness or Emergency:**

- If your student is sick, you please ***call the school by 8:45 A.M the morning (s)*** of the child's absence. You may also leave a message at any time before this to inform us.
- If you do not call, the school call service will call you to confirm that you know your child is absent that day.
- If you don't have a phone, please find a way to inform us of the absence.
- If the school determines that a student has excessive excused absences, a medical note may be requested.
- District policy states that you will receive notices after 6 and 10 days of absence.

### **Planned Absences:**

If you have advance notice that your child will miss school, please notify the office ahead of time with the dates. Plan with the teacher how your student may best make up work that will be missed. Sometimes students can work ahead before the absence, which reduces their stress when they return.

### **Chronic Absenteeism:**

If a student has missed 25% of school days in a quarter (12 days or more), the school may request a meeting with the parent to discuss: barriers to coming to school, strategies to keep your child caught up with missed work, resources available to assist the family, etc.

### **Tardies**

**Students arriving late to school for any reason during the day are required to report to the office before going to class. If you know your child will be tardy and to school before lunch, please call the school office by 8:45 so your child can be added to the lunch count.** Late arrival causes a student to miss the daily planning in the classroom and other important activities. Students often feel embarrassed at having to enter the classroom after class has begun. Because most tardies at the elementary level are a result of adults transporting the students to school late, the principal will address the issue with parents if lateness becomes habitual.

### **Checking In/Out**

- **Students arriving late to school for any reason during the school day should report to the office before going to class.**
  - Parents who pick students up early must check in at the office, fill out a student check-out card, and give the card to the student's teacher when they take the student from class.
  - Parents must provide written permission to the office if a student is to go home with friends or adults different from the usual family or bus arrangements. All arrangements need to be made before school. Students are not allowed to ride the bus home with another student. **Students will not be allowed to use school phones for permission to go to a friend's house after school.**
  - Students are required to remain in school or on school grounds once they arrive until they are dismissed. Any student leaving school grounds without authorization from the office will be disciplined without a warning.
- 
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. If the school does not get a response from the parent, the student will be marked with an unexcused absence. See Policy 3015.



### Ruder Elementary Daily Schedule

School Hours:

8:25 AM – 3:25 PM

8:25 AM – 2:25 PM (Wednesday - Early Release Day)

Breakfast:

7:45 AM – 8:20 AM

Students arriving late can receive breakfast to eat in their classroom.

### Glacier Gateway Elementary Daily Schedule

School Hours:

8:15 AM – 3:20 PM

8:15 AM – 2:20 PM (Wednesday - Early Release Day)

Breakfast:

7:45 AM – 8:15 AM

Students arriving late can receive breakfast to eat in their classroom.

AM Adult Supervision: **Students may be dropped off at school beginning at 7:45 am. At that time, adult supervision of the building and grounds is provided. Please do not bring students earlier than 7:45 unless individual arrangements have been made with the student's teacher or the office.**

PM Adult Supervision:

Immediately upon dismissal, students should board the bus, be picked up by a parent, or walk home.

Grounds and crosswalks are supervised until 3:30. All students should have left the school grounds by 3:30.

- If a student participates in an after school program, the student needs to go directly to that program.
- Students who miss the bus, are not picked up on time, or otherwise are unable to leave in a safe manner are brought to the office. The office secretary finds a safe option for transporting the student home or to an alternative spot listed by the parents on the registration card.
- Please make clear arrangements each morning with your student regarding after school plans. Parents are responsible for making sure their children understand the after school plans.
- Students who live nearby and walk home who choose to remain on school grounds after dismissal will be asked by duty people to go home immediately.
- Please do not plan to have your student wait on school property after 3:30. Any students remaining here will be brought to the office until a safe option is implemented.

## DIRECTORY INFORMATION

From time-to-time, School District Six will disclose “directory information” from a student’s education record. Directory information is information in a student’s educational record that is general in nature, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. According to the U. S. Department of Education, directory information includes, but is not limited to, the following data about students: name, address, telephone number, date and place of birth, official activities, dates of attendance, height, weight, honors and photograph.

Parents can, however, retain the right to consent to the disclosure of directory information. Parents wishing to retain this right must make a written request to the school principal.

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

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

1. “Harassment, intimidation, or bullying” means any act 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.

2. “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 or pranks to be performed, or other such activities intended to degrade or humiliate.

3. 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.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.

## **THE SUBSTANTIATION OF A THREAT OF DEADLY FORCE MAY RESULT IN AN IMMEDIATE REFERRAL TO THE SCHOOL BOARD FOR EXPULSION.**

Sexual harassment shall mean:

Gender discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act;

- a) Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or
- b) offensive school environment including sexually oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, is directed toward a student based on the student's gender; or
- c) Conduct of a sexual nature that is prohibited according to Montana law.

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. This report may be made anonymously. 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 a District Administrator shall be filed with the Board.

All complaints about behavior that may violate this policy shall be promptly investigated.

For additional information, please see Policy 3005.

### **CELL PHONES**

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege. Smart watches are discouraged, however if a student chooses to wear one, it should not be used during school hours for texting or phone calls.

Technology Devices: MP3 player, iPods, game machines, cell phones, and other electronic devices are **not allowed** at school. If a cell phone is sent for safety reasons, it must either remain in the student's locker or be given to the teacher. Cell phones that are used during the school day will be confiscated and the parent contacted.

Students are prohibited from operating a cell phone, or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

## COMMUNICABLE DISEASES

To protect children from contagious illnesses, students infected 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 nurse or principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Covid	

## COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1085) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1085, available in any principal's and Superintendent's offices.

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment.**

### **Title IX Grievance Procedure**

The Columbia Falls School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts.

Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities.

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment.;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

### **Title IX Coordinator**

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Mark McCord  
Curriculum Director  
PO Box 1259  
Columbia Falls, MT 59912  
406-892-6550 ext. 1429  
m\_mccord@cfmthschools.net

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

### **Filing a Complaint**

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

## **Informal Resolution**

An individual alleging sex discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

The informal process, including mediation, will not be available to individuals alleging sexual assault.

## **Formal Complaints**

An individual may make a formal complaint of sex discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

### *Investigation*

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

### *Notice of Outcome*

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in harassment when that sanction directly relates to the individual. This may include an order that the harasser stay away from the victim.

### *Time Frames*

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of sex discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

### *Appeals*

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

### **Remedies**

The District shall take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

**Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination.**

### **Section 504 and ADA Grievance Procedure**

The Columbia Falls School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) as amended. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap.

Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major

life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to “disability” refer to disability or handicap and encompasses both Section 504 and the ADA.

**These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to Michelle Swank.**

### **Section 504 and ADA Coordinator**

Inquiries concerning discrimination under Section 504 may be referred to the building administrator or:

Michelle Swank  
Special Education Director  
PO Box 1259  
Columbia Falls, MT 59912  
406-892-6562  
m\_swank@cfmthschools.net

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

### **Filing a Complaint**

An individual believing that he or she has been the victim of disability discrimination should file a complaint with the building administrator or the Section 504/ADA Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

### **Informal Resolution**

An individual alleging disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

### **Formal Complaints**

An individual may make a formal complaint of disability discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute disability discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.



### *Investigation*

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether disability discrimination has occurred when it has knowledge of allegations of disability discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that disability discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

### *Notice of Outcome*

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination or harassment when that sanction directly relates to the individual. This may include an order that the perpetrator stay away from the victim.

### *Time Frames*

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of disability discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

### *Appeals*

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent’s written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent’s decision. The Board shall hold a hearing to determine whether the Superintendent’s decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties.

The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

### **Remedies**

The District shall take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a disability discrimination investigation shall notify the building administrator or Section 504/ADA Coordinator if he or she believes that he or she is being retaliated against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

### **COMPUTER RESOURCES**

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the District's computer resources. See Appendices B (K-6) and C (7-12) for the forms. For additional information, see Policy 2070, 3096.

### **CONDUCT**

Students have the right to an education in an orderly and safe environment. They are expected to strive to take full advantage of their educational opportunities and to do their best work. **Students may not deprive others of their fundamental right to an education.** It is, therefore, the duty of the school administration to establish and enforce rules and regulations which contribute to a productive, orderly and safe school environment. Student conduct violations and possible disciplinary consequences may be found in Appendix A.

**The administration reserves the right to deal with each child's discipline problem on an individual basis.**

#### **Warning**

A teacher, counselor, or school administrator may talk to the student and try to reach an agreement regarding appropriate behaviors. Parents may, or may not, be notified depending on the behavior displayed.

#### **Detention**

A student may be detained over the noon hour on one or more days if the student violated the school rules.

#### **Time Out**

A student may be placed in the office or in the computer lab for up to one hour by the classroom teacher. Teachers use time out when a student is disrupting the class, refusing to follow directions, or otherwise undermining the teacher's ability to teach and other students' opportunity to learn. The teacher will notify parents.

#### **In-School Suspension (ISS)**

The ISS classroom is a self-contained academic setting with a para-educator as the supervisor. Students may not participate in the social life at school during the time spent in ISS. School work for the day will be completed with the assistance of the ISS supervisor. Administrators may assign ISS to students for disruptive behaviors. Students complete classwork during ISS with scheduled lunch and bathroom breaks. ISS behavior and work expectations may be determined on an individual basis, as appropriate to student age and special needs. Parents will be notified in writing.

Students who are extremely disruptive in the in-school suspension setting may be placed on out-of-school suspension. Parents may be called to pick up the disruptive student and take them home for the remainder of the suspension term.

### **Out-of-School Suspension**

Defiance of behavior standards, or other serious breaches of school policy, will result in an Out-of-School Suspension (OSS). OSS temporarily removes a student from the privilege of attending school. The length of the suspension shall be determined by the administration, in accordance with the severity of the offense and / or the previous deportment of the student. Parents will be notified by telephone and in writing.

Repeated ISS or OSS referrals will require School Board Discipline Committee action that may lead to possible expulsion. Students assigned to ISS or OSS will not attend or participate in extracurricular activities until the ISS or OSS is served.

### **Law Enforcement Involvement**

A school resource officer works with the district. This officer may be called to help teach students important lessons about behavior and its consequences. Students may also work with the resource officer in positive programs.

School officials have the option to notify police authorities, and in case of major violations, may press charges. If law enforcement is notified, an attempt will be made to contact parent(s). Any action taken by law enforcement will be in addition to action by the school.

### **Search and Seizure**

School lockers are the property of the District. School authorities are obligated to search lockers if needed to assure the safety and welfare of students, as well as for the protection of students and school property. The principal or administrative designee will make all searches. Parents will be notified should illegal items be found.

### **Weapons: Toy or Otherwise**

All weapons will be given to the principal. Parents or guardians will be called. Serious consequences, including the possibility of expulsion, will result from bringing real weapons to school. Ammunition should be considered dangerous and students should not be allowed to bring it to school.

## **CORPORAL PUNISHMENT**

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

## COUNSELING

### Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact Ginny Gilman.

Children learn social skills through the guidance and counseling school programs. School counselors teach social skills lessons in the classrooms. Classroom teachers help the counselors teach the lessons to their students. School counselors also teach small groups of selected topics, such as friendship. Children may choose to talk to a school counselor about topics that keep the child from concentrating on learning. The school counselor does not provide extended in-depth individual therapy for students. She can help families find resources when additional support is needed.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

## DISCIPLINE AND DUE PROCESS

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

### Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

### Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student

and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

### **Students With Disabilities**

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

### **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to Mrs. Anello, Principal at least one week prior to the requested distribution.

## **DOGS ON SCHOOL GROUNDS**

Our new "No Dogs" policy at school is between 8:00am - 4:30pm. Pets are not allowed on school grounds when students are on campus due to allergies and the unpredictability of animals. Signs are posted. We appreciate your help in keeping our students safe. We acknowledge the important role that pets, dogs in particular, play in our community and the positive impact dogs can have on family life. For many community members, dogs are an important part of the family. A dog can be a joy but they are also a big responsibility. The school also acknowledges the benefits of walking to and from school in a family group with a dog. Recently, however, more dogs are being brought onto school grounds. This has the potential to increase the risk of injury to children caused by dogs (e.g. bites and scratches) through dogs reacting adversely to unexpected noise and/or movement of children.

## DRESS AND GROOMING

### Personal Appearance / Dress Code

In the interest of health, sanitation, or safety, the administration or school nurse may prescribe modification in dress or appearance. The child will not be allowed to attend school until these requirements are met. If a child's appearance, odor, or hygiene disrupts or distracts from the teaching or learning process, that child will be asked to make modifications in order that the disruption or distraction will cease.

The school may supply covering garments, parents may be asked to bring clothing to school, or the child may be sent home, depending on the situation. Parents are asked to ensure their child's clothing meets the following standards:

1. All shorts and skirts must reach below mid thigh or be at fingertip length. Shorts must be hemmed; no ragged cutoffs.
2. Midriff tops, spaghetti strap tank tops, shoulderless/backless garments, and muscle shirts are prohibited, unless covered by appropriate outer garments.
3. Tank tops must cover undergarment straps and be the width of at least three fingers.
4. Advertisements for guns, tobacco, alcohol, or drugs are prohibited.
5. Clothing displaying offensive words, gestures, comments, or pictures is prohibited.
6. Undergarments should be covered and should not be visible through outer clothing.
7. Clothing should be clean and free of strong odors.
8. Flip flops are highly discouraged for safety reasons.

### **Extended Studies Program**

School District #6 will be expanding opportunities for highly capable learners. State law requires districts and schools to offer research-based programs that differentiate instruction for advanced learners. The extended studies program includes enrichment classes, compacting in core curricular areas when appropriate, extending and deepening studies when appropriate, and alternate curriculum materials when appropriate. Ruder, Glacier Gateway and Columbia Falls Junior High School all have an extended studies coordinator who will plan and implement the program. The coordinator will work directly with students for enrichment and will work with teachers to adapt core curriculum as needed to promote high levels of student growth. Students will be included in the extended studies program when they are identified as requiring advanced instruction to meet their learning needs. Identification is based on a combination of evidence, including teacher recommendations, standardized test scores, parent nominations, classroom work, and individual testing to assess areas of particular strength. If you wish to inquire about your school's Extended Studies Program, please contact either the program coordinator or the building principal:

#### Extended Studies Program Coordinators

Ruder Elementary	Janae Christensen
Glacier Gateway Elementary	Mary Ellen Getts
Columbia Falls Junior High	Paula Koch

## FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See [Laurie Lunghuhn](#) to apply. Please refer to Policies 2120 and 7052 for additional information regarding the District's wellness program and its meal charging policy.

### **Hot Lunch / Breakfast**

- Morning breakfast and hot lunch are provided daily. (At this time, we are not sure if they will be free to every student this year.) Please still fill out the free/reduced applications.
- Applications for free and/or reduced lunches and breakfasts are available through the school office or Infinite Campus Portal.
- Students must pay ahead or on a daily basis for their breakfasts and lunches. Parents can also pay using the Infinite Campus Parent Portal.
- There is no charging for breakfasts or lunches. If a student does not have money in their account they may be given an emergency breakfast/lunch until money is received.
- For any breakfast/hot lunch concerns, please call 892-6540 ext. 2111.

### **Food and Drink**

Food and drink will be allowed in the classroom at the discretion of each teacher. Teachers will set these guidelines with their students. **Bringing pop to school is highly discouraged unless it is for a special event.**

### **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes.

Except as approved by the school principal, fundraising by non-school groups is not permitted on school property. Please refer to Policy 4005 for additional information.

### **GRADING GUIDELINES**

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

### **Progress Reports**

Progress reports tell how well children are learning and succeeding between one report card and the next report card. Progress reports are sent home midway between reporting periods. The mid-term report tells children and parents what areas the children need to spend more time learning.

### **Report Cards**

Report cards tell how well children are learning and succeeding in academic areas throughout a 16-week period. Teachers use proficiency ratings to show how well students are progressing with curricular skills for each grade level. “**N**ovice” denotes that the student is beginning to attain the prerequisite knowledge and skills that are fundamental for the work at each benchmark. “**N**earing **P**roficient” denotes that the student has partial mastery of prerequisite knowledge and skills fundamental for proficient work at each benchmark. “**P**roficient” denotes solid academic performance for each benchmark. Students reaching this level have demonstrated competency over challenging subject matter, including subject matter knowledge, application of such knowledge to real-work situations, and analytical skills appropriate to the subject matter. “**A**dvanced” denotes superior performance where students demonstrate knowledge above what had been taught. All grades reported are based on end of year goals. It is common for students to be Novice or Nearing Proficient in the first semester based on their current level compared to where they are expected to be at the end of the year. Copies of report cards will be sent to parents and kept in each student’s cumulative record folders.

## HEALTH AND HYGIENE GUIDELINES

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5).

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 the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3010.

### **Illness Exclusion:**

Please keep your child home for 24 Hrs if they have any of these symptoms:

1. Vomiting
2. Diarrhea
3. Fever  $\geq 100.0$  °F with/without ANY of the following: cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue  
(defined by CDC as "flu-like illness")

1691575504. Rash or body/muscle aches of any unknown origin

NOTE - during a pandemic, there may be additional illness exclusions. Including staying home for greater than 24 hours after a symptom of illness. If a child is recommended to be tested for Covid 19 they must stay home while the test is pending. If diagnosed with Covid 19 with or without symptoms, please refer to your medical provider and the local health department for return to school or work. This may need to be considered for all family and/or household members who are presumed positive of Covid 19, as some people may have the virus, and spread it unknowingly, without any signs or symptoms of illness.

May return to school after illness:

1. Active vomiting or diarrhea, 24 hrs since last episode



2. Fever ( $\geq 100.0$  °F) - 24 hrs fever free without fever-reducing medication IF not diagnosed COVID 19 positive or presumed positive
3. After 24 hrs on antibiotics for variety of bacterial causes (ie: strep throat, pink eye)
4. Doctor's note of clearance for various student-specific medical conditions

Screenings:

- Vision: Pre K thru 9th (varies by school)
- Hearing: Pre K thru 1st
- Dental: Pre K thru 5th (varies per parent)
- Scoliosis: 7th thru 10th (varies by school)

## **Head Lice**

Head lice are a common health nuisance in school age children. Parents / guardians are recommended to check their students' heads at least weekly throughout the school year for the presence of head lice or nits (egg sacks). Current recommendations from Centers for Disease Control, American Academy of Pediatrics and National Association of School Nurses all favor adoption of "do not exclude" infested student policies. School District #6 school nurses recognize the considerable expense, time expenditure, stigma and school absences that have resulted from this public health nuisance. Parents of children found to be infested with head lice will be promptly notified, and requested to treat their student before returning to school. Please contact a school district school nurse if you have questions or concerns.

## **Medication**

In special circumstances, it may be necessary for your child to take medication during school hours. Montana State Law sets specific rules for schools to follow in these circumstances. Please be advised that no medication (prescription or over the counter) will be given in School District Six without all of the following:

- A written order (physician order form) completed and signed by a licensed health care provider AND signed by the parent. Physician order forms are available in the main office or the nurse's office. Physician order forms are available for prescription medications and for over-the-counter medications, either must be signed by a licensed health care provider and a parent before the medication may be administered at school. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.
- The medication must come to school in the original pharmacy labeled container, or original labeled packaging.

For the safety of all students, all medications (including physician ordered Tylenol, cough drops, etc.) must be delivered to school by an adult. Leftover medicine will not be sent home with a child; parents are welcome to come to school and pick it up. We appreciate your understanding and cooperation in this attempt to keep our children safe. If you have any questions please feel free to contact the school nurse.

## **Self-administration or Possession of Asthma, Severe Allergy or Anaphylaxis Medication**

Montana state law allows students to carry and self-administer Asthma, Severe Allergy or Anaphylaxis Medication. Also according to state law; an Authorization to Carry and Self-Administer form must be completed and kept in the

student health record every school year. See the school nurse if you have questions or concerns, or for applicable forms.

**School District #6 maintains a stock supply of Epinephrine injections (Epi-Pens®) for severe allergic reaction (anaphylaxis) or anaphylactic emergency. The stock Epi-pens are stored in the school nurse's office or front office. School District #6 policy and protocol regarding epinephrine use in a District #6 school is available upon request.**

For additional information, please see Policy 3070.

### **Important Information for Parents Concerning Student Injuries**

Even with adequate precautions and supervision, accidents can and do happen at school. Columbia Falls School District Six does not provide medical insurance to automatically pay for medical expenses if a student is injured at school or on a school activity. The District only carries legal liability insurance.

The District makes medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out to children in the lower grades at the beginning of the year and are available in all of the school offices throughout the year. If your child did not bring a brochure home, please contact the office at your child's school.

### **Hygiene Issues**

In the interest of health, sanitation, or safety, the administration or school nurse may prescribe modification in dress or appearance. Students should be clean and neat when they arrive at school. A child's appearance, odor, or hygiene should not disrupt or distract from the teaching or learning process. If issues such as excessive odor, wetting or soiled clothing, or other hygiene concerns arise, we will work with parents and students to resolve the situation.

### **Personal Appearance / Dress Code**

In the interest of health, sanitation, or safety, the administration or school nurse may prescribe modification in dress or appearance. The child will not be allowed to attend school until these requirements are met. If a child's appearance, odor, or hygiene disrupts or distracts from the teaching or learning process, that child will be asked to make modifications in order that the disruption or distraction will cease.

For additional information, please see Policy 3070.

### **Homework and Daily Assignments**

Children are responsible for the work their teachers give them to complete in school. Teachers allow assignment completion time during the school day for most assignments. Students are expected to use this time productively. Teachers may ask children to take work home when the work is not completed during the school day. Students may also miss recess time to finish assignments, as determined by their teachers or by the student's own choice. District Policy states that students will have 2 days to make up work for each day missed due to excused absences.

## **LAW ENFORCEMENT**

### **Questioning of Students**

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of 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.

### **Service of Process**

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a

reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

## Lost and Found

Students who find lost articles are asked to take the items to the office. If you have lost something, please check the lost and found location by the south entrance. Lost articles not claimed within a reasonable amount of time will be given to local charities.

## Non-Student Trespassing

Trespassers in the school building or on the school grounds may be requested by any staff member to leave the area. If an individual persists in trespassing, the police department will be called and appropriate legal action will be taken.

## Olweus Bullying Prevention Program

In an effort to help students become more aware of bullying behaviors and make positive choices, the Olweus Bullying Prevention Program is being implemented in the elementary schools. The Olweus Bullying Prevention Program (OBPP) is the most researched and best-known bullying prevention program available today. It is backed by more than thirty-five years of research and successful implementation in many different countries. The Olweus Bullying Prevention Program is a whole-school program that has been proven to prevent or reduce bullying throughout a school setting. School administrators, teachers, and other staff are primarily responsible for introducing and implementing the program with the purpose of improving peer relations and making the school a safer and more positive place for students to learn and develop.

In order to address the issue of bullying, it is important to understand what bullying is. Following is the definition of bullying from the Olweus Bullying Prevention Program:

**“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”**

When bullying behavior is displayed, there is always an imbalance of power.

The Olweus Bullying Prevention Program has four basic rules which are:

Verbal Bully Behavior	Non-Verbal Bully Behavior	Physical Bully Behavior	Menu of Consequences
<b>LEVEL ONE</b>			
<ul style="list-style-type: none"> <li>*Passing notes</li> <li>*Gossiping</li> <li>*Starting or spreading rumors</li> <li>*Teasing about possessions, clothes, looks, etc...</li> </ul>	<ul style="list-style-type: none"> <li>*Making threatening or insulting gestures</li> <li>*Dirty looks</li> <li>*Ignoring or excluding others</li> </ul>	<ul style="list-style-type: none"> <li>*Pushing/Shoving/Poking</li> <li>*In other’s space</li> <li>*Blocking other’s path</li> <li>*Taking Small Items from others</li> </ul>	<ul style="list-style-type: none"> <li>*Reminder/Warning</li> <li>*Refocus form or time-out—Teacher’s choice</li> <li>*Teacher/Student Phone call home</li> </ul>

*False reporting (in regard to other's behaviors) *Name calling	*Hiding/taking items from others *Rolling eyes	*Playing keep away with other's items	*Loss of Recess *Lunch detention *Re-teach Expectation *Teacher determines choices from Level 2 options
<b>LEVEL TWO</b>			
*Harassment through email, notes, phone or other forms of communication *Insults based on Size, Intelligence, Race, Ability, Religion, Ethnicity, Athletic Ability, Gender, Disability, or Sexual Orientation *Fighting or threatening words *Threatening physical harm *Intimidation through continued gossiping, teasing or destructive humor *Insulting family *Chronic Level 1 Behaviors	*Defacing property *Playing tricks to embarrass others *Stealing *Making threatening gestures *Cyberbullying *Chronic Level 1 Behaviors	*Starting fights *Purposeful scratching/headlocks/biting/spitting *Tripping/kicking *Other physical altercations *Chronic Level 1 Behaviors	*Lunch detention *Principal/Student Phone call *Individual Behavior Plan *Counseling referral (when appropriate) or office referral *ISS *Resource Officer *TAT Referral *Principal determines from Level 3 Options
<b>LEVEL THREE</b>			
*Prolonged harassment *Encouraging total group exclusion of someone by threatening others if they don't comply *Sexual harassment *Making repeated or graphic threats *Retaliation *Chronic Level 2 Behaviors	*Destroying property *Starting fires *Arranging public humiliation *Writing graffiti with a bias against someone *Making repeated or graphic threats *Cyberbullying *Chronic Level 2 Behaviors	*Intimidation through threats/Extortion *Physical cruelty *Repeated acts of violence *Assault with a weapon *Major physical assault *Retaliation *Threatening to keep someone silent *Chronic Level 2 Behaviors	*Principal/Student Phone call *In-school suspension *Out-of-school suspension *Re-teaching with School Counselor *Restitution *TAT Meeting *Resource Officer *Parent meeting *Expulsion

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that someone is being bullied we will tell an adult at school and an adult at home.

Students who choose to use bullying behaviors will be spoken to by their classroom teacher and/or the building principal. Consequences will be assigned based on the following leveled behavior chart at the teacher's/principal's discretion. Parents will also be notified if their child has participated in a bullying behavior.

## **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parents, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 892-6570) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. Every classroom has opportunities for parent volunteers. In general, these opportunities may include helping with classroom projects, chaperoning field trips, assisting during group work, reading with students, working on math and other subjects with students, helping the teacher organize and create instructional materials, and helping the teacher create a positive environment through displays of student work and bulletin boards. For further information, contact your child's teacher.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. The Ruder Elementary Parent Teacher Organization creates many positive experiences for our students. We encourage parents to contribute time and energy to these wonderful opportunities for our students. Please watch for information and check our website regarding meeting times and places. We look forward to seeing you there.
- Parents should send students prepared to participate in outside recess. Please send students with appropriate clothes for the changing weather.

At the elementary level, our philosophy is to provide an opportunity for children to be outside playing in the fresh air. We have provided several options for kids who either do not own or did not bring all the necessary winter items. We encourage all kids to put on their winter clothing as they prepare to play outside. We request the following rules about winter clothing be followed:

### **Rain Conditions Clothing Expectations:**

K-5 Students are expected to have appropriate clothing to play outside in the rain.

Students will not be outside in a severe downpour or lightning.

### **Winter/Snow Conditions Clothing Expectations:**

K-5 Students are expected to have winter clothing to play outside

- Snow Pants
- Gloves
- Boots
- Coat

Students without all the proper clothes (snow boots, hats, mittens) can play on the blacktop area during recess. (We plow this area for safe travels on the playground)

### **Temperature Clothing Expectations:**

- Below 0 Degrees with or without windchill kids will be inside.

We want kids to dress appropriately and encourage it. We have a collection of winter clothing items we loan out but not enough for all students. We try our best to get kids outside in warm appropriate clothing.

## **Personal Possessions**

- Small, inexpensive toys may be brought, if allowed by the classroom teacher.
- Technology Devices: personal electronic devices are not encouraged at school. If a child chooses to bring an electronic device to school, the school/district is not responsible for it if it is broken, lost or stolen. While at school, all devices must remain off unless given permission by an adult to use it.
- Bicycles: Bicycles must be walked while on the school grounds. Please use the provided bike racks and a bicycle lock for safekeeping. Although bicycle theft will be investigated & the police called, recovering a stolen bike is difficult.
- Trading cards are not allowed to be traded while at school.

**Loss or theft of any toy or electronic device brought to school remains the student's responsibility.**

## **PROTECTION OF STUDENT RIGHTS**

### **Surveys**

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

### **Instructional Materials**

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

### **Collection of Personal Information from Students for Marketing**

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

### **RELIGIOUS PRACTICES**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. 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. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2030.

### **Rights of Non-custodial Parents**

Non-custodial parents do not have the right to pick a child up from school without the permission of the custodial parent. Principals and school officials will require that a child remain in school for the duration of the school day and be transported home in the usual manner unless this permission is granted directly to the school by the custodial parent.



Non-custodial parents do have the right to obtain any and all information concerning the child that is available to the custodial parent. If a counselor is disclosing information to a custodial parent, that information must also be shared with the non-custodial parent upon request.

A non-custodial parent has the right to any and all information concerning his/her child irrespective of the wishes or instructions of the custodial parent unless there is a court order to the contrary.

## **SAFETY**

### **Accident Prevention**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

### **Drills: Fire, Earth Quake, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Emergency School-Closing Information**

Inclement Weather Procedure Guidelines

School Closure Procedure Guidelines

- The Montana Department of Transportation and Flathead County have discontinued “Emergency Travel Only” declarations. The ETO declaration has been replaced by a “Severe Driving Conditions” declaration. The SDC declaration will not be countywide and will not be accompanied by driving restrictions. Therefore, there will be no countywide road condition declaration that will initiate a countywide school closure. Each county school will make its own closure call based on district-wide road conditions. A closure applies to all but a skeleton crew necessary to be sure that buildings are open.

- The District will not use late starts. Once students are transported to school by bus, they will remain in school until the end of the school day. The district will not release children early because necessary parent contacts cannot be assured. Parents may pick up their children at any time.
- If the decision is made that no buses are running, school will be closed. Schools may be kept open if just a few buses cannot run. The number of bus routes not running to influence school closure on a given day is a judgment call related to appropriate variables. The magic number hovers around seven bus routes. If a bus does not run in the morning because of inclement weather, it will not run in the afternoon.
- If students can be safely transported, water and electricity are flowing, and heating systems are up and running, classes will be held.
- In the event of school closure or bus route cancellations, the District will use the Infinite Campus emergency notification system to alert parents and guardians. The District will make every effort to initiate the In-Touch emergency notification system before 7:00 a.m.
- In addition, school closure information will be presented to area radio stations prior to 7:00 a.m. The District, however, does not have control over when and/or how often school closure announcements are made by radio stations. Those stations include: KOFI (1180 AM), Monster (103.9 FM), KJJR (880 AM), BEAR (106.3 FM), KBBZ (98.5 FM), KALS (FM 97.1), KHNK (FM 95.9), KRVO (FM 103.1), and KWOL (105.1). Information will also be listed on the SD #6 website at [www.cfmtschoools.net](http://www.cfmtschoools.net) as soon as possible following a closure decision.

## **SEARCHES AND SEIZURES**

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

### **Students and their Personal Effects**

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable

suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

### **School Property**

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

### **Seizure of Property**

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

Evidence produced by a search may be used in a disciplinary proceeding against the student.

## **STUDENT RECORDS**

### **Access by Parents and Student**

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or

student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3080 for more information.

### **Access by Other Individuals and Entities**

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents,

existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

### **Challenging Content of Records**

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

### **Directory Information**

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, 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. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

### **Maintenance of Records**

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

### **Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The District classifies the following as Directory Information: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Privacy Matters – Photographs and Social Media**

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

## **Telephone Messages**

Students may use the telephone **only with their teacher's permission** or with permission from the office. **Due to the overwhelming number of phone calls, the office will not be putting calls through directly to the classroom teacher during class time.** Parents may leave a message for the classroom teacher. When the teacher is free or the student is free a return call may be made. **Please plan ahead regarding after school plans to minimize classroom disruption and student confusion.**

## **Textbooks / School Equipment**

Children who lose or damage school equipment or textbooks will pay the cost for replacement or repair. As stated by board policy, loss and significant damage are assessed at the full cost of replacing the book. Minor damage is assessed at half the cost of replacing the book. The child to whom the book is checked out is responsible for the condition of the book.

### **Library**

Children will find many materials in the library (reference books, picture books, magazines, computer resources, fiction and non-fiction books) for their enjoyment. All books may be checked out for a one-week period. Books may be renewed if the book is not on a waiting list. We do not charge fines for overdue books. If a child's book has become overdue for more than one week the student may be asked to not check out another book until that book is returned. If library materials are lost or misplaced they will be charged to the child who signed them out. **The books may be replaced by buying the same book at a bookstore or paying the replacement cost.** Our goal is to provide students with a love for books and a lifetime enjoyment in reading. End of year report cards will be held until all library fines have been paid.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living 3 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 892-6550 ext. 1431

Children who ride the school bus are subject to the rules and regulations governing school transportation. Children who are disorderly and consistently disruptive may lose bus privileges for a time or be permanently removed from the bus.

Bus drivers will report bus misconduct to the appropriate administration for disciplinary action. **Continual noncompliance of bus rules may result in the loss of bus privileges.**

Students in grades K-1 must have an adult at the bus stop to pick them up or an older sibling to walk with. **Students who do not have an adult at the stop or an older sibling will be brought back to the school for the parent to pick up.** If students are brought back to the school on several occasions, loss of bus privileges and or local police will be contacted.

#### **Driver Authority**

- Children being transported are under authority of the bus driver.
- The bus driver may assign children seats.
- Drivers are responsible for enforcing the transportation rules of conduct for children.

#### **Destruction of Bus Property**

- **Children who puncture, scratch, or mark up bus seats will be charged \$50 for the repair of the seat.** The money may be dropped off at the school office or taken to the bus barn located at the Columbia Falls High School.

#### **Student Responsibilities**

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus, and students are to keep their hands to themselves at all times.
3. Students shall use the emergency door **ONLY** in the case of emergency.
4. Students are to be on time at the morning and afternoon departures.
5. Students are not to bring animals, weapons, or other potential hazardous material on the bus.
6. Students shall sit in their seat, facing forward, and there is no moving from seat to seat without the permission of the driver. Feet must be out of the aisle, and there is to be no moving about while the bus is in motion.
7. Students may be assigned seats by the driver. (K-6) students are assigned.
8. When it is necessary to cross the road, students shall cross in front of the bus or as instructed by the driver.
9. Students will not open any windows without the driver's permission and do not extend hands, arms, feet or heads outside of any open window.
10. Students must have written permission to leave the bus other than at their home or school.
11. Students shall talk in normal voices, and no loud or vulgar language is permitted.
12. Students are not permitted to eat or drink on the bus and they are expected to keep the bus clean and free from damage.
13. Students will be courteous to the driver, fellow students and to passersby. There is to be no throwing of items on the bus or out of the bus.
14. Students will respect all private property rights while waiting for bus transportation.
15. Student projects, musical instruments, athletic gear, health devices and other items must fit on the student's lap or in appropriate storage, for any other items contact the school principal.
16. Cell phone usage on the bus is not allowed. Permission to use a cellular phone may be granted by the driver under extenuating circumstances.

**Students who consistently disrupt bus lines at school or cause problems at bus stops may be disciplined at school and/or suspended or removed from the buses.**

#### **Parent Permission Required**



- **Students must have written parental permission to leave the bus at another designated area, other than at home or school.**
- **Students are only allowed to ride the bus that they are assigned to. Non-riders may not ride the bus home with friends.**

### **VIDEOTAPING OF STUDENTS**

The District has the right to use 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 Superintendent. Students in violation of 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. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

### **VISITORS**

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. . **All visitors must report to the office to obtain a visitor's pass before proceeding to a classroom or on to the playground.** Guests of our children may come for show and tell but may not attend the regular instructional day. Please call your child's teacher a minimum of one school day in advance of sending a guest.

**APPENDIX A**

**S.D. # 6 BEHAVIOR ACTION GRID**

**Appendix A**  
**Behavior Action Grid**

PROBLEM AREA	OCCURRENCES	ACTION TO BE TAKEN	
		<i>Minimum</i>	Maximum
PROFANITY Disruptive language directed toward faculty or staff on campus or at a school event or activity.	FIRST	SUSPENSION	EXPULSION
	REPEATED	EXPULSION	EXPULSION
BUS MISCONDUCT Acting in a manner which may distract the driver or result in unsafe conditions.	FIRST	WARNING	LOSS OF BUS
	REPEATED	CONFERENCE	SUSPENSION &/OR POLICE
LOITERING Being in a restricted area of the building or campus without permission.	FIRST	WARNING	
	REPEATED	CONFERENCE	SUSPENSION &/OR POLICE
THEFT Taking, giving, or receiving property not belonging to you.	FIRST	PARENT/ CONFERENCE	EXPULSION/POLICE
	REPEATED	SUSPENSION	EXPULSION/POLICE
VANDALISM Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.	FIRST	CONFERENCE	EXPULSION/POLICE
	REPEATED	PARENT	EXPULSION/POLICE
TOBACCO Using or possessing tobacco in any form.	FIRST	PARENT/LAW SUSPENSION	EXPULSION
	REPEATED	PARENT/LAW SUSPENSION	EXPULSION
ALCOHOL OR DRUGS** The use or possession of mind or mood-altering drugs.	FIRST	SUSPENSION/ LAW/PARENT	EXPULSION
	REPEATED	EXPULSION/ LAW/PARENT	EXPULSION

**\*\* THE SALE OR DISTRIBUTION OF ALCOHOL, DRUGS, MARIJUANA, OR MIND OR MOOD-ALTERING SUBSTANCES WILL RESULT IN THE INVOLVEMENT OF LAW ENFORCEMENT AND A RECOMMENDATION FOR EXPULSION.**

**PROBLEM AREA    OCCURRENCES    ACTION TO BE TAKEN**

<b>MENACING OR HARASSING BEHAVIOR</b> By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (including sexual). Also included is profanity student to student.	FIRST	WARNING	SUSPENSION/ LAW/EXPULSION
	REPEATED	PARENT	SUSPENSION/ LAW/EXPULSION
<b>ASSAULT</b> Intentional physical contact with another person which may cause physical injury. Physical assault upon any staff member may bring an automatic recommendation for expulsion on the first offense.	FIRST	SUSPENSION/ LAW	EXPULSION/ LAW
	REPEATED	SUSPENSION/ LAW	EXPULSION/ LAW
<b>WEAPONS **</b> The possession of a dangerous weapon or the use of any object to inflict bodily injury on another person.	FIRST	SUSPENSION/ LAW	EXPULSION/ LAW
	REPEATED	SUSPENSION/ LAW	EXPULSION/ LAW
<b>EXTORTION</b> Demanding money or something of value (e.g., lunches) by threatening or performing violence.	FIRST	PARENT	EXPULSION/LAW
	REPEATED	SUSPENSION	EXPULSION/LAW
<b>EXPLOSIVE DEVICES/ARSON</b> The use or threat of use, possession, or sale of explosive devices.	FIRST	SUSPENSION	EXPULSION/LAW
	REPEATED	EXPULSION	EXPULSION/LAW

- 
- For problems which may also violate state law, school officials will follow District Six policy and notify the appropriate police authorities.
- 

**\*\* Weapons are forbidden on school property. In accordance with the provisions of the Gun-Free Schools Act, USC 3351, any student who brings a firearm onto school property, except as detailed in Board Policy 3270, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent.**

---

**The term “firearm” shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile.**

---

**Montana law and federal law make it a criminal offense for a person to possess, carry, or store a weapon in a school building and for a parent or guardian to permit a minor to possess, carry, or store a weapon in a school. A “weapon” under the definition of Montana Code 45-8-361 includes any type of firearm, a knife with a blade 4 inches or more in length, a sword, a straight razor, a throwing star, numchucks, or brass or other metal knuckles.**

---

**APPENDIX B**

S.D. # 6 SCHOOL CALENDAR

AND BUILDING ROSTERS

**APPENDIX C**

**S.D. # 6 STUDENT**

**INTERNET USE AGREEMENT**

## ELECTRONIC NETWORK SERVICES LETTER TO PARENTS OR GUARDIANS

The school district is pleased to offer electronic network services (including the Internet) for its students. This letter describes the electronic services available. The attached document contains the following information:

- Acceptable & Proper Internet Use
- Student Acceptable Use Policy
- Technical Services provided through District Internet System
- Levels of Student Access provided through District Internet System
- Parental Permission and Parental Request to Restrict Access

Electronic network services, including the Internet, provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of these services for educational projects will assist in preparing your child for success in life and work in the 21<sup>st</sup> Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment. An Internet filter (Sonic Wall) will be in place which blocks the availability of inappropriate sites. Although staff will supervise your student's use of the Internet, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. The various levels of access are described in the attached document.

Student work and pictures may be displayed on District web site pages in classroom or school related projects. All work and pictures will be displayed in a fashion that will protect student anonymity.

You have the option of requesting that your child not be provided with access to the Internet, classroom email accounts, or individual email accounts (secondary level only). To exercise these options, please sign the enclosed Parental Request to Restrict Access.

Please contact the appropriate elementary district administrator if you have any questions or concerns.

*Ted Miller, CFJH Principal – 892-6530*

*Penni Anello, Glacier Gateway Elementary Principal – 892-6540*

*Brenda Krueger, Ruder Elementary Principal – 892-6570*

## Acceptable Use of Electronic Services and Networks

Columbia Falls Schools (SD6) makes a variety of communications and information technologies available to students through computer/network/Internet access. SD6 recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

SD6 Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies. Students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of District systems as part of their review of student handbooks.

***Students must have parent/legal guardian permission to utilize District-provided Internet and electronic resources.***

SD6 professional staff will supervise student use of District systems and provide training emphasizing appropriate use of technology.

### **District Technology System**

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies
- Email accounts
- Network servers
- Computer hardware and peripherals
- Software including operating system software and application software
- Digitized information including stored text, data files, e-mail, digital images, and video and audio files
- Internally or externally accessed databases, applications, or tools (Internet- or District-server based)
- District-provided Internet access
- District-filtered public Wi-Fi
- Networks--Internet, LAN's (Local Area Networks), WAN (Wide Area Networks), etc.
- New technologies as they become available



## Terms and Conditions

**Acceptable Use** -- All electronic networks, devices and services, including the Internet, provided by the District are intended for a) educational purposes consistent with the educational objectives of the District or b) legitimate school business purposes. The District requires legal, ethical and appropriate computer/network/Internet use.

**Privileges** -- The use of the District's electronic networks is a **privilege**, not a right.

**Access to Computer/Network/Internet** -- Students will have access to resources through their classroom, library, or computer labs (stationary or mobile).

**Subject to Monitoring** -- Students have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic network or District computers. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications, proxy servers or other computer files to determine if a user has violated system privileges of acceptable use. Privileges may be denied, revoked, or suspended at any time.

**Unacceptable Use** -- The user is responsible for his/her actions and activities involving network services. Examples of unacceptable uses include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading or using copyrighted material without following approved District procedures;
- Using the network for private financial or commercial gain;
- Using unauthorized email access or chat rooms without teacher supervision as part of a teacher-sponsored activity;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- Using another user's account or password;
- Posting material authored or created by another, without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material;
- Using the network while access privileges are suspended or revoked.

**Network Etiquette** -- The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

### **Internet Safety**

- Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow those procedures.
- Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
- Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: 1) obscene; 2) pornographic; or 3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
- The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
- The system administrator and building principals shall monitor student Internet access.

**Security** -- Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** -- Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.

**System Charges** -- The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Intellectual Property** -- Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

**Electronic Mail** -- Use of school access Internet for e-mail is restricted to teacher directed or supervised projects. Electronic e-mail is not private. The system administrator on all levels has access to all mail.

**Consequences of Agreement Violation** -- Any action by a user specifically outlined in SD6 acceptable use policy or determined by a system administrator to constitute inappropriate use of a computer system of network system is subject to but not limited to the following consequences:

- Use of computer/network/Internet only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges
- Revocation of computer privileges;
- Suspension from school;
- Expulsion from school; and/or
- Legal action and prosecution by the authorities.

**Disclaimer** -- The District's electronic services and networks are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirement, or that the system will be uninterrupted or error free, or that defects will be corrected.

**No Warranties** -- The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** --The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.