

Student Name: _____ Teacher _____ Grade Level _____



2020-2021 Confirmation of Receipt of Handbook Information

Please return this form to the teacher designated by your school
(MS/HS only), classroom teacher (Elem) or to the "Main Office" by

Friday, September 6, 2020 or upon enrollment.



1. Great Fall District Student Handbook can be located under "Parents & Students" at:
www.gfps.k12.mt.us/districtinformation/studenthandbook
2. Please initial a delivery method below **IF** you wish to receive a printed copy of the handbook:

_____ I do not need a copy, will access the handbook electronically.

_____ I would like a printed copy of the handbook sent home with my child.

_____ I would like to come to the school to pick up a printed copy of the handbook in the Main Office.
3. Confirmation of receipt of handbook information

☒ I am aware that the electronic handbook contains information I will need to know during the school year.
I understand that students are held accountable for their actions.

☒ I have read and understand the Great Falls Public Schools School-Parent Compact regarding school and parent responsibilities for supporting student learning.

☒ I understand that the Acceptable Use Policy (AUP) is included herein. If a student violates the agreements in the AUP, the consequences could include suspension of computer privileges and/or disciplinary or legal action. I also understand that using the computer network is a privilege and with that privilege comes responsibility.
4. Health Care Information

If your child has an ongoing medical condition that may require medical attention while at school, please check "yes" below. A Health Care Plan form will need to be filled out at your child's school. Examples include: migraines, seizure disorder, need for an inhaler -- even if the student manages the inhaler him/herself, etc.

_____ **YES**, my child has an ongoing health concern.
If your child is in need of a Health Care Plan, please contact your school secretary.
5. Release of Student Information

Regarding student records, federal law allows GFPS to release a variety of information about your child **unless you opt out by returning the form below.**

Specific student information might be released in the following ways:
 - Listing your child's name on party lists (Valentine's Day, etc...)
 - Posting of your child's birthday on a birthday bulletin board
 - Printing of your child's name and picture in the school yearbook
 - Publishing of awards or accomplishments in the Tribune or school newsletter (Honor Roll lists, GPA lists, Student of the Week)

- Photographing, filming and/or interviewing your child for social media websites and/or by the local TV stations or the Tribune for educationally related stories.
- Printing your child's name in the programs for music concerts and other holiday programs, award ceremonies, Geography Bee, Spelling Bee, Academic Bowl, math contests, Mathlete and art contests.
- Listing your child's name for team or activity rosters (may include height, weight, and year in school)
- Providing information to the military recruiters upon their request.
- Providing information to college and athletic recruiters upon their request.

As a matter of practice, we do not release information to persons or agencies that do not have a special need to know. In exercising your right to limit release of this information, you must fill out this page and return it to school by **September 6, 2020 or upon enrollment.**

Fill out the following checklist:

I am requesting that, until my son/daughter reaches the age of 18 when he/she may decide for him/herself, the Great Falls Public School District **NOT RELEASE** student directory information to the following entities that have an "X" placed in the box.

*Be aware that you are checking the box if you **DO NOT** want your child's name included.*

- ☐ **I do not want my child's student directory information released to ANYONE (including the yearbook and ALL other options listed below.)**
- ☐ **I do not** want my child's photograph to be included in the Montana State Office of Public Instruction Child Photograph repository for law enforcement use of identifying missing children **(as required per Senate Bill SB0040).**
- ☐ **I do not** want my child in the School Yearbook (school picture and name), event programs, or other such publications
- ☐ **I do not** want my child in the Great Falls Tribune, TV news stations, other media (including lists for honor roll, student of the week)
- ☐ **I do not** want my child in electronic media (school web page, social media websites, videotaping)
- ☐ **I do not** want information released to institutions of higher learning (colleges, universities, & trade schools-HS Only)
- ☐ **I do not** want information released to potential employers
- ☐ **I do not** want information provided to military recruiters
- ☐ **I do not** want my child in the list of graduates (given to the Great Falls Tribune-HS Only)
- ☐ **I do not** want my child in the graduation program (handed out at graduation to all attendees-HS Only)
- ☐ **I do not** want my child's name listed on the "Class" T-shirt (all senior names generally go on the back of a shirt that they receive with their all-night party ticket-HS Only)

Student Name Printed

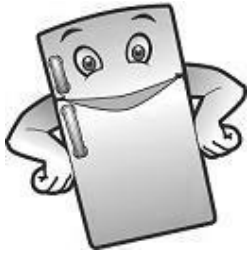
Parent Signature

Date

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REFRIGERATOR NOTE

SCHOOL DISRUPTIONS DUE TO EMERGENCIES



Assume that school will be in session and buses will be running as scheduled unless there is official notification from the Superintendent to the contrary.

The Superintendent may order the cancellation of some or all bus routes; the delay of some or all bus routes; the closure of school; the delay of school start; and/or the early dismissal of school.

Parents should seek out information but try not to call the school. Notification may be made or accessed in the following ways:

- *Mass phone and/or voicemail notification from the GFPS automated communications system
 - **The school MUST have current contact information for this to work.**
- GFPS Twitter: @GFPublicSchools
- Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
- GFPS Website: www.gfps.k12.mt.us
- Media Twitter and websites: @KRTV, www.krtv.com, @KFBB, www.kfbb.com, @GFTribune, www.greatfalls Tribune.com
- Radio Stations: FM: 92.9, 94.5, 97.9, 98.9, 101.7, 102.7, 104.9, and 106.1 or AM: 560 and 1450. **Please be aware that GFPS has no control over media or radio station announcement.**
- Call 406-268-6444 for a recorded message (you may reach a busy signal depending on caller volume)



Be sure to access the Crisis Manager App on your phone for additional directions. Automated communication notifications will only be made when large groups of parents need to do something (i.e. keep students home, pick students up, etc.).

Mass phone and voicemail notifications are not sent for announcements that do not require parents to take action of some kind. Information about the District's automated notifications and Crisis Manager can be found at this website: <https://gfps.k12.mt.us/student-safety/#post-44567>

Parents have the right and responsibility to make attendance decisions for your children based on your individual circumstances.

Post this on your refrigerator at home for quick reference.

PREFACE

To Students and Parents:

The Great Falls Public Schools Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically, by topic. 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 term Superintendent is used to refer to the Superintendent or his/her designee; the term principal is used to refer to the principal or his/her designee.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision are ongoing processes. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

In case of conflict between Board policy and any provisions of student handbooks, the provisions of Board policy that were most recently adopted by the Board are to be followed.

Please note that references to policy codes are included to help parents confirm current policy. District Board Policies can be found on the District's website at:
www.gfps.k12.mt.us/districtinformation/boardpolicy.

GFPS Board Policy, References & Regulations 1906, 1906P, 3202, 3210, 3215, 2161-2161R, 3233, Art. X, Sec. 7 Montana Constitution Nondiscrimination in education, § 49-2-307, M.C.A. Discrimination in education, 24.9.1001, et seq., 34 CFR Part 106 Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance, Americans With Disabilities Act, 42 U.S.C. § 12111, et seq., and 12131, et seq., 28 C.F.R. Part 35. Individuals With Disabilities Education Act, 20 U.S.C. § 1400. Et seq., § 20-7-Part Four, M.C.A. Special Education for Exceptional Children.

NON-DISCRIMINATION POLICY

The Great Falls School District does not discriminate. Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights, Title VI of the Civil Rights Act of 1964, regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Boy Scouts Act – providing equal access to the Boy Scouts and other designated youth groups.

No student shall, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law. The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals With Disabilities Education Act (hereinafter "IDEA") and implementing provisions in Montana law, and the Americans With Disabilities Act. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities as provide in the current "Montana State Plan under Part B of "IDEA."

Inquiries regarding discrimination or intimidation should be directed to the District's Nondiscrimination Coordinator. **District's Nondiscrimination Coordinator for students: Lance Boyd, Director of Special Education and Student Services (phone 268-6775).**



The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Lance Boyd

Title: Director of Student Services

Address: PO Box 2429, Great Falls, MT 59403

Phone: (406) 268-6775

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY			
Student ID #:	Date Distributed:		

00ESEA-TPQ-01 (04/17 - US)

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Great Falls Public Schools School—Parent Compact

Dear Parent/Guardian: We value your role in working to help your child achieve academic success. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

Title I Parent Engagement

The District and School Parent Advisory Councils will review and assure that District and school work with families to design procedures to assist in the needs of students and to support parents as partners in the education of their children, especially at transition grades (Kindergarten, Middle School and High School entry).

In order to achieve the level of Title I parent involvement desired by District policy on this topic, these procedures guide the development of the district and individual school's annual plan to be designed to foster a cooperative effort among parents, school, and community.

Guidelines

Parent involvement activities developed at each school will include opportunities for:

- Home support for the child's education;
- Parent participation in school decision making;
- Parent education; and
- Volunteering.

The school system will provide opportunities for conversations about effective parent involvement practices, and professional development and resources for staff and parents/community regarding the shared responsibility of educating the children of our community.

Roles and Responsibilities

Student

It is the responsibility of the student to:

- Come prepared;
- Complete assignments;
- Follow school expectations; and
- Seek help if needed

Parent

It is the responsibility of the parent to:

- Actively communicate with school staff;
- Encourage consistent attendance in school by their children;
- Be aware of rules and regulations of school;
- Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school; and
- Utilize opportunities for participation in school activities.

Teacher/Staff

It is the responsibility of staff to:

- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and making suggestions for reinforcement;
- Send information to parents of Title I children (including parents of migrant/immigrant children if applicable) in a format and, to the extent practicable, in a language the parents can understand;
- Develop and implement a school plan for parent engagement;
- Promote and encourage parent engagement activities; and
- Review family engagement policy annually and update when needed.

Community

Community members who volunteer in the schools have the responsibility to:

- Be aware of and follow rules and regulations of the school; and
- Utilize opportunities for participation in school activities.

Administration

It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Engagement Policy and Plan at the school and district levels;
- Provide training and space for parent engagement activities;
- Provide resources to support successful parent engagement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate and work with parents as equal partners; and
- Send information to parents of Title I children (including parents of migrant/immigrant children if applicable) in a format and, to the extent practicable, in a language the parents can understand.

Thank you for your support and involvement with your child's education. Please contact the person(s) listed below for more information.

Carol Paul, Title I Coordinator, at 406-268-6779 or email carol_paul@gfps.k12.mt.us or

Lance Boyd, Student Services Director, at 406-268-6777



July 1, 2020

Annual Parent Notice
Right to Request Teacher Qualifications

Great Falls Public Schools receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person:

Name: Kerry Dattilo
Email: kerry.dattilo@gfps.k12.mt.us

Title: Director of Human Resources
Phone: (406) 268-6087

Thank you for your interest and involvement in your child's education.

A handwritten signature in black ink, appearing to read "Kerry Dattilo".

Director of Human Resources

ABUSED AND NEGLECTED CHILD REPORTING

A District employee who has reason to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Family Services (1-866-820-KIDS (5437) the Department of Family Services central intake). The employee shall notify the Superintendent or principal that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Family Services, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention and may be guilty of a misdemeanor. The employee will also be subject to disciplinary action, up to and including termination.

GFPS Board Policy, References & Regulations: 1906, 1906P, 2162-2161R, 3100, 3100P, 3100, 3100R, 3120, 3122, 3122R, 3130, 3150 3150R, 3141, MCA 20-5-101, MCA 20-5-102, MCA 20-5-108, MCA 20-5-104, 20-6-501, 20-7-117, 20-9-309.

ATTENDANCE

Compulsory Attendance

Parents are responsible for seeing that their children who have attained the age of seven (7) or more years prior to the first day of school in each year attend school, until the later of the following dates:

1. The child's sixteenth (16th) birthday;
2. The date of completion of the work of the eighth (8th) grade.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study.
2. Excused because of a determination by a district judge that attendance is not in the best interests of the child.
3. Enrolled in a non-public or home school.
4. Enrolled in a school of another district or state under the tuition provisions of this title.
5. Excused by the Board upon a determination that such attendance by a child who has attained the age of sixteen (16) is not in the best interest of the child and the school.

Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Students

Administration shall ensure admission, enrollment and assignment of all qualifying children under this policy. For more information qualifying "exceptional circumstances" refer to policy 3100.

Attendance Policy

The Board believes and research supports that students who attend school regularly are more successful than those who do not. Students are responsible for attending class. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade. Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics.

A student's regular school attendance also reflects dependability and is a significant component on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Attendance Notification

It is the student's responsibility to come to school on time and prepared each day. Daily notification to the school from either a parent is required when a student is absent or late. Teachers shall keep a record of absence and tardiness, and all absences will be recorded on the report card. Before the end of the school day, each school shall attempt to contact every parent, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, or custodian is aware of the child's absence from school. Any absence must be verified within 48 hours of the absence or the absence will be recorded as unexcused. The Attendance Officers and/or School Resource Officers (SRO) of each school will be notified of all unexcused absences.

Absence notes, normally signed by parents, may be signed by adult students. Excessive absences will result in consequences according to policy procedures 3122R and will be reported on the report card.

Attendance Officer

The Great Falls School District has appointed the principal and the associate principals assigned to each school as the Attendance Officers of the school. The Attendance Officers shall have the powers and duties as stated in 20-5-105 (1) (Section 2), MCA.

Attendance Part-Time

The District will review requests for part-time enrollment of grades K-12 students on a case-by-case basis, with the Superintendent or designee making a final decision. Acceptance of students in grades K-12 for part-time enrollment will not adversely affect a school's accreditation or enrollment.

The District will accept on a first-come, first-served basis, students wishing to enroll in a course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester.

Attendance Part-Time Student Enrollment

Montana law provides that properly enrolled students must attend school unless the child is excused from attending, as provided specifically in law. Enrollment in a non-public or home school that complies with the provisions of Montana law 20-5-109 excuses the child and his/her parent from the compulsory enrollment and attendance requirements.

Students enrolled in private schools in the Great Falls Public School District including registered home school students may seek to enroll and be approved for enrollment on a part time basis in Great Falls Public Schools.

Part-time student enrollment will be accommodated by Great Falls Public Schools within the following limitations:

1. Placement: The location of the services provided will be at the discretion of the District pursuant to district policy. Student may be placed in grade levels and/or in courses at the discretion of the District based on student educational records which may include assessment results.
2. Enrollment: Students must enroll for a minimum of one (1) hours per day for the school year.
3. Attendance: Upon enrollment as a part time student with this District, the student will comply with the compulsory attendance provisions of the law for the time he/she is scheduled to be in class in the District. Students found in non-compliance with the attendance/enrollment rules for the time scheduled to be in class in the District will be considered truant.
4. Discipline: The parent understands and agrees that the child will be subject to Montana law and the discipline policies and procedures of Great Falls Public Schools as prescribed by law. Students determined to be in violation under these provisions may be suspended or expelled as allowed in the law.
5. Transportation: Transportation services will be provided by the parent pursuant to Montana law and District policies.
6. FAPE (Free Appropriate Public Education) and Special Educations (IDEA) Services: Enrollment is afforded in compliance with these guidelines.

Activities or Preplanned Absences

Participation in school activities is an important factor in a student's success in school. It is the parents' and student's responsibility to notify the school prior to being absent. Absences for the participants in school-sponsored activities are excused, but students are responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

Excused Absences

A student is excused when the absence is due to:

- Illness
- Bereavement
- Medical or legal appointment which cannot be scheduled outside of the school day
- Weather related absence when the schools remain in session but parents deem it unsafe for the student to attend school.
- Necessary absences approved by the parent
- Participation in school activities

If there is a question regarding the validity of an excused absence, the Attendance Officer and/or the SRO may request that parents communicate directly to him/her regarding the reason for the absence or tardiness. Additionally, the Attendance Officer and/or the SRO may require verification, including documentation of medical conditions contributing to the absence. In the event the Attendance Officer and/or the SRO determines an absence or tardy is unnecessary, the absence or tardy will be considered unexcused.

The school will verify requests from adult students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Schoolwork missed during an excused absence will be made up at full credit. Students will make individual arrangements with the teachers for work completion. (Teachers will grant a minimum of 2 days for each day of absence for work completion.)

Unexcused Absences

An unexcused absence is an absence that has not been verified by a parent, or the school administration, an Attendance Officer and/or SRO. Staff will not be expected to recreate the educational experience for students who have unexcused absences.

Truancy

For the purpose of this policy "truant" or "truancy" means the persistent non-attendance due to "unexcused absence", as defined in this policy, for all or any part of a school day. Truants will be reported to legal authorities as prescribes by law, § 20-5-106, MCA Truancy.

Alternative Attendance Plans

Alternative attendance plans may be created when absences and/or truancies negatively impact student achievement.

Discretionary Nonresident Student Attendance Policy

The Board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria on the admission of nonresident students. Unless the provisions of 20-5-321 MCA, apply, admission to the District as a nonresident student is at its discretion. As such, the District will screen all nonresident students and only consider those who meet the criteria set forth in Policy 3141.

The Superintendent is hereby given the authority to recommend to the Board any nonresident student's admission in accordance with this policy. The Board shall make the final decision on admission. In making the recommendation to the Board, the Superintendent will take into account all academic, conduct, and attendance history. The student may be denied admission if the Superintendent determines that the history indicates that the admission of the student could be detrimental to the educational process of the District.

The District will not admit any student prior to viewing that student's records from the student's previous school district(s). The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admissions, as set forth by the District.

Every student who has been admitted to the District as a nonresident student must re-apply for admission by July 15. Admission in one school year does not imply or guarantee admission in subsequent years. The District reserves the right not to admit nonresident students. The Board reserves the right to charge tuition for nonresident students, per statute. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or a school district.

The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from the schools.

GFPS Board Policy, References & Regulations: 1906, 1906P, 2100

CALENDAR

School Calendar

The Board annually shall establish the dates for opening and closing classes, teacher in-services, the length and dates of vacation, and the days designated as legal school holidays. The school calendar shall have a minimum of one hundred eighty (180) days or at least the minimum aggregate hours required by the State of Montana of pupil instruction. In addition, seven (7) pupil instruction-related (PIR) days may be scheduled.

Commemorative Holidays

Teachers and students shall devote a portion of the day on each commemorative holiday designated in 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

GFPS Board Policy, References & Regulations: 3225, 3630

CELLULAR TELEPHONE AND ELECTRONIC SIGNALING DEVICE POLICY

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

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 7-12 may also use such devices during the lunch period. These devices must be kept out of sight and turned off during instruction unless authorized by teachers. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices may be returned to the student, parent, and dependent upon progressive discipline at the building level. Repeated unauthorized use of such devices may result in disciplinary action.

GFPS Board Policy, References & Regulations: 1905, 1906, 1906P, 3410, 3417, 3420

COMMUNICABLE DISEASES/CONDITIONS

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 must notify the school administration so that other students who may have been exposed to the disease can be alerted. These conditions may include but are not limited to pinkeye, scabies, head lice, impetigo, hepatitis, strep throat, measles, etc. The Board recognizes that communicable diseases which may afflict students range from common childhood diseases (acute and short-term in nature) to chronic or life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy. For information regarding the handling of Head Lice, refer to policy 3420.

GFPS Board Policy, References & Regulations: Pandemic Emergency Measures – 1902, 1905, 1906, 1906P, 1909, 2100, 2140, 2150, 2161, 2168, 2169, 2410, 2420, 3122, 3125, 3310

Pandemic Emergency Measures-Student, Staff, and Community Health and Safety

The District has adopted protocols during the terms of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, Superintendent or designee are authorized to implement the protocols in coordination with state and local health officials.

Symptoms of Illness

Students and staff who are ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work in accordance with Policy 1906.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason including but not limited to events or gatherings or to drop off or pick up students excepted as provided by this policy. To avoid exposing others to illness, parents or caregivers who are ill must arrange with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with physical distancing guidelines within this policy.

Physical Distancing

To the extent possible, elementary school courses will be delivered to the same group of student each day, and the same teacher will remain with the same group in the same separate and designated room each day. Meal service and courses delivered in separate areas such as library, gymnasium, and music rooms will be delivered in the designated classroom for each group of students. Recess and use of playgrounds during recess are permitted on and adjusted schedule to maintain appropriate student groupings.

Secondary school courses may be delivered using a restructured bell system to minimize student interaction in common areas. Meal service for secondary students will be provided through a grab and go lunch that will be eaten in designated areas. Drop off and pick up times of students may be staggered in designated intervals to limit direct contact between parents and staff members and adhere to social distancing recommendations in the exterior of the buildings.

Personal Protective Equipment, Health Screenings, and Hand Hygiene

Unless directed by state or local health officials, staff and students may wear an approved mask while present in any school building. The District will not provide masks except in cases required by this policy or at the discretion of the administration. The decision to require approved masks is based on a review of the circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of masks.

Designated District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student.

Hand hygiene includes but is not limited to washing hands, with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Students, staff, and others present in any school building will engage in hand hygiene at the following times, which include but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid
- After recess
- After handling garbage
- After assisting student with handwashing
- After use of the restroom
- After laboratory use

GFPS Board Policy, References & Regulations: 1170, 1770, 1906, 1906P, 3215, 3225F, 3226, 3300, 3310, 4310, 5215, 5232, 5255

COMPLAINTS BY STUDENTS/PARENTS

Uniform Complaint Procedure

All individuals may use this complaint procedure if they believe that the Board, its employees or agents have violated their rights under state and federal law or Board policy.

The District will endeavor to respond to and resolve complaints at the lowest level, and if a complaint is formally filed, to address the complaint promptly and equitably. Each complaint shall be considered on its own merits. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal Problem Solving (Recommended)

An individual with a complaint is encouraged to first discuss it with the employee, supervisor or administrator with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with an administrator who is not involved in the alleged harassment. See section related to Sexual Harassment below.

Level 2: Informal Principal / Assistant Superintendent Problem Solving

If the complaint is not resolved at Level 1, the individual should consult with the principal of the school, or supervisor of the program/department. The principal or supervisor shall investigate and attempt to resolve the complaint.

If the principal or supervisor is not able to remedy the situation satisfactorily, the individual should contact the appropriate District Administrator. The District Administrator may meet with the parties involved and seek support from other staff and administration as appropriate in working to solve matter.

Level 3: Formal Written Complaint

If the complaint is not remedied successfully at Level 2, the individual may file a formal written complaint stating: 1) the nature of the complaint; 2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and 3) the remedy or resolution requested. The written complaint must be signed, and filed with the appropriate District Administrator within thirty (30) calendar days of the event or incident, or within thirty (30) calendar days from the date the complaint could be reasonably become aware of the matter. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this Uniform Complaint Procedure is honored. The District Administrator shall further study and attempt to resolve the complaint.

If either the complainant or the person against whom the complaint is filed has reason to believe the administrator's decision was made in error, the complaint may be advanced to Level 4 by requesting in writing that the Superintendent review the decision. This request must be submitted in writing to the Superintendent within fifteen (15) calendar days of the assistant superintendent's decision.

Level 4: Superintendent Review and Decision

If either the complainant or the person against whom the complaint is filed appeals, the administrator's decision provided for in Level 3, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: 1) meet with the parties involved in the complaint; 2) conduct a separate or supplementary investigation; 3) engage an outside investigator or other District employees to assist with the appeal; and/or 4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed has reason to believe the Superintendent's decision was made in error, either may request that the Board consider an appeal in writing of the Superintendent's decision. See Level 5 below. This request must be submitted in writing to the Superintendent within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 5: The Board

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 4. Upon receipt of written request of appeal, the Chairperson will either: (1) place appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three Trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chairperson appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make a written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Complaint of Sexual Harassment, or Violations of Title IX, Title II, or Section 504:

If a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator or assistant superintendent may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file the report and recommendation with the Superintendent. A coordinator may request of the Superintendent that an independent investigator be hired to conduct the investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigator's report and recommendation, the

Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed feels the Superintendent's decision was made in error, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

GFPS Board Policy, References & Regulations: 1904, 1906, 1906P, 2169, 3225, 3226, 3300, 3310, 3612, 3612F, 3612P, 3650

COMPUTER RESOURCES

Internet access is available to the District's students, faculty, and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network. Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The District provides filtering software for computers accessing the Internet.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Proficiency-Based/Transformational Learning

Transformational Learning links intentional instruction with learning targets. It gives an accurate measure of the student's ability and allows for supervisors, teachers, students and families to see the progression of skill attainment and growth. Transformational Learning supports use of data to drive experiences and instruction, provide specific feedback and track student progress and achievement.

At the discretion of the District, a student may be given credit for courses satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District's curriculum guidelines, which are aligned with the content standards stated in the educational program. Examples of acceptable course work included, but are not necessarily limited to, those delivered through summer school, completion of MT Youth Challenge or other specific intensive programs, specially designed courses, and other embedded community based experiential, online and work-based learning opportunities. These opportunities will foster a learning environment that can be delivered both face to face or virtually. Alternative course assessments may be specified in the individual student's "Graduation and Beyond Student Learning Plan". Proficiency measures may include but are not limited to; portfolios, individualized rubrics, alternative means of expression of knowledge, work based evaluations, or other methods as determined by the academic variance team. All assessment methods must address and measure the learning targets of each course.

Acceptable Uses and Unacceptable Uses

Please refer to Board policy 3612F Student Computer Acceptable Use and Internet Safety Agreement for a list of acceptable and unacceptable uses.

Students and parents are required to read the District's Student Computer Acceptable Use and Internet Safety Agreement inserted between the school section and part two of this handbook or on the District website: www.gfps.k12.mt.us. By signing the 2020-2021 Confirmation of Receipt of Handbook Information page at the front of the handbook, you are acknowledging receipt of this information.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

Violation of this policy will result in a loss of access and may result in other disciplinary or legal action. The principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

GFPS Board Policy, References & Regulations: 1906, 1906P, 2161-2161R, 3200, 3226, 3300, 3310, 3311, 3312, 3340, 3345

STUDENT DISCIPLINE

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and building standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining health, safety, order and discipline.
- Avoid violations of the Discipline Policy below.

Applicability of School Rules and Discipline:

The District recognizes and honors students' constitutional right to education opportunity. However, as provided under Montana law, the District will exercise its right to suspend or expel a student when necessary. The District expects all students to know and follow District policies and rules. The District considers a student's failure or refusal to comply with District policies and rules cause for discipline, including short-term suspension, long-term suspension, or expulsion.

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of disobedience or misconduct, **including but not limited to:**

- Using, possessing, distributing, purchasing, or selling tobacco products, including but not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic cigarettes and any other tobacco/nicotine innovation.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, imitation controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons" section of the Policy 3311.
- Using, possessing, controlling or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Sexual Harassment/Intimidation of Students – Policy 3225
- Hazing/Harassment/Intimidation/Bullying – Policy 3226
- Forging any signature, or the making any false entry, or the authorization any document used or intended to be used in connection with the operation of the school.

Any conduct that would constitute violation of Montana Law will be reported to the police. Disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays
- Community service
- Loss of student privileges
- Loss of bus and/or transportation privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property
- Completion of a District-approved Chemical Awareness Class and/or tobacco education group

Corrective Actions and Discipline 1906, 1906P, 3225, 3300, 3310, 3312, 3312R, 3340

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. It is the intent of the Board to provide each student with those due process rights which are provided by law.

For the purposes of the District's policies relating to corrective actions and discipline:

- “Detention” is for minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may not be detained without prior parent notification. Students may be required to attend Saturday detention for up to four (4) hours. Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.
- “Suspension” means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not to exceed ten (10) school days. An administrator may order suspension of a student.
- “Expulsion” is any removal of a student for more than twenty (20) school days without the provision of education services. Expulsion is a disciplinary action available only to the Board.
- “Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.
- Academic discipline infractions include, but are not limited to truancy, cheating, and plagiarism. The student may receive grade reductions or lose credit. Please read the District **Truancy Policy** on Page 10.

Suspension

The procedure set forth below will be followed when proposed punishment of a student is to include denial of the right of school attendance from any single class or from a full schedule of classes for at least one (1) day.

- Before any suspension is ordered, building administrator will meet with a student to explain charges of misconduct, and the student will be given the opportunity to respond to the charges.
- When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process, a pre-suspension conference will not be required, and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.
- A building administrator will report any suspension immediately to the student's parent or legal guardian. An administrator will provide a written report of suspension that states the reasons for a suspension, including any school rule that was violated, and a notice to a parent or guardian of the right to a review of the suspension. The parent or legal guardian may use the Uniform Complaint Procedure if they disagree with the suspension.
- Upon a finding by a school administrator that the immediate return to a school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA) or Rehabilitation Act.

Make-up work:

- K-8 students, who are absent as a result of an out-of-school suspension, have the right to make up the work missed.
- Students in grades 9-12 students at CMR and GFHS, who are absent as a result of an out-of-school suspension, have the right to make up the work missed and they will make arrangements to complete the work within a reasonable amount of time. Please refer to the building portion of the handbook.

- Paris Gibson Education Center students who are absent as a result of an out-of-school suspension, may continue their work upon reinstatement.
- Teachers are not expected to reconstruct lessons taught while a student is on suspension.

Expulsion

Students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. The District may employ the use of a Student Discipline Hearing Committee to review the incident(s), review the impact to the school and provide the student with an opportunity to respond. This committee will make recommendation for consideration to the Superintendent who may then refer to the Board. Suspensions or expulsions shall be used only for instances of serious student misconduct the Board and only the Board, may expel a student from school and may do so only after following due process procedures outlined in Policy 3300.

Procedures for Suspension and Expulsion of Students with Disabilities

The District shall comply with the provisions of the IDEA when disciplining students and Rehabilitation Act when disciplining students. The Board will not expel any special education when student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. The Board may expel pursuant to its expulsion procedures any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability. A disabled student shall continue to receive education services as provided in the IDEA or Rehabilitation Act during such period of expulsion.

GFPS Board Policy, References & Regulations: 1906, 1906P, 3310, 3231, 3300, MCA 20-4-302

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.

Disciplinary Authority

School District employees, bus drivers, and others designated by the District, when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

GFPS Board Policy, References & Regulations: 1906, 1906P, 2140

COUNSELING

Students and parents are encouraged to talk with a school counselor, teacher, or principal about their academic concerns. Students will be provided information that will help them make the most of academic and vocational opportunities. Refer to the building handbook concerning specific information on class scheduling.

All staff shall encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities without regard to gender, race, marital status, national origin or disabling conditions, including reasonable efforts in encouraging students to consider and explore occupations.

The school counselor is also available to assist students and parents with a wide range of personal concerns, including such areas as social, family, or emotional issues or substance abuse. The counselor may make information available about community resources to address these concerns. Have information available about nicotine addiction services and referrals to tobacco cessation programs to students and staff.

Please note: School counselors do not conduct psychological examinations, tests or treatment. School counselors do not provide individual therapy. Elementary Counselors (K-6) spend the majority of their time teaching classroom lessons and working with small groups on a selected topic.

GFPS Board Policy, References & Regulations: 3223, 3226, 3612, 3630

CYBER BULLYING

All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology:

- Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital images or web site postings (including blogs).
- All reports of harassment in cyberspace will be investigated by school administrators and/or SROs.
- Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.

GFPS Board Policy, References & Regulations: 3600R, 3600F

DIRECTORY INFORMATION

The District may release directory information as permitted by law, but parent(s) shall have the right to object to the release of information regarding their child.

Directory information shall be limited to:

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Academic awards, degrees, and honors
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Major field of study
- Dates of attendance
- Most recent educational agency or institution attended
- Higher Ed Certification/Degrees
- OPI Missing Persons repository - student photo **(SB0040)**

Montana state legislature passed Senate Bill 0040: An act requiring the Office of Public Instruction to create and maintain an electronic directory photograph repository; providing that the directory photographs may be used only if a student is identified as a missing child; requiring a parent or guardian to opt-in to participate in the repository; requiring school district trustees to send an annual notice with opt-in provision to parents and guardians; authorizing Department of Justice staff to access the repository; amending sections 44-2-505 and 44-2-506, MCA; and providing and effective date. See parent/guardian sign off page check boxes if you **do not** want your child's photo to be submitted to this repository.

The notification to parent(s) and students concerning school records shall inform them of their right to object to the release of directory information.

Law Enforcement/Youth Court-Probation

The school district may disclose, without consent, personally identifiable information from an education record of a pupil to the youth court and law enforcement authorities pertaining to violations of the Montana Youth Court Act or criminal laws by the pupil. The youth court or law enforcement authorities receiving the information shall certify in writing to the school district that the information will not be disclosed to any other party except as provided under state law without the prior consent of the parent of the pupil.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records shall inform them of their right to object to the release of this information.

GFPS Board Policy, References & Regulations: 1903, 4313, 4315, 4332, 3200, 3226

DISRUPTIONS

The Principal shall see that all students are instructed about proper conduct during a safety threat. There are potential criminal and civil penalties, as well as school discipline associated with making a safety threat. The disruption and costs to the educational process stemming from a safety threat are serious. No one may disrupt or obstruct any school program, activity, or meeting. No one may threaten or incite another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official, employee or invitee of the District. Please read **Visitors** on page 56.

GFPS Board Policy, References & Regulations: 1902, 1904, 1906, 1906P, 1908, 2100, 2120, 2168, 2410, 2410R, 3650

DISTANCE, ONLINE, AND TECHNOLOGY-DELIVERED LEARNING

Instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, and video conferencing, streaming video). In order to provide flexibility in scheduling and a greater variety of learning experiences, the District will permit a student to enroll in approved distance learning courses. All distance-learning courses offered through GFPS will be considered 90 hours per semester or 180 hours per year. The District will not be obligated to pay for a student's distance learning courses.

The District may receive and/or provide distance, online, and technology-delivered learning programs, provided the following requirements are met:

- The distance, online, and technology-delivered learning programs and/or courses shall meet the learner expectations adopted by the District and be aligned with state content and performance standards as determined by means of the local review and adoption process as described in ARM 10.55.603;
- The District shall provide a report to the Superintendent of Public Instruction, documenting how it is meeting the needs of students under the accreditation standards, who are taking a majority of courses during each grading period via distance, online, and/ or technology-delivered programs;
- The District will provide qualified instructors and/or facilitators as described in ARM 10.55.907 (3)(a)(b)(c);
- The District will ensure that the distance, online, and technology-delivered learning facilitators receive in-service training on technology-delivered instruction as described in ARM 10.55.907(3) (d); and
- The District will comply with all other standards as described in ARM 10.55.907(4) (5) (a- c).

Credit for distance learning courses may be granted, provided the following requirements are met:

- Prior permission has been granted by the student's parent/guardian.
- The program fits within the student's educational plan for graduation.
- Credit for a particular course will be granted only for schools and institutions approved by the District.

Pandemic Emergency Remote Learning

Remote Learning - Remote learning is similar to taking a class virtually or on-line from home. A teacher with GFPS will post lessons on planbook.com, require reading and assignments daily, and expect the student to participate in video conferences and class discussions. Students are required to complete assignments and/or activities and post the required documentation to the teachers' on-line platform.

- Requirements - application for remote learning
- Commitment of one semester in HS or one trimester in MS
- Laptop, Chromebook, or computer with internet access
- Reliable internet connection
- School district provided email
- Parental support on assignments and work
- Working knowledge of various formats (Google classroom, Zoom, Google hangouts, Moodle, email, and uploading documents or photos)

Pandemic Emergency Measures-Family Engagement

The Board of Trustees authorize supervising teachers or District administrators to provide students of families opting out of onsite instruction at the school facility for the remainder of the pandemic, District approved offsite, online, and proficiency-based instruction, or any combination of the forgoing at the discretion of the District in accordance with Policy 1906. District staff shall arrange for any combination of physical instructional packets, virtual or electronic base course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate numbers of hours or determination of proficiency for the requesting student. For more information about the opting out of onsite instruction, contact your student's teacher or building principal to complete the application and opt-out contract.

GFPS Board Policy, References & Regulations: 3221, 3222, 3222R, 4321

DISTRIBUTION OF MATERIAL

School Materials

All school publications are under the supervision of a teacher or sponsor and the principal.

Student Publications

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and the District.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, electronic, or nicotine innovations, liquor, illicit drugs or drug paraphernalia.

Non-School Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other agencies. All organizations must have the approval of the Superintendent or designee before materials may be distributed.

Distribution and Posting of Materials

In order to facilitate the distribution of materials with information about student and family activities offered in the community, each school may do the following:

- Maintain a centrally located bulletin board for the posting of bulletins.
- Maintain a suitable place where flyers and other information can be made available to students and families.

GFPS Board Policy, References & Regulations: 3224, 3611

DRESS AND GROOMING

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardian. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of students or others and **does not materially disrupt the educational process**. The administration shall establish procedures for the monitoring of student dress in school or while engaging in extracurricular activities. Specifics regarding this policy may be found in the individual building's student handbook.

GFPS Board Policy, References & Regulations: 2163

DRIVER EDUCATION

Students must be a minimum of 14 ½ years of age on or before the first day of class to enroll in the Driver Education Program. Middle school students who have met the age criteria are eligible to take the training the summer after the Grade 8 year. For more you may access the District website at:

<http://gfps.k12.mt.us/content/driver-education>

GFPS Board Policy, References & Regulations: 3215, 3310, 3340, 3510, 3550, 8225, MCA 20-5-201

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Recognized Student Clubs and Organizations

1. Student Clubs and Organizations:

- All student clubs and organizations must be approved and recognized by the administration. Staff employee will be designated to serve as the group's advisor;
- The rules and procedures under which it operates;
- A statement that the membership will adhere to applicable Board policies and administrative procedures;
- A statement that membership is open and unrestricted and the organization will not engage in discrimination based on someone's innate characteristics or membership in a protected classification.
- Informal or Unrecognized Student Groups: Student-led and initiated groups of similar interests may meet on school property during non-instructional time in accordance with applicable District policies. Unrecognized groups may have informal staff advisors. Unrecognized student groups may not deposit funds in District accounts. Notices posted by unrecognized groups must be in accordance with applicable policy governing non-District events or groups and administrator approval.
- Parent/Guardians may obtain information regarding approved student clubs in the individual school student handbook and other appropriate district publications.

2. Social Events:

- Social events must have prior approval of the administration.
- Social events must be held in school facilities unless approved by the administration.
- Social events must be chaperoned at all times.
- Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.

3. Extracurricular Activities:

- Academic and behavior eligibility rules are established by MHSA rules and District policy.
- Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
- In establishing an interscholastic program, the Board directs the administration to:
 - Open all sports to all students enrolled in the District, with an equal opportunity for participation.
 - Recommend sports activities based on interest inventories completed by the students.
 - Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege.

While many of the activities are governed by the Montana High School Association (a statewide association of participating districts), eligibility for participation in any of these activities is governed by the District as well as MHSA rules:

- **Attendance/Academic Eligibility:** To be eligible to participate in a MHSA contest, a student must be in regular attendance from the date of enrollment and must be receiving a passing grade in at least 25 periods of prepared class work per week (5 courses) in the school where the student participates.
- **Age Rule:** A student is not eligible for MHSA sponsored events if he/she turns 19 years of age before midnight, August 31, of the school year in question.
- **Transfer Rule:** Any student who transfers from one high school to another high school is ineligible to participate for 90 pupil instruction days from the date of enrollment in the new school except in the following cases:
 - There is a corresponding change of residence by the parent.
 - The student is placed in that school district by court order.
 - The student is a member of an accredited, MHSA-approved foreign exchange program.
 - The student applies for and receives a hardship ruling from the MHSA.
 - Eligibility of a student will be determined by the administration in each school.
 - The administration shall establish procedures for the monitoring of student dress and conduct while engaging in extracurricular activities.

Please note: Extra/co-curricular activities and clubs may establish standards of behavior, including consequences for misbehavior that are stricter than those for students in general. If such a violation is also a violation of school rules, the consequences as determined by the administrator will apply in addition to any consequences specified by the organization.

Chemical Use Policy

The District believes that the all-around development of students is important and that implementation of these rules will serve these purposes:

- Emphasize concern for the health and well-being of all students;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws regarding the use of drugs, tobacco and alcohol;
- Emphasize standards of conduct for those students who, through their participation in extra and co-curricular activities, are leaders and role models for their peers and younger students; and
- Assist students who desire to resist peer pressure that often directs them toward the illegal use of chemicals.

All Students:

All students will be held accountable for using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, imitation controlled substances, look-alike drugs and drug paraphernalia, alcohol, and tobacco or nicotine innovations. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs or alcohol in their possession. (Board Policy 3310) Use of tobacco products in a public school building or on public school property is

prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school. (Board Policy 8225)

Students Involved In Extra And Co-Curricular Activities:

The District views participation in extracurricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. Students participating in school related activities whether sponsored by the MHSA or not, shall not illegally use, have in possession, sell, or distribute alcohol, tobacco, nicotine innovations or illegal drugs, or abuse prescription or non-prescription drugs. This rule is in effect twenty-four (24) hours a day for the duration of the school year. The school year is defined as the start of fall sports to the end of the school year or activities, whichever is later. If a student is charged with a Minor in Possession (MIP), Minor in Possession – Tobacco (MIPT), or Driving Under the Influence (DUI), or there is reasonable suspicion to believe the student is or has been illegally using tobacco, alcohol, or drugs, the student will forfeit the privilege of participating in school related activities. Additional sanctions for the student may apply depending upon the individual circumstances of the offense and the specific written requirements of their activity supervisors. The student will be offered a District-approved chemical awareness class and/or a tobacco education group (TEG) class. Successful completion of this class may reduce the sanctions.

The Administration shall publish the participation rules annually in the athletic activities and student handbooks.

PENALTIES FOR STUDENTS REGARDING DRUG, ALCOHOL, AND TOBACCO VIOLATIONS

In addition to disciplinary action outlined in Policy 3310, the following penalties apply.

First Offense - All Students:

- Parent Notification.
- SRO Notification to determine ticketing, if appropriate.
- Out of school suspension (OSS) or In-school suspension (ISS) for the remainder of the school day and 10 additional days of OSS or ISS or Saturday School.
- In lieu of the 10-day suspension, student may be offered a District-approved chemical awareness class and/or a tobacco education group (TEG) class. Agreeing to participate in this class can reduce the out-of-school suspension to the day of the infraction and up to 3-5 days of in-school suspension and/or Saturday School. Failure to complete the assigned class will result in re-instatement of the 10-day suspension.

All contraband will be confiscated by the school administration.

First Offense - Additional Penalties for Extra or Co-Curricular Participants:

Drugs and Alcohol

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended for their activity for one calendar year for drug or alcohol offenses. The one year sanction for drug or alcohol offenses may be reduced to 30 calendar days for the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self-reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20 day time period from the date of infraction.

Tobacco

Students involved in extra- or co-curricular activities that violate the tobacco use policy will be suspended from their activity for 20 calendar days.

Second Offense – All Students

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate
- Student will be referred for a chemical dependency evaluation with the District's substance abuse counselor or other approved provider, unless sufficient time has passed that might allow the student to benefit from

retaking the chemical awareness class. Consult with the District substance abuse counselor to determine most appropriate course of action for the student.

- Failure to complete the chemical dependency assessment or other assigned consequences will result in 10 days of suspension from school.
- Illegal tobacco violations will result in retaking the tobacco education group.

Second Offense - Additional Penalties for Extra or Co-Curricular Participants:

Drugs and Alcohol

Same calendar year

Students who are repeat offenders for drug and alcohol violations within the same calendar year as their first offense will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one year.

Subsequent Calendar years

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended from their activity for one calendar year for drug or alcohol offenses. The one year sanction for drug or alcohol offenses may be reduced to 30 calendar days for the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self-reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20 day time period from the date of infraction.

Tobacco

Students involved in extra- or co-curricular activities that violate the tobacco use policy will be suspended from their activity for 20 calendar days.

Third and Subsequent Offenses - All Students

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate.
- Consultation with the District substance abuse counselor and parent, if appropriate, to determine level of care most appropriate for the student.
- Illegal tobacco violations will result in retaking the tobacco education group.

Third and Subsequent Offenses - Additional Penalties for Extra or Co-Curricular Participants:

Drugs and Alcohol

Students who are repeat offenders for drugs and alcohol will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one calendar year.

Tobacco

Illegal tobacco violations will result in a 20-day suspension from activities and retaking the tobacco education group.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

Students who are suspended from activities for one year due to a third offense, may appeal the conditions of the suspension before an administrative hearing panel.

Appeal Process:

Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision to the Board through the Uniform Complaint Procedure.

GFPS Board Policy, References & Regulations: 3520, MCA 20-7-1502**FEES**

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible. A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goals of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pens, pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including but not limited to:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees, student identification cards.
- Fees for lost or damaged textbooks or materials, or lost, damaged or overdue library books.
- Fees for driver education program.
- Fees for optional courses offered for credit that requires use of facilities that are not available on District premises.
- Fees for materials that students keep in Lab courses
- Fees for student participation in all extracurricular activities in middle and high schools.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may not refuse to transfer files to another district because a student owes fines or fees.

The Montana Legislature, MCA 20-7-1502, has made grants available to local districts to help schools and families “reduce out-of-pocket costs for pupils and families in support of post-secondary success” through CTE courses. To see if CTE related costs qualify for reimbursement, contact your schools’ finance office clerk.

GFPS Board Policy, References & Regulations: 3311, 4332, MCA 20-5-202, MCA 45-8-361, 20 U.S.C. § 7151, et seq., 18 U.S.C. § 921, NCLB, Section 4141**FIREARMS AND WEAPONS**

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Great Falls Public Schools to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher,

superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Possession of Weapons Other Than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2) For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a)

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. For the purposes of education, instruction and ceremonial occasions, the building principal, in consultation with the school resource officer, may grant students or faculty prior written permission to bring a weapon or disabled firearm into a school building. The Superintendent or designee will be notified by the building principal each time permission is granted for an individual or group to bring weapons on to a GFPS school campus for educational purposes. (ex. Hunter education classes, History lessons, Shop class, etc.)

All other persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b)) This policy does not apply to law enforcement officers. (45-8-361 (3a)) The trustees shall annually review this policy and update this policy as determined necessary based on changing circumstances pertaining to school safety.

GFPS Board Policy, References & Regulations: 8200, 2510

FOOD SERVICES

The goal of the Food Service School Meal Program is to provide nutritious meals to students during the school day so they have proper nutrition to enhance learning. School nutrition professionals are passionate about ensuring students have access to healthy school meals to support academic achievement. We never want to see a child go hungry or feel any shame during mealtime.

Families who wish to apply for free or reduced cost meals may pick up the applications in any school office or online. Parents are encouraged to complete an application whether they intend to participate in the program or not. Many school programs are funded based on the number of students eligible for free and reduced lunch. In addition, students who qualify for free and reduced priced meal status may also qualify for reduced fees for GFPS academic and extra-curricular programs, including summer school, and for scholarships for community activities. For more information on the Great Falls Public Schools Food, programs go to: <http://gfpsweb.weebly.com/foods-home.html> or by calling Jessa Youngers, Food Service Supervisor, Phone 268-6047.

Charging and Alternate Meal Information

- Full Pay and Reduced Enrolled K-6 Students:
 - Notification regarding account balances are provided to parents via:
 - Myschoolbucks.com
 - Weekly notes if approaching a deficit.
 - Phone calls (if up-to-date phone information is available)
 - Students may charge up to \$10 in meals (breakfast and lunch combined).
 - Once the limit is reached:
 - The principal is notified and makes additional contact with parents.
- Full Pay and Reduced Enrolled 7-8 Students:
 - Notification regarding account balances are provided to parents via:
 - Myschoolbucks.com
 - Weekly notes if approaching a deficit.
 - Phone calls (if up-to-date phone information is available)
 - May charge up to \$10 in meals (breakfast and lunch combined).
 - Once the limit is reached:
 - The principal is notified and makes additional contact with parents.
- Full Pay and Reduced Enrolled 9-12 Students must pay at the cash register with either cash, a credit balance in their account.
 - The cashier will notify the principal with names of students who violate this rule.
 - The principal will investigate and take appropriate action.

To manage your child's account balances online go to:

www.myschoolbucks.com/ver2/login/getmain?requestAction=home

GFPS Board Policy, References & Regulations: 3145, 3145R

FOREIGN EXCHANGE STUDENTS

It is the policy of the Board to recognize the benefits from non-immigrant students in the District. The Board does not, however, sponsor student foreign exchange programs. The District does not provide any financial contribution to the student. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student. J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend either elementary or secondary school. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may attend the High School District if they pay tuition and complete the I20 application process prior to enrolling.

FUND RAISING

Student Fund Raising Activities

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent.

Distribution of Fund Drive Literature through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the District to refrain from having the students, as student body members, used for such collection or dissemination purposes. Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the District request permission to participate in such activity.

GFPS Board Policy, References & Regulations: 3611

GANGS AND GANG ACTIVITY

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

- One or more criminal acts; or
- Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

- Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
- Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
- Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
 - Soliciting membership in or affiliation with any gang;
 - Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 - Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

GRADING GUIDELINES

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. Report cards shall be issued after each grading term, except for those issued to kindergarten students, who receive a report card at the end of each semester. Paris Gibson Education Center students receive teacher advisor progress reports quarterly in lieu of report cards.

Parent Portal

This is the parents' access to the GFPS Student Information System, Power School. Power School will allow parents password-protected access to grades, assignment, and attendance information at any time of the day. If you have multiple children in our schools, you will receive a unique user name and password for each child. Please keep your passwords confidential so only you can access the information.

Grading System

The grading system utilized within the Great Falls Public Schools is uniform with regard to the scale used at grade levels. Primary students (grades K-2) are graded according to the following set of marks:

<u>Grades K, 1 and 2:</u>	G	-	Good Progress
	S	-	Satisfactory Progress
	I	-	Improving
	N	-	Needs Improvement

At grade 3, the students are still graded according to the set of marks developed for grades 1-2, with the exception of marks in mathematics, spelling and English, which are graded on the following basis:

A = Excellent 90-100%	D = Below Average 60-69%
B = Above Average 80-89%	F = Unsatisfactory 59% - Below
C = Average 70-79%	

The third grade progress report is a transition report, which allows students and parents the opportunity to experience the set of marks used uniformly in grades 4-12, while still being tied into the set of marks used in grades 1-2 in appropriate areas. Study skills, work habits and citizenship are graded on a G, S, I, N basis in grades 1-6. Students in grades K-12 may receive individualized comments from their teachers.

Grades 4-12 utilize the grading scale shown below:

A = Excellent 90-100%	D = Below Average 60-69%
B = Above Average 80-89%	F = Unsatisfactory 59% - Below
C = Average 70-79%	

EXCEPTIONS:

- G, S, N, I are the marks used to denote grades in Handwriting, Art, Music, Health Enhancement (physical education), and Library in grades 4-6.
- There are three grades available in Middle School Health Enhancement (physical education) classes in grades 7-8. They are A, P (pass) or F (fail).
- Grades 5-6 use a separate instrumental music progress report.
- G, S, N, and I, are the marks used to denote grades in reading at grades K-6.
- The # sign is used in conjunction with grades K-6 to denote that the curriculum has been modified in some way, to meet individual needs.
- The x sign is used in grades 9-12 to denote a course is being audited for no credit
- The I mark is used in grades 9-12 to denote a course grade contains incomplete work and the student has two weeks to complete all missing work for a passing grade.
- The IP mark is used in grades 9-12 English to denote the student is currently passing but has not yet achieved proficiency in speaking and/or writing.
- The IR mark is used in grades 9-12 to denote a student is being allowed to recover a lost credit through the Academic Variance Committee Process.
- Traditional Grading systems may be preempted by emergency/pandemic responses.

If a grade is disputed, a review of the student's work and of the class record book is made by principal and teacher. Every effort shall be made to resolve the differences through conference.

TEMPORARY ALTERNATIVE GRADING-PANDEMIC EMERGENCY MEASURES

Teachers will grade students as usual in accordance with established classroom or course practices during the grading period in accordance with District Policy 2420. During the pandemic students will receive a Pass/Fail or P/F grade for grades 7-12 and a G (Good Progress), S (Satisfactory Progress) or N (Needs Improvement) for grades K-6 in place of a grade typically assigned for the student's courses. The traditional, default A-F letter grade option can be requested by a student and parent/guardians, beginning on a date designated by Great Falls Public Schools, up to one week prior to graduation or upon withdrawal of the student from the District. A student and/or parent/guardian may complete this request by submitting an Academic Variance form to the counselor assigned to that student. Academic Variance requests are applied to all courses enrolled in at the time of the pandemics. Students and parents/guardians will not be allowed to petition for individual course grade reinstatement.

Students earning course grades converted to a Pass grade in this temporary P/C option for grading periods affected by the current pandemic health and safety measures will be granted credit for the course and the credit will count towards promotion or graduation requirements and extra-curricular eligibility. Students earning a Fail designation in a course will not earn credit, may be subject to retention and/or remediation consideration, and, if applicable, will be subject to extra-curricular eligibility consequences. Grades reported as Pass will not be counted toward or against class honors, academic awards or class rank as outlined in Policy 2410P for classes of students graduating during or after the current pandemic. The District will include a designation on the students' transcripts indicating the extraordinary circumstances for any grading period, and any grade affected by the current pandemics health and safety measures.

GFPS Board Policy, References & Regulations: 1902, 1906, 1906P, 2410, 2410R, 2413

GRADUATION

The Board shall award a high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

To graduate from Great Falls Public Schools, a student must have satisfactorily completed the last quarter prior to graduation as a Great Falls Public School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school.

The state of Montana requires a minimum of 20 credits to get a diploma from an accredited high school. Great Falls Public Schools requires a minimum of 23 credits for all students in order to graduate from high school. Students can choose to receive the traditional, **Comprehensive Diploma** or they may choose to pursue two optional diploma types.

Differentiated Diplomas

Students may choose to pursue one (1) of three (3) diploma options. All of which meet the Montana Board of Public Education minimum requirements for graduation from an accredited High School program (10.55.905, ARM). Students shall work with their high school guidance counselors, teachers and parents to determine which option best meets their individual needs.

Comprehensive Diploma

Subject Area	Comprehensive Diploma
Credits Needed	23
English	4
Math	3
Science	3

Social Studies	3
Fine Arts	1
CTE	1
Health/PE	2
Financial Tech Skills	.5
General Electives	5.5

Concentration Diploma

Subject Area	Concentration Diploma
Credits Needed	23
English	4
Math	3
Science	3
Social Studies	3
Fine Arts	1
CTE	.5-1
Health/PE	2
Financial Tech Skills	.5
General Electives	5.5-6.0

Students choosing this diploma option must take three (3) or more elective credits in a specific area of concentration from the following: Science, Technology, Engineering, Math (STEM) Career Pathway Concentration (Industrial Technology, Business, Family & Consumer Science), and/or Fine Arts/Humanities.

Honors Diploma

Subject Area	Honors Diploma
Credits Needed	26
English	4
Math	4
Science	3
Social Studies	3
Fine Arts	1
CTE	.5-1
Health/PE	2
Financial Tech Skills	.5
General Electives	8.0-8.5

Honors diploma candidates must have minimum cumulative GPA of 3.3, six (6) or more credits in any combination of honors, AP, or early college level courses.

GFPS Board Policy, References & Regulations: 1902, 1906, 1906P, 2410R

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and distance learning courses. Credit for work experience may be offered when the work program is a part of and supervised by the school.

Dual Credit

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college.

The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. Students interested in dual credit opportunities must meet with a guidance counselor to determine available options. Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

Audit Courses

Courses may be audited for no grade and no credit, by junior or senior students if the course is not specifically required for graduation and with administrative approval. Advanced Placement courses may not be taken for audit. Preference in the course will be given to students taking the course for the first time for credit.

Grade Averaging (Re-Taking A Course)

Students who retake a course a second time in order to improve a grade receive elective credit toward their 23 diploma credits unless they are making up an F "no credit" grade, at which point a passing grade will receive core credit. For example, if they took Algebra II and received a "C" grade in it the first time they took the course and retook the course and received a "B" grade in the course, both the "C" and the "B" grades would show on the transcript. Both grades would figure into the GPA and both grades would figure in the total credit count in the transcript. The second math credit (for the retake of the semester) will count as an elective, not as a math credit. It will count towards the 23 credits required for graduation.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Honor Roll

Specific information regarding Elementary students honor roll can be found in each buildings handbook.

High School and Middle School students must have a minimum grade point average of 3.00 to be placed on the regular honor roll. Specific information regarding honors at graduation and honor roll requirements are included in the building handbook.

GFPS Board Policy, References & Regulations: 1902, 1906, 1906P, 2333, 2410R, 20-9-313 MCA

Early Graduation

In accordance with provisions of § 20-9-313, MCA, the Board hereby authorizes the High School Principal to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester. Any student seeking to graduate early must submit an application to the Principal at least two (2) semesters prior to the proposed graduation date. Applications must be in writing and co-signed by parents if the student is a minor.

Participation in Commencement Exercises

A student's right to participate in a commencement exercise of the High School graduating class is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all of the state and local requirements for graduation and are in good standing before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diploma at the time of completion. Students who violate the District's discipline policy may be prohibited from participating in commencement exercises.

Organization and Content of Commencement Exercises

The school administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student who, because of academic class standing, is requested to participate may choose to decline the invitation. Students may participate in the graduation exercises of the High School they are enrolled in during the last semester preceding graduation.

Waiver of Requirement/Academic Variance

The Board grants the Superintendent or his/her designee the authority to waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians. In addition, the Superintendent or designee can determine that a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the district's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Students must see their counselor to request a waiver.

GFPS Board Policy, References & Regulations: 3225, 3226, 4226, 5226

HAZING/HARASSMENT/INTIMIDATION/BULLYING

The Great Falls Public School District is committed to providing a safe, productive and positive learning environment. A safe and accepting school environment is conducive to, and necessary for optimal academic achievement. Like other disruptive behaviors, bullying, harassment, intimidation and hazing negatively impact the learning environment. Bullying, harassment, intimidating and hazing behaviors will not be tolerated. Students, staff and third parties are strictly prohibited from bullying, harassment, intimidation, hazing, or retaliation for reporting such action.

"Bullying, harassment, hazing, or intimidation" means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication directed against a student regardless of the underlying reason for such conduct that:

- substantially disrupts the orderly operation of the school;
- substantially interferes with a student's access to educational opportunity or benefit;
- places a student in reasonable fear of harm to the student or the student's property;
- damages a student's property; or
- causes a student physical or mental harm.

No student, staff member, or third parties will engage in any of the following:

- bullying, harassment, hazing or intimidation of a student;
- retaliation against a student or staff member for reporting or thought to have reported an incident of bullying, harassment, hazing or intimidation; or
- coercion of another person to commit bullying, harassment, hazing or intimidation.

Bullying, harassment, hazing or intimidation is strictly prohibited where the school is responsible for the student:

- on school premises;
- during any school sponsored program, activity, or function including on a school bus or other school-related vehicle; or
- through the use of electronic communication as defined in 45-8-213, MCA regardless of when or where it occurs, that substantially disrupts the orderly operation of the school or any school-sponsored program, activity, or function.

If a student or staff member is found to have committed one of the above-prohibited behaviors, consequences may follow, up to and including expulsion or termination from employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials. Such action is meant not only to discipline the offending student, staff member, or third party, but also to protect individuals from future aggression or retaliation. Consequences may be implemented after a report has been investigated and a determination has been made that a prohibited act was committed.

Any student disciplined will be afforded due process as required by District policy for action taken by school administration or the Board of Trustees.

Staff, students and parents will be educated on the policy and procedures, including recognizing inappropriate behaviors; using appropriate intervention and remediation; and possible consequences and discipline.

GFPS Board Policy, References & Regulations: 1906, 1906P, 3100, 3100P, 3110, 3125, 3125F, 3141

HOMELESS CHILDREN

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district. Homeless Students will have access to services comparable those offered to other students, including but not limited to:

- Transportation services;
- Educational services for which a student meets eligibility criteria (e.g., Title I);
- Educational programs for children with disabilities and limited English proficiency;
- Programs in vocational and technical education;
- Programs for gifted and talented students; and
- School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

Board Policy, References & Regulations: 2430, 2430R

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and positive work habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner.

Homework is required at all grade levels. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. A written implementation plan has been developed for each educational level or building (K-6, 7-8 and 9-12) that clearly indicates to students, parents and staff the procedures and practices that will be followed in assigning, completing, reviewing, evaluating and returning all assigned homework.

Please refer to the building handbook for specific homework requirements for that building.

GFPS Board Policy, References & Regulations: 3110, 3110R, 3413, MCA 20-5-403

IMMUNIZATION

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, rubella, mumps, and measles (rubeola), in the manner and with immunizing agents approved by the Department of Public Health and Human Services. Haemophilus influenza type "b" immunization is required for students under age five.

Upon initial enrollment, an immunization status form shall be completed by the student's parent. The certificate shall be made a part of the student's permanent record.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within 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. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. Should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except that Haemophilus influenza type "b" vaccine is required only for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student or file an exemption for personal or medical reasons.

GFPS Board Policy, References & Regulations: 3232, 3440, 4313, 4410, 4411, MCA, 41-3-202

INVESTIGATIONS

Investigations Conducted by School Officials

The administration has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The administration shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

In instances when the administration has reasonable suspicion that a violation of district policy or law has occurred, the administrator will investigate. The administrator will notify the suspected rule violator(s) and/or potential witness(es). The suspected individual shall be advised orally or in writing of the nature of the alleged offense and of the evidence against the individual. All individuals will be afforded due process.

Cooperation with Law Enforcement Officials other than School Resource Officers (SRO)

Cooperation with all law enforcement officers will be maintained. Pertaining to criminal activities unrelated to the operation of the school, it is the preference of the District that law enforcement officers other than SROs, will normally not initiate, and conduct any investigation and interrogation on the school premises, during school hours. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official however, should ever place him/herself in the position of interfering with a law enforcement official in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building principal shall require proper identification of such officials and the reason(s) for the visit to the school. In all cases, the officers shall be

requested to obtain prior approval of the Principal or other designated person before beginning such an investigation on school premises. Alleged behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of the previous section.

Investigations by Law Enforcement

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers other than a SRO must interact with a student, the officer(s) is requested to confer with the student when he/she is being investigated for conduct not under the jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for law enforcement. If for any reason the SRO is not available to respond to a request, the following steps shall be taken to cooperate with the authorities.

- In cases where this is no threat to person or property, the officer shall contact the school principal and present proper identification in all occasions upon his/her arrival on school premises.
- Parents or guardians shall be notified by the building administrator or designee, as soon as possible.
- The student's parent or guardian should be present, if practicable, during any interrogation on school premises, by law enforcement other than a SRO.

Students Taken into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest, or unless the parent or guardians or the adult student agrees to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent or guardian, or the student, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

LIFE THREATS

Students must be discouraged from making life threats, even in jest. In every case, parents of the offending student will be notified. Suspended students will not be readmitted without a parent/administrator conference. Parents of the threatened student will be notified. When confronted with potential life threat situations, the principals, counselors, assistant superintendent, and SRO, as needed, will determine which of the following levels apply and then take the described action:

Level 1 (No Identified Threat)

Level 2 (Low Risk): Ideation

- Individual/situation does not appear to pose a threat of violence or serious harm to self/others; and exhibited issues/concerns can be resolved easily.

Level 3 (Moderate Risk): Planning

- Person/situation does not appear to pose a threat of violence, or serious harm to self/others, at this time; exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/others and/or exhibits other concerning behavior that requires intervention.

Level 4 (High Risk): Acquisition

- Person/situation appears to pose a threat of violence, exhibits behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan; may also exhibit other concerning behavior that require intervention.

Level 5 (Extreme Risk): Implementation

- Person/situation appears to pose a clear and immediate threat of serious violence toward others that requires containment and action to protect identified or identifiable target(s); may also exhibit other concerning behavior that require intervention.

GFPS Board Policy, References & Regulations: 3415, 3415F, 3415P**MANAGEMENT OF SPORTS RELATED CONCUSSIONS**

The District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all K-12 organized sports activities, as defined by state law, will be identified for head injury management practices by the district administration.

Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at www.mhsa.org, U.S. Department of Health and Human Services page at www.hhs.gov, and the Centers for Disease and Prevention page at www.cdc.gov/concussion/sports.index.html.

Removal from Participation

An athletic trainer, coach, or official shall immediately remove from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp any student-athlete who is suspected of sustaining a concussion or head injury or other serious injury.

Return to Play After Concussion or Head Injury

In accordance with MHSA Return to Play Rules and Regulations and The Dylan Steigers Protection of Youth Athletes Act, a student athlete who has been removed from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp may not return until the athlete is cleared by a licensed health care professional who specializes in concussion management and is under contract with the school district. This certified health care provider may be a volunteer.

Impact Testing

As a component of the District's sports related concussion management procedures, the District will utilize a neurocognitive computer-based test or other recognized neurocognitive testing program to establish a baseline of short-term memory processing speed and reaction time. Post injury scores should be comparable to the original baseline score and the student-athlete will be asymptomatic prior to being released to continued participation. The Impact Testing will be initiated at the high school level in all competitive sports activities.

Right to Deny Participation

The District reserves the right to deny student-athlete participation in practices or competitions as a preventative measure to further safeguard student health.

Information for Parents and Athletes

Annually, the district will distribute a head injury and concussion information and sign-off sheet to all parents of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

Training

All coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with all procedures for the management of head injuries and concussions.

Student-Athlete & Parent Concussion Statement

Because of the passage of the Dylan Steigers' Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes' participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

GFPS Board Policy, References & Regulations: 3416, 3416F, 3418, 8302, 8450

MEDICINE AT SCHOOL

The Board will permit administration of medication to students in schools in its jurisdiction. Pursuant to the completion of the District's medication form signed by the parent and a licensed healthcare provider, the school nurse (who has successfully completed specific training in administration of medication), may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Assisting Students with Self-Administration of Medication

A building principal or school administrator may authorize, in writing, any employee:

- To assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student with the written consent of a student's parent. School district personnel will not furnish students with over the counter medications at school.
- To assist in the self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner, and with the written consent of a student's parent.

Any school employee authorized in writing by the school administrator or principal, or who has been delegated by the school nurse may assist with self-administration of medications, provided that only the following acts are used:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked, labeled container from the pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Emergency Administration of Medication – Students with Individual Health Care Plans

In the event of an emergency, a school nurse or trained staff member, exempt from the nursing license requirement under § 37-8-103(1) (c), MCA, may administer emergency medication to any student in need thereof on school grounds, in a school building, at a school function, or on a school bus according to a standing order of an authorized physician or a student's private physician. In the event that emergency medication is administered to a student, the school nurse or staff member shall call 9-1-1 and notify the student's parents. Any prescribed emergency medications kept at school will be documented on a student's Individual Health Care Plan and/or Emergency Care Plan. Reference Policy 3418

Life Threatening Allergies/Medical Conditions

The Board recognizes the importance of maintaining a safe environment for students with life threatening allergies and/or medical conditions. This policy requires the disclosure of all life threatening allergies and/or medical conditions by the parent upon enrollment of each student. The medical information is to be updated on

an annual basis with the school by the parent or when medical conditions are diagnosed by a healthcare provider. This information is critical for school staff and could avert the potential death of a student. The Great Falls Public Schools will establish guidelines for management of students with life threatening allergies and/or life threatening medical conditions.

Therefore, it is mandated that an Individual Health Care Plan will be developed to accommodate the students' needs. The Individual Health Care Plan will be established with the parent, student (age appropriate), school administrator or designee, school nurse, medical physician and/or healthcare provider, and school food services. The Individual Health Care Plan will accommodate the child's needs throughout the school day, including in the classroom, in the cafeteria, in after-school programs, during school-sponsored activities, and on the school bus. The Individual Health Care Plan will be developed in accordance with the Family Education Rights and Privacy Act.

To support the Individual Health Care Plan, a core team of, but not limited to, school nurse, teacher(s), school administrator or designee, parent, student (age appropriate), medical physician or healthcare provider and other staff members as deemed necessary, will work together to support the prevention of a medical situation and respond to any emergency that may arise with the student. This team will receive the necessary training and will assure that all staff who interact with the student on a regular basis understands the student's needs and can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the potential allergens. An Emergency Care Plan may also be developed. It may be an excerpt of the Individual Health Care Plan or in some cases, it can be a stand-alone plan. In either case, the Emergency Care Plan will be disseminated on a need-to-know basis in order to protect the student in an emergency situation.

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor approved written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours, such as a district Emergency Health Care Plan.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

Self-Administration and Possession of Other Medications

Students may self-administer and possess other medications as long as authorized by a licensed healthcare provider through written order and stated in the student's Individualized Health Care Plan. The building administrator, school nurse, and appropriate staff will be notified of a student's plan to possess and self-administer medications. Students are not authorized to self-carry or possess controlled medication during school hours.

GFPS Board Policy, References & Regulations: 3124

MILITARY COMPACT WAIVER

The State of Montana is one of numerous states across the country that is a member of the Interstate Compact on Educational Opportunity for Military Children. As a school district within the State of Montana subject to the laws of the State of Montana, the District shall follow the requirements of the Compact for students who enroll in the District for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing timely student enrollment, student placement, qualification and eligibility for programs (curricular, co-curricular, and extra-curricular), timely graduation, and the facilitation of cooperation and communication between various member states' schools.

GFPS Board Policy, References & Regulations: 3110, 3110R, 3100, 3100P

PERMISSIVE TRANSFERS

Parents of a student not living within an elementary, middle, or high school's attendance area boundary may apply to attend a school through the "permissive transfer" process. Permissive Transfer Forms are available at each school. A request for permissive transfer may be granted at the discretion of the District.

The following criteria will be considered in authorizing a permissive transfer:

- Formal written approval must be given by each building principal, with final approval given by the Superintendent or designee.
- Permissive transfers will only be considered if classroom space is available at the requested school.
- Transportation must be provided by the parent or student for the student attending a school on a permissive transfer.
- Permissive transfers will be judged on the educational value for the students; however, other needs such as child care will be considered.
- The permissive transfer does not have to be renewed yearly. However, students must reapply as they move from elementary to middle school and from middle school to high school.
- A permissive transfer may be revoked by the Superintendent at any time in response to attendance problems or disciplinary issues.
- No transfers will be made to accommodate extra or co-curricular activities.

GFPS Board Policy, References & Regulations: 1905, 1906, 1906P, 3410

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

Students who wish to participate in certain extracurricular activities will be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations. The potential student athlete must present a GFPS Physical Examination Record signed by the examining physician or other medical personnel indicating that the student has passed a physical examination administered since the close of the previous school year.

In general the District will notify parents of the specific or approximate dates during the school year when screening administered by the District is conducted. Parents will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. All information discovered by a physical examination or a health screening shall be held as confidential information pursuant to Montana law. The Parent-School agreement must also be signed by the parent before any equipment may be issued to the student. In certain sports, other consent and permission forms may also have to be signed before participation will be allowed.

The Board may arrange each year for health services to be provided to all students. Such services may include, but are not limited to:

- The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
- Consulting services of a qualified specialist for staff, students, and parents;
- Vision, hearing, and dental screening;
- Scoliosis screening;
- Immunizations as provided by the Department of Public Health & Human Services.

GFPS Board Policy, References & Regulations: 2332, 3510

PRAYER/RELIGIOUS ACTIVITY AT SCHOOL

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

Students may distribute religious literature to their classmates, subject to the same constitutionally acceptable restrictions that the District imposes on the distribution of other non-school literature. Persons who are not enrolled in Great Falls Public Schools may not distribute religious or other literature to students on school property, consistent with and pursuant to the District's policy on solicitations.

Students may pray individually or in groups and discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray quietly in the classroom, except when they are expected to be involved in classroom instruction or activities.

GFPS Board Policy, References & Regulations: 1905, 1906, 1906P, 2131, 2132, 2311, 3200, 2132, 3410, 3600, 3600R, 3600F, 3650, 20 U.S.C. 1232h, The Family Educational Right and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA), 42 U.S.C. § 11431, et seq. McKinney-Vento Homeless Assistance Act

PROTECTION OF STUDENT RIGHTS AND RESPONSIBILITIES

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Surveys and Research

All general surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

No student will be required to participate without parental consent in any survey, analysis, or evaluation that concerns sensitive personal information defined as:

- Political affiliations or beliefs of the student or the student's parent;
- Mental and psychological problems of the student or the student's family;
- Behavior and attitudes about sex;
- Illegal, antisocial, self-incriminating, and demeaning behavior;
- Critical appraisals of other individuals with whom the students have close family relationships;
- Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;

- Religious practices, affiliations, or beliefs of the students or student's parent; or
- Income, (other than that required by law to determine eligibility for participation in a program or to receive financial assistance under such a program.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s) may:

- Inspect the survey within a reasonable time of their request; and/or
- Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s) exercise this option.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. The District will not be responsible for surveys that students elect to take which are outside the District's control (i.e. ACT, PSAT, SAT, AP...)

If a survey contains Sensitive Personal Information, the administrator of the survey must get prior Board approval. If approved school officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing sensitive personal information. Internally created surveys that do not ask for sensitive personal information do not require Board approval or parental notification.

The District will not collect, disclose, or use student individually identifiable information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose. The District, however, is not prohibited from collecting, disclosing, or using individually identifiable information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

Research Studies

The District recognizes the value of participation in educational research. Studies using observation, surveys, and experimentation can aid in the improvement of the instructional program in the school system as well as growth in the profession and growth for individual teachers and researchers. Simultaneously, the District recognizes that the amount of time available for student learning is limited and must be handled carefully. It is, therefore, important that only those research studies which are of the greatest value to the District should be allowed to be conducted in the school system.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents of:

- This policy as well as its availability from the administration office upon request;
- How to opt their child out of participation in activities as provided in this policy;
- The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
- How to request access to any survey or other material described in this policy.
- This notification shall be given parents at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Students of Legal Age

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law. For more information, pertaining to adult students, refer to Board Policy 3130. The rights provided to parents in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

GFPS Board Policy, References & Regulations: 3221, 3222-3222R

PUBLICATIONS

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and the District.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, electronic or nicotine innovations, liquor, illicit drugs or drug paraphernalia. Prior to distribution in school or on school premises, a copy of all school sponsored and non-school sponsored student publications shall be provided to the principal. The principal may prohibit distribution of publications that violate the right of expression as provided in Board policy and in state and federal law.

GFPS Board Policy, References & Regulations: 3440

RELEASE OF STUDENTS FROM SCHOOL

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone other than district personnel, unless the request is approved by the principal. The principal will establish procedures for removal of a student during school hours.

GFPS Board Policy, References & Regulations: 1902, 1906, 1906P, 2420, 2420R, 3120, 3600R

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

The District believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and for determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent. Please read section on **Grading Guidelines** on pages 31-32.

Written reports of absences and student grades or performance in each class or subject are issued after each term, except for kindergarten students who receive a report at the end of the semester. Paris Gibson Education Center students are issued progress reports on a continuous basis.

Great Falls Public Schools hold two official parent-teacher conference times, one in the fall and one in the spring. Please refer to the current district calendar for the specific dates. However, parents have the right to a conference at any time. Please contact the school to request a conference.

RESPECT FOR ALL

Great Falls Public Schools provides equal educational opportunities for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. At Great Falls Public Schools, we believe...Everyone has the right to feel safe and comfortable at school.

We make that happen by:

- Respecting each other as people
- Respecting our own property and the property of others
- Treating others with kindness

Everyone has a right to a positive and productive learning environment. We do that by:

- Respecting school rules
- Being responsible
- Being prepared to learn

At our school, we...

- DO treat others like we would like to be treated ourselves
- DO follow our school rules
- DO help others when they need it
- DO include students who are left out
- DO tell adults if something is happening that we are concerned about

At our school, we...

- DO NOT harass or tease others
 - These are negative acts committed by someone to another person (physical, written, spoken, gestured)
- DO NOT intimidate others
 - These are actions or words that serve to trouble, scare or frighten another person.
- DO NOT threaten others
 - These are actions or words that make others feel they are in danger
- DO NOT bully others
 - These are aggressive behaviors that are intentional and that involve an imbalance of power. Most often, it is repeated over time.

WHAT SHOULD YOU DO IF YOU ARE BEING HARASSED, INTIMIDATED, THREATENED OR BULLIED OR YOU ARE A WITNESS OR KNOW ABOUT IT HAPPENING TO SOMEONE ELSE?

- Tell an adult:
 - Your parents
 - Your teacher, any teacher or the principal
 - Your counselor
 - The secretary
 - An aide
 - Any adult...they care about you!
- You can write it in a note or you can talk to an adult about it
- Tell an adult right away so they can make it stop and find out more about it right away

WHAT WILL THE ADULT DO ONCE THEY HAVE BEEN TOLD?

- Listen very carefully to what you have to say.
- They may talk to other people about what they have seen or heard. This will include your parents. The principal will also be notified.
- They will take action to make the behavior stop.
- They will get the other person's side of the story.
- They will figure out what is happening.
- They will take disciplinary action if appropriate.
- They will work to prevent it from happening again but you should report again if it doesn't stop.

WHAT HAPPENS TO PEOPLE WHO HARASS, INTIMIDATE, THREATEN OR BULLY OTHERS?

- People who act in this way will be made to stop by the adults in this school.
- People who act in this way will be appropriately disciplined as outlined in our school and district discipline policies

Great Falls Public Schools prohibits hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties. Great Falls Public Schools prohibits sexual harassment in the form of unwelcome advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual or sex-based nature.

These standards apply:

- While the pupil is in school or on school property (including parking lots, playgrounds and lawn areas)
- On the way to and from school
- Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school.
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a student, staff member and/or guest or an interference with school purposes of an educational function or damage to or destruction of school district property.

To report acts of harassment, intimidation, threats or bullying, contact your school's Nondiscrimination Coordinator. For more information, please contact GFPS Non-Discrimination Coordinators: Lance Boyd, Director of Student Services 268-6777 and/or Kerry Dattilo, Director of Human Resources 268-6011.

GFPS Board Policy, References & Regulations: 3226, 4226, 5226

RETALIATION

"Retaliation" means an intentional act or communication intended:

- as revenge against a person who has reported or participated in an investigation of bullying, harassment, hazing or intimidation; or
- to improperly influence the reporting, investigation, or discipline that results from an incidence of bullying, harassment, hazing or intimidation.

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 3226, 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.

GFPS Board Policy, References & Regulations: 1902, 1906, 1906P, 2421, 2421R

RETENTION/SPECIAL PROMOTION

The District recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff make every effort to develop curricula and programs that meet the individual and unique needs of all students.

Retention or special promotion at any grade level is an important educational decision. The retention or special promotion decision should be approved only if, in the judgment of the study team (which includes the student's parent, appropriate teachers, counselors, administrators and other appropriate support staff), it will result in measurable improvement in the student's range of abilities, both academic and social. District retention or special promotion guidelines mandate the study team develop a plan of action that includes interventions, and a student assistance plan including goals for the following year.

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 is expected to:

- 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 Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent. Each parent must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured or becomes seriously ill, staff shall provide immediate care and attention until relieved by a superior, a nurse, a doctor or emergency personnel. The District will employ its normal procedures to address medical emergencies without regard to the existence of a do not resuscitate (DNR) request. The principal or designated staff member should contact the parent as soon as possible so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

- Isolate the child immediately from other children in a room or area segregated for that purpose.
- Inform the parent as soon as possible about the illness and request him or her to pick up the child.
- Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

For both emergency and illness situations, in the event that the parent cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

GFPS Board Policy, References & Regulations: 8301, MCA 20-1-402, 3231, 4410

Drills: Lockdowns, Fire, Tornado, and Other Emergencies

Students, teachers, and other District employees will participate in drills of emergency procedures. The school district works closely with the Great Falls Police Department and local emergency services to annually review and revise our protocols and procedures to ensure student and staff safety.

During a drill or in an emergency situation, access to the school buildings maybe limited or restricted due to the circumstances at hand. When a drill or emergency notification is given, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Student cell phone use may be restricted during a drill or emergency situation. Parents will be notified by school officials with details of the emergency situation through a variety of means or when appropriate, in a follow up correspondence sent home with students.

Emergency Notifications

To achieve the maximum safety for all children and the efficiency of operations, there may be circumstances when the Superintendent may order the:

- Cancellation of some or all bus routes
- Delay of some or all bus routes
- Closure of school(s)
- Delay of school start
- Early dismissal of school

The closure of school is a serious decision and one that is rarely made. The District will take a variety of factors into consideration. Refer to the **GFPS REFRIGERATOR NOTE** at the front of this section of the student handbook or see the GFPS website for more information on the factors considered and other information: <http://www.gfps.k12.mt.us/students/safety>.

Bad weather and/or unforeseen emergencies can happen at any time and disruptions to school schedules require the District to distribute information to a lot of people in a very short amount of time. Parents should **seek out** information. It is also essential that parents keep the school updated on any changes in contact information. If it is deemed appropriate to put into effect any of the above mentioned actions, notifications may be found here:

- *Mass phone and/or voicemail notification from the GFPS automated communication notification system
GFPS Twitter: @GFPublicSchools
- Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
- GFPS Website: www.gfps.k12.mt.us
- Media Twitter and websites: @KRTV, www.krtv.com, @KFBB, www.kfbb.com, @GFTribune, www.greatfallstribune.com
 - Be aware GFPS has no control over when the media begins posting or announcing information.
- Radio Stations: FM: 92.9, 94.5, 97.9, 98.9, 101.7, 102.7, 104.9, and 106.1 AM: 560 and 1450
 - Be aware that GFPS has no control over radio station announcements.
- Call 406-268-6444 for a recorded phone message (you may reach a busy signal depending on caller volume)

Please note: **If the decision is to operate as usual, there will NOT be postings or announcements.**

In the case of emergencies and for parental protection, parents should heed directions provided in notifications. For safety reasons, parents should not go to the schools unless the directions indicate to do so.

*** Automated electronic notifications will only be made when large groups of parents need to do something (i.e. keep students home, pick students up, etc.). Mass phone and voicemail notifications are not sent for announcements that do not require parents to take action of some kind. For more information about the automated electronic communication notification system, use the link above. To opt out of automated communication system, contact the school secretary that your student(s) attends.**

GFPS Board Policy, References & Regulations: 1900-1999, 2221, 3122, 3122R, 8100, 8110, 8110R, MCA 20-9-801 -803

SCHOOL CLOSURES

Pandemic Emergency Closure

Due to the COVID-19 Pandemic during the 2019-2020 school year, the Board of Trustees and school staff operated under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 virus and/or the declaration of an unforeseen emergency (community disaster) made by the Board of Trustees. In light of the COVID-19 pandemic, the Board of Trustees found it necessary to adopt temporary policies related to emergency school closures, the ongoing provisions of educational services to students, meeting of the Board, gatherings on school property, health and safety of students, staff and community members, human resources matters and budgetary matters.

The term of School District Policies 1900-1999 shall run concurrent with any emergency related to the current pandemic declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, County Health Department of the Board of Trustees. These policies shall terminate upon which all emergency declarations related to the COVID-19 pandemic that apply to the District have lawfully expired or have been dissolved.

Weather Related Closure

Temporary/Emergency School Closure

All students, parents and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. If a severe weather event occurs, information regarding schools and busing can be found on the district webpage at: www.gfps.k12.mt.us.

The School Board recognizes the unpredictable associated with the weather and other unforeseen emergencies. To achieve the maximum safety for all children and efficiency of operation, the Superintendent may order the cancellation of some or all bus routes, the closure of school, the delay of school start and/or early dismissal of school in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students and staff. In case of bad weather or other unforeseen emergency when the schools remain in session, parents have the right and responsibility to make attendance decisions for their children based on their individual circumstances with proper notification of to the school of the student's absence.

GFPS Board Policy, References & Regulations: 1903, 1906, 1906P, 3225, 3226, 3231, 3235, 3310, 3340, 3345, 3600, 3611, 4313, 4315, 4332, 4410, 4411

SCHOOL RESOURCE OFFICERS

In order to make schools more orderly, safe and secure, the District may employ confirmed police officers or contract with the agencies to deliver security services as School Resource Officers (SROs). School Resource Officers will be recognized as school officials and will become the District's Law Enforcement Unit.

The utilization of school resource officers in district schools is to accomplish the following goals:

- Maintain a safe and secure environment on and around school grounds;
- Reduce incidents of school violence and crime;
- Reduce criminal offenses committed by juveniles and young adults;
- Establish a rapport between the SRO and the student population; and
- Establish a rapport between the SRO and parents, faculty, staff and administrators.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe, free of firearms and other weapons, and drug free, District officials may from time to time conduct reasonable searches of school property and equipment, as well as of students and their personal effects. 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.

School Property and Equipment

School property and equipment includes all District owned buildings and grounds, including parking lots and all property leased by the District. Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desk or lockers may be conducted on a random basis throughout the school or individually at any time there is a reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker. The parent will also be notified if law enforcement is involved.

Students' Personal Effects

School authorities may search the student and/or student's personal effects (including cell phone and other electronic devices) in the student's possession when there is reasonable suspicion that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules.

Vehicles on Campus

Any vehicle parked on school property is under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Use of Detection Dogs/Law Enforcement Officials

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

Our District has a contract with Montana Interquest Detection Canines to conduct periodic inspection of middle school and high school campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications.

Passive Alcohol Sensor (PAS)

School authorities may use a Passive Alcohol Sensor device when they have reasonable suspicion that a student has used alcohol based upon such factors as alcohol on breath, impairment of speech and motor control, admission by the student or reports of the student's consumption of alcohol by reliable sources.

GFPS Board Policy, References & Regulations: 3225, 3225F, 3226, 5012, 5012F

SEXUAL HARASSMENT/SEXUAL INTIMIDATION

Sexual harassment, sexual intimidation, and sexual misconduct are form of discrimination and are prohibited. An employee, District agent, or student engages in sexual harassment, sexual intimidation, and sexual misconduct whenever that individual makes unwelcome advances, requests sexual favors, and engages in other verbal, non-verbal, electronic or physical contact or conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies, deprives or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
 - Substantially interfering with the student's educational environment;
 - Creating an intimidating, hostile, or offensive educational environment;
 - Denying, depriving, or limiting the provisions of educational aid, benefits, services, opportunities, or treatment; or
 - Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Sexual harassment, sexual intimidation, and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms "intimidating", "hostile," "misconduct" and "offensive" include conduct of humiliation, embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation, and sexual misconduct include but are not limited to unwelcome or forceful physical touching, crude jokes or pictures, discussions of sexual experiences, pressure or requests for sexual activity or favors, intimidation by words, actions or name calling, or teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in light of all circumstances.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, coach, Title IX coordinator, or administrator, who will assist them in the complaint process. This may include the completion of a Harassment Reporting Form for Students that details the complaint. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

To the greatest extent possible, complaints will be in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the **Title IX Nondiscrimination Coordinator, Lance Boyd, phone 268-6775**. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure as outlined in Board Policy 3215 (refer to pages 14-15 of this Handbook).

GFPS Board Policy, References & Regulations: 1906, 1906P, 3600, 3600R, 3600F, 3606, 3608, 3650, MCA 20-1-212, MCA 20-5-201, MCA 41-5-215, MCA 40-4-225, ARM 10.55.2002. Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 9, Individuals with Disabilities Education Act (IDEA)

STUDENT RECORDS

School student records are confidential, and information from them shall not be released other than as provided by law. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

State and Federal law grant students and parent(s) certain rights, including the right to inspect, copy, and challenge their or their child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order, of which the District has notice, indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- Academic progress reports or records;
- Health reports;
- Notices of parent-teacher conferences;
- Notices about open houses and other major school events including pupil-parent interaction.

The principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours, upon completion of a written request. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records. 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 to review the records.

The only persons who have general access to a student's records are parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests. 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 the student.
- Considering disciplinary or academic actions.
- Considering the student's case.
- Considering an individual education program (IEP) for a student with disabilities under the Individuals with Disabilities Education Act (IDEA), or an individually designed program for a student with disabilities under Section 504.
- Compiling statistical data, or
- Investigating or evaluating programs.

Access shall not be granted the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the 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.

Student records may be released pursuant to a court order, state or federal statute, or upon receipt of request from a state educational agency with a current, demonstrable educational need. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release 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 person making the request has the right to ask for a hearing. If the records are not amended as a result of the hearing, the person making the request 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 through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available to parents and eligible students. Parents may be denied copies of a student's records: (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures or pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone 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. Should circumstances change; the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (which includes media coverage), dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the time established by law for retention has expired, the records will be destroyed. However, if the retention period has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

GFPS Board Policy, References & Regulations: 2240

SUMMER SCHOOL

The District's K-12 summer program of instructional offerings shall be for the purpose of remediation of credit, maintenance of skills, and enrichment.

All classes offered in the 9-12 summer school for credit must meet minimum state requirements for accreditation. Credit-bearing courses have been aligned with the district curriculum benchmarks and focus on academic core curriculum required for graduation. The 9-12 summer school option is open to students needing to make up course work that they have failed previously. 9-12 summer school may not be taken to replace course work not previously taken in an attempt to graduate early, unless the student has obtained prior approval through the building Academic Variance Committee. Some courses may be available for credit enhancement.

GFPS Board Policy, References & Regulations: 2311, 3520, MCA 20-7-601, MCA 20-7-602

TEXTBOOKS

Board-approved curriculum textbooks are provided free of charge for each subject or class. Books must be treated with care. Students will not be charged for normal wear of materials that are lent to them; however, they will be charged replacement cost for excessive wear or loss.

GFPS Board Policy, References & Regulations: 8100, 8101, 8110, 8110R

TRANSPORTATION

The District may provide transportation to and from school for a student who:

- Is a student with a disability, whose IEP identifies transportation as a related service; or
- Has another compelling and legally sufficient reason to receive transportation services.
- Follows the "in-town busing" guidelines below.

In Town Busing

- Students on all established bus routes will be provided bus transportation to their assigned school from their legal residence as follows:
 - **Elementary, Grades K through 6** - One (1) or more miles from an Elementary School.
 - **Middle School Grades 7 and 8** - One and one-half (1 ½) miles
 - **High School** - Two (2) miles
- Regularly scheduled bus transportation may be provided for a lesser distance than indicated above when it is deemed by the Superintendent's designee that hazardous walking conditions or other circumstances exist that are a threat to the safety of the pupils.
- Regularly scheduled bus transportation may also be provided for a lesser distance than indicated above when there are unassigned seats. Bus stops and routes will not be changed to accommodate these students.
- This service is provided at no cost to students. Further information may be obtained by calling the **Transportation Department (phone 268-6015)**.

Bus Stops

Students are required to use their assigned bus stop. Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

Safety

The Superintendent's designee shall develop written rules establishing the procedures for bus safety, emergency exit drills and for student conduct while riding on buses.

For more information on school bus rules please go to: www.bigskybuslines.com or the GFPS Transportation office at: <http://www.gfps.k12.mt.us/content/transportation-and-bus-information>.

Responsibilities: Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

- Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
- Properly prepare children for weather conditions.
- Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Responsibilities: Students

Students must realize that safety is affected by individual and group conduct. Each student is responsible for following all rules and regulations regarding safety and general conduct on buses as established by the district in Policy 8110R. Since the privileges of transportation are discretionary with the Board of Trustees, students violating bus rules may be suspended from the use of bus privileges by school authorities. Parents will be notified of all misconduct.

GFPS Board Policy, References & Regulations: 3235

VIDEO SURVEILLANCE

In accordance with applicable Montana laws, the operations of Great Falls Public Schools are open to the public, and records related to district operations are subject to public disclosure. There are limited exceptions to this requirement for transparent operations. One of those exceptions is the protection of student privacy as required by federal law. This policy is intended to honor the public's right to know while preserving student privacy rights when the two rights intersect by providing procedures on handling matters related to video surveillance. Video surveillance is only one of several investigatory techniques utilized by Great Falls Public Schools. Its presence or absence does not in and of itself constitute a complete investigation.

Purposes of Video Surveillance

The Board authorizes the use of video surveillance systems on District property or areas subject to District policy and supervision to:

- Ensure the health, welfare, and safety of all staff, students, and visitors to District property,
- Enhance educational opportunities for students,
- Safeguard District facilities and equipment,
- Deter and prevent unacceptable or unlawful activities, and
- Document violations of Board policies, administrative regulations, District or building rules or law, and provide a historical record to assist in investigations as authorized or permitted by law.

Confidentiality

The District will treat educational records with appropriate confidentiality in accordance with applicable District policies and handbooks, FERPA and other applicable federal and Montana laws. Accordingly, the district will release or allow viewing of video only in certain defined situations, consistent with federal and state law. Applicable exceptions to disclosure restrictions for emergencies, law enforcement, or program audits are permitted under this policy as authorized by law.

Notification

Students, parents and employees must be notified annually that students, employees and visitors are subject to video recording in common areas at any time. Additionally, notices must be conspicuously posted on school property at all regular entrances and other access points to school grounds. These notices should advise

individuals that they are subject to video recording. Students and parents will be notified of the law enforcement records exception to student confidentiality as part of the annual FERPA notification in the student handbook and in accordance with District Policy 3600.

GFPS Board Policy, References & Regulations: 4301, 4302, 4313, 4332, 4315, 4316, Pandemic Emergency Measures – Policy 1903, 1905, 1906, 1906P

VISITORS

As District facilities are public property, parent and other citizens will be welcomed. In order to protect the safety of students and staff, all visitors shall report to the Principal's Office upon entering any District building and comply with any other applicable school safety and security policy, procedure or protocol. School Visitors shall not interfere with school operations or delivery of education services to students.

Accommodating Individuals with Disabilities

Community members with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. The District may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Superintendent shall designate the Americans With Disabilities Act, Title II Nondiscrimination Coordinator who is directed to:

- Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
- Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the District Nondiscrimination Coordinator or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the District Title II Nondiscrimination Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Facemasks, Health screenings and/or temperature checks will apply to all visitors. Visitors to the school will maintain a six-foot distance between themselves and others. This distancing requirement does not apply to individuals who are part of the visitor's regular household isolation group when the group is authorized to be present at the school facility.

Board Policy, References & Regulations: 2510, 8200

WELLNESS

Nutrition Guidelines

In 2009, the School Board adopted **District Guidelines** for competitive foods given or sold in school. For more information on the approved food list that meet the guideline requirements go to:

<http://studentwellnessgfps.weebly.com/> or Great Falls Public School Student Wellness: 268-6772.

Classroom Celebrations

- Parents in grades K-6 are welcome to bring snacks for their child's birthday.
- Classroom celebrations should be planned with good nutrition in mind. Empty calories should be avoided.
- Beverage guidelines should be followed.
- Classroom celebrations should be reserved for special occasions with approval from the building Principal. Classroom activities designed to enhance the students' understanding of diverse cultures should be planned with good nutrition in mind and with the approval of the building principal.