

# AGENDA

Board of Trustees  
Regular Meeting  
July 15, 2024



**Great Falls Public Schools**

1100 Fourth Street South, Great Falls, Montana



## Welcome to the Great Falls Public Schools Board of Trustees meeting!

### *Is this your first meeting?*

If this is your first time attending a meeting, let us extend our special welcome! These meetings are designed to give everyone the opportunity to participate in seeing how the Great Falls Public Schools Trustees facilitate school business.

### *What is the purpose of these meetings?*

The meetings of the Great Falls Public Schools Board of Trustees are open to the public, are recorded, and may be accessed on our website for up to one year. These meetings are held to officially conduct the business of the school district, as governed by Montana law. Trustees are responsible for key decisions, some of which include hiring employees, reviewing negotiated agreements, approving new curriculum or changes to existing curricula, facility usage requests, and paying of monthly expenses.

### *How can I address the Trustees?*

If you would like to address the Board of Trustees on any matter, please fill out a "Request to Speak" card available from the Clerk of the Board at each meeting. Return this card to the Clerk of the Board or the Board Chairperson. This will allow the Chairperson to recognize you at the appropriate time in the meeting and to guarantee you the opportunity to address the Board. There are federal and state laws that must be followed when addressing the Board to protect the privacy of individuals and to conduct business in an orderly manner. Details can be found on the "Request to Speak" card.

**Again – thank you for participating in this democratic process – we  
appreciate your presence!**

**– The Great Falls Public Schools Trustees**

## **GREAT FALLS PUBLIC SCHOOLS**

Great Falls, MT



### **BOARD OF TRUSTEES**

Gordon Johnson	Chairperson
Kim Skornogoski	Vice Chairperson
Bill Bronson	Trustee
Mark Finnicum	Trustee
Marlee Sunchild	Trustee
Amie Thompson	Trustee
Paige Turoski	Trustee

### **SUPERINTENDENT'S CABINET**

Heather Hoyer	Superintendent of Schools
Brian Patrick	Director of Business Operations
Lance Boyd	Executive Director for Student Achievement
Jackie Mainwaring	Executive Director for Student Achievement
Luke Diekhans	Director of Human Resources
Jeff Williams	Director of Information Technology
Stephanie Becker	Director of the GFPS Foundation



# Great Falls Public Schools Board of Trustees Meeting

## AGENDA

July 15, 2024

5:30 p.m.

Aspen Meeting Room – District Office Building  
1100 4th Street South, Great Falls, Montana

***We Successfully Educate Students to Navigate the Future***

		Page
I.	<b>CALL TO ORDER – PUBLIC DECLARATION OF RECORDED MEETING</b>	Chairperson Johnson
II.	<b>ROLL CALL</b>	Brian Patrick
III.	<b>PLEDGE OF ALLEGIANCE</b>	Chairperson Johnson
IV.	<b>ADOPT AGENDA</b>	Chairperson Johnson
V.	<b>APPROVE CONSENT AGENDA</b>	Chairperson Johnson
<i>The Consent Agenda consists of routine business items related to the operation of the District. Any trustee may remove an item from the Consent Agenda for discussion. Items so removed will be discussed and acted upon separately under ACTION: OTHER</i>		
A.	Minutes of June 24, 2024 Regular Meeting	Brian Patrick <a href="#">6</a>
B.	Personnel Actions	Luke Diekhans <a href="#">13</a>
C.	Montana School Bus Driver Certificates – OPI TR-35	Brian Patrick <a href="#">15</a>
D.	Student Activity Monthly Report for May 2024	Brian Patrick <a href="#">16</a>
E.	Centerville Public Schools Bus Stop Request Within the Great Falls Public School District Boundaries	Brian Patrick <a href="#">23</a>
F.	Belt Public Schools Bus Stop Request Within the Great Falls Public School District Boundaries	Brian Patrick <a href="#">25</a>
G.	Sun River Valley District Bus Stop Request Within the Great Falls Public School District Boundaries	Brian Patrick <a href="#">27</a>
H.	Vaughn School District Bus Stop Request Within the Great Falls Public School District Boundaries	Brian Patrick <a href="#">29</a>
I.	Outstanding Warrants	Brian Patrick <a href="#">31</a>
J.	Incoming Student Attendance Agreements for 2024-2025 School Year	Brian Patrick <a href="#">37</a>



## VI. COMMUNICATION

A. Great Falls Public Schools Foundation Report	Stephanie Becker	<a href="#">38</a>
B. Superintendent Report	Heather Hoyer	
C. Audience Communication		

## VII. ACTION ITEMS

A. Financial Report and Check Register for May 2024	Brian Patrick	<a href="#">39</a>
B. Transfer of Budgeted Funds – Elementary General Fund (101) to Elementary Compensated Absences Fund Budget (121) and High School General Fund Budget (201) to High School Compensated Absences Fund (211)	Brian Patrick	<a href="#">44</a>
C. Great Falls Public Schools Three-Year Strategic Plan	Heather Hoyer	<a href="#">45</a>
D. 2024-2025 Student Handbook	Lance Boyd	<a href="#">87</a>
E. Second Reading of New Board Policy <b>2250F (New)</b> – <i>Adult Education Activity Acknowledgement of Risk</i>	Heather Hoyer	<a href="#">194</a>
F. Electronic Vote on Montana School Boards Association Business	Chairperson Johnson	<a href="#">196</a>

## VIII. ACTION: OTHER

Chairperson  
Johnson

## IX. REPORTS, DISCUSSION, AND POLICIES

A. Discussion, Committee Reports, and Comments	Chairperson Johnson
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### UPCOMING EVENTS

Chairperson  
Johnson

Tuesday, July 23, 2024	1:00 p.m.	Board Policy Committee Meeting	District Office Building
Wednesday, July 24, 2024	10:00 a.m.	Board Budget Committee Meeting	District Office Building
Monday, August 5, 2024	5:30 p.m.	Regular Meeting	District Office Building
Thursday, August 15, 2024	5:30 p.m.	Board Work Session	District Office Building
Monday, August 19, 2024	5:30 p.m.	Regular Meeting	District Office Building
Monday, August 26, 2024	8:00 a.m.	Convocation	Charles M. Russell High School

### ACTION TO ADJOURN

Chairperson  
Johnson

	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. A.

CABINET MEMBER: Brian Patrick

### TOPIC

Minutes of the June 24, 2024 Regular Board Meeting

### STRATEGIC PLAN

Stewardship and Accountability

### BACKGROUND AND DISCUSSION

The Board is required to approve the minutes of each Board meeting. The minutes of the June 24, 2024 Regular Board Meeting are presented for approval.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve the minutes of the June 24, 2024 regular Board meeting as presented.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
HELD JUNE 24, 2024**

A duly called Regular Meeting of the Board of Trustees of the Great Falls Public Schools was held at the District Offices Building, 1100 4<sup>th</sup> Street South, on the 24<sup>th</sup> day of June 2024.

Chairperson Johnson reported that, due to legislative changes that become law on July 1, 2024, all Board meetings will now be recorded and posted on the District website for one (1) year. He informed everyone in attendance that this meeting was being recorded as a test.

**ROLL CALL:** Brian Patrick took roll call.

**Trustees Present:** Gordon Johnson - Chairperson  
Kim Skornogoski – Vice Chairperson  
Bill Bronson  
Mark Finnicum  
Marlee Sunchild  
Amie Thompson  
Paige Turoski

**Others Present:** Tom Moore, Superintendent; Brian Patrick, Director of Business Operations; Tom Hering, Director of Information Technology; Jackie Mainwaring, Heather Hoyer, and Lance Boyd, Executive Directors for Student Achievement; and Stephanie Becker, Director of the Great Falls Public Schools Foundation. Also present were Lisa Sapp, Malmstrom Air Force Base (MAFB) Child and Youth School Liaison and Tom Cubbage, Great Falls Education Association President.

At 5:30 pm, Chairperson Johnson called to order the Regular Meeting of the Board of Trustees.

**ADOPT AGENDA**

Motion – Bill Bronson, Seconded – Kim Skornogoski, passed unanimously to adopt the agenda as presented.

**APPROVE CONSENT AGENDA**

Motion – Mark Finnicum, Seconded – Bill Bronson, passed unanimously to approve the Consent Agenda as presented.

**A. Minutes of the June 10, 2024, Regular Board Meeting** – The Board approved the minutes of the June 10, 2024, Regular Board Meeting as presented.

1 **B. Personnel Actions** – The Board approved the Personnel Actions as presented.

2  
3 **C. Good Apple Awards** – The Board approved the nominations for Good Apple  
4 Awards: Teri Mahaffey, Paraprofessional and Jordan Lee, Music Teacher and Chanteur  
5 Choir Director all at Charles. M. Russell High School.

6  
7 **D. Montana School Bus Driver Certificates – OPI TR-35's** – The Board approved the  
8 Montana School Bus Driver Certificates – OPI TR-35's for the individuals listed in the  
9 agenda.

10  
11 **E. Kindergarten Early Entrance for the 2024-2025 School Year** – The Board  
12 approved the students listed in the agenda to enroll in kindergarten for the 2024-2025  
13 school year due to exceptional circumstances per Board Policy 3110R.

14  
15 **F. Incoming Student Attendance Agreements for the 2024-2025 School Year** – The  
16 Board approved the incoming student attendance agreements for the 2024-2025 school  
17 year for the students listed in the agenda. Tuition will be paid for by the District of  
18 Residence.

19  
20 **G. Special Education Records Disposal** - The Board approved the disposal of the  
21 2016-2017 Special Education records that have not been requested by the parents or  
22 students.

23  
24 **H. 2024-2025 School Calendar Amendment** – The Board approved the amendments  
25 to the 2024-2025 School Calendar as listed in the agenda.

26  
27 **I. Donation to the Great Falls High School Jack Fisher Memorial Garden** – The  
28 Board approved the one-hundred-dollar donation from Kathy Van Tighem to the Great  
29 Falls High School Jack Fisher Jr. Memorial Garden.

## 30 31 32 **COMMUNICATION**

33  
34 **A. Malmstrom Air Force Base (MAFB) Communication** - Malmstrom Air Force Base  
35 (MAFB) Child and Youth School Liaison, Lisa Sapp, presented Superintendent Moore  
36 with the Commander's Public Service Award for his dedication to working with Malstrom  
37 Air Force Base and their military families during his tenure as Superintendent.

38  
39 **B. Superintendent Report** – Superintendent Moore thanked Zac Griffin, Great Falls  
40 Realtors Association, Kids Education Yes! (KEY), Jamie and Robert Marshall, Sheila  
41 and Bob Kelley, and Jim and Linda Morin for their continued support for education in  
42 Great Falls Public Schools. He also thanked the Board members for their dedication to  
43 the students and their service to the District. Superintendent Moore invited students,  
44 staff and community members to participate in the Fourth of July parade.

45  
46 **C. Special Report – Baseball** – Athletics Director, Mike Henneberg, reported on the  
47 current status of high school baseball amongst Montana High School Association  
48 (MHSA) member schools. He also spoke on where Great Falls Public Schools stands

1 towards potentially adding baseball as a high school extra-curricular activity option.  
2 Director of Business Operations, Brian Patrick, presented budget information regarding  
3 allocated funds to the Athletic Department. He stated that the largest concern is the  
4 financial aspect for sustainability.

5  
6 **D. Audience Communication** – Multiple community members made persuasive  
7 comments for why adding baseball as an extra-curricular option at both high schools  
8 would be beneficial to students. A common theme with all speakers was that regardless  
9 of which Legion Team the students play on, the baseball community is a family, and  
10 they support each other.

11  
12 Chairperson Johnson adjourned the Board meeting at 6:45 p.m. for a short break.

13  
14 Chairperson Johnson reconvened the Board Meeting at 6:50 p.m.

## 15 16 17 **ACTION ITEMS**

18  
19 **A. District Wide Safety Plan** - Director of Business Operations, Brian Patrick,  
20 explained that school districts are required to adopt an annual comprehensive Safety  
21 Plan. As part of the plan, Board Policies 3300, Suspension and Expulsion and 3311,  
22 Firearms and Weapons must also be reviewed annually. The policies were reviewed by  
23 the Board Policy Committee and presented to the full Board at the June 10, 2024, Board  
24 meeting. Mr. Patrick said the Safety Plan includes protocols, practices and monitoring  
25 to address the safety and security of students, staff and the facilities. The pandemic  
26 provided the District the opportunity to improve and adjust many operational safety  
27 protocols. Mr. Patrick reviewed each section of the Safety Plan in detail and said the  
28 goal of the District is to always be looking for improved ways to keep the students and  
29 staff safe.

30  
31 Motion – Paige Turoski, Seconded – Kim Skornogoski, passed unanimously to approve  
32 the Great Falls Public Schools District-wide Safety Plan as presented.

33  
34 **B. Classified and Hourly Staff Compensation for 2024-2025: Support Staff,**  
35 **Paraprofessionals, Teachers' Aides, Hourly Classified Staff and Part-Time Nurses**  
36 – Director of Business Office, Brian Patrick, stated that Non-Union employee  
37 compensation is to be established by the Board under Board Policy 5140. He said that  
38 there are 373 employees in the five compensation units, and they serve a variety of  
39 functions in the District. They support the goals and objectives of the District and  
40 provide support to students, employees, and programs. Brian reported that the 4%  
41 increase on the base salary schedules for these five budget groups in the 2024-2025  
42 school year will result in an approximate salary budget of \$6,870,546. The cost of the  
43 base increase is estimated to be approximately \$277,906. The four percent raise is  
44 important in the recruitment and retention of staff.

45  
46 Motion – Bill Bronson, Seconded – Amie Thompson, passed unanimously to approve  
47 the classified and hourly staff compensation for the 2024-2025 school year as  
48 presented.

1  
2 **C. 2024-2025 Great Falls Public Schools Teacher Retirement System (TRS) /**  
3 **Public Employee Retirement System (PERS) Administrators and Supervisors**  
4 **Compensation** - Director of Business Operations, Brian Patrick, stated that the 2024-  
5 2025 Administrator and Supervisor Compensation Budget unit is comprised of 47  
6 employees who are critical to the mission of the District. They set the climate,  
7 implement the Board's goals, provide instructional leadership, and maintain the safety  
8 and discipline that allows Great Falls Public Schools to continually perform at high  
9 levels. A 4% increase in base salaries will result in an approximate salary budget for this  
10 group of \$5,050,883 for 2024-2025. This is an estimated \$247,596 net decrease. This  
11 decrease is a result of retirements and the reduction of two (2) ESSER positions and  
12 one (1) Executive Director position.

13  
14 Motion – Kim Skornogoski, Seconded – Paige Turoski, passed unanimously to approve  
15 the Great Falls Public Schools Administrators and Supervisors Compensation for 2024-  
16 2025 as presented.

17  
18 **D. Professional Development Plan for 2024-2025** –Secondary Curriculum  
19 Coordinator, Beckie Frisbee, explained that each year teachers are required to  
20 complete eighteen (18) hours of Pupil Instruction Related (PIR) Professional  
21 Development (PD). Teachers may complete their hours on the designated days  
22 throughout the school year or outside of their regularly scheduled workday in the  
23 summer and/or in the evenings. The PIR Steering Committee, in conjunction with the  
24 Executive Directors, decided to forego District Directed (DD) PIR for the 2024-2025  
25 school year. She reviewed the PIR offerings and explained that there are 85 PIR  
26 options for teachers. Mrs. Frisbee reported that the PIR budget is supported through  
27 Student Services, Indian Education, and the majority of budget comes from the  
28 Curriculum Department. The total budget for the 2024-2025 year is \$23,733.

29  
30 Community member Judy Mortenson asked how the PIR plan supports the  
31 implementation of the social studies curriculum that was adopted two years ago.

32  
33 Motion – Kim Skornogoski, Seconded – Bill Bronson, passed unanimously to approve  
34 the Professional Development Plan for the 2024-2025 school year.

35  
36 **E. Second Reading of New, Revised, and Deleted Board Policies 1420, 2165, 3100,**  
37 **3100P, and 8125** - Superintendent Moore stated that he has not received any  
38 comments or suggestions to Board Policies 1420, 2165, 3100, 3100P, and 8125 since  
39 the first reading at the June 10, 2024, Board meeting.

40  
41 Motion – Bill Bronson, Seconded – Paige Turoski, passed unanimously to approve the  
42 deletion of Board Policies 3100, 3100P, and 2165, the addition of Board Policy 2165,  
43 and the revision of Board Policies 1420 and 8125 as presented.

44  
45  
46 **ACTION: OTHER**

47 There were no items extracted from the Consent Agenda to discuss.  
48



## REPORTS, DISCUSSION, AND POLICIES

### A. First Reading of New and Deleted Board Policies 2309, 2310, 2310F1, 2310F2, 2310F3, 2310R, 2311, 2311F1, 2311R, 2314, 2314F1, 2314F2, and 2250F -

Superintendent Moore reviewed the recommended revisions to Board Policies **2309 (Delete)** – *Library Materials* – **2310 (Delete)** – *Selection of Library Materials* – **2310F1 (Delete)** – *Citizens Request for Reconsideration of Library Materials* – **2310F2 (Delete)** – *Checklist for Library Materials Selection Committee* – **2310F3 (Delete)** – *Library Materials Review Committee Application* – **2310R (Delete)** – *Library Media Collection Development* – **2311 (Delete)** – *Instructional Materials* – **2311F1 (Delete)** – *Learning Materials Review Committee Application* – **2311R (Delete)** – *Selection, Adoption, and Removal of Textbooks and Instructional Materials* – **2314 (Delete)** – *Learning Materials Review* – **2314F1 (Delete)** – *Citizens Request for Reconsideration of Learning Materials* – **2314F2 (Delete)** – *Checklist for Learning Materials Selection Committee* – **2250F (New)** – *Adult Education Activity Acknowledgement of Risk* – **2309 (New)** – *School Library Program* – **2311 (New)** – *Instructional Materials* – **2314 (New)** – *Instructional or Library Material Review*. in detail. He asked if anyone has comments or concerns about the policies to contact the Superintendent before the next Board meeting.

### B. Discussion, Committee Reports, and Comments

Trustees Turoski, Finnicum, and Bronson thanked the community members that talked on behalf of high school baseball. They also stated that they look forward to having in-depth conversations regarding the possible implementation of high school baseball.

All Trustees thanked Superintendent Moore and Tom Hering for their excellent work and leadership during their employment with Great Falls Public Schools.

Trustee Thompson thanked Cabinet members for their foresight into addressing future budget shortfalls, the intentional cutting of administrators, and evaluating programs.

Trustee Finnicum stated that conversations need to be had with legislators regarding school district funding.

Trustee Bronson reported that *I Am Bison* students attended Juneteenth activities at Gibson Park.

Trustee Skornogoski stated that changes need to be made at the legislative level with school funding in order to address implementing new opportunities for students.

## UPCOMING EVENTS

Chairperson Johnson said the next Regular Board Meeting is scheduled for Monday, July 15, 2024.

## ACTION TO ADJOURN

Motion – Kim Skornogoski, Seconded – Mark Finnicum, passed unanimously to adjourn the Regular Meeting of the Board of Trustees at 7:45 p.m.

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2  
3  
4  
5


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Brian Patrick, Clerk

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Gordon Johnson, Chairperson

DRAFT

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. B.

CABINET MEMBER: Luke Diekhans

### TOPIC

Personnel Actions

### STRATEGIC PLAN

Stewardship and Accountability

### BACKGROUND

As per [MCA 20-3-324](#) – *Powers and Duties* – the trustees of each district shall employ or dismiss...personnel considered necessary to carry out the various services of the district.

### DISCUSSION

See attached Personnel Action Report to the Board of Trustees.

### FISCAL IMPLICATIONS

Noted on report.

### RECOMMENDATION

The District Board is requested to employ, dismiss, or accept the resignations, of those noted on the Personnel Action Report.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Human Resources Luke Diekhans at (406) 268-6010.

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## New Employee

### Position: TEACHER

Name: SCHULTE, CONNOR PATRICK	Pay: Salary	Rate: \$33.34	Hrs: 7.50	DAC:C M RUSSELL HIGH SCHOOL
Position: BUSINESS ED TEACHER		Amount: \$46,760.00		Effective Date: 08/26/2024
Name: GRAY, TARA RENEE	Pay: Salary	Rate: \$29.83	Hrs: 7.50	DAC:WHITTIER ELEMENTARY
Position: 5TH GRADE TEACHER		Amount: \$41,835.00		Effective Date: 08/26/2024

### Position: SUPPLEMENTAL

Name: SENGHER, DERIK	Pay: Salary	Rate: \$24.75	Hrs: 2.61	DAC:GREAT FALLS HIGH SCHOOL
Position: DR ED TEACHER/CLASS (06/24/2024)		Amount: \$1,551.50		Effective Date: 06/01/2024

### Position: CLERICAL

Name: ROLLINS, JERRI LYNN	Pay: Hourly	Rate: \$18.12	Hrs: 8.00	DAC:DISTRICT OFFICES
Position: ADMIN ASST		Amount: \$37,834.56		Effective Date: 06/25/2024
Name: BYRD, PAULA ANN	Pay: Hourly	Rate: \$15.53	Hrs: 8.00	DAC:DISTRICT OFFICES
Position: ADMIN ASST		Amount: \$30,811.52		Effective Date: 07/10/2024

### Position: COMPUTER SERVICES HOURLY

Name: WALKER, CHRISTOPHER THOMAS	Pay: Hourly	Rate: \$28.84	Hrs: 8.00	DAC:DISTRICT OFFICES ANNEX
Position: SERVER SYSTEMS ENGINEER		Amount: \$58,833.60		Effective Date: 07/01/2024

### Position: ENGINEERS

Name: MCLAUGHLIN, KEATON M	Pay: Hourly	Rate: \$19.59	Hrs: 8.00	DAC:BUILDINGS & GROUNDS
Position: CUSTODIAN		Amount: \$39,963.60		Effective Date: 07/01/2024
Name: PETERSON, TYLER	Pay: Hourly	Rate: \$19.59	Hrs: 8.00	DAC:NORTH MIDDLE SCHOOL
Position: CUSTODIAN		Amount: \$40,590.48		Effective Date: 06/25/2024

### Position: EXEMPT SECRETARIES

Name: HUDSON, SHAWN M	Pay: Hourly	Rate: \$25.58	Hrs: 8.00	DAC:DISTRICT OFFICES
Position: STUDENT SERVICES ACCOUNTING TECH		Amount: \$53,411.04		Effective Date: 07/08/2024

## Resignation

### Position: PARA EDUCATOR (SP ED)

Name: DIXON, KELAUNDRIA SHEKWANN	Pay: Hourly	Rate: \$15.51	Hrs: 0.00	DAC:LEWIS & CLARK ELEMENTARY
Position: PARA EDUCATOR (SP ED) (06/06/2024)		Amount: \$0.00		Effective Date: 06/06/2024

## Retirement


### Position: TEACHER

Name: VOLKMAR, JENNIFER LYNN	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:EAST MIDDLE SCHOOL
Position: ART TEACHER (06/06/2024)		Amount: \$0.00		Effective Date: 06/06/2024
Name: VOLKMAR, PATRICK R	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:NORTH MIDDLE SCHOOL
Position: INDUSTRIAL TECHNOLOGY TEACHER (06/06/2024)		Amount: \$0.00		Effective Date: 06/06/2024

## Termination

### Position: COMPUTER SERVICES HOURLY

Name: SIRK MORATO, PAUL ALLEN	Pay: Hourly	Rate: \$27.75	Hrs: 8.00	DAC:DISTRICT OFFICES ANNEX
Position: STUDENT SYSTEMS ANALYST (06/27/2024)		Amount: \$1,110.00		Effective Date: 06/27/2024

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. C.

CABINET MEMBER: Brian Patrick

### TOPIC

Montana School Bus Driver Certificates – OPI TR-35

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

School bus drivers are required to comply with qualifications set forth in Section [20-10-103, MCA](#), and [10.7.111 ARM](#), and file a certificate of compliance with the County Superintendent of Schools.

### DISCUSSION

The following individual meets the qualifications as a school bus driver: David Seaman

### FISCAL IMPLICATIONS


None

### RECOMMENDATION

The District Board is requested to approve the Montana School Bus Driver Certificate TR-35 for the individual listed above.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. D.

CABINET MEMBER: Brian Patrick

### TOPIC

Student Activity Accounts for May 2024

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

The authority to establish an extracurricular fund is found in [MCA 20-9-504](#) *Extracurricular Fund for Pupil Functions*. The Board of Trustees is responsible for the establishment and management of student extracurricular funds. The purpose of student extracurricular funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. Students shall be involved in the decision-making process related to the use of the funds.

### DISCUSSION

In this section, you will find the student activity accounts for the District. The Student Activity Fund Report will be submitted to the Board on a monthly basis for review and approval.

### FISCAL IMPLICATIONS

There are no immediate fiscal implications.

### RECOMMENDATIONS

The District Board is requested to accept the Student Activity Monthly Report for May 2024.

For more information about this item, please contact Superintendent Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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**GREAT FALLS PUBLIC SCHOOLS**  
**STUDENT ACTIVITY MONTHLY REPORT**  
May 2024

<u>Account</u>	<u>Beginning</u>	<u>Revenue</u>	<u>Expense</u>	<u>Ending</u>
<b>GIANT SPRINGS SCHOOL</b>				
ACTIVITY MISC	\$2,257.62	\$1.69	\$0.00	\$2,259.31
Total for GIANT SPRINGS SCHOOL	\$2,257.62	\$1.69	\$0.00	\$2,259.31
<b>LINCOLN SCHOOL</b>				
ACTIVITY MISC	\$369.24	\$0.28	\$0.00	\$369.52
Total for LINCOLN SCHOOL	\$369.24	\$0.28	\$0.00	\$369.52
<b>LONGFELLOW SCHOOL</b>				
ACTIVITY MISC	\$60.69	\$0.05	\$0.00	\$60.74
Total for LONGFELLOW SCHOOL	\$60.69	\$0.05	\$0.00	\$60.74
<b>LOY SCHOOL</b>				
ACTIVITY MISC	\$2,221.75	\$1.66	\$0.00	\$2,223.41
Total for LOY SCHOOL	\$2,221.75	\$1.66	\$0.00	\$2,223.41
<b>MEADOW LARK SCHOOL</b>				
ACTIVITY MISC	\$2,498.03	\$1.87	\$0.00	\$2,499.90
Total for MEADOW LARK SCHOOL	\$2,498.03	\$1.87	\$0.00	\$2,499.90
<b>MORNINGSIDE SCHOOL</b>				
ACTIVITY MISC	\$2,841.93	\$2.04	(\$118.19)	\$2,725.78
Total for MORNINGSIDE SCHOOL	\$2,841.93	\$2.04	(\$118.19)	\$2,725.78
<b>SUNNYSIDE SCHOOL</b>				
ACTIVITY MISC	\$492.09	\$0.37	\$0.00	\$492.46
Total for SUNNYSIDE SCHOOL	\$492.09	\$0.37	\$0.00	\$492.46
<b>VALLEY VIEW SCHOOL</b>				
ACTIVITY MISC	\$3,063.57	\$2.29	\$0.00	\$3,065.86
Total for VALLEY VIEW SCHOOL	\$3,063.57	\$2.29	\$0.00	\$3,065.86
<b>WHITTIER SCHOOL</b>				
ACTIVITY MISC	\$545.10	\$0.41	\$0.00	\$545.51
Total for WHITTIER SCHOOL	\$545.10	\$0.41	\$0.00	\$545.51
<b>ELEMENTARY TOTAL</b>	<b>\$14,350.02</b>	<b>\$10.66</b>	<b>(\$118.19)</b>	<b>\$14,242.49</b>

**GREAT FALLS PUBLIC SCHOOLS**  
**STUDENT ACTIVITY MONTHLY REPORT**  
 May 2024

<u>Account</u>	<u>Beginning</u>	<u>Revenue</u>	<u>Expense</u>	<u>Ending</u>
<b>EAST MIDDLE SCHOOL</b>				
8TH GRADE CLASS	\$204.75	\$0.15	\$0.00	\$204.90
ART DEPARTMENT	\$22.89	\$0.02	\$0.00	\$22.91
ATHLETIC SCHOLARSHIPS	\$570.83	\$0.43	\$0.00	\$571.26
DYNAMOS	\$5.87	\$0.00	\$0.00	\$5.87
EMMA STRONG	\$3,581.01	\$2.68	\$0.00	\$3,583.69
FISHING CLUB	\$16.32	\$0.01	\$0.00	\$16.33
IMPACT	\$20.21	\$0.02	\$0.00	\$20.23
INSTRUMENTAL ACTIVITIES	\$993.29	\$0.71	(\$40.00)	\$954.00
KIDS FIRST	\$111.28	\$0.08	\$0.00	\$111.36
MT ADVANCED OPPORTUNITIES ACT	\$33,363.60	\$22.70	(\$3,044.02)	\$30,342.28
RAM SPIRIT	\$40.19	\$0.03	\$0.00	\$40.22
ROBOTICS	\$134.77	\$0.10	\$0.00	\$134.87
STUDENT COUNCIL/GOVERNMENT	\$110.46	\$0.08	\$0.00	\$110.54
STUDENT STORE	\$694.75	\$0.52	\$0.00	\$695.27
SUPERSONICS	\$657.11	\$0.49	\$0.00	\$657.60
VIP MATH-SCIENCE	\$584.37	\$150.55	\$0.00	\$734.92
XTREME TEAM	\$1,336.36	\$1.00	\$0.00	\$1,337.36
YOUTH ALIVE	\$5.26	\$0.00	\$0.00	\$5.26
Total for EAST MIDDLE SCHOOL	\$42,453.32	\$179.57	(\$3,084.02)	\$39,548.87
<b>NORTH MIDDLE SCHOOL</b>				
ARCHERY CLUB	\$145.65	\$612.57	\$0.00	\$758.22
EMMA STRONG	\$3,580.57	\$2.68	\$0.00	\$3,583.25
EXTREME TEAM	\$772.99	\$162.70	\$0.00	\$935.69
FISHING CLUB	\$71.41	\$0.05	\$0.00	\$71.46
GRIZ SPIRIT	\$469.01	\$0.35	\$0.00	\$469.36
HOSA	\$0.10	\$0.00	\$0.00	\$0.10
MT ADVANCED OPPORTUNITIES ACT	\$19,545.29	\$13.92	(\$954.72)	\$18,604.49
NATIONAL JR HONOR SOCIETY	\$450.53	\$0.32	(\$16.99)	\$433.86
PHOTOGRAPHY CLUB	\$12.51	\$0.01	\$0.00	\$12.52
SCIENCE OLYMPIAD	\$366.76	\$0.27	\$0.00	\$367.03
SENSATIONAL SEVEN'S	\$437.48	\$0.33	\$0.00	\$437.81
SHOP	\$106.31	\$0.08	\$0.00	\$106.39
STUDENT COUNCIL/GOVERNMENT	\$4,011.58	\$261.95	\$0.00	\$4,273.53
STUDENT POP	\$96.10	\$29.02	\$0.00	\$125.12
TAG TEAM	\$2,581.02	\$301.98	(\$239.00)	\$2,644.00
THE BUSINESS	\$1,487.41	\$734.12	(\$730.00)	\$1,491.53
TNT TEAM	\$83.39	\$0.06	\$0.00	\$83.45
URSIDAE TEAM	\$345.14	\$0.26	\$0.00	\$345.40
VIKINGS/GLADI8ORS TEAM	\$264.02	\$0.20	\$0.00	\$264.22
YEARBOOK	\$2,902.34	\$802.39	(\$504.38)	\$3,200.35
YOUTH ALIVE	\$447.18	\$0.33	\$0.00	\$447.51
Total for NORTH MIDDLE SCHOOL	\$38,176.79	\$2,923.59	(\$2,445.09)	\$38,655.29
<b>MIDDLE SCHOOLS TOTAL</b>	<b>\$80,630.11</b>	<b>\$3,103.16</b>	<b>(\$5,529.11)</b>	<b>\$78,204.16</b>

GREAT FALLS PUBLIC SCHOOLS  
STUDENT ACTIVITY MONTHLY REPORT  
May 2024

<u>Account</u>	<u>Beginning</u>	<u>Revenue</u>	<u>Expense</u>	<u>Ending</u>
<b>GREAT FALLS HIGH SCHOOL</b>				
FOOTBALL	\$22,367.20	\$0.00	\$0.00	\$22,367.20
BOYS BASKETBALL	(\$7,472.16)	\$0.00	\$0.00	(\$7,472.16)
GIRLS BASKETBALL	(\$7,185.27)	\$0.00	\$0.00	(\$7,185.27)
WRESTLING	(\$10,019.76)	\$0.00	\$0.00	(\$10,019.76)
TRACK B&G	(\$558.00)	\$0.00	(\$2,082.00)	(\$2,640.00)
SOCCER B&G	(\$4,538.35)	\$0.00	\$0.00	(\$4,538.35)
X COUNTRY B&G	(\$593.48)	\$0.00	\$0.00	(\$593.48)
GOLF B&G	(\$7,481.07)	\$0.00	\$0.00	(\$7,481.07)
TENNIS B&G	(\$345.18)	\$0.00	(\$912.00)	(\$1,257.18)
SOFTBALL	(\$2,798.68)	\$0.00	(\$1,564.50)	(\$4,363.18)
SWIMMING B&G	\$147.82	\$0.00	\$0.00	\$147.82
VOLLEYBALL	(\$6,052.63)	\$0.00	\$0.00	(\$6,052.63)
ATHLETIC COOR WAGES	(\$504.04)	(\$0.38)	\$0.00	(\$504.42)
1:1 TECHNOLOGY FINES	\$280.45	\$913.87	\$0.00	\$1,194.32
AP HISTORY BOOKS	\$3,207.07	\$2.40	\$0.00	\$3,209.47
B AND G TRACK FUND	\$31,970.16	\$584.94	(\$3,222.00)	\$29,333.10
BAND ACTIVITY	\$33,132.68	\$1,229.83	(\$3,838.13)	\$30,524.38
BISON BARISTAS	\$2,628.82	\$1.44	(\$706.90)	\$1,923.36
BISON BUSINESS	\$6,800.00	\$2,387.80	\$1,241.87	\$10,429.67
BISON DIGITAL VIDEO	\$227.69	\$0.17	\$0.00	\$227.86
BISON LIFE SKILLS	\$91.76	\$55.11	\$0.00	\$146.87
BISON WEAR	\$17,481.62	\$9,594.18	(\$2,101.38)	\$24,974.42
BISONETTES	\$6,833.83	\$722.94	(\$621.24)	\$6,935.53
BOYS & GIRLS P.E. POP FUND	\$407.69	\$0.31	\$0.00	\$408.00
BOYS BASKETBALL	\$3,783.07	\$2.42	(\$555.47)	\$3,230.02
BOYS SOCCER	\$10,519.46	\$7.87	\$0.00	\$10,527.33
BUSINESS PROFESSIONALS OF AMER	\$15,823.46	\$1,806.08	(\$4,824.81)	\$12,804.73
CHEERLEADERS	\$20,726.11	\$4.68	(\$14,469.46)	\$6,261.33
CHOIR/DELPHIAN	\$27,847.53	\$2,298.32	(\$5,064.42)	\$25,081.43
CLASS OF 2024	\$6,152.01	\$4.60	\$0.00	\$6,146.61
CLASS OF 2025	\$4,382.64	\$3.26	(\$32.31)	\$4,353.59
CLASS OF 2026	\$661.48	\$0.50	\$0.00	\$661.98
CLASS OF 2027	\$2,044.84	\$1.53	\$0.00	\$2,046.37
CROSS COUNTRY	\$2,669.27	\$78.47	(\$1,456.00)	\$1,291.74
DECA CLUB	\$15,357.12	\$10.86	(\$855.00)	\$14,512.98
ELECTRICAL IT CLASSES	\$3,959.78	\$2.96	\$0.00	\$3,962.74
EMMA STRONG	\$3,581.01	\$2.68	\$0.00	\$3,583.69
ENGLISH NOVELS	\$3,433.46	\$182.70	\$0.00	\$3,616.16
FCCLA	\$1,916.93	\$1.43	\$0.00	\$1,918.36
FLY FISHING CLUB	\$205.60	\$0.15	\$0.00	\$205.75
FOOTBALL FUND	\$56,607.32	\$820.17	(\$17,089.74)	\$40,337.75
FOREIGN LANGUAGE CLUB	\$227.93	\$0.17	\$0.00	\$228.10
FRENCH CLUB	\$8.70	\$0.01	\$0.00	\$8.71
GEOLOGY CLUB	\$1,499.59	\$1.12	\$0.00	\$1,500.71
GERMAN CLUB	\$480.37	\$2.86	\$0.00	\$483.23
GFHS CLOTHING CLOSET	\$1,145.43	\$0.86	\$0.00	\$1,146.29
GFHS ROBOTICS CLUB	\$4,565.61	\$3.42	\$0.00	\$4,569.03
GIRLS BASKETBALL	\$15,566.15	\$11.46	(\$263.00)	\$15,314.61
GIRLS SOCCER	\$14,362.18	\$10.30	(\$599.90)	\$13,772.58
GOLF TEAM	\$4,504.19	\$3.37	\$0.00	\$4,507.56
GREAT FALLS MUSICALS	\$340.86	(\$0.04)	(\$400.00)	(\$59.18)
GREEN CLUB	\$137.50	\$0.10	\$0.00	\$137.60
HOSA	\$7,419.64	\$715.56	(\$329.79)	\$7,805.41
ICE RAGE	\$2,793.78	\$61.99	(\$196.17)	\$2,659.60
INCLUSION AND DIVERSITY CLUB	\$2,123.25	\$1.59	\$0.00	\$2,124.84
INIWA NEWSPAPER	\$807.21	\$0.60	\$0.00	\$807.81
JROTC	\$1,397.33	\$1,027.16	(\$4,890.79)	(\$2,466.30)
KEY CLUB	\$914.75	\$0.68	\$0.00	\$915.43
LIFE SKILLS STUDENTS 110	\$123.13	\$0.09	\$0.00	\$123.22
MathXL Dual Fees	\$4,743.14	\$3.55	\$0.00	\$4,746.69
MOTOR SPORTS CLUB	\$4,550.59	\$3.41	\$0.00	\$4,554.00

**GREAT FALLS PUBLIC SCHOOLS**  
**STUDENT ACTIVITY MONTHLY REPORT**  
 May 2024

<u>Account</u>	<u>Beginning</u>	<u>Revenue</u>	<u>Expense</u>	<u>Ending</u>
MT ADVANCED OPPORTUNITIES ACT	\$37,314.60	\$27.70	(\$317.00)	\$37,025.30
MUSIC FRUIT	\$0.02	\$0.00	\$0.00	\$0.02
NATIONAL HONOR SOCIETY	\$2,873.86	\$0.87	(\$1,711.56)	\$1,163.17
ORCHESTRA	\$4,297.12	\$280.13	(\$391.30)	\$4,185.95
PHOTOGRAPHY ART	\$49.60	\$25.06	\$0.00	\$74.66
POP FUND	\$10,378.34	\$6.40	(\$1,825.00)	\$8,559.74
POWDER PUFF FOOTBALL	\$590.76	\$0.44	\$0.00	\$591.20
ROCKETRY CLUB	\$317.02	\$0.00	(\$85.73)	\$231.29
ROUNDUP ANNUAL	\$38,949.24	\$6,859.57	(\$144.94)	\$45,663.87
SELECT	\$368.11	\$50.31	\$0.00	\$418.42
SOFTBALL	\$23,129.38	\$165.45	(\$2,638.54)	\$20,656.29
SPANISH CLUB	\$1,365.06	\$1.02	\$0.00	\$1,366.08
SPIRIT SHIRTS	\$3,419.51	\$2.56	\$0.00	\$3,422.07
STUDENT COUNCIL/GOVERNMENT	\$27,954.15	\$20.36	(\$755.30)	\$27,219.21
STUDENT LANDSCAPE PROJECT FUND	\$25,527.09	\$4,702.61	\$0.00	\$30,229.70
SWIM TEAM	\$15,361.36	\$11.50	\$0.00	\$15,372.86
TENNIS	\$8,798.29	\$95.68	(\$1,295.33)	\$7,598.64
VICA	\$100.54	\$0.08	\$0.00	\$100.62
VIDEO PRODUCTIONS	\$1,866.73	\$1.36	(\$50.32)	\$1,817.77
VOLLEYBALL	\$25,029.50	\$18.74	\$0.00	\$25,048.24
WARFAIR ACTIVITY	\$0.02	\$0.00	\$0.00	\$0.02
WRESTLING	\$18,616.29	\$193.20	(\$1,165.83)	\$17,643.66
YELLOWSTONE FIELD TRIP	\$1,967.08	\$1.47	\$0.00	\$1,968.55
Total for GREAT FALLS HIGH SCHOOL	\$573,684.26	\$35,034.06	(\$75,213.99)	\$533,494.33
<b>ATLERNATIVE EDUCATION</b>				
COFFEE SHOP	\$387.02	\$0.00	(\$388.36)	(\$1.34)
LYNX GRAFIX	\$21,820.67	\$13.56	(\$3,709.25)	\$18,124.98
PARIS GIBSON AUTOMOTIVE CLUB	\$2,886.39	\$1.74	(\$558.45)	\$2,329.68
PARIS GIBSON DESIGNS	\$10,782.31	\$8.07	\$0.00	\$10,790.38
STUDENT COUNCIL/GOVERNMENT	\$9,277.76	\$6.95	\$0.00	\$9,284.71
YEAR BOOK	\$3,200.82	\$2.40	\$0.00	\$3,203.22
Total for ATLERNATIVE EDUCATION	\$48,354.97	\$32.72	(\$4,656.06)	\$43,731.63
<b>CM RUSSELL HIGH SCHOOL</b>				
FOOTBALL	\$10,591.63	(\$2,507.50)	\$0.00	\$8,084.13
BOYS BASKETBALL	(\$13,167.43)	(\$1,902.00)	(\$387.37)	(\$15,456.80)
GIRLS BASKETBALL	(\$14,132.04)	(\$1,245.00)	(\$123.44)	(\$15,500.48)
WRESTLING	(\$12,570.47)	(\$223.00)	\$0.00	(\$12,793.47)
TRACK B&G	(\$2,428.71)	\$0.00	(\$3,291.20)	(\$5,719.91)
SOCCER B&G	(\$4,475.08)	(\$187.00)	\$0.00	(\$4,662.08)
X COUNTRY B&G	(\$3,084.16)	\$0.00	\$0.00	(\$3,084.16)
GOLF B&G	(\$7,768.07)	\$0.00	\$0.00	(\$7,768.07)
TENNIS B&G	(\$107.00)	\$30.33	(\$2,986.82)	(\$3,063.49)
SOFTBALL	\$1,250.42	\$1,805.50	(\$3,252.95)	(\$197.03)
VOLLEYBALL	(\$9,702.05)	(\$1,036.00)	\$0.00	(\$10,738.05)
ACADEMIC BOWL	\$303.56	\$200.38	\$0.00	\$503.94
ANNUAL	\$89,927.05	\$5,762.17	(\$15,408.37)	\$80,280.85
AP CHEMISTRY	\$1,279.79	\$0.96	\$0.00	\$1,280.75
ART CLUB	\$2,266.57	\$266.46	(\$586.33)	\$1,946.70
BAND	\$68,575.63	\$249.21	(\$5,714.99)	\$63,109.85
BIOLOGY 3-4	\$1,962.61	\$1.47	\$0.00	\$1,964.08
BOYS SOCCER	\$8,122.16	\$6.08	\$0.00	\$8,128.24
BOYS TRACK	\$22,695.96	\$13.79	(\$4,278.98)	\$18,430.77
BUSINESS PROFESSIONALS OF AMER	\$14,815.54	\$5,226.88	(\$1,259.08)	\$18,783.34
CHEERLEADERS	\$2,131.73	\$264.86	(\$2,578.00)	(\$181.41)
CLASS OF 2024	\$15,301.38	\$1,121.92	(\$485.00)	\$15,938.30
CLASS OF 2025	\$5,015.46	\$3.75	\$0.00	\$5,019.21
CLASS OF 2026	\$1,874.73	\$1.40	\$0.00	\$1,876.13
CLASS OF 2027	\$401.89	\$0.30	\$0.00	\$402.19
CMR DRAFTING	\$448.19	\$0.34	\$0.00	\$448.53
CMR ELECTRONICS	\$8,456.81	\$1,507.11	(\$462.89)	\$9,501.03
CROSS COUNTRY	\$2,027.66	\$7,806.36	\$0.00	\$9,834.02
DECA CLUB	\$2,579.85	\$1,898.32	(\$950.83)	\$3,527.34


**GREAT FALLS PUBLIC SCHOOLS**  
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May 2024

<u>Account</u>	<u>Beginning</u>	<u>Revenue</u>	<u>Expense</u>	<u>Ending</u>
DRAMATICS CLUB	\$11,981.13	\$308.03	(\$1,550.79)	\$10,738.37
EMMA STRONG	\$3,101.45	\$2.32	\$0.00	\$3,103.77
ENGLISH NOVELS	\$1,267.00	\$81.01	\$0.00	\$1,348.01
FAMILY CONSUMER SCIENCE	\$60,163.63	\$4,256.07	(\$2,160.92)	\$62,258.78
FOOTBALL PROGRAMS	\$18,975.54	\$407.50	(\$9,362.73)	\$10,020.31
FRENCH CLUB	\$649.49	\$0.49	\$0.00	\$649.98
GERMAN CLUB	\$1,981.85	\$1.48	\$0.00	\$1,983.33
GIRLS BASKETBALL	\$14,260.11	\$3,812.86	(\$878.94)	\$17,194.03
GIRLS SOCCER	\$24,140.80	\$18.02	(\$66.12)	\$24,092.70
GOLF TEAM	\$3,185.90	\$2.36	(\$30.00)	\$3,158.26
GRADUATION MATTERS	\$0.01	\$0.00	\$0.00	\$0.01
HOSA	\$29,069.00	\$12,680.77	(\$15,028.74)	\$26,721.03
KEY CLUB	\$9,475.23	\$4.26	(\$3,779.07)	\$5,700.42
MOXIE	\$0.06	\$0.00	\$0.00	\$0.06
MT ADVANCED OPPORTUNITIES ACT	\$8,036.70	\$4.90	(\$1,491.67)	\$6,549.93
NATIONAL HONOR SOCIETY	\$345.36	\$0.26	\$0.00	\$345.62
NATIVE AMERICAN CLUB	\$112.36	\$0.08	\$0.00	\$112.44
NEWSPAPER	\$2,253.85	\$1.69	\$0.00	\$2,255.54
ORCHESTRA	\$26,586.89	\$1,949.05	(\$1,598.09)	\$26,937.85
PHYSICS FIELD TRIP	\$1,335.96	\$1.00	\$0.00	\$1,336.96
POP FUND	\$0.61	\$0.00	\$0.00	\$0.61
ROBOTICS	\$908.58	\$0.68	\$0.00	\$909.26
RUSTLER GEAR	\$3,686.27	\$2.76	\$0.00	\$3,689.03
RUSTLER PRIDE	\$8,687.77	\$614.44	(\$1,200.00)	\$8,102.21
RUSTLERS INC	\$2,659.62	\$1.76	(\$306.79)	\$2,354.59
SCHOOL STORE	\$41,036.75	\$6,347.78	(\$5,697.79)	\$41,686.74
SCIENCE RESEARCH CLUB	\$299.08	\$0.22	\$0.00	\$299.30
SOFTBALL	\$10,894.82	\$457.09	(\$1,868.24)	\$9,483.67
SPANISH CLUB	\$130.86	\$0.10	\$0.00	\$130.96
SPEECH & DEBATE	\$5,464.73	\$11,067.56	(\$5,468.86)	\$11,063.43
STUDENT COUNCIL/GOVERNMENT	\$2,416.34	\$1.81	\$0.00	\$2,418.15
SWIMMING CLUB	\$2,466.77	\$1.85	\$0.00	\$2,468.62
T.A.P.E. CLUB	\$2,041.93	\$1.53	\$0.00	\$2,043.46
TENNIS	\$14,407.44	\$129.25	(\$2,173.70)	\$12,362.99
TRIPLE-R-CLUB	\$289.77	\$0.22	\$0.00	\$289.99
VICA	\$979.73	\$0.40	(\$440.94)	\$539.19
VIDEO PRODUCTIONS	\$51.86	\$0.04	\$0.00	\$51.90
VOCAL MUSIC	\$38,705.69	\$444.62	(\$8,522.98)	\$30,627.33
VOCATIONAL RESOURCE	\$3,952.84	\$175.04	(\$62.38)	\$4,065.50
VOLLEYBALL	\$17,842.29	\$13.36	\$0.00	\$17,855.65
WRANGLERS	\$8,177.66	\$6.12	\$0.00	\$8,183.78
WRESTLING	\$10,419.17	\$7.34	(\$619.00)	\$9,807.51
Total for CM RUSSELL HIGH SCHOOL	\$585,036.51	\$61,873.21	(\$104,074.00)	\$542,835.72
<b>HIGH SCHOOLS TOTAL</b>	<b>\$1,207,075.74</b>	<b>\$96,939.99</b>	<b>(\$183,944.05)</b>	<b>\$1,120,061.68</b>

GREAT FALLS PUBLIC SCHOOLS  
STUDENT ACTIVITY MONTHLY REPORT  
May 2024

<u>Account</u>	<u>Beginning</u>	<u>Revenue</u>	<u>Expense</u>	<u>Ending</u>
<b>INDIAN EDUCATION</b>				
INDIAN EDUCATION DRUM GROUP	\$462.87	\$0.35	\$0.00	\$463.22
POW WOW'S	(\$5,219.59)	\$1.96	\$7,835.50	\$2,617.87
Total for INDIAN EDUCATION	(\$4,756.72)	\$2.31	\$7,835.50	\$3,081.09
<b>INDEPENDENT PROGRAMS TOTAL</b>	<b>(\$4,756.72)</b>	<b>\$2.31</b>	<b>\$7,835.50</b>	<b>\$3,081.09</b>
<b>DISTRICT TOTAL</b>	<b>\$1,297,299.15</b>	<b>\$100,056.12</b>	<b>(\$181,755.85)</b>	<b>\$1,215,589.42</b>



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. E.

CABINET MEMBER: Brian Patrick

### TOPIC

Centerville Public School District Bus Stop Request Within the Great Falls Public School District Boundaries

### STRATEGIC PLAN

#### Healthy Safe and Secure Schools

### BACKGROUND

Per [MCA 20-10-126](#) - *Establishment of Transportation Service Areas*, Centerville Public School District is requesting permission for two bus routes to enter into the Great Falls District for the 2024-2025 school year. Bus route # 6 would not stop in the District to pick up or drop off any students. Bus route # 3 would stop at Eden Market to pick up and drop off students.

### DISCUSSION

This is an annual request from Centerville Public Schools which has traditionally been granted. There is not a convenient or safe turn around for bus route # 6 in the Centerville School District. Therefore, this route is strictly a nonstop route through the Great Falls School District. Bus route # 3 has for many years stopped at Eden Market to pick up and drop off students. Students who are from our District and are attending Centerville Public Schools have signed Student Attendance Agreements. Our District will be charged tuition on the students who attend the Centerville School.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to allow Centerville Public Schools to enter the District with two bus routes, allowing one to stop within the Great Falls Public School District boundaries for the 2024-2025 school year.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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# CENTERVILLE PUBLIC SCHOOLS

693 Stockett Road

PO Box 100

Sand Coulee, MT 59472

Phone (406) 736-5167 / Fax (406) 736-5210

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☐Home of the Centerville Miners☐

May 17, 2024

Great Falls Public Schools  
Transportation Department  
PO Box 2429  
Great Falls, MT 59403

TO: Julie Shotnokoff

FROM: Rhonda Umphres, Administrative Secretary

RE: Bus Route


The Centerville Public Schools is requesting permission to travel through the Great Falls District to Trailer Terrace to complete our bus route #3.

We would also like to request permission to have our bus route #1 pass through Trailer Terrace area, from Wilson Butte Road to Eden Highway.

Thank you for understanding our concern for safety in this matter.

*Rhonda Umphres*

Assistant District Clerk  
Administrative Secretary  
Registrar  
Centerville Public Schools  
693 Stockett Rd  
Sand Coulee, MT 59472  
406-736-5167 Ext 221

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. F.

CABINET MEMBER: Brian Patrick

### TOPIC

Belt Public School District Bus Stop Request Within the Great Falls Public School District Boundaries

### STRATEGIC PLAN

Healthy, Safe and Secure Schools

### BACKGROUND

Per [MCA 20-10-126](#) - *Establishment of Transportation Service Areas*, Belt Public School District is requesting permission for a bus route to enter into the Great Falls District for the 2024-2025 school year. The bus will pick up students living in the Foothills Ranch subdivision off of U.S. HWY 89.

### DISCUSSION

This is for a family who previously attended Belt and has built a house in this subdivision.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to allow Belt Public Schools to enter the District with a route to pick up students at the Foothills Ranch subdivision within the Great Falls Public School District boundaries for the 2024-2025 school year.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)

# BELT PUBLIC SCHOOLS

SCHOOL DISTRICT No. 29

P.O. Box 197

Belt, Montana 59412

Telephone (406) 277-3351

Fax (406) 277-4466

Board of Trustees of the GFPS  
1100 4<sup>th</sup> Street South  
Great Falls, MT 59405

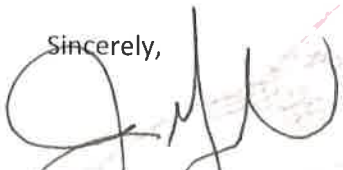
April 10, 2024

Re: Reciprocal Transportation Agreement

Dear GFPS Board of Trustees,


In previous years we have had a reciprocal transportation agreement between our districts. Belt is requesting to continue this agreement during the 2024-2025 school year. Attached is a transportation agreement that was approved by the Belt School Board at the April 9<sup>th</sup> meeting. If your board chooses to approve the transportation agreement, please return an approved, signed copy to the Belt School. Thank you for your consideration.

Sincerely,



Mr. Joe Gaylord  
Belt Public Schools  
[jgaylord@beltschool.com](mailto:jgaylord@beltschool.com)  
406-277-3351



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. G.

CABINET MEMBER: Brian Patrick

### TOPIC

Sun River Valley District #55F Bus Stop Request Within the Great Falls Public School District Boundaries

### STRATEGIC PLAN

#### Healthy Safe and Secure Schools

### BACKGROUND

Per [MCA 20-10-126](#) - *Establishment of Transportation Service Areas*, Sun River School District is requesting permission to allow a bus stop at the Sun Prairie Convenience Store, located at 101 Truman Avenue in Sun Prairie.

### DISCUSSION

The request will allow for a safe location where the bus can pull off the roadway to board students for the 2024-2025 school year. This request has been granted in the past.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to allow the Sun River School District a bus stop within the Great Falls Public School District boundaries for the 2024-2025 school year.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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## Sun River Valley Schools

- Simms High School -  
- Fort Shaw Elementary -

*Excellence in Education*

**Dave Marzolf** – Superintendent x775

**Luke McKinley** – 6-12 Principal x123

**Holly Kincaid** – K-5 Principal x602

**Belinda Klick** – Business Manager x122

**Becky Hart** – Technology Coordinator x110

**Melissa Rippenburg** – Sped Coordinator x106

SRVS.K12.MT.US (406) 264-5110 Fax (406) 264-5189 PO Box 380 / 123 Walker Street, Simms, MT 59477

May 15, 2024

Great Falls Public Schools  
PO Box 2429  
Great Falls, MT 59403

Dear Mrs. Shotnokoff and the Great Falls Board of Trustees:

We are once again requesting permission to pick up students attending Sun River Valley School District #55F at the Sun Prairie Convenience Store for the safety and well-being of our students. This will be for the 2024-2025 school year.


If you have any questions, please call me at 264-5111, extension 775.

Thank you for your consideration.

Sincerely,

David P. Marzolf  
Superintendent/HS Principal/Transportation Supervisor  
Sun River Valley Public Schools



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. H.

CABINET MEMBER: Brian Patrick

### TOPIC

Vaughn School District Bus Stop Requests Within Great Falls Public School District Boundaries

### STRATEGIC PLAN

Healthy Safe and Secure Schools

### BACKGROUND

Per [MCA 20-10-126](#) – *Establishment of Transportation Services Areas*, Vaughn School District is requesting permission to allow three bus stops in Sun Prairie. These stops are at the Sun Prairie Convenience Store at 101 Truman Avenue, 1047 Grant Drive, and 1<sup>st</sup> Street West and Cleveland. All of these stops are within the Great Falls District boundaries.

### DISCUSSION

The request will allow for safe locations where the bus can pull off the roadway to board students for the 2024-2025 school year. This request for a stop has been granted in the past.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to allow the Vaughn School District bus stops within the Great Falls Public School District boundaries for the 2024-2025 school year.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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## Vaughn Public School

*"Home of the Wildcats"*

P.O. Box 279  
Vaughn MT 59487  
406- 965-2231  
[www.vaughnschool.com](http://www.vaughnschool.com)

Loren Dunk, Superintendent  
Thad Wollan, Principal  
Jeff Down, Business Manager  
[ldunk@vaughnschool.com](mailto:ldunk@vaughnschool.com)  
[twollan@vaughnschool.com](mailto:twollan@vaughnschool.com)  
[jdown@vaughnschool.com](mailto:jdown@vaughnschool.com)

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April 23, 2024

Julie Shotnokoff  
Great Falls Public Schools  
1100 4 Street South  
Great Falls, MT 59405

Dear Julie,


The Vaughn Public Schools are again requesting permission to enter the Great Falls School District to pick up and drop off elementary (K-8) students during the 2023-2024 school year. Per our previous agreement, the Vaughn School is asking permission to have three bus stops in Sun Prairie Village. The bus stops are Sinclair Convenience Store, 1047 Grant Drive, and the corner of 1<sup>st</sup> Street West and Cleveland.

The Vaughn Schools appreciate the Great Falls Public Schools' understanding of the need to provide a safe location for bus stops for elementary students.

Please feel free to contact me with any questions.

Sincerely,

Thad Wollan  
Principal  
Vaughn Public Schools  
[twollan@vaughnschool.com](mailto:twollan@vaughnschool.com)  
(406) 965-2231

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. I.

CABINET MEMBER: Brian Patrick

### TOPIC

Outstanding (More Than One Year Old) Warrants (Checks)

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

Requesting permission to cancel outstanding warrants (checks) in accordance with Section [20-9-223, MCA, 1971](#)

### DISCUSSION

The Trustees of any school district shall be authorized to cancel any warrant (check) that has been issued for at least one (1) year. The contractual obligations of the District that have been satisfied by the issuance of the check shall not be terminated until the time specified by [Montana State Codes Title 27-2-202](#) (1) has elapsed (8 years). When a warrant (check) has been cancelled and the obligation has not terminated under [Montana State Codes Title 27-2-202 \(1\)](#), the District may issue a duplicate warrant (check) without completion of an indemnity bond by the payee.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve the cancelation of the outstanding warrants (checks) listed on the attached list in accordance with Section [20-9-223, MCA, 1971](#).

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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Great Falls Public Schools

Great Falls, Montana  
Date 7/01/2024

TO: Board of Trustees  
Great Falls Public Schools

FROM: Mr. Brian Patrick  
Director of Business Operations

RE: Cancellation of Outstanding Warrants (Checks)

Permission is hereby requested to cancel the following outstanding warrants (checks) in accordance with Section 20-9-223, M.C.A., 1971, namely, "The trustees of any school district shall be authorized to cancel any warrant (check) that has been issued for at least one (1) year. However, the contractual obligations of the district that have been satisfied by the issuance of the warrant (check) shall not be terminated until the time specified by 27-2-202 (1) has elapsed. When a warrant (check) has been cancelled and the obligation has not terminated under 27-2-202 (1), the district may issue a duplicate warrant (check) without completion of an indemnity bond by the payee."

<u>WARRANT (CHECK)</u> <u>NUMBER</u>	<u>MONTH &amp; YEAR OF ISSUE</u>	<u>AMOUNT</u>
---	----------------------------------	---------------

ACCOUNTS PAYABLE Check number	Date	Amount
123013	7/14/22	\$53.80
123273	7/28/22	\$1,875.00
123330	8/4/22	\$59.49
123840	9/2/22	\$500.00
124072	9/8/22	\$127.47
124132	9/15/22	\$20.00
124163	9/15/22	\$31.88
124186	9/15/22	\$117.60
124231	9/22/22	\$5.48
124314	9/22/22	\$146.81
124375	9/28/22	\$5.25
124478	10/6/22	\$22.42
124947	10/27/22	\$38.13
124950	10/27/22	\$109.93
125059	11/03/22	\$83.38


125269	11/17/22	\$120.01
125559	12/8/22	\$124.49
125571	12/8/22	\$125.00
125664	12/15/22	\$88.64
125768	12/21/22	1,390.10
125820	12/21/22	\$19.94
125825	12/21/22	\$14.42
126045	1/5/23	\$26.73
126534	2/2/23	\$157.64
126695	2/16/23	\$94.27
126720	6/16/23	\$15.93
127050	2/16/23	\$10.00
127458	3/30/23	\$15.00
127542	4/5/23	\$19.13
127557	4/5/23	\$51.53
127579	4/5/23	\$47.71
127668	4/13/23	\$55.80
127998	5/4/23	\$98.89
128617	6/8/23	\$30.08
128760	6/15/23	\$12.79
128835	6/15/23	\$43.49
128898	6/22/23	\$58.00
128941	6/22/23	\$105.31
128979	6/22/23	74.49
	<b>TOTAL</b>	<b>\$5,996.03</b>
<b>PAYROLL</b>		
<b>Check number</b>	<b>Date</b>	<b>Amount</b>
76277	8/31/22	\$99.04
76291	08/31/22	\$49.52
76457	09/30/22	\$4.69
76503	09/30/22	\$17.06
76620	10/19/22	\$2,238.52
76757	10/31/22	\$1,523.33
76842	11/10/22	\$74.77
76879	11/10/22	\$111.67
76972	11/30/22	\$21.05
77020	11/30/22	\$53.04
77285	12/30/22	\$55.89
77298	12/30/22	\$50.20
77354	01/10/23	\$495.20
77355	01/10/23	\$40.56

77367	01/10/23	\$36.89
77368	01/10/23	\$36.89
77629	02/10/23	\$81.11
77778	02/28/23	\$0.61
77844	02/28/23	\$55.89
78058	03/31/23	\$1,038.27
78145	03/31/23	\$33.13
78348	04/28/23	\$192.56
78443	04/28/23	\$50.20
78640	5/31/23	\$41.09
78658	5/31/23	\$346.00
78710	5/31/23	\$58.73
78711	5/31/22	\$2.85
78714	5/31/23	\$24.18
78748	05/31/23	\$24.18
78982	06/30/23	\$0.32
	<b>TOTAL</b>	<b>\$6,857.44</b>
<b>STUDENT ACTIVITY</b>		
<b>Check number</b>	<b>Date</b>	<b>Amount</b>
133308	11/01/2022	\$18.00
132944	9/27/22	\$32.98
132952	9/27/22	\$54.00
132990	10/04/21	\$54.00
132994	10/04/21	\$36.09
133430	11/10/22	\$9.82
133453	11/10/22	\$19.86
133469	11/15/22	\$12.00
133476	11/15/22	\$20.00
132966	9/27/22	\$100.00
132985	9/27/22	\$25.00
133013	10/04/22	\$6.73
133025	10/04/22	\$125.33
133160	10/18/22	\$50.00
133343	11/03/22	\$32.20
133451	11/10/22	\$54.00
133761	09/01/22	\$153.00
133279	11/01/22	\$20.00
133282	11/01/22	\$20.00
133311	11/01/22	\$24.00
133458	11/15/22	\$16.00
132679	08/23/22	\$2,998.69
132905	9/20/22	\$113.63

133450	11/10/22	\$32.20
133459	11/15/22	\$12.00
133487	11/15/22	\$12.00
133591	12/01/22	\$18.00
133592	12/01/22	\$18.00
133593	12/01/22	\$138.00
133596	12/01/22	\$18.00
133608	12/01/22	\$18.00
133671	12/13/22	\$300.00
133683	12/13/22	\$5.00
133776	12/21/22	\$10.00
133881	1/5/23	\$15.00
133923	01/10/23	\$60.00
133952	01/12/23	\$650.00
134056	01/26/23	\$109.50
134358	02/28/23	\$172.56
134444	03/07/23	\$309.16
134449	03/07/23	\$19.90
134577	03/21/23	\$144.00
134586	03/21/23	\$10.00
134602	03/23/23	\$10.00
134607	03/30/23	\$72.00
134685	03/30/23	\$77.42
134766	04/13/23	\$34.00
134767	04/13/23	\$22.00
134775	04/13/23	\$16.00
134778	04/13/23	\$32.00
134847	04/20/23	\$9.99
134939	05/04/23	\$50.00
134971	05/04/23	\$2,924.04
135004	05/09/23	\$100.00
135015	05/09/23	\$47.33
134153	05/23/23	\$250.00
135225	06/01/23	\$96.00
135247	06/06/23	\$15.00
135281	06/06/23	\$15.00
135264	06/06/23	\$10.00
135265	06/06/23	\$13.00
135267	06/06/23	\$20.00
135291	06/08/23	\$150.00
135294	06/08/23	\$67.95

135361	06/20/23	\$20.00
135386	06/22/23	\$25.00
135421	06/28/23	\$30.00
	<b>TOTAL</b>	<b>\$10,173.38</b>



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. J.

CABINET MEMBER: Brian Patrick

### TOPIC

Incoming Student Attendance Agreements for the 2024-2025 School Year

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

Under the provisions of [MCA 20-5-320](#) – *Attendance with Discretionary Approval* and [MCA 20-5-321](#) – *Attendance with Mandatory Approval – Tuition and Transportation*, and [Board Policy 3141](#) – *Nonresident Student Enrollment*, students from outside of the Great Falls District are requesting to attend school in Great Falls for the 2024-2025 school year.

### DISCUSSION

The following students are requesting to attend school in Great Falls for the 2024-2025 school year:

STUDENT IDENTIFIER	DISTRICT OF RESIDENCE	GRADE
79100105	BELT	10
617111733	CENTERVILLE	12

### FISCAL IMPLICATIONS


Tuition fees to be paid for by the District of Residence.

### RECOMMENDATION

The District Board is requested to approve the Incoming Student Attendance Agreements for the students listed above, with tuition to be paid for by the District of Residence.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finnicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Communication

AGENDA ITEM NUMBER: VI. A.

CABINET MEMBER: Stephanie Becker

### TOPIC

Annual Great Falls Public Schools Foundation Report

### STRATEGIC PLAN

Student Achievement, Safe and Secure Schools and Stewardship and Accountability

### BACKGROUND

School Board Trustees established the Great Falls Public Schools (GFPS) Foundation in 2010. Trustees appointed an independent board to govern and move the Foundation forward in 2011. The GFPS Foundation's mission is to enhance high-quality teaching and life-long learning for students in Great Falls Public Schools by funding innovative educational programs, building enhancements, and scholarships. The Foundation Board and staff continues to be successful in raising funds to support this mission. Donors generously support four major areas: Educator Grants, Scholarships, Building Enhancements, and Student and Teacher Recognition. Additionally, donor funding supports student basic needs and food pantries.

### Discussion

The Foundation Executive Director and Foundation Board members will report how the organization is enhancing education from transitional kindergarten through undergraduate studies for Great Falls Public Schools students and teachers.

### FISCAL IMPLICATIONS


N/A

### RECOMMENDATION

This report is for information only. No action is requested at this time.

For more information about this item, please contact Director of the Great Falls Public Schools Foundation Stephanie Becker at (406) 268-6021.

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 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finnicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. A.

CABINET MEMBER: Brian Patrick

### TOPIC

Financial Report and Check Register for May 2024

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

The check register and bank reconciliation are available in the Business Office. Trustees Bronson, Finnicum and Turoski act as the Board's liaisons and review the financial data.

### DISCUSSION

This monthly update on the fiscal business of the District is designed to provide Trustees and the public with up-to-date and timely information on revenue and expenditures, fiscal operations, and the overall financial position of the Great Falls Public Schools.

### FISCAL IMPLICATIONS

See attached reports.

### RECOMMENDATIONS

The District Board is requested to accept the monthly financial report and approve the register of payments for May 2024.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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**Great Falls Public Schools  
Fund Budget Report  
May 2024**

<u>Account</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Balance</u>	<u>% Budget Remaining</u>
<b>101            ELEMENTARY GENERAL</b>					
<b>REVENUE</b>					
1XXX Local	(\$15,247,180.19)	(\$2,677,465.94)	(\$11,409,837.72)	(\$3,837,342.47)	25.17
3XXX State	(\$37,963,854.11)	(\$6,035,976.00)	(\$32,785,473.68)	(\$5,178,380.43)	13.64
5XXX Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00
6XXX Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	0.00
7XXX CARES	\$0.00	\$0.00	\$0.00	\$0.00	0.00
9XXX Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Subtotal:	(\$53,211,034.30)	(\$8,713,441.94)	(\$44,195,311.40)	(\$9,015,722.90)	16.94
<b>EXPENDITURE</b>					
1XX Salaries	\$40,287,382.95	\$3,026,070.84	\$29,021,092.26	\$11,266,290.69	27.96
2XX Benefits	\$4,928,740.96	\$333,058.36	\$3,142,343.75	\$1,786,397.21	36.24
3XX Contracted	\$803,173.24	\$61,403.93	\$528,653.93	\$274,519.31	34.18
4XX Utilities/Repair	\$2,090,750.00	\$177,383.81	\$1,941,676.80	\$149,073.20	7.13
5XX Other Services	\$1,077,325.05	\$44,744.13	\$241,556.83	\$835,768.22	77.58
61X Supplies	\$1,334,270.30	\$182,706.07	\$822,558.91	\$511,711.39	38.35
62X Energy Supplies	\$65,650.00	\$4,375.43	\$46,257.30	\$19,392.70	29.54
64X Books	\$333,646.00	\$2,995.08	\$50,269.33	\$283,376.67	84.93
66X Minor Equipment	\$245,786.00	\$12,348.31	\$108,383.03	\$137,402.97	55.90
68X Software	\$529,494.60	\$144,667.63	\$438,483.69	\$91,010.91	17.19
7XX Capital Outlay	\$221,500.00	\$28,989.97	\$263,355.51	(\$41,855.51)	-18.90
8XX Misc	\$888,208.00	\$6.90	\$538,226.13	\$349,981.87	39.40
9XX Transfers	\$405,107.20	\$0.00	\$0.00	\$405,107.20	100.00
Others					
Subtotal:	\$53,211,034.30	\$4,018,750.46	\$37,142,857.47	\$16,068,176.83	30.20
<b>201            HIGH SCHOOL GENERAL</b>					
<b>REVENUE</b>					
1XXX Local	(\$7,356,001.68)	(\$1,313,677.49)	(\$5,546,416.27)	(\$1,809,585.41)	24.60
3XXX State	(\$18,798,927.37)	(\$2,998,043.82)	(\$16,238,359.40)	(\$2,560,567.97)	13.62
5XXX Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00
6XXX Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	0.00
7XXX CARES	\$0.00	\$0.00	\$0.00	\$0.00	0.00
9XXX Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Subtotal:	(\$26,154,929.05)	(\$4,311,721.31)	(\$21,784,775.67)	(\$4,370,153.38)	16.71
<b>EXPENDITURE</b>					
1XX Salaries	\$18,433,981.45	\$1,506,328.02	\$14,321,959.93	\$4,112,021.52	22.31
2XX Benefits	\$2,454,295.09	\$176,038.20	\$1,649,051.95	\$805,243.14	32.81
3XX Contracted	\$594,525.11	\$48,136.71	\$360,978.92	\$233,546.19	39.28
4XX Utilities/Repair	\$1,549,250.34	(\$8,917.01)	\$1,040,854.27	\$508,396.07	32.82
5XX Other Services	\$1,093,756.54	\$52,466.73	\$523,507.47	\$570,249.07	52.14
61X Supplies	\$822,258.00	\$103,499.28	\$677,890.26	\$144,367.74	17.56
62X Energy Supplies	\$36,000.00	\$578.49	\$20,266.26	\$15,733.74	43.70
64X Books	\$183,230.00	\$10,315.44	\$59,291.77	\$123,938.23	67.64
66X Minor Equipment	\$150,069.28	\$2,158.78	\$56,771.91	\$93,297.37	62.17
68X Software	\$278,900.00	\$71,254.20	\$215,665.40	\$63,234.60	22.67
7XX Capital Outlay	\$253,319.51	\$55,228.62	\$159,968.90	\$93,350.61	36.85
8XX Misc	\$279,976.00	\$14,633.40	\$176,527.97	\$103,448.03	36.95
9XX Transfers	\$25,367.73	\$0.00	\$0.00	\$25,367.73	100.00
Subtotal:	\$26,154,929.05	\$2,031,720.86	\$19,262,735.01	\$6,892,194.04	26.35
<b>110            ELEMENTARY TRANSPORTATION</b>					
<b>REVENUE</b>					
Subtotal:	(\$3,850,157.00)	(\$335,378.20)	(\$1,709,683.38)	(\$2,140,473.62)	55.59
<b>EXPENDITURE</b>					
Subtotal:	\$3,850,157.00	\$291,583.78	\$2,269,327.31	\$1,580,829.69	41.06

Great Falls Public Schools  
Fund Budget Report  
May 2024

<u>Account</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Balance</u>	<u>% Budget Remaining</u>
<b>210</b>	<b>HIGH SCHOOL TRANSPORTATION</b>					
<b>REVENUE</b>						
	Subtotal:	(\$1,785,425.14)	(\$268,205.96)	(\$1,220,519.23)	(\$564,905.91)	31.64
<b>EXPENDITURE</b>						
	Subtotal:	\$1,785,425.14	\$152,889.20	\$1,186,005.01	\$599,420.13	33.57
<b>112</b>	<b>ELEMENTARY SCHOOL FOOD SERVICE</b>					
<b>REVENUE</b>						
	Subtotal:	(\$5,195,815.00)	(\$245,041.33)	(\$4,428,210.55)	(\$767,604.45)	14.77
<b>EXPENDITURE</b>						
	Subtotal:	\$5,195,815.00	\$565,501.78	\$4,229,466.87	\$966,348.13	18.60
<b>114</b>	<b>ELEMENTARY RETIREMENT</b>					
<b>REVENUE</b>						
	Subtotal:	(\$8,000,000.00)	(\$2,492,101.95)	(\$6,865,852.54)	(\$1,134,147.46)	14.18
<b>EXPENDITURE</b>						
	Subtotal:	\$8,000,000.00	\$613,098.11	\$5,698,313.89	\$2,301,686.11	28.77
<b>214</b>	<b>HIGH SCHOOL RETIREMENT</b>					
<b>REVENUE</b>						
	Subtotal:	(\$4,500,000.00)	(\$949,505.97)	(\$3,466,835.08)	(\$1,033,164.92)	22.96
<b>EXPENDITURE</b>						
<b>Others</b>						
	Subtotal:	\$4,500,000.00	\$272,425.48	\$2,623,306.63	\$1,876,693.37	41.70
<b>117</b>	<b>ELEMENTARY ADULT EDUCATION</b>					
<b>REVENUE</b>						
	Subtotal:	(\$537,204.00)	(\$67,279.83)	(\$283,718.27)	(\$253,485.73)	47.19
<b>EXPENDITURE</b>						
	Subtotal:	\$537,204.00	\$25,936.99	\$336,604.18	\$200,599.82	37.34
<b>217</b>	<b>HIGH SCHOOL ADULT EDUCATION</b>					
<b>REVENUE</b>						
	Subtotal:	(\$522,903.00)	(\$56,005.22)	(\$232,986.84)	(\$289,916.16)	55.44
<b>EXPENDITURE</b>						
	Subtotal:	\$522,903.00	\$18,609.94	\$197,352.19	\$325,550.81	62.26
<b>128</b>	<b>ELEMENTARY TECHNOLOGY</b>					
<b>REVENUE</b>						
	Subtotal:	(\$616,694.04)	(\$26,572.11)	(\$174,649.94)	(\$442,044.10)	71.68
<b>EXPENDITURE</b>						
	Subtotal:	\$616,694.04	\$87,466.81	\$281,627.92	\$335,066.12	54.33
<b>228</b>	<b>HIGH SCHOOL TECHNOLOGY</b>					
<b>REVENUE</b>						
	Subtotal:	(\$171,475.41)	(\$13,485.60)	(\$84,231.30)	(\$87,244.11)	50.88
<b>EXPENDITURE</b>						
	Subtotal:	\$171,475.41	\$31,481.78	\$129,068.08	\$42,407.33	24.73
<b>129</b>	<b>ELEMENTARY FLEX</b>					
<b>REVENUE</b>						
	Subtotal:	(\$785,661.47)	(\$3,058.63)	(\$134,102.73)	(\$651,558.74)	82.93
<b>EXPENDITURE</b>						
	Subtotal:	\$785,661.47	\$325.00	\$53,515.31	\$732,146.16	93.19

**Great Falls Public Schools**  
**Fund Budget Report**  
**May 2024**

<u>Account</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Balance</u>	<u>% Budget Remaining</u>
<b>229</b>	<b>HIGH SCHOOL FLEX</b>					
<b>REVENUE</b>						
	Subtotal:	(\$582,507.68)	(\$84.56)	(\$235,047.73)	(\$347,459.95)	59.65
<b>EXPENDITURE</b>						
	Subtotal:	\$582,507.68	\$82,039.57	\$349,812.48	\$232,695.20	39.95
<b>160</b>	<b>ELEMENTARY BUILDING</b>					
<b>REVENUE</b>						
	Subtotal:	(\$2,064,774.00)	(\$8,369.09)	(\$159,436.91)	(\$1,905,337.09)	92.28
<b>EXPENDITURE</b>						
	Subtotal:	\$2,064,774.00	\$0.00	\$1,278,416.80	\$786,357.20	38.08
<b>260</b>	<b>HIGH SCHOOL BUILDING</b>					
<b>REVENUE</b>						
	Subtotal:	(\$422,704.00)	(\$2,299.80)	(\$21,877.12)	(\$400,826.88)	94.82
<b>EXPENDITURE</b>						
	Subtotal:	\$422,704.00	\$299.01	\$27,135.47	\$395,568.53	93.58
<b>161</b>	<b>ELEMENTARY BUILDING RESERVE</b>					
<b>REVENUE</b>						
	Subtotal:	(\$3,414,413.94)	(\$465,492.99)	(\$736,404.62)	(\$2,678,009.32)	78.43
<b>EXPENDITURE</b>						
	Subtotal:	\$3,414,413.94	\$0.00	\$122,072.53	\$3,292,341.41	96.42
<b>261</b>	<b>HIGH SCHOOL BUILDING RESERVE</b>					
<b>REVENUE</b>						
	Subtotal:	(\$1,098,316.10)	(\$188,332.01)	(\$313,536.24)	(\$784,779.86)	71.45
<b>EXPENDITURE</b>						
	Subtotal:	\$1,098,316.10	\$0.00	\$0.00	\$1,098,316.10	100.00

Printed:  
6/25/2024

**Great Falls Public Schools**  
**Check Register**  
May 2024  
Action Item

**Accounts Payable**

Starting Check No: 133781  
Ending Check No: 134358  
  
Total: \$3,374,716.15

**Payroll**


Starting Check No: 81396  
Ending Check No: 81618  
  
Total: \$375,289.52

Direct Deposit

Total: \$3,979,786.43

Payroll ACH Payments

Total: \$3,047,352.62

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skonoposki	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. B.

CABINET MEMBER: Brian Patrick

### TOPIC

Transfers of Budgeted Funds – Elementary General Fund (101) to Elementary Compensated Absences Fund Budget (121) and High School General Fund Budget (201) to High School Compensated Absences Fund (221)

### STRATEGIC PLAN

#### Stewardship and Accountability

Provide prudent stewardship and accountability of public resources to best support educational opportunity and student success.

### BACKGROUND

The Compensated Absence Fund transfer is authorized by Section [20-9-512, MCA](#), for the purpose of financing the accumulated sick leave and vacation pay that a non-teaching or administrative school district employee is entitled to upon termination of employment. The existing fund balance came from previous year General Fund budget transfers. Funds in excess of the limit must be returned to General Fund. It is limited to 30% of the sick and vacation leave payout for non-teaching and administrative employees. There must be budget authority in the General Fund and or Compensated Absence Fund in order for the transfer to be completed.

### FISCAL IMPLICATIONS

This has been an annual transfer from the General Fund (X01) to the Compensated Absence Fund (X21) to return the balance to 30% allowed by law. The exact 30% transfer amount equals \$768,371.39 in the elementary fund and \$330,000.00 in the high school fund.


### RECOMMENDATIONS

The District Board is requested to approve a transfer of \$765,000.00 from the Elementary General Fund (101) to the Elementary Compensated Absences Fund Budget (121) and \$330,000.00 transfer from the High School General Fund Budget (201) to the High School Compensated Absences Fund (221).

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Director of Business Operations, Brian Patrick at (406) 268-6050.

[Return to Agenda](#)



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. C.

CABINET MEMBER: Heather Hoyer

### TOPIC

Great Falls Public Schools Three-Year Strategic Plan

### STRATEGIC PLAN

### BACKGROUND

Great Falls Public Schools has historically developed an annual strategic plan in efforts to maintain and enhance the quality of education and services we provide to the staff, students, and families we serve. This strategic plan is not only a mandatory component of our accreditation process but also a crucial tool for the successful management and advancement of our district. Beginning in the 2024-2025 school year, the annual plan moves to a three-year comprehensive strategic planning process. This process helps us to clearly define our priorities, set achievable goals, allocate resources effectively, and engage our community in a collaborative effort. In June of 2024, a GFPS Board work session was held to provide the Board and community an opportunity to review the plan, in detail, and suggest edits to the plan.

### Discussion

Great Falls Public Schools maintains its three central themes: Healthy, Safe, and Secure Schools, Student Achievement, and Stewardship and Accountability. A gap analysis process was conducted with the data provided from district and community-wide surveys completed last school year. Faculty Advisory groups identified the following comprehensive three-year goals:

1. By June 2027, Great Falls Public Schools will implement evidence-based strategies and opportunities to increase appropriate behavior among students. This will be measured by a 5% decrease in major incidents by increasing student opportunities to demonstrate skills, traits, and characteristics identified by the GFPS Profile of a Learner, as reported by school-based and district-level data.
2. By June of 2027, a minimum of 80% of GFPS students will make at least one year's growth each academic year in both math and literacy as measured by assessments and data collection.
3. By June of 2027, Great Falls Public Schools will develop and implement a comprehensive communication plan to improve communication between the district, staff, parents, students, and the community by increasing parent and community member engagement by 10% as measured by responses to surveys and attendance/participation at events, conferences, and meetings.

The Three-Year Strategic Plan provides the action steps to reach those goals over the next three years, in addition to providing rationale and visual indicators of progress towards goals.

## **FISCAL IMPLICATIONS**

None

## **RECOMMENDATION**

The District Board is requested to approve the 2024-2027 Three-Year Strategic Plan as presented.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Executive Directors of Student Achievement, Lance Boyd at (406) 268-6008 or Jackie Mainwaring at (406) 268-6006.

[Return to Agenda](#)



# **Great Falls Public Schools**

## **3-Year Strategic Action Plan**

**Goals: 2024-2027**

## Timeline

Community Needs Survey	October 2023
Analysis by Cabinet	December 2023
Gap Analysis by Faculty Advisory	February of 2024
Draft Goal Development by Faculty Advisory	March 2024
Draft Action Plan Development by Cabinet	April and May 2024
Finalization by District Leadership for presentation to Board	June 2024
Board Work Session	June 2024
Board Approval	July 2024

*Included in the review packet you will find:*

1. *Introduction to Great Falls Public Schools: Overview of our Vision, Mission, Belief Statements.*
2. *The 2024-2025 Strategic Plan summary page*
3. *Comprehensive 3-Year Strategic Action Plan for*
  - a. *Healthy, Safe, and Secure Schools*
  - b. *Stewardship and Accountability*
  - c. *Student Achievement*

*Starting in 2024-2025, the GFPS strategic plan will utilize “Rationale” statements. These statements provide a clear and logical foundation for the plan, ensuring that all stakeholders understand the reasons and motivations behind each strategic initiative. They help convey “our story” to individuals who are not immersed in the educational process. By articulating the rationale, the plan becomes more transparent, fostering trust and buy-in from the community. It allows for a coherent narrative that connects past achievements, current challenges, and future aspirations, thereby creating a shared sense of purpose and direction. These statements help to align our plan with the community's values and needs reflected in the community needs survey, demonstrating that the strategic goals are not only ambitious but also grounded in reality and tailored to the unique context of our community. This approach ultimately strengthens the collective commitment to the plan's success and reinforces the collaborative spirit necessary for achieving long-term goals.*

*Sincerely, the GFPS Executive Team*

*Heather Hoyer, Superintendent*

*Brian Patrick, Director of Business Operations*

*Lance Boyd, Executive Director of Student Achievement*

*Jackie Mainwaring, Executive Director of Student Achievement*

*Luke Diekhans, Director of Human Resources*

*Jeff Williams, Director of Information Technology*

# Great Falls Public Schools

The District's mission, vision, and belief statements define the core values that shape the District's direction and action.

**Vision:** All kids engaged in learning today.....for life tomorrow

**Mission:** We successfully educate students to navigate their futures.

**Belief Statements:**

1. All students deserve teachers and staff who thrive on student success.
2. Each student will have fair and equitable opportunities for quality instruction and academic success.
3. All students learn when their individual needs are met through a personalized school experience.
4. All students and staff learn and work best in a safe, secure, and nurturing environment.
5. Highly skilled and committed personnel are our greatest asset
6. Students, staff, family, and community members are partners in a quality education.
7. Dedication to affirming diversity enriches educational experiences for all.
8. District programs are flexible and adaptable, and our staff strives to provide innovative and creative choices to meet the changing needs of all students.
9. A well-educated community is the foundation of our democracy.
10. District resources and staff are public assets requiring responsible stewardship and community involvement.
11. All students will graduate citizenship ready and prepared for career and/or college.

Our District has a rich history of success to build on, but we must also seek continuous improvement to make our vision come true for our students and employees. Based on the input of the community and staff, the Board sets forth the following 3-Year Strategic Goals and Action Plan that it believes are of the highest priority for action in the upcoming school year and beyond. Great Falls Public Schools is dedicated to providing a comprehensive educational experience for the students and families that we serve. As a result, these goals and associated action plans do not describe everything the District is dedicated to accomplishing and not all programs and services are specifically addressed.

## 3-Year Strategic Action Plan Goals

**Student Achievement:** By June of 2027, a minimum of 80% of GFPS students will make at least one year's growth each academic year in both math and literacy as measured by assessments and data collection.

**Healthy, Safe, and Secure Schools:** By June 2027, Great Falls Public Schools will implement evidence-based strategies and opportunities to increase appropriate behavior among students. This will be measured by a 5% decrease in major incidents by increasing student opportunities to demonstrate skills, traits, and characteristics identified by the GFPS *Profile of a Learner*, as reported by school-based and district-level data.

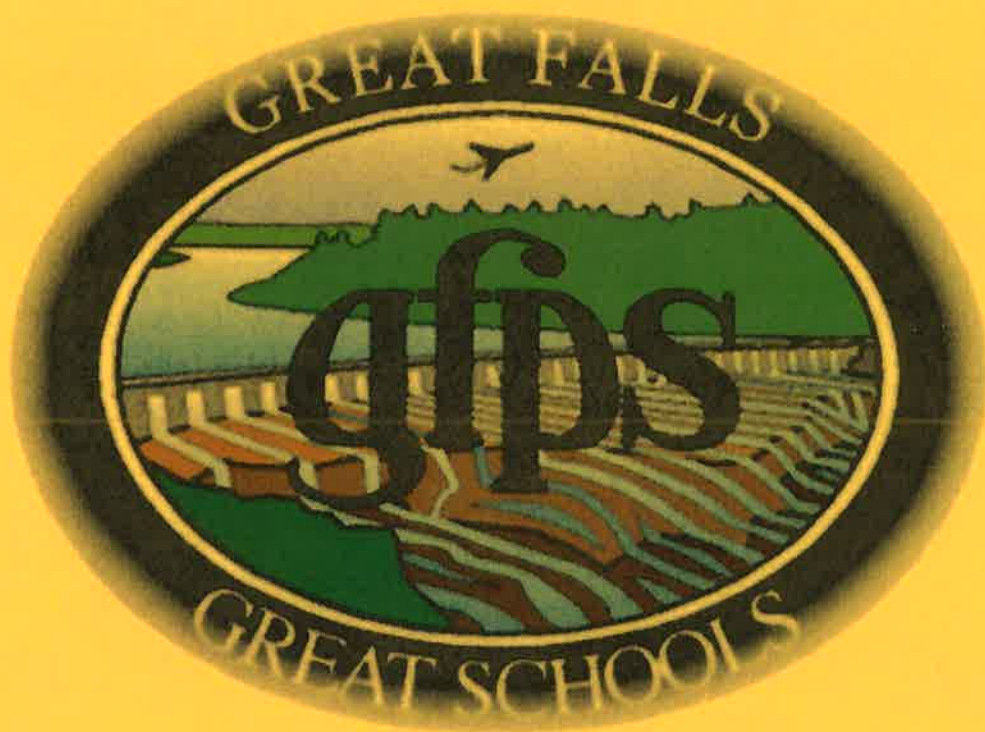
**Stewardship and Accountability:** By June of 2027, Great Falls Public Schools will develop and implement a comprehensive communication plan to improve communication between the district, staff, parents, students, and the community by increasing parent and community member engagement by 10% as measured by responses to surveys and attendance/participation at events, conferences, and meetings.



## 2024-2025 Strategic Plan; Year at a Glance

The Great Falls Public Schools Comprehensive Strategic Plan defines our direction as a school district for three years. The action steps outline the strategy used by the District, to guide our decision-making process on allocating limited resources best. The strategic planning process, conducted every three years and reviewed yearly, involves many stakeholders and focuses on the main points identified by our faculty, leadership, and community. The main goal areas of Student Achievement, Healthy, Safe, and Secure Schools, and Stewardship and Accountability are the foundation for our work. To see the action steps and expanded three-year plan, check out <https://www.gfps.k12.mt.us/>

Student Achievement	
Belief Statement: <i>The District believes that comprehensive systems of support ensure that students achieve the highest levels of academic growth.</i>	
Goal: By June of 2027, a minimum of 80% of GFPS students will make at least one year's growth each academic year in both math and literacy as measured by assessments and data collection.	
Applicable Action Steps: <ul style="list-style-type: none"> <li>● Streamline the implementation of Common Content and State Assessments at the K-12 level.</li> <li>● Professional Development on the use of assessment data to impact instruction</li> <li>● Content standard adoption and materials review in Math coupled with continued Professional Development</li> <li>● Changes to Early Education classroom enrollment and addition of Jumpstart EE-3</li> <li>● Continued Professional Development in literacy inclusive of the ELA task force</li> </ul>	
Healthy, Safe, and Secure Schools	
Belief Statement: <i>The District believes that a comprehensive educational environment addresses the health, safety, and social/emotional needs of all students and staff.</i>	
Goal: By June 2027, Great Falls Public Schools will implement evidence-based strategies and opportunities to increase appropriate behavior among students. This will be measured by a 5% decrease in major incidents by increasing student opportunities to demonstrate skills, traits, and characteristics identified by the GFPS <i>Profile of a Learner</i> , as reported by school-based and district-level data	
Applicable Action Steps: <ul style="list-style-type: none"> <li>● Character Strong and Responsibility Centered Discipline</li> <li>● MTSS/Behavior; includes the DESSA mini at kindergarten</li> <li>● Student Leadership Organizations</li> <li>● Establish a staff mental health emergency plan</li> <li>● Implementation of ReStart programming with Youth Court Services and other Transformational Opportunities</li> <li>● District-wide training in safety protocols and <i>Safe Schools</i> practices including Cyber security training</li> <li>● Profile of a Learner integration per Montana ARM 10.55.601</li> </ul>	
Stewardship and Accountability	
Belief Statement: <i>The District believes our resources and staff are public assets requiring responsible stewardship, accountability, and community involvement.</i>	
Goal: By June of 2027, Great Falls Public Schools will develop and implement a comprehensive communication plan to improve communication between the district, staff, parents, students, and the community by increasing parent and community member engagement by 10% as measured by responses to surveys and attendance/participation at events, conferences, and meetings.	
Applicable Action Steps: <ul style="list-style-type: none"> <li>● Comprehensive Communication Plan Task Force</li> <li>● Town Hall Meetings supported by Consensus Building Process</li> <li>● Open Enrollment per MCA 20-5-320, effective July 1, 2024</li> <li>● School-based student/family activities</li> <li>● Analyze district-wide use of social media to meet communication needs</li> <li>● Continued "Principals to Policy" initiative</li> <li>● Innovative Tax Credit</li> </ul>	



## **Student Achievement**



*The District believes that comprehensive systems of support ensure that students achieve the highest levels of academic growth.*

**Comprehensive 3-year Goal:**

**By June of 2027, a minimum of 80% of GFPS students will make at least one year's growth each academic year in both math and literacy as measured by assessments and data collection.**

*Rationale:*

*This goal was established following a comprehensive survey and gap analysis, which identified academic growth as a top priority for staff, community members, and parents. Emphasizing growth is crucial because it honors and supports learners at all levels, from those who struggle, to those who need more challenging material. This approach ensures that every student has the opportunity to progress and succeed.*

*To be educational leaders, principals need specific professional development to help teachers understand and implement new curricula and pedagogy. According to accreditation standards, three types of assessments must be given to students all of which should inform the instruction for the teacher, administrator, and curriculum leaders. The three types of assessment are formative, summative, and progress monitoring. GFPS was invited to be part of a pilot process in grades K-8 for formative and summative testing called MAST (Montana Aligned to Standards). Field testing for this assessment will occur during the 2024-2025 school year and validated achievement data will be available during the 2025-2026 school year for grades K-8. Utilizing universal screeners, diagnostic assessments, progress monitoring, prescriptive intervention strategies and materials, and high-quality professional development for professionals are all important parts of the larger educational process.*

*The ACT (American College Testing) is used for high school. The ACT contains four multiple-choice tests—English, mathematics, reading, and science—and an optional writing test. These tests are designed to measure the most important skills for success in postsecondary education. This exam is not designed or intended to measure growth. The State of Montana covers the cost of this*



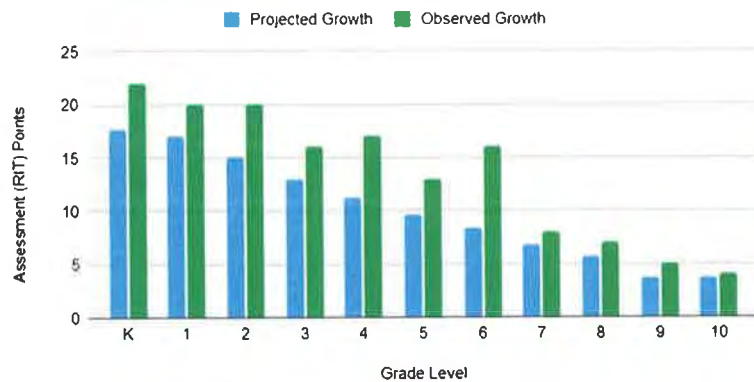


exam, once a year, on a date that aligns with the state requirement. Students may take this test multiple times at their own expense. Improvements in test scores earned outside of the day designated as the state testing day are not reflected in district-level scores.

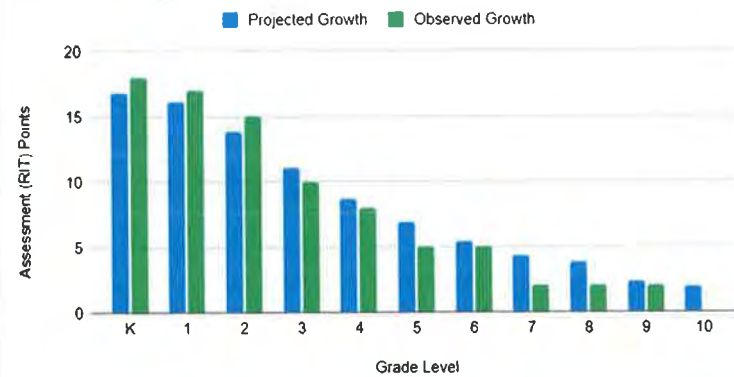
Great Falls Public Schools utilizes a curriculum pilot process to provide flexibility and determination of program effectiveness before full curriculum adoption. Pilots can be used for advanced pathway options as well as intervention programming. The pilot process requires data collection, analysis of achievement, and insight from students, parents, teachers, and administrators for a course or intervention to move from the limited-time pilot phase into full curriculum support.

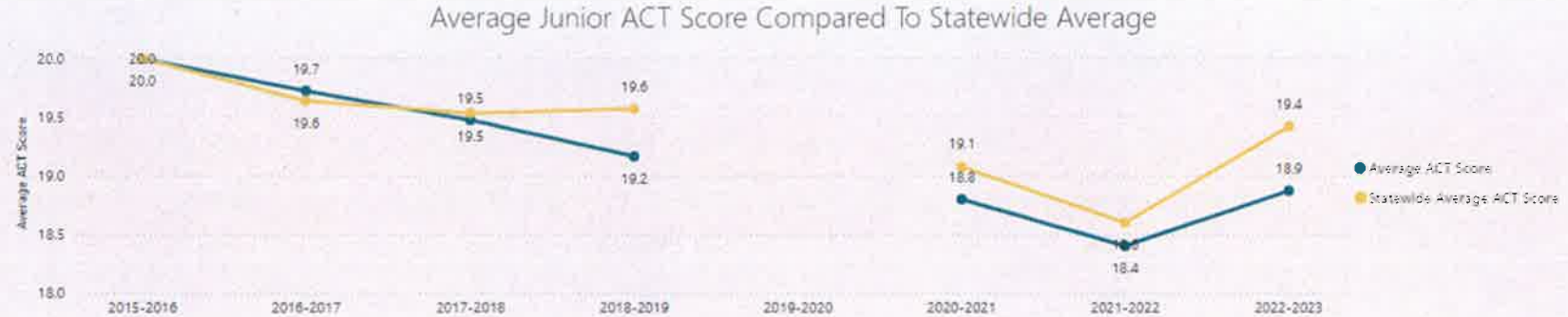
The following graphs represent student growth for the 2023-2024 school year on Measures of Academic Progress, MAP assessments, which are used for progress monitoring in grades K-10. It is important to note that math scores for the 2024-2025 school year follow a concentrated effort to change the pedagogy of math education. English/reading is representative of year two in a new reading and English adoption. Students in grades K-2 represent a cohort of students who have been instructed using the new curriculum for the entirety of their ELA exposure.

GFPS MAP Math Projected Growth and Observed Growth  
23-24 Fall to Spring



GFPS MAP ELA Projected Growth and Observed Growth  
23-24 Fall to Spring





*\*\* In 2016-2017, all Juniors in Montana began taking the ACT as a required exam. Before 2016-2017, the exam was primarily used by students who had aspirations of attending college. This testing requirement will remain in place through 2024-2025, at which point the State of Montana will continue its use or adopt another exam.*

Action Steps	Responsible Party	When	Resources Needed
<b>School Year 2024-2025</b>			
<b>Assessment For Instruction</b>			Time Records = \$22/hr per CBA
1) Streamline Common Content Assessments (CCA) and state assessments at the K-8 level.	1) Curriculum Offices	1) Fall of 2024	1) Creation of "Required Assessments" sheet
2) Implementation and monitoring of CCA in all subject areas at secondary.	2) Secondary Curriculum	2) Fall 2024	2) PD for Admin and teachers on MAST, Performance Matters
3) Professional Development (PD) on the use of	3) Executive Directors, Curriculum	3) Fall 2024	3) Funding to pay teacher time outside duty day



## Student Achievement

July 2024- June 2027

<p>assessment data to impact instruction</p> <ul style="list-style-type: none"> <li>a) Data review at Curriculum &amp; Coffee (elementary)</li> <li>b) Stats &amp; Snacks(secondary); principal and department/team head,</li> <li>c) MTSS and RTI process</li> <li>d) PD end of quarter 3 on formative assessment</li> </ul>	<p>Coordinators, Instructional Coaches</p>		
<p>4) DESSA (Devereux Student Strengths Assessments) Mini at Kindergarten</p>	<p>4) Kindergarten teachers, Principals, Psychs, Counselors, Therapists</p>	<p>4) Fall 2024</p>	<p>4) DESSA Mini funding to pay teachers outside duty day for PD and application as needed. DESSA full kit 1/building</p>
<p>5) Quarterly reviews of all data</p>	<p>5) Executive Directors and Superintendent</p>	<p>5) Quarterly (Exec Directors in quarters 1,2,4; Superintendent in quarter 3</p>	<p>5) Datasheets</p>
<p>6) Begin parent/community education/engagement to understand assessment scores, to support their child better.</p>	<p>6) Curriculum Directors, Principals, Executive Directors.</p>	<p>6) School year 2024-2025</p>	<p>6) Guides to understanding</p>





<b>Math</b>			
1) Curriculum Review Process	1) Curriculum Coordinators	1) Summer 2024	1) Time Records or subs
2) Math Task Force and school-based teams	2) Curriculum Coordinators, building leaders	2) School year 2024-2025	2) Time Records (building and district)
3) School-Based Goal setting	3) Principals and school-based math teams	3) August 2024	3) Time Records (building)
4) Intervention refinement	4) Curriculum Coordinators and Coaches	4) School Year 2024-2025	4) Data
5) Contracted PD for each school	5) Curriculum Coordinators and Coaches	5) School Year 2024-2025	5) Building budget
6) PD for administration	6) Curriculum Coordinators and Exec Directors	6) Monthly	6) Monthly meetings
7) PD for teachers	7) Curriculum Coordinators and Coaches	7) August 2024	7) PLC time
8) Pilot new materials	8) Teachers and coaches	8) School year	8) General Fund - Curriculum
9) Begin parent engagement activities	9) Schools	9) August/Sept 2025	9) Building / Title I Budget



<p><b>Literacy</b></p> <ol style="list-style-type: none"> <li>1) Qualification for Early Learning Family (ELF) program based on performance on Preschool Early Literacy Indicators (PELI) assessment per state statute.</li> <li>2) Jumpstart EE-3 program</li> <li>3) Admin PD and data analysis - <i>Curriculum and Coffee/Stats and Snacks</i> and principal meetings</li> <li>4) Teacher PD               <ol style="list-style-type: none"> <li>a) Language Essentials for Teachers of Reading and Spelling (LETRS), supplemental, training for interested teachers on the ELA task force</li> </ol> </li> <li>5) Intervention expansion based on MTSS data</li> </ol>	<ol style="list-style-type: none"> <li>1) ELF teachers</li> <li>2) Elementary schools</li> <li>3) Curriculum Coordinators, Coaches, and Executive Directors</li> <li>4) ELA Task Force, Curriculum Coordinators, Title I Coordinator</li> <li>5) Administration, Coaches, Curriculum Coordinators</li> </ol>	<ol style="list-style-type: none"> <li>1) Annually in May and then as needed.</li> <li>2) By June of each year. Runs in summer</li> <li>3) Monthly and by content area in secondary</li> <li>4) Summer of 2024 and then school year 2024-2025</li> <li>5) Summer of 2024 and school year 2024-2025</li> </ol>	<ol style="list-style-type: none"> <li>1) Time records for preschool teachers, as needed.</li> <li>2) GFPS must carry this cost for one year until offset by the traditional funding mechanisms.</li> <li>3) Scheduling, time records for dept. chairs</li> <li>4) Initial training will be free for two individuals. If elected, Title I will help support the broader training for all teachers.</li> <li>5) Time records as needed. Summer PD</li> </ol>
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6) ELA task force and school-based teams	6) Curriculum Coordinators, Building Leaders	6) School year 2024-2025	6) Time records
7) Begin parent engagement activities	7) Buildings	7) Summer 2024 and school year 2024-2025	7) Time records as needed, building / Title I budgets
Action Steps	Responsible Party	When	Resources Needed
<b>School Year 2025-2026</b>			
<b>Assessment for Instruction</b>			
1) Admin support of regular grade level or departmental data discussions and monitoring of assessment completion EE-12	1) Building Principals	1) Fall 2025	1) Schedule
2) Teacher PD on the use of data for instruction a) Release to admin from curriculum	2) Curriculum, Instructional Coaches, Admin	2) Fall 2025	2) Funding to pay teachers outside duty day if needed
3) Applying the MTSS process with fidelity and continuing PD	3) Executive Directors, Principals	3) Fall 2025	3) Teacher coverage or compensation
4) Quarterly reviews of all data	4) Executive Directors and Superintendent	4) Quarterly. Exec Directors in quarter 1,2,4; Superintendent in quarter 3.	4) Datasheets



## Student Achievement

July 2024- June 2027

5) Continue parent/community education/engagement to understand assessment scores to support their child better.	5) Curriculum Directors, Principals, Executive Directors.	5) School year 2025-2026	5) Guides to understanding
<b>Math</b>			
1) New math curriculum materials implementation	1) Teachers, administrators, and Curriculum Coordinators	1) Summer and school year, 2025-2026	1) General Budget for curriculum, approx. \$1.5 M. Additional Time Records
2) School-based goal setting	2) Principals and Exec. Directors	2) Summer 2025	2) Goal setting templates
3) PD for admin	3) Exec. Directors and Coaches	3) School year 2025-2026	3) Curriculum guides and walk-through templates
4) PD for teachers	4) Curriculum Directors, Admin, and Exec Directors	4) Summer and school year, 2025-2026	4) PIR, Time Records
5) Math task force and school-based teams	5) Curriculum Directors, Admin, and teachers	5) School year 2025-2026	5) Coverage or Time Records
6) Continue parent engagement activities	6) Admin	6) Summer and school year, 2025-2026	6) Building and Title I budgets
<b>Literacy</b>			
1) Continued ELA task force and school-based teams	1) Curriculum Coordinators, admin, and teachers	1) School year 2025-2026	1) Time Records



2) LETRS progress analysis and training	2) Curriculum Coordinators and teachers	2) School year 2025-2026	2) Time Records
3) Implementation of task force recommendations to include community involvement, continued admin PD, and teacher PD	3) Exec Directors, Admin, Curriculum Coordinators, and teachers	3) School year 2025-2026	3) Recommendations, social media, parent/guardian mail
4) Continue Parent Engagement Activities	4) Buildings	4) Summer and school year, 2025-2026	4) Building budgets, Title I Budget
Action Steps	Responsible Party	When	Resources Needed
<b>School Year 2026-2027</b>			
<b>Assessment for Instruction</b>			
1) Continued admin support and monitoring of data use and discussions	1) Superintendent, Executive Directors, Curriculum Coordinators	1) Quarterly	1) Data pages
2) Continued refinement of the MTSS process with PD as needed for fidelity	2) Executive Directors and Principals	2) School year 2026-2027	2) PIR and Time Records
3) Quarterly reviews of all data	3) Exec. Directors and Superintendent.	3) Quarterly. Exec Directors in quarters 1,2,4; Superintendent in quarter 3.	3) Datasheets
4) Continue parent/community	4) Curriculum Directors,	4) School year 2026-	4) Guides to





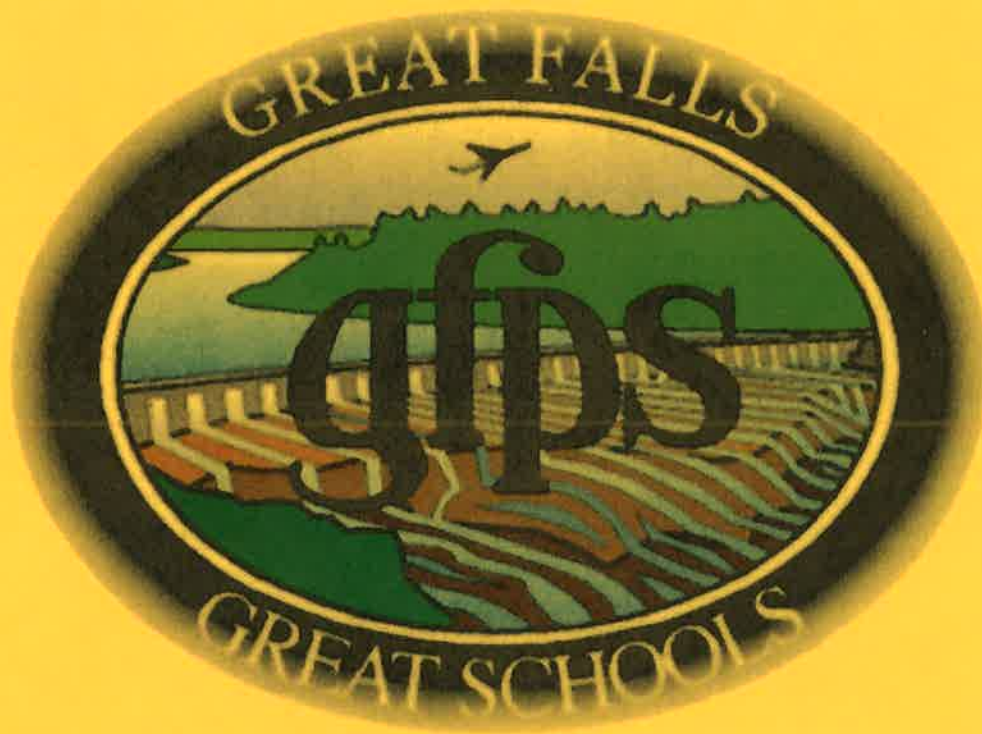
education/engagement to understand assessment scores to better support their child.	Principals, Executive Directors.	2027	understanding
<b>Math</b>			
1) School-based goal setting	1) Principals and Exec. Directors	1) Summer 2026	1) Goal setting templates
2) PD for administration	2) Exec. Directors and Coaches	2) School year 2026-2027	2) Curriculum guides and walk-through templates
3) PD for teachers	3) Curriculum Directors, Admin, and Exec Directors	3) Summer and school year, 2026-2027	3) PIR, Time Records
4) Math task force and school-based teams	4) Curriculum Directors, Admin, and teachers	4) School year 2026-2027	4) Coverage or Time Records
5) Continue parent engagement activities	5) Admin	5) Summer and school year, 2026-2027	5) Building and Title I budget
<b>Literacy</b>			
1) Continued ELA task force and school-based teams	1) Curriculum Coordinators, principals, and teachers	1) School year 2026-2027	1) Time Records
2) Implementation of task force recommendations to include community involvement, and continued admin PD and teacher PD	2) Exec Directors, Admin, Curriculum Coordinators, and teachers	2) School year 2026-2027	2) Recommendations, social media, parent/guardian mail



## Student Achievement

July 2024- June 2027

3) Continue parent engagement activities	3) Buildings	3) Summer and school year, 2026-2027	3) Time records as needed, building budgets, Title I budgets
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**Healthy, Safe, and Secure Schools**



*The District believes that a comprehensive educational environment addresses the health, safety, and social/emotional needs of all students and staff.*

**Comprehensive 3-year Goal:**

**By June 2027, Great Falls Public Schools will implement evidence-based strategies and opportunities to increase appropriate behavior among students. This will be measured by a 5% decrease in major incidents by increasing student opportunities to demonstrate skills, traits, and characteristics identified by the GFPS Profile of a Learner, as reported by school-based and district-level data.**

**Rationale:**

*Great Falls Public Schools embarked on a year-long development process for the Profile of a Learner during the 2023-2024 school year. This process involved defining what learning is and what skills, besides academic content, learners need to be prepared for life tomorrow. The top skills, traits, and characteristics our staff and community identified include strong communication skills, critical thinking, work ethic, problem-solving, and integrity.*

*This goal emerged from a comprehensive survey and gap analysis highlighting behavior improvement, including attendance, as a primary concern among staff, community members, and parents. The district intends to create a more positive and productive learning environment by focusing on these identified skills, traits, and characteristics.*

*The top 5 behaviors, as reported by all schools TK-12, are shown below. Major behaviors require multiple resources and support so that learning can occur for the student involved and others in their classroom/common areas. Minor behaviors can be addressed through teacher redirection.*

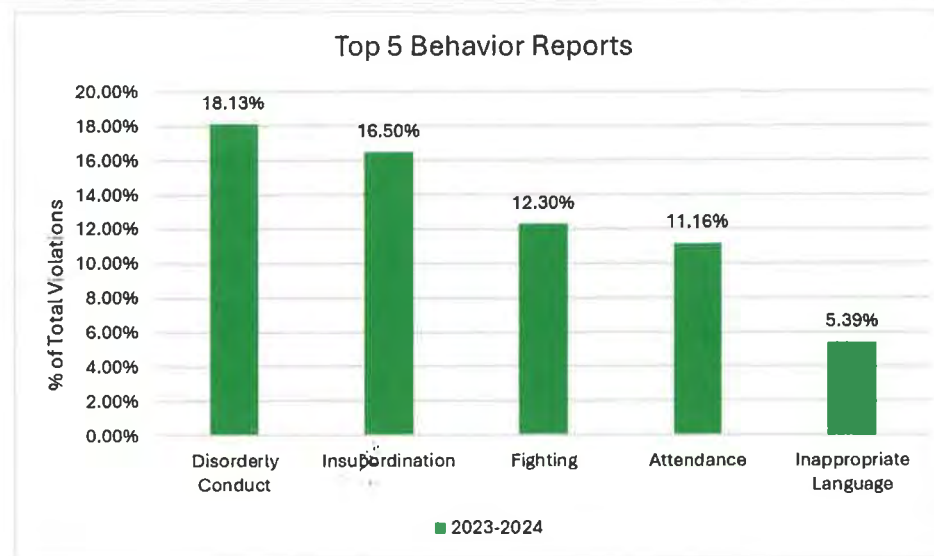
*\*\*The following behavior data shows Major Incident/Top 5 Behavior occurrences, not individual students. It is important to note that one student may have multiple incidents and that the total number of Major Incidents/Top 5 Behaviors does not reflect the*



*number of students. Within this data set for 23-24, 4.66% of the overall student body of GFPS represents 91.19% of the incidents shown below.*

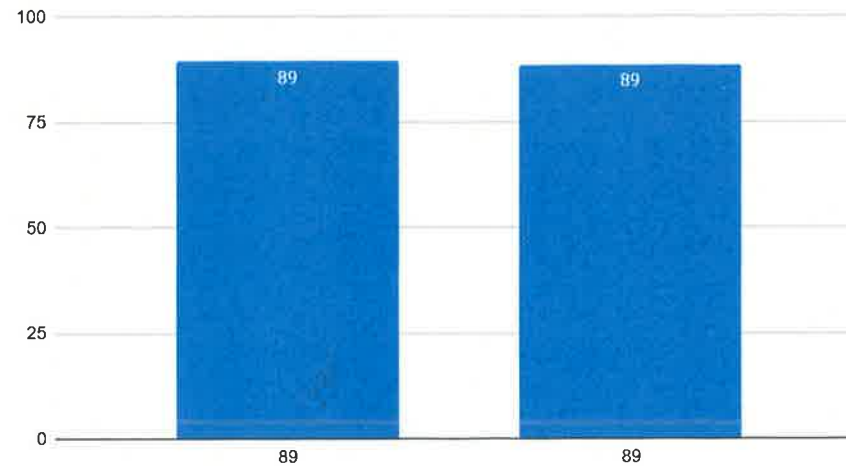








S1 vs. S2 GFPS Average Daily Attendance 23-24



Action Steps	Responsible Party	When	Resources Needed
<b>School Year 2024-2025</b>			
1) Character Strong <ul style="list-style-type: none"> <li>a) Review data</li> <li>b) Secondary: <i>What We Do Wednesday</i></li> <li>c) Elementary: <i>Class Meetings</i></li> <li>d) Board Meeting Presentations</li> </ul>	1) Review with buildings during quarterly principal meetings.	1) Quarterly during the school year.  Second Board meetings of the month	1) Baseline data on usage from 2024 and then throughout the year.  Federal money budget authority
2) Responsibility Centered Discipline <ul style="list-style-type: none"> <li>a) Refresh and Advanced</li> </ul>	2) District, Elementary and Secondary leaders	2) Training, summer 2024. Calibration, fall 2024.	2) PIR budget authority for training. A uniform way to



<p>training b) Calibration of referrals c) Behavior celebrations</p>			<p>track positive recognition</p>
<p>3) MTSS/Behavior a) Frameworks with universal beliefs development b) DESSA mini (Devereux Student Strengths Assessment) at Kinder c) Universal screening at 6th</p>	<p>3) Buildings and District</p>	<p>3) 2024-2027</p>	<p>3) DESSA Mini, building budget authority for MTSS (Summer Institute)</p>
<p>4) Student Leadership Organizations a) IMB / WRR b) Peer Mentor's growth and expansion to support broader student mental health awareness and prevention.</p>	<p>4) Building level principals, Student Mental Health Coordinator, United Way (Marla Hauser)</p>	<p>4) School year</p>	<p>4) United Way partnership with Community Support Liaison YRBS and MPNA  Universal Screenings</p>
<p>5) Establish a staff mental health emergency plan</p>	<p>5) Human Resources, Student Mental Health Coordinator, Executive Directors</p>	<p>5) Summer 2024</p>	<p>5) Insurance, legal consultation, Staff Peer Mentor Stipend for each building</p>
<p>6) Implementation of ReStart (Alternative to Expulsion)</p>	<p>6) Executive Directors, Youth Court Services (YCS), Alliance for Youth</p>	<p>6) Summer 2024</p>	<p>6) Grant: Cascade County Student Safety Team, Cascade County YCS</p>





<p>7) Transformational Opportunities</p> <ul style="list-style-type: none"> <li>a) Workplace Pathways - diagnostics</li> <li>b) SWIS - diagnostics</li> <li>c) SWISH (CMR) - diagnostics</li> </ul> <p>8) District-wide training in safety protocols and <i>Safe Schools</i> practices</p> <ul style="list-style-type: none"> <li>a) OJJDP training</li> <li>b) Armed Intruder (all schools)</li> </ul> <p>9) Cyber security training</p> <ul style="list-style-type: none"> <li>a) Principal - tabletop exercise</li> <li>b) Student safety activity</li> </ul> <p>10) Profile of a Learner</p> <ul style="list-style-type: none"> <li>a) One Pager Published</li> <li>b) Reviewed in meetings</li> <li>c) <i>Knowledge, Skills, and Attributes</i> framework developed</li> </ul> <p>11) Review Achievement, Attendance, and Behavior Data</p>	<p>7) Executive Directors and Secondary Leaders</p> <p>8) Executive Directors and GFPD) and building leader</p> <p>9) Director of IT, Chris Mee, Superintendent, HR, Exec. Directors</p> <p>10) Superintendent, Executive Directors, and Curriculum Coordinators</p> <p>11) Superintendent, Executive Directors, Building Administration</p>	<p>7) Evaluate the Summer of 2024</p> <p>8) August 13, 2024</p> <p>End of First Quarter</p> <p>9) October 2024</p> <p>Order COSN kit in Sept of 2024</p> <p>10) Published in July, used all year</p> <p>11) Quarterly</p>	<p>7) United Way, Job Service, and Community Support Liaison</p> <p>8) PGEC HUB for training.</p> <p>9) Safety Modules for principles and students; "Table Top" Exercises and Command Center training, COSN kit</p> <p>10) Graphics specialist</p> <p>11) Associated Data</p>
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Action Steps	Responsible Party	When	Resources Needed
<b>School Year 2025-2026</b>			
1) Continue with Character Strong a) Review data	1) Review with buildings during quarterly principal meetings.	1) Quarterly during the school year.  Second Board meetings of the month	1) Baseline data on usage from 2024 and then throughout the year. Federal Money budget authority
2) Responsibility Centered Discipline a) Review data b) Calibration if needed c) Celebrations	2) District, Elementary, and Secondary leaders	2) Calibration, summer 2025, Celebrations during the school year.	2) PIR budget authority for training.  Tracking data.
3) MTSS/Behavior a) Frameworks with universal beliefs are communicated and data is collected.	3) Buildings and District	3) 2024-2027	3) DESSA Mini, building budget authority for Summer Institute
4) Student and staff leadership groups/organizations work to support existing programming and identify needs/solutions for mental health awareness and advocacy. a) Expand peer mentorship to middle school	4) Building level principals, Student Mental Health Coordinator, United Way (Marla Hauser)	4) School year	4) United Way partnership with Marla Hauser YRBS and MPNA  Universal Screenings
5) Staff Mental Health	5) Human Resources,	5) Summer 2025	5) Insurance, legal



<p>Emergency Response Plan evaluated and adjusted, LEAP (Living Employee Assistance Program) established</p> <p>6) ReStart (Alt. to Expulsion) evaluated and adjusted</p> <p>7) Transformational Opportunities</p> <ul style="list-style-type: none"> <li>a) Workplace Pathways - diagnostics</li> <li>b) SWIS - diagnostics</li> <li>c) SWISH (CMR) - diagnostics</li> </ul> <p>8) Profile of a Learner</p> <ul style="list-style-type: none"> <li>a) Knowledge, Skills, and Attributes (KSA) framework included in adoptions.</li> </ul> <p>9) Review Achievement, Attendance, and Behavior Data</p>	<p>Student Mental Health CoordinatorExecutive Directors</p> <p>6) Executive Directors, Youth Court Services (YCS), Alliance for Youth</p> <p>7) Executive Directors and Secondary Leaders</p> <p>8) Executive Directors and GFPD), curriculum coordinators, and building leaders</p> <p>9) Director of IT, Data Center Lead, Superintendent, HR, Exec. Directors</p>	<p>6) Summer 2025</p> <p>7) Evaluate the Summer of 2025</p> <p>8) Throughout year</p> <p>9) Quarterly</p>	<p>consultation, financial</p> <p>6) Grant: Cascade County Student Safety Team, Cascade County YCS</p> <p>7) United Way, Job Service, and Community Support Liaison</p> <p>8) Profile of a Learner graphic and KSA framework</p> <p>9) Associated Data</p>
Action Steps	Responsible Party	When	Resources Needed

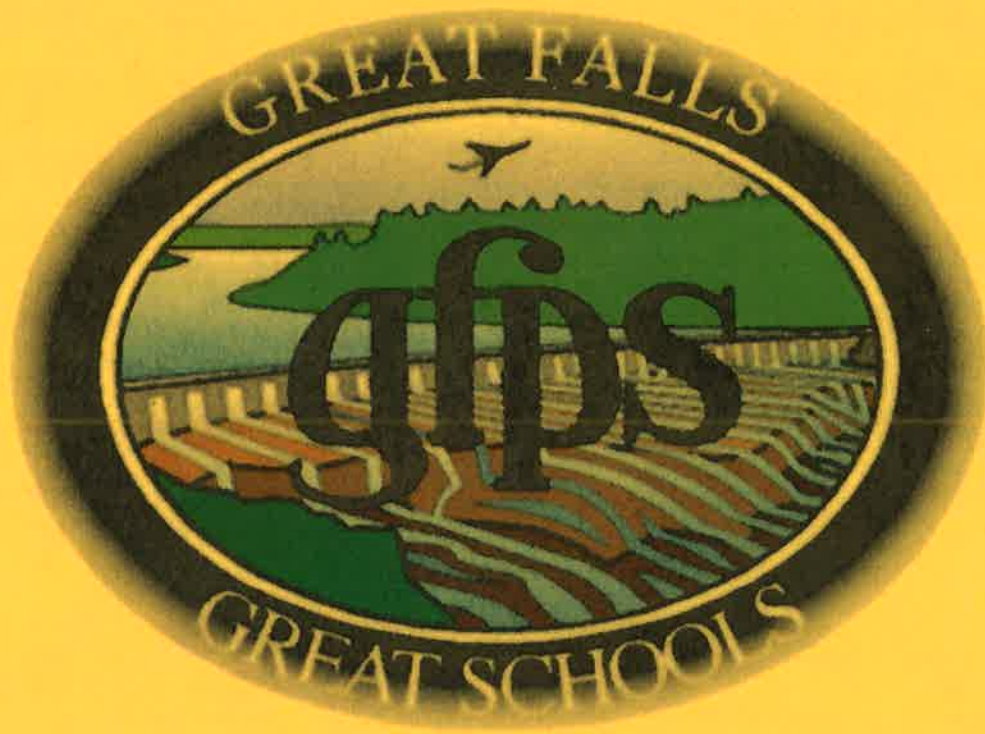




School Year 2026-2027			
<p>1) Continue with Character Strong a) Review data</p> <p>2) Responsibility Centered Discipline a) Review data b) Re-calibration if needed c) Celebrations</p> <p>3) MTSS/Behavior a) Frameworks with universal beliefs are communicated and data is collected.</p> <p>4) Student and Staff Leadership Organizations work to support existing programming and identify needs/solutions for mental health awareness and advocacy. a) Expand peer mentorship to elementary</p> <p>5) Staff Mental Health Emergency Response Plan evaluated and adjusted, LEAP</p>	<p>1) Review with buildings during quarterly principal meetings.</p> <p>2) District, Elementary, and Secondary leaders</p> <p>3) Buildings and District</p> <p>4) Building level principals, Student Mental Health Coordinator, United Way (Marla Hauser)</p> <p>5) Human Resources, Student Mental Health CoordinatorExecutive</p>	<p>1) Quarterly during the school year.  Second Board meetings of the month</p> <p>2) Re-calibration, summer 2026, Celebrations during the school year.</p> <p>3) 2024-2027</p> <p>4) School year</p> <p>5) Summer 2026</p>	<p>1) Comparative data on usage from 2025 and then throughout the year. Federal money budget authority</p> <p>2) PIR budget authority for training.  Tracking data.</p> <p>3) DESSA Mini, building budget authority for MTSS (Summer Institute)</p> <p>4) United Way partnership with Marla Hauser YRBS and MPNA  Universal Screenings</p> <p>5) Insurance, legal consultation, financial</p>



<p>(Living Employee Assistance Program) evaluated.</p> <p>6) ReStart (Alt. to Expulsion) evaluated and adjusted</p> <p>7) Transformational Opportunities</p> <ul style="list-style-type: none"> <li>d) Workplace Pathways - diagnostics</li> <li>e) SWIS - diagnostics</li> <li>f) SWISH (CMR) - diagnostics</li> </ul> <p>8) Profile of a Learner</p> <ul style="list-style-type: none"> <li>a) Knowledge, Skills, and Attributes (KSA) framework included in adoptions.</li> <li>b) Faculty Advisory to evaluate to be sure they are still relevant.</li> <li>c) Survey the public if needed.</li> </ul> <p>9) Review Achievement, Attendance, and Behavior Data</p>	<p>Directors</p> <p>6) Executive Directors, Youth Court Services (YCS), Alliance for Youth</p> <p>7) Executive Directors and Secondary Leaders</p> <p>8) Executive Directors and GFPD), curriculum coordinators, and building leaders</p> <p>9) Director of IT, Data Center Lead, Superintendent, HR, Exec. Directors</p>	<p>6) Summer 2026</p> <p>7) Evaluate-Summer of 2026</p> <p>8) Throughout the year.</p> <p>Evaluation in Spring of 2027</p> <p>9) Quarterly</p>	<p>6) Grant: Cascade County Student Safety Team, Cascade County YCS</p> <p>7) United Way, Job Service, and Marla Hauser</p> <p>8) Profile of a Learner graphic and KSA framework</p> <p>9) Associated Data</p>
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## **Stewardship and Accountability**





*The District believes our resources and staff are public assets requiring responsible stewardship, accountability, and community involvement.*

**Comprehensive 3-year Goal:**

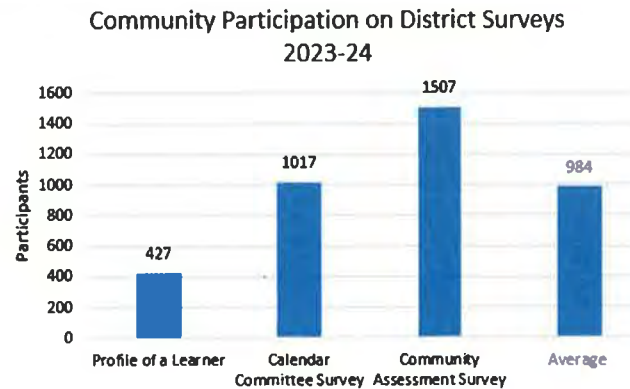
**By June of 2027, Great Falls Public Schools will develop and implement a comprehensive communication plan to improve communication between the district, staff, parents, students, and the community by increasing parent and community member engagement by 10% as measured by responses to surveys and attendance/participation at events, conferences, and meetings.**

***Rationale:***

*This strategic goal was established after conducting a thorough survey and gap analysis during 2023-2024, which identified communication improvement as a 3 top concern among staff, community members, and parents. The district aims to create a more connected and informed community by addressing this need, ultimately benefiting the educational environment and student success.*

*The development of a Comprehensive Communication Plan will be the focus of the newly established Comprehensive Communication Plan Task Force. Our GFPS Faculty Advisory, working collectively with their schools and neighborhoods, will work with this Task Force.*

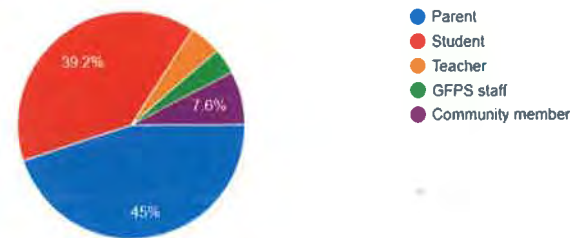
*The data below sets part of our baseline numbers for measuring progress in this strategic area. Average participation in district-level surveys was 984 during the 2023-2024 school year. Schools will also continue to collect family and community engagement data by building.*



The charts to follow show the percentage of participants in each role category on the three district surveys during the 2023-2024 school year. The first chart is reflective of participation in the community assessment survey:

What is your relationship with our schools? (please Select One)

1,507 responses

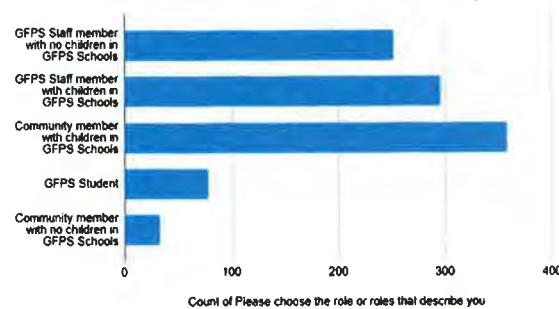


Calendar survey participants numbered in the following categories:





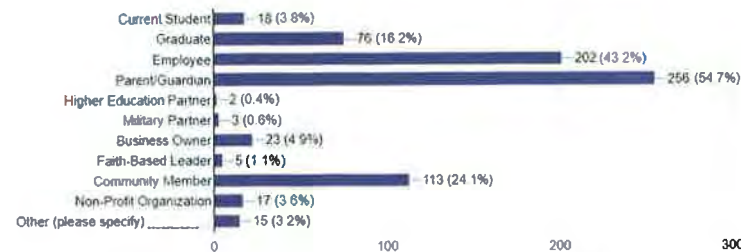
Count of Please choose the role or roles that describe you.



Profile of a Learner survey participants were characterized by these self-selected categories:

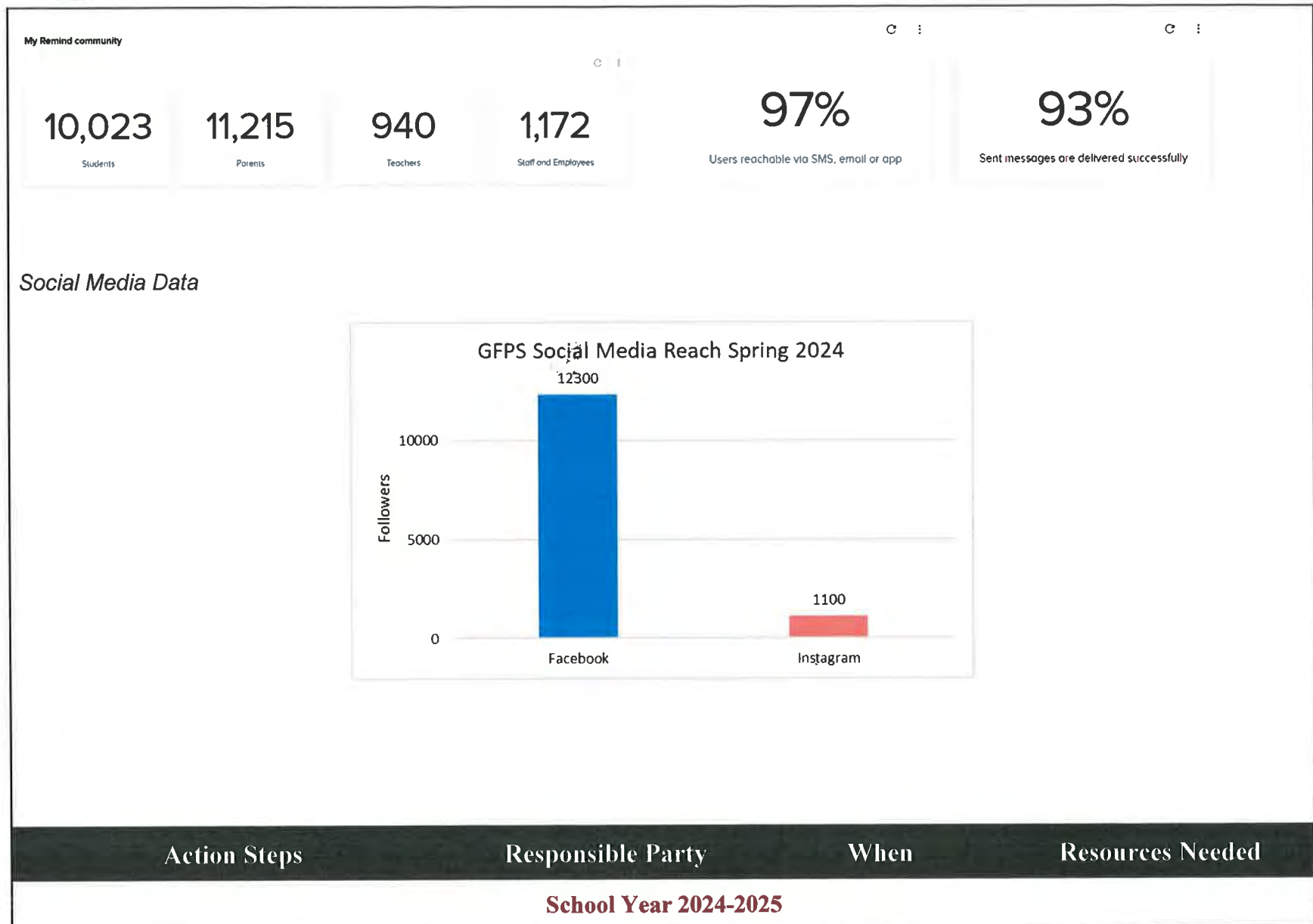
Which of the following categories best describes your relationship with Great Falls Public Schools?  
(Check all that apply)

468 responses



Remind and Social Media are two platforms GFPS uses for communication. Remind is a text and email messaging application that facilitates communication between schools and families. Social media is used for announcements and highlights. See below for basic usage data on each of these platforms.

#### Remind Data





<p>1) Comprehensive Communication Plan Task Force (CCPTF) as an <i>Impacting Issue</i></p> <ul style="list-style-type: none"> <li>a) Summer training on consensus building</li> <li>b) Task Force development</li> <li>c) Monthly CCPTF meetings</li> <li>d) Presentation to the Board of Trustees on the completed Comprehensive Communication Plan (pending Board of Trustee Approval) <ul style="list-style-type: none"> <li>i) Post on Website</li> <li>ii) Publish hard copies for community review.</li> </ul> </li> <li>e) Board meeting notification, recording and streaming</li> <li>f) Meta-analysis of platform use: <ul style="list-style-type: none"> <li>i) FB, Instagram, PS, Remind</li> <li>ii) Opportunities for open communication</li> </ul> </li> </ul> <p>2) Town Hall Budget Meetings</p> <ul style="list-style-type: none"> <li>a) Communicate and collaborate with local leadership about the needs of our community</li> <li>b) Develop a meeting schedule that matches possible funding options</li> <li>c) Tell the story - "Where we are financially" and "District History"</li> <li>d) Focused group conversations and invitations</li> </ul> <p>3) Open Enrollment</p> <ul style="list-style-type: none"> <li>a) Communicate and open application</li> </ul>	<p>1) Executive Directors, Superintendent, Coordinator of Public Relations, Building Admin., and Cabinet</p> <p>2) Director of Business operations and Board Budget Committee</p> <p>3) Superintendent, Director of Business</p>	<p>1) Summer 2024 and School Year 2024-2025</p> <p>2) Summer 2024 and School Year 2024-2025</p> <p>3) Summer of 2024. March</p>	<p>1) Superintendent's Advisory Panel, Faculty Advisory, 90 Second Story Template, Technology upgrades to Aspen Conference Room</p> <p>2) Consensus Building Major Issue Template</p> <p>3) Open enrollment forms (electronic),</p>
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<p>portal for 2025 spring semester</p> <p>b) Communicate and open application portal for 2025 fall semester</p> <p>c) Extenuating Circumstances as needed</p> <p>d) Follow guidelines set out in GFPS policy 3141 for acceptance or denial of attendance in district.</p> <p>e) Certain programs are subject to caps</p>	<p>Operations, and Executive Directors.</p>	<p>and December of every year.</p>	<p>website (<a href="https://www.gfps.k12.mt.us/domain/683">https://www.gfps.k12.mt.us/domain/683</a>)</p>
<p>4) Profile of a Learner</p> <p>a) One pager developed and communicated out</p> <p>b) Used in curriculum process</p>	<p>4) Superintendent, Executive Director, Building Leaders, PR Coordinator</p>	<p>4) Summer 2024 and School Year 2024-2025</p>	<p>4) Graphic art</p>
<p>5) School-based student/family activities</p> <p>a) Family Nights,</p> <p>b) Student transition activities</p> <p>c) Extra/Co-Curricular activities</p> <p>d) Recognition of "Our School, Our Families" schools</p>	<p>5) Executive Directors, All Schools, Athletic Director, Fine Arts Director</p>	<p>5) Summer 2024 and School Year 2024-2025</p>	<p>5) Attendance Sheets, banner</p>
<p>6) Enhanced district-wide consistent use of Social Media; (Facebook, Instagram, QR codes, Powerschool &amp; Remind)</p> <p>a) Utilize metrics from the platforms to expand and enhance.</p> <p>b) Expanded use of staff highlights</p>	<p>6) Superintendent, Executive Directors, Building Leaders, PR Coordinator.</p>	<p>6) August 2024</p>	<p>6) Outside Consultant, Becky Nelson</p>
<p>7) "Principals to Policy" Initiative to help principals build understanding of policy development and adoption</p> <p>a) Pre-meeting with principals</p> <p>b) Key question - is it administrable?</p> <p>c) Principals provide updates at</p>	<p>7) Director of Business Operations, Executive Directors, and Board Policy Committee</p>	<p>7) School Year 2024-2025</p>	<p>7) Policy notes from MTSBA and from legal counsel, schedules as allowable</p>





<p>leadership meetings to the larger leadership group.</p> <p>8) Increase community awareness of private funding opportunities through the Great Falls Public Schools Foundation that enhance facilities, learning, and teaching</p> <p>9) Innovative Tax Credit-</p> <ul style="list-style-type: none"> <li>a) Tell the 2024 story</li> <li>b) Target allocations</li> <li>c) 1-pager send out/ advertise the process</li> </ul> <p>10) Work with the new GFPS Director of IT to update a long-range strategic plan to support the replacement and upgrade of existing technology used to enhance and support instruction, safety, and infrastructure.</p> <p>11) Inaugural year of CORE School at Morningside.</p> <ul style="list-style-type: none"> <li>a) Quarterly academic, behavior, and attendance data collection</li> <li>b) Monitor and adjust support of teaching assistance.</li> <li>c) Climate and culture survey for staff, parents, and students.</li> </ul> <p>12) Recruitment and Retention of Staff</p>	<p>8) GFPS Foundation Director</p> <p>9) Superintendent, Director of Business Operations, and Executive Directors</p> <p>10) Director of IT, Executive Directors, Director of Business Operations</p> <p>11) CORE School Advisory Board, Executive Directors, Curriculum Coordinator, Principal</p> <p>12) Human Resources Director, Executive Directors, Principal</p>	<p>8) Continual</p> <p>9) School Year 2024-2025 with a focus on October and November.</p> <p>10) School year 2024 - 2025</p> <p>11) School year 2024-2025</p> <p>12) Continual</p>	<p>8) Donors and Foundation Staff</p> <p>9) Donors</p> <p>10) History of IT funding and support. Previous 5-year plan.</p> <p>11) Data tracking sheets, survey, CCRC tutoring as needed.</p> <p>12) Supports for staff members, professional</p>
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			development, advertising, recruiting
Action Steps	Responsible Party	When	Resources Needed
<b>School Year 2025-2026</b>			
1) Comprehensive Communication Plan Task Force a) Training of staff, adjustment of plan b) Create intentional opportunities to "share and tell", including individual school buildings i) How they are told will be outlined in the CCP c) Board meeting notification, recording and streaming d) Continue opportunities for open communication	1) Executive Directors, Superintendent, Coordinator of Public Relations, Building Admin., and Cabinet	1) School Year 2025-2026	1) Superintendent's Advisory Panel, Faculty Advisory, 90 Second Story Template
2) Town Hall Meetings (preempted by Consensus Building Meetings) a) Budget b) Safety c) Technology	2) Superintendent, Director of Business Operations and Board Budget Committee	2) School Year 2025-2026	2) Consensus Building Major Issue Template
3) Open Enrollment a) Communicate and open application portal for 2026 spring semester b) Communicate and open application portal for 2026 fall semester c) Extenuating Circumstances as needed d) Certain programs are subject to caps	3) Director of Business Operations and Board Budget Committee	3) Summer 2025, March and December of every year.	3) Open enrollment forms (electronic), website <a href="https://www.gfps.k12.mt.us/domain/683">https://www.gfps.k12.mt.us/domain/683</a> )





<p>4) School-based student/family activities</p> <ul style="list-style-type: none"> <li>a) Family Nights,</li> <li>b) Student transition activities</li> <li>c) Extra/Co-Curricular activities</li> <li>d) Recognition of "Our School, Our Families" schools</li> </ul>	<p>4) Superintendent, Director of Business Operations, and Executive Directors.</p>	<p>4) Summer and School Year 2025-2026</p>	<p>4) Attendance Sheets, banner/stickers</p>
<p>5) Continued district-wide consistent use of Social Media; (Facebook, Instagram, QR codes, Powerschool &amp; Remind)</p> <ul style="list-style-type: none"> <li>a) Collect metrics on platform usage and friendliness.</li> <li>b) Expanded use of staff highlights</li> <li>c) Introduce PTA's</li> </ul>	<p>5) Executive Directors, All Schools, Athletic Director, and Fine Arts Director</p>	<p>5) Summer and School Year 2025</p>	<p>5) Becky Nelson and PTA list</p>
<p>6) Continued "Principals to Policy" initiative</p>	<p>6) Director of Business Operations, Executive Directors, and Board Policy Committee</p>	<p>6) School Year 2025-2026</p>	<p>6) Policy notes from MTSBA and from legal counsel - sent to the principals in advance</p>
<p>7) Innovative Tax Credit-</p> <ul style="list-style-type: none"> <li>a) Tell the 2024 story</li> <li>b) Target allocations</li> <li>c) 1-pager send out/ advertise the process</li> </ul>	<p>7) Superintendent, Director of Business Operations, and Executive Directors</p>	<p>7) School Year 2025-2026 with a focus on October and November.</p>	<p>7) Donors</p>
<p>8) Communicate and begin to implement the GFPS long-range strategic IT plan to support the replacement and upgrade of existing technology used to enhance and support instruction, safety, and infrastructure.</p>	<p>8) Superintendent, Director of IT, Executive Directors, Director of Business Operations, Building Principals</p>	<p>8) School year 2025-2026</p>	<p>8) Board meetings, social media, community meetings.</p>
<p>9) CORE School at Morningside.</p> <ul style="list-style-type: none"> <li>a) Quarterly academic, behavior, and</li> </ul>	<p>9) CORE School</p>	<p>9) School year</p>	<p>9) Data tracking sheets,</p>





<p>attendance data collection</p> <p>b) Monitor and adjust support of teaching assistance.</p> <p>c) Climate and culture survey for staff, parents, and students.</p> <p>d) Enhanced community partnership opportunities.</p> <p>e) Tracking of student teachers from year 1 and 2.</p> <p>10) Recruitment and Retention of Staff</p>	<p>Advisory Board, Executive Directors, Curriculum Coordinator, Principal, Human Resources</p> <p>10) Human Resources Director, Executive Directors, Principal</p>	<p>2025-2026 with tracking of student teachers beginning during hiring windows.</p> <p>10) Continual</p>	<p>survey, CCRC tutoring as needed.</p> <p>10) Supports for staff members, professional development, advertising, recruiting</p>
Action Steps	Responsible Party	When	Resources Needed
<b>School Year 2026-2027</b>			
<p>1) Comprehensive Communication Plan Task Force</p> <p>a) Training of staff, adjustment of plan</p> <p>b) Create intentional opportunities to "share and tell", including individual school buildings</p> <p>c) Meta-analysis of platform use:</p> <p>i) FB, Instagram, PS, Remind, Mileposts</p> <p>d) Update and enhance the District Website to ensure it is user-friendly. (more accessible by phone)</p>	<p>1) Executive Directors, Superintendent, Coordinator of Public Relations, Building Admin.</p>	<p>1) School Year 2026-2027.</p>	<p>1) Superintendent's Advisory Panel, Faculty Advisory, 90 Second Story Template</p>




<p>e) Board meeting notification, recording, and streaming</p> <p>f) Continue with opportunities for open communication</p>			
<p>2) Open Enrollment</p> <p>a) Communicate and open application portal for 2027 spring semester</p> <p>b) Communicate and open application portal for 2027 fall semester</p> <p>c) Certain programs are subject to caps</p>	<p>2) Superintendent, Director of Business Operations, and Executive Directors.</p>	<p>2) Summer 2026, March and December of every year.</p>	<p>2) Consensus Building Major Issue Template</p>
<p>3) School-based student/family activities</p> <p>a) Family Nights,</p> <p>b) Student transition activities</p> <p>c) Extra/Co-Curricular activities</p> <p>d) Recognition of "Our School, Our Families"</p>	<p>3) All Schools</p>	<p>3) Summer and School Year 2026-2027</p>	<p>3) Open enrollment forms (electronic), website  <a href="https://www.gfps.k12.mt.us/domain/683">https://www.gfps.k12.mt.us/domain/683</a> )</p>
<p>4) Continued district-wide, consistent use of Social Media; (Facebook, Instagram, QR codes, Powerschool &amp; Remind)</p> <p>a) Collect metrics on platforms</p> <p>b) Expanded use of staff highlights</p> <p>c) Expanded use by PTA's</p> <p>d) Highlight community partners</p>	<p>4) Superintendent and PR Coordinator</p>	<p>4) Summer and School Year 2026-2027</p>	<p>4) Attendance Sheets, banner/stickers. Becky Nelson</p>
<p>5) "Principals to Policy" Initiative</p>	<p>5) Director of Business Operations and Executive Directors</p>	<p>5) School Year 2026-2027</p>	<p>5) Policy notes from MTSBA and from legal counsel - sent to the principals in advance</p>
<p>6) Innovative Tax Credit-</p> <p>a) Tell the 2024 story</p> <p>b) Target allocations</p>	<p>6) Director of Business Operations and</p>	<p>6) School Year 2026-2027 with</p>	<p>6) Donors</p>



<p>c) 1-pager send out/ advertise the process</p> <p>7) Prepare CNA Staff and Community Survey a) Reflect Profile of a Learner Update</p> <p>8) Communicate/update stakeholders on the implementation of the GFPS long-range strategic IT plan to support the replacement and upgrade of existing technology used to enhance and support instruction, safety, and infrastructure.</p> <p>9) CORE School at Morningside. a) Quarterly academic, behavior, and attendance data collection b) Monitor and adjust support of teaching assistance. c) Climate and culture survey for staff, parents, and students. d) Enhanced community partnership opportunities. e) Tracking of student teachers from years 1 -3. f) Tracking the number of student teachers hired by GFPS. g) Consider expansion of innovative choice for families based on CORE school data.</p> <p>10) Recruitment and Retention of Staff</p>	<p>Executive Directors</p> <p>7) Superintendent and HR Director</p> <p>8) Superintendent, Director of IT, Executive Directors, Director of Business Operations, Building Principals</p> <p>9) CORE School Advisory Board, Executive Directors, Curriculum Coordinator, Principal, Human Resources</p> <p>10) Human Resources Director, Executive Directors, Principal</p>	<p>a focus on October and November.</p> <p>7) Fall of 2026</p> <p>8) June - Nov. 2026-2027</p> <p>9) School Year 2026-2027 with tracking of student teachers beginning during hiring windows  Expansion discussion, Winter of 2026</p> <p>10) Continual</p>	<p>7) Cabinet</p> <p>8) General budget, Board meetings, social media, community meetings.</p> <p>9) Data tracking sheets, survey, CCRC tutoring as needed</p> <p>10) Supports for staff members, PD, advertising, recruiting</p>
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 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. D.

CABINET MEMBER: Lance Boyd

### TOPIC

2024-2025 Student Handbook

### STRATEGIC PLAN

Student Achievement, Stewardship and Accountability and Healthy, Safe and Secure Schools

### BACKGROUND

The Student Handbook is intentionally designed to be aligned with and reflective of GFPS Board policies. The Student Handbook can be found on the District's website home page under the "Parents & Students" tab or at <https://gfps.k12.mt.us/parents-students/student-handbook>. This link will be updated after the newest edition of our handbook is approved. Students and parents may receive a printed copy of the Handbook upon request. Parents and students are required to return the attached "2024-2025 Confirmation of Receipt of Handbook Information" form where they attest to various statements and permissions.

### Discussion

Changes to the 2024-2025 Student Handbook reflect policy updates completed by the Policy Committee and approved by the Board of Trustees.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve the 2024-2025 Student Handbook as presented.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001 or Executive Director of Student Achievement Lance Boyd at 268-6008 or Executive Director of Student Achievement Jackie Mainwaring at 268-6006.

[Return to Agenda](#)



## 2024-2025 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 13, 2024, or upon enrollment.**



1. Great Fall District Student Handbook can be located under "Parents & Students" at:  
<https://gfps.k12.mt.us/parents-students/student-handbook>
2. Please choose one (1) of the following options for your copy of the GFPS Student Handbook:  
  
\_\_\_\_ ELECTRONIC COPY: I will access the handbook electronically (**see number 1 to access**).  
  
\_\_\_\_ PRINTED COPY (option 1): I would like a printed copy of the handbook sent home with my child.  
  
\_\_\_\_ PRINTED COPY (option 2): I will 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 the release of this information, you must fill out this page and return it to school by **September 13, 2024, 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, or 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 technology checked out to my child without my permission.**
- ☐ **I do not want information released to potential employers**
- ☐ **I do not want information provided to military recruiters**
- ☐ **I do not want my child on 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

*Revised 6/30/24*

## **Great Falls Public Schools**

### **Student Computer Acceptable Use and Internet Safety Agreement**

Great Falls Public Schools is pleased to offer our students access to equipment, the Internet, and other electronic networks. The advantages afforded by the rich, digital resources available today outweigh any disadvantages. However, it is important to remember that access is a privilege, not a right, and carries with it the responsibilities of digital citizenship for all involved.

#### **Terms of Agreement**

**PLEASE REVIEW THE AGREEMENT BELOW AND CHECK THE APPROPRIATE BOX ON THE STUDENT/PARENT SIGN-OFF PAGE OF THE STUDENT HANDBOOK.**

In order for a student to be allowed access to a school district electronic device, network, and the Internet, parents and students must review the agreement below, check the appropriate box on the student/parent sign-off page of the student handbook, and sign and return annually.

#### **Student Acceptable Uses**

The District provides equipment, electronic information, services, and networks for all educational purposes. All use must be in support of education and/or research, and in furtherance of the District's stated educational goals. Accordingly, regulations for participation by anyone on the Internet shall include but may not be limited to the following:

- **Access is a privilege**, not a right, and carries with it the responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (e.g. no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, or bully anyone.
- **Students are responsible for all activity under their electronic accounts.** Students will not share passwords with other users or log in as someone other than themselves. The only exception may be teachers safeguarding the passwords of his/her students. Students will log off of devices and/or websites when finished.
- **Students will use school district-provided devices, networks, and Internet access for educational purposes only.** Uses that promote a personal commercial enterprise for personal gain through selling or buying over the school district's network are prohibited. Uses in regard to political agendas must be in compliance with state law and Board policy.
- **Students will protect their privacy of self and others.** Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, or other personal information on the Internet, including such items belonging to others. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.
- **The District reserves the right to monitor, inspect, backup, review, and store at any time** and without prior notice any and all usage of the school district equipment, network and Internet access, and any and all information transmitted or received in connection with such usage. This also includes any information stored on school district network or local electronic devices. All such information files shall be and remain accessible by the District, and no students shall have any expectation of privacy regarding such information. Students are advised that all material in whatever form in the school district system's network may be considered public records pursuant to MCA 2-6-102.
- **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning, collaboration, and provides an opportunity to share the achievements of students. If parents/guardians do not want to release student directory information, including photos and school work, schools must be notified in writing (see page 2 of the District's Student Handbook).
- **While the District makes every effort to filter inappropriate material, it is possible for an industrious user to gain access to such material.** Inappropriate material is defined as material that violates generally accepted social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters.
- **It is every student's responsibility to adhere to the copyright laws** of the United States (P.L. 94-553) and the Congressional Guidelines that delineate those laws regarding software, authorship, and copying information.



- **It is every student's responsibility to treat the physical and digital property of others with respect.** This includes proper treatment of digital services and other hardware, the network system, and respecting other's electronic files. Students are not to remove, and/or modify software, computer hardware, or network equipment without prior Information Technology Department authorization.

### **Student Responsibilities**

Students understand that access is a privilege, not a right, and carries with it the responsibilities of digital citizenship for all involved. Students understand that if they choose not to follow the rules, they may lose computer privileges and/or have other consequences.

**Limitations of Use.** Students must refrain from these activities, none of which are all-inclusive:

- Uses that violate local, state and/or federal laws or encourage others to violate the law.
- Uses that include the transmission of offensive or harassing messages.
- Uses that offer for sale or use any substance of which the possession or use of is prohibited by the District's student discipline policy.
- Uses that violate generally accepted social standards of public communication such as access of:
  - Pornographic, sexual, or obscene content;
  - Personal dating or connection sites;
  - Drugs, alcohol, and gambling content; and/or
  - Hate speech, violence, weapons, and cult content.
- Uses that intrude into the equipment, networks, or information owned by others.
- Uses that include the downloading or transmitting of confidential, trade secret, or copyrighted information or materials.
- Uses that cause harm to others or damage to their property.
- Uses that engage in defamation (harming another's reputation by lies).
- Uses that employ another's password.
- Uses that mislead message recipients into believing that someone other than the sender is communicating, or otherwise using his/her access to equipment, the network, or the Internet.
- Uses that cause the uploading of a worm, virus, or other harmful forms of programming or vandalism.
- Uses that are "hacking" or any form of unauthorized access to other equipment, networks, or other information.
- Uses that jeopardize the security of student access and of the equipment, computer network, or other networks on the Internet.
- Uses that promote a personal commercial enterprises for personal gain through selling or buying over the District's network.
- Uses that promote an individual's political agenda to include soliciting support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.
- Uses of posting anonymous messages.
- Uses of the equipment, network, or Internet while access privileges are suspended or revoked.

**Password Protections.** Users' network passwords are provided for their personal use, therefore, students are expected to protect their own and other's passwords. In order to do so, note the following:

- Students should not share their password with anyone.
- Students should not log into the network with another user's login name and password.
- If a student suspects someone has discovered their password, they should change it or have it changed immediately.
- Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Students should log off District devices when finished.

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

Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

**Copyright Web Publishing Rules.** Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

- For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students and staff engaged in producing Web pages must provide library media specialist with email or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and the student.

#### **Other Expectations.**

- Students must print only with permission from a teacher.
- Students must tell a teacher if he/she reads or sees something on a device that is inappropriate and/or limited (See above list of limitations).
- Students must tell a teacher if a device has been changed in any way.

#### **Teacher Responsibilities**

Teachers will provide guidance to students as they access equipment, electronic information, services, and networks for educational purposes. Teachers will:

- Inform all students of their rights and responsibilities as users of the district network prior to granting access to that network, either as an individual user or as a member of a class or group.
- Monitor when students are accessing the Internet.
- Address student infractions of the Acceptable Use Agreement according to the school discipline policy.
- Provide curriculum-appropriate alternate activities for students who do not have permission to use the Internet or a particular digital tool.
- Guide student use of identifiable photographs, referencing student directory release of information.
- Follow the Children's Online Privacy Protection Act (COPPA) guidelines when using digital tools in the classroom.
- Provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not limited to: positive interactions with others online, including on social networking sites, and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

- Submit a Request for Software/App Review form when seeking to use new software or apps. Approval from the Director of Information Technology must be received before using. If needed, a Data Privacy Agreement must be completed and signed by authorized Great Falls Public Schools personnel and the software vendor as required by MCA 20-7-1323-1326.

### **Principal Responsibilities**

Principals will provide support to teachers and students in following the Student Computer Acceptable Use and Internet Safety Agreement. Principals will:

- Address student infractions of the Acceptable Use Agreement according to the school discipline policy.
- Provide an updated list of students who do not have permission to use the Internet, to use particular digital tools, to take technology home, or to have works or images displayed online.

### **District Responsibilities**

The District will provide support to principals, teachers, and students in following the Student Computer Acceptable Use and Internet Safety Agreement. The District will:

- Ensure that Children's Internet Protection Act (CIPA)-compliant filtering technology is in use.
- Review the Staff and Student Acceptable Use Agreements as necessary. Staff annually reviews this policy.
- Provide professional development for staff regarding expected behavior concerning this agreement.
- Ensure curriculum reflects digital citizenship.
- Monitors Internet activity and provides Internet usage reports to principals for possible disciplinary action.
- Review new requests for software/apps and ensure Data Privacy Agreements are completed as required by MCA 20-7-1323-1326.

### **Acceptable Uses of Personal Devices on the District Network**

Students may bring their own personal electronic devices which may or may not be able to connect to the District/school wireless network. When using personal electronic devices, students must abide by the Acceptable Use Agreement, in addition to the following. Students will:

- Use personal devices in class only with the teacher's express permission.
- Only connect to the District/school wireless guest network and NOT to the District/school wired network. Students understand if their personal device is found wired to the District/school network, the device will be removed and turned in to the administrator.
- Only use devices with up-to-date virus protection software.
- Turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the District/school wireless network.
- Understand the security, care, and maintenance of their device is their responsibility. Student devices will be securely stored when not in use.
- Understand that the District/school is not responsible for the loss, theft, or damage of student devices. Students are fully responsible for their property while at school. Students understand that if they should leave their device in the custody of a staff member, that the staff member is not responsible for the loss, theft, or damage of the student device.
- Understand the Information Technology Department will not provide support for personal devices. Students are fully responsible for making their device work within the parameters defined in this agreement. If they are unable to make their personal device work within these parameters and the given time allotted by the teacher, the student will need to use a device that is provided by the District/school to prevent any interruption to instruction and learning.
- Understand that school staff may access student personal electronic devices if there is reasonable suspicion that the search will uncover evidence that they are violating the law, Board policy, administrative regulation, or other rules of the District/school. This may include but is not limited to, audio and video recording, photographs taken on District/school property that violate the privacy of others, issues regarding bullying, verification that the student's device is connected to the District/school network, etc. Students will provide appropriate login credentials to the device if required. Failure to provide access is insubordination and will be deemed satisfactory evidence that the student device contains content that violates this section.

- Not use audio/video recording devices, to record media or take photos during school hours unless given permission from both a staff member and those being recorded.

### **Failure to Follow Acceptable Use Agreement**

Use of the school district's electronic equipment, network, and Internet is a privilege, not a right. A student who violates this agreement is subject to disciplinary action according to District Policy. Note that some infractions of the Acceptable Use Agreement may be criminal, and as such, legal action may be taken.

#### **References:**

Policy 3225 Sexual Harassment/Intimidation of Students  
Policy 3226 Hazing, Harassment, Intimidation, Bullying  
Policy 3231 Searches and Seizure  
Policy 3300 Corrective Actions and Punishments  
Policy 3310 Student Discipline  
Policy 3630 Cellular Telephone and Electronic Signaling Device Policy  
Policy 3612 District-Provided Access to Electronic Information, Equipment, Services, and Networks  
Policy 5450 Employee Electronic Mail and Online Services Usage  
Policy 5450F Staff Computer Acceptable Use and Internet Safety Agreement  
Policy 5460 Electronic Resources and Social Networking

#### **Legal References:**

Family Education Rights and Privacy Act (**FERPA**)  
Children's Online Privacy and Protection Act (**COPPA**)  
Children's Internet Protect Act (**CIPA**)  
MCA 20-7-1323-1326 Montana Pupil Online Personal Information Protection Act

#### **Acceptable Use Agreement History:**

Original Cabinet Approval: June 2018  
Adopted: July 9, 2018  
Revised on: August 22, 2022



## Great Falls Public Schools Medical Exam Notification

Dear Parent/Guardian,

Great Falls Public Schools provides optional medical examinations at the school for students whose parents provide written consent. This notice is intended to inform parents that the following medical examinations will be provided at the school on the scheduled dates. A family who wants their student to receive the school-based screening listed below may provide consent to such examination(s) by completing this form.

### Hearing Screening:

Each year, Great Falls Public Schools completes a hearing screening to detect hearing loss. **All kindergarten students, first grade students and those new to the state of Montana** will have the opportunity to have their hearing screened. This examination will be provided at \_\_\_\_\_ on \_\_\_\_\_.

Please initial:

☐ Yes, I provide consent for my student to receive the hearing screening.

☐ No, I do NOT provide consent for my student to receive the hearing screening.

### Vision Screening:

Great Falls Public Schools will collaborate with a local Lion's Club to provide vision screenings to **Kindergarten, 1st, 3rd, and 6th grade students**. The vision screening is performed using a PlusoptiX S12C Mobile Vision Screener. A notice will be sent home for any child receiving a recommendation for further testing. The screening is scheduled to be done \_\_\_\_\_.

Please initial:

☐ Yes, I provide consent for my student to receive the vision screening.

☐ No, I do NOT provide consent for my student to receive the vision screening.

### Dental Screening:

The Cascade City-County Health Department partners with volunteer dentists from the Fourth District Dental Society to provide free visual dental screenings in the elementary schools of Cascade County. Children **in grades 1, 3, and 5** will be offered this free dental screening. The results will be sent home to let parents know if their child has any potential health issues. You will be notified by your child's school when a dentist is scheduled to visit.

Please initial:

☐ Yes, I provide consent for my student to receive the visual dental screening.

☐ No, I do NOT provide consent for my student to receive the visual dental screening.

As a parent/guardian of a student, you have the right to authorize your child to attend or receive the examination(s) in accordance with Montana law and District policy by completing, signing, and submitting this form prior to the date identified for each medical service (School Board Policy 3410 see back of form).

A student seeking such services whose parents have not completed this form will not receive the examination(s) and will be redirected to the parent/guardian in accordance with the decision noted on this form.

I provide consent for my student, \_\_\_\_\_, to receive the examination(s) described above at the Great Falls Public School District.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date:

Received By;

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date:



## **Great Falls Public Schools Medical Exam Notification**

GFPS School Board Policy 3410

### **Student Health/Physical Screenings/Examinations**

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be 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;
- Any physical examinations or screenings;
- Immunization as provided by the Department of Public Health & Human Services;
- Any mental health services or screenings.

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/guardians 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 parents will be notified of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy which is:

- Required as a condition of attendance.
- Administered by the school and scheduled by the school in advance.
- Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to consent to the above-described 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.

#### **Cross References:**

Policy 2158 Parental and Family Engagement  
Policy 3305 Seclusion and Restraint  
Policy 3310P Risk Assessment  
Policy 3431 Emergency Treatment

#### **Legal Reference:**

§ 20-3-324(20), MCA Powers and Duties  
§ 40-6-701, MCA Parental Rights  
20 U.S.C. 1232h(b), General Provision Concerning Education

Policy History: Adopted on: July 1, 2000  
Revised on: December 18, 2006  
Revised on: November 23, 2015  
Revised on: April 22, 2024

# gfps

GREAT FALLS PUBLIC SCHOOLS  
EAST MIDDLE SCHOOL

## Authorization to Participate

Great Falls High School offers volunteer participation in student clubs. A list of clubs that have been offered at GFHS is below. Active clubs that are currently offered at GFHS can be seen on our website (link below), where you are able to read club description(s) and Advisor(s) name(s).

Academic Bowl Club	Crafters Corner	Jazz Band Club
Art Club	Cribbage Club	Playing Cards for Skill and Strategy Club
Basic Engineering Club	Cyber Patriots	Rock Painting Club
Basic Survival Club	Critical Thinking Club	Sewing Club
Basketball Club	Crocheting Club	Sign Language Club
Book Club	Cross Stitching Club	Sports History Club
Bike Club	Culture Class	Sudoku
Book Club	Fiddling	Taylor Swift: Lyrics and Bracelets
Calligraphy Club	For the Bird	The Great Outdoors
Card Game Club	GFH Football Club (Ultimate Football)	Working with Weights for All
Chess Club	Inclusion Club	Writers Lounge
Coloring and Puzzles Club	Game of Tournaments	
Color Your Heart Out Club		

**\*Other clubs may be added on an ongoing basis. Please check the EMS website for the most current active clubs, club descriptions & names of Advisors:**

**Parental permission is required for the student to participate in any/all Club(s).** By signing this form, you give permission for your child to participate in the Club(s) identified by you and:

- Agree the Student is fully capable of participating in the Club or Clubs and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
- Understand and acknowledge that the Student may not be skilled in one or all of the Clubs;
- Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
- Understand and acknowledge that engaging in any Club(s) may require a degree of skill and knowledge which the Student may not possess;
- Understand and acknowledge that the Club in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be "cut" from the Club through the audition/try-out process;
- Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and cannot be eliminated without destroying the unique character of the Club. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;

- Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
- Understand and acknowledge that engaging in any Club(s) may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
- Understand and acknowledge that the District may remove the Student from Club(s) for any breach of safety policies, or any conduct that the District deems unsafe.

The Student and Parents hereby consent to the Student participating in the Club(s) identified in spite of, and with full knowledge of, risks which may be associated with that Club.

By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

- I give permission for my student to participate in ONLY the Club(s) I've listed below:

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- My child has permission to participate in ALL of the Clubs listed on this form, and/or currently offered at GFHS, as well as new clubs that may be added for the 2024-2025 school year. I understand that only currently active Club(s) are listed on the GFHS website, so not all clubs listed above may be available to participate in at this time.

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STUDENT NAME

STUDENT SIGNATURE

DATE

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NAME OF PARENT/GUARDIAN

PARENT/GUARDIAN SIGNATURE

DATE

**NOTE:** Please return this form to the club advisor. Signed permission must be provided before a student can participate in a Club or Activity.



# Be a Champion!

North Middle School : #GoGriz!



<https://mt50000605.schoolwires.net/Page/47>

## Club Permission Form 2024-25

### Authorization to Participate and Record

The District offers student clubs and extracurricular activities, events, and programs to the Student, including, but not limited to, curricular and co-curricular programs and clubs and transportation and lodging to, from, and associated with these activities (collectively "Clubs and Activities").

Below is a list of clubs being offered this year at North Middle School.

Archery Club	Basketball Club	Brain-based Board Games
Bunco	Card Club	Coloring for Relaxation
Cooking Club	Cribbage Club	Crime Puzzles
Current Events Club	Debate Club	Desmos Art Club
Drawing Club	Fly-tying Club	Gentlemen's Club
Ghost Adventures	Rummy	GRIZZ BIZ
Harry Potter Club	Hive Mind Club	Indigenous Education Club
Intro to Coding	Jazz Band	KODU Club
Local History Club	Military Matters	NMS Student Gov't Club
Origami Club	Paint by Numbers	North Grizzly Spirit Club
Poetry Club	Reading Club	Orchestra Open Practice Club
Science Club	Singing Club	Special Olympics MT Unified Champ.
Steam Club	Tenzi!	Walking Club
Yearbook Club	Yoga Club	

\*To see the full club descriptions, please check the North Middle School website:

<https://mt50000605.schoolwires.net/Page/47>



Parental permission is required for the student to participate in a Club or Activity. By signing this form, you permit your child to participate in the Club(s) and Activity(ies) identified by you and:

Agree the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.

Understand and acknowledge that the Student may not be skilled in one or all of the Clubs and Activities;

Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;

Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge that the Student may not possess;

Understand and acknowledge that the Club or Activity in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be "cut" from the Club or Activity through the audition/try-out process;

Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, and athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;

Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;

Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and

Understand and acknowledge that the District may remove the Student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

You further acknowledge and consent to the Student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the Student participating in the Club(s) and Activity(ies) identified despite, and with full knowledge of, risks which may be associated with that Activity.





By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

☐ I permit for my child to participate in ANY of the clubs listed above.

Or, please list the club(s) for which permission is given for the Student to participate:

My child has permission to participate in all of the clubs listed on page one.

STUDENT NAME	STUDENT SIGNATURE	DATE
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NAME OF PARENT OR GUARDIAN	PARENT/GUARDIAN SIGNATURE	DATE
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Please return this form to the club advisor. Signed permission must be provided before a student can participate in a Club or Activity.





## Club Permission Form

### Authorization to Participate and Record

The District offers student clubs and extracurricular activities, events, and programs to the student, including, but not limited to, curricular and co-curricular programs and clubs and transportation and lodging to, from, and associated with these activities (collectively "Clubs and Activities").

Art Club  
Business Professionals of America BPA  
Chess Club  
Cyber Patriots  
DECA  
Family Career And Community Leaders Of America (FCCLA)  
Fellowship of Christian Athletes (FCA)  
Gardening Club  
German Club  
HOSA: Future Health Professionals  
Indigenous Club  
Key Club

JROTC  
Montana Educational Talent Search (METS)  
Skills USA  
Ski & Board Club  
Spanish Club  
Speech & Debate (NSDA)  
Student Government  
Students of Service  
Triple R Club- Rustlers Recycling Responsibility  
RPG Dungeons & Dragons Club  
Writing Club  
Young Life

**\*Other clubs may be added on an ongoing basis. Please check the CMR website for the most current list and club descriptions. <https://cmrhs.gfps.k12.mt.us/>**

**Parental permission is required for the student to participate in a Club or Activity.** By signing this form, you give permission for your child to participate in the Club(s) and Activity(ies) identified by you and:

- Agree the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
- Understand and acknowledge that the Student may not be skilled in one or all of the Clubs and Activities;
- Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
- Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the Student may not possess;
- Understand and acknowledge that the Club or Activity in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be "cut" from the Club or Activity through the audition/try-out process;
- Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;

- Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
- Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
- Understand and acknowledge that the District may remove the Student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

You further acknowledge and consent to the Student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the Student participating in the Club(s) and Activity(ies) identified in spite of, and with full knowledge of, risks which may be associated with that Activity.

By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

**Club(s) and/or Activity(ies) for which permission is given for the Student to participate:**

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- My child has permission to participate in all of the clubs listed on page one.

---

**STUDENT NAME**

**STUDENT SIGNATURE**

**DATE**

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**NAME OF PARENT OR GUARDIAN**

**PARENT/GUARDIAN SIGNATURE**

**DATE**

**Please return this form to the club advisor. Signed permission must be provided before a student can participate in a Club or Activity.**



## Club Permission Form 2024-2025

### Authorization to Participate

Great Falls High School offers volunteer participation in student clubs. A list of clubs that have been offered at GFHS is below. Active clubs that are currently offered at GFHS can be seen on our website (link below), where you are able to read club description(s) and Advisor(s) name(s).

Art Club  
Bike Club  
Business Professionals of America BPA  
Chess Club  
Classic Card Club  
Crochet Club  
Cyber Patriots  
DECA  
Drama  
Family Career & Community Leaders Of America (FCCLA)  
Fellowship of Christian Athletes (FCA)  
Gardening Club  
Geology Club  
German Club  
HOSA: Future Health Professionals

I Am Bison - IMB  
Indigenous Club  
JROTC  
Key Club  
Montana Educational Talent Search (METS)  
Rocketry Club  
Role-Playing Game Club - RPG Club  
Ski & Board Club  
Skills USA  
Spanish Club  
Speech & Debate (NSDA)  
Student Culture Survey  
Student Government (STUCO)  
Writing Club  
Young Life

**\*Other clubs may be added on an ongoing basis. Please check the GFHS website for the most current active clubs, club descriptions & names of Advisors:** <https://gfhs.gfps.k12.mt.us/studentlife/clubs>

**Parental permission is required for the student to participate in any/all Club(s).** By signing this form, you give permission for your child to participate in the Club(s) identified by you and:

- Agree the Student is fully capable of participating in the Club or Clubs and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
- Understand and acknowledge that the Student may not be skilled in one or all of the Clubs;
- Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
- Understand and acknowledge that engaging in any Club(s) may require a degree of skill and knowledge which the Student may not possess;
- Understand and acknowledge that the Club in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be "cut" from the Club through the audition/try-out process;
- Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and cannot be eliminated without destroying the unique character of the Club. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without





medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;

- Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
- Understand and acknowledge that engaging in any Club(s) may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
- Understand and acknowledge that the District may remove the Student from Club(s) for any breach of safety policies, or any conduct that the District deems unsafe.

The Student and Parents hereby consent to the Student participating in the Club(s) identified in spite of, and with full knowledge of, risks which may be associated with that Club.

By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

☐ I give permission for my student to participate in ONLY the Club(s) I've listed below:

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☐ My child has permission to participate in ALL of the Clubs listed on this form, and/or currently offered at GFHS, as well as new clubs that may be added for the 2024-2025 school year. I understand that only currently active Club(s) are listed on the GFHS website, so not all clubs listed above may be available to participate in at this time.

<hr/> STUDENT NAME	<hr/> STUDENT SIGNATURE	<hr/> DATE
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<hr/> NAME OF PARENT/GUARDIAN	<hr/> PARENT/GUARDIAN SIGNATURE	<hr/> DATE
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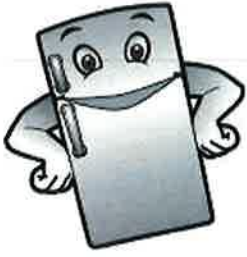
**NOTE:** Please return this form to the club advisor. Signed permission must be provided before a student can participate in a Club or Activity.



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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 text and/or voicemail notification from the GFPS automated communications system
  - **The school MUST have current contact information.** *Please notify the school to update your contact information.*
- GFPS Instagram: <https://www.instagram.com/greatfallspublicschools/>
- GFPS Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
- GFPS Website: [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)
- Media Twitter and websites: @KRTV, [www.krtv.com](http://www.krtv.com), @KFBB, [www.kfbb.com](http://www.kfbb.com), @GFTribune, [www.greatfallstribune.com](http://www.greatfallstribune.com), @TheElectricGF, [www.theelectricgf.com](http://www.theelectricgf.com)
- GFPS News Releases Website page: <https://greatfallsmt.net/police/news-releases>
- GFPS Facebook: <https://www.facebook.com/GFPolice/>
- Radio Stations: FM: 89.9, 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 announcements.**
- Call 406-268-6444 for a recorded phone message (you may reach a busy signal depending on caller volume)



<https://tinyurl.com/gfpsCrisisApp>

**Information about the District's automated notifications can be found at this website:**

**[www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)**

Parents have the right and responsibility to make attendance decisions **for their** children based on **their** 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 will likely need during the school year. The handbook has a Table of Contents to use as a reference. 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 this document is updated and then published annually every June, while policy adoption and revision are ongoing processes. Therefore, any policy changes that affect student handbook provisions will be made available to students and parents on the GFPS District website 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 references to policy codes are included to help parents confirm the current policy. District Board Policies can be found on the District's website at: <https://www.gfps.k12.mt.us>

### **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 based on 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 provided in the current "Montana State Plan under Part B of "IDEA."

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Inquiries regarding discrimination based on disability or requests for accommodation should be directed to the District's Section 504 Coordinator. The Board designated the following individual to serve as the **District's Title IX & Section 504 Coordinator for students: Lance Boyd, Executive Director of Student Achievement (Phone: 406-268-6008).**



Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225/3225P/3225F -Sexual Harassment, or Policy 3266-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1770-Uniform Complaint Procedure. 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 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: Executive Director of Student Achievement

Address: 1100 4<sup>th</sup> Street South, PO Box 2429, Great Falls, MT 59403

Email: [lance\\_boyd@gfps.k12.mt.us](mailto:lance_boyd@gfps.k12.mt.us)

Phone: (406) 268-6008

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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### Sexual Harassment Reporting/Intake Form for Students

This form is not required. Complaints may be submitted in any matter noted in Policy 5012. The form may be used by the Title IX Coordinator to document allegations.

School \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_

1. Who was responsible for the harassment or incident(s)? \_\_\_\_\_

2. Describe the incident(s). \_\_\_\_\_

3. Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

4. Were other individuals involved in the incident(s)?    yes    no

If so, name the individual(s) and explain their roles. \_\_\_\_\_

5. Did anyone witness the incident(s)?    yes    no

If so, name the witnesses. \_\_\_\_\_

6. Did you take any action in response to the incident?    yes    no

If yes, what action did you take? \_\_\_\_\_

7. Were there any prior incidents?    yes    no

If so, describe any prior incidents. \_\_\_\_\_

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_

of parents/guardians (optional) \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Title IX Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Feel free to attach documentation.**

Retaliation is prohibited by federal law and District policy. The identity of the individual signing this form will remain confidential in accordance with law and policy.





## 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 the 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 schools' Parent Advisory Councils will review and ensure the District, and schools work with families to design procedures to assist in meeting the needs of students and in support of parents as partners in the education of their children, especially in transition grades (Kindergarten, Middle School, and High School entry).

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 designed to foster a cooperative effort among parents, school, and community.

### Guidelines

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

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

The school system will provide opportunities for conversations about effective parent involvement practices, 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:

1. Come prepared;
2. Complete assignments;
3. Follow school expectations; and
4. Seek help if needed.

#### Parent

It is the responsibility of the parent to:

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

#### Teacher/Staff

It is the responsibility of staff to:



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

#### Community

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

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

#### Administration

It is the responsibility of the administration to:

1. Facilitate and implement the Title I Parent Engagement Policy and Plan at the school and district levels;
2. Provide training and space for parent engagement activities;
3. Provide resources to support successful parent engagement practices;
4. 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
5. Send information to parents of Title I children at Title I schools (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](mailto:carol_paul@gfps.k12.mt.us)

Lance Boyd, Executive Director of Student Achievement, at 406-268-6008 or by email at [lance\\_boyd@gfps.k12.mt.us](mailto:lance_boyd@gfps.k12.mt.us)



July 1, 2024

## 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:

1. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
2. 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;
3. if the teacher is teaching in the field of discipline for which they are certified or licensed;
4. 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
5. 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 they need to succeed in school and beyond. That commitment includes making sure 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: Luke Diekhans  
Phone: (406) 268-6010

Title: Director of Human Resources  
Email: [luke\\_diekans@gfps.k12.mt.us](mailto:luke_diekans@gfps.k12.mt.us)

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

A handwritten signature in black ink, appearing to read "Luke Diekhans".

Director of Human Resource

## **ABUSED AND NEGLECTED CHILD REPORTING**

**- Reference; GFPS Board Policy: 5232**

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused, neglected, or subjected to sex trafficking by anyone regardless of whether the person suspected of causing the abuse, neglect, or sex trafficking is a parent or other person responsible for the child's welfare, shall report the matter promptly to the Department of Public Health and Human Services (DPHHS). Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of physical or psychological harm to a child, exposure to or involvement with sex trafficking, and abandonment. This definition includes sexual abuse and sexual contact by or with a student. The obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or romantic contact between a student and a staff member.

The employee shall notify the Superintendent, Principal, or supervising administrator that a report has been made by the employee. An employee does not discharge the obligation to personally report to DPHHS by notifying the Superintendent, Principal, or supervising administrator.

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

When a District employee makes a report, DPHHS may share information with that individual or others as permitted by law. Individuals in the District who receive information related to a report of child abuse, neglect, or sex trafficking shall maintain the confidentiality of the information.

## **ATTENDANCE**

**- Reference; GFPS Board Policy: 1906, 1906P, 2050, 2162-2161R, 3100, 3100P, 3100R, 3120, 3122, 3122R, 3130, 3141, 3150, 3150R.**

### **Compulsory Attendance**

Parents, guardians, or other person who is responsible for the care of any child who is seven (7) years of age or older prior to the first day of school, in any school fiscal year, is responsible for seeing that the child attends the school in which the child is enrolled for the school term and each school day in the term prescribed by the trustees of the district until the later of the following dates:

1. The child's sixteenth (16<sup>th</sup>) birthday;
2. The date the child completes the eighth (8<sup>th</sup>) grade.

The provisions above do not apply to the following cases:

- a. The child has been excused under one of the conditions specified in §20-5-102, MCA.
- b. The child is absent because of illness, bereavement, or other reason prescribed by the policies of the Trustees.
- c. The child has been suspended or expelled under the provisions of §20-5-202, MCA.
- d. The child is excused pursuant to Section 2 of §20-5-103, MCA.
- e. The child is excused pursuant to §40-6-701(1) or Policy 2158.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study;
2. Excused from compulsory school attendance upon a determination by a district judge that attendance is not in the best interest 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~~; or
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**

It is the policy of the District to provide enhanced educational opportunities to students under the age of 5 when ~~either individual exceptional circumstances exist and/or a child qualifies~~ and when community-based exceptional circumstances are present. Administration shall ensure admission, enrollment, and assignment of all qualifying children under policy 3100 2165. For more information on qualifying "exceptional circumstances" refer to policy 3100-2165.

#### **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 of a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic records. School success, scholarship, and job opportunities are greatly affected by a good attendance record.

#### **Attendance Notification**

It is the student's responsibility to come to school on time and be prepared each day. Daily notification to the school from a parent or legal guardian 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, guardian, 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, guardian, 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.

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

Students with excessive absences may have their names shared with Alliance for Youth and/or the County Attorney's office for intervention and support.

~~Absence notes, normally signed by the parent, guardian, or custodian, may be signed by adult students as long as an "18 + Attendance Contract" has been previously approved and signed by the parent, guardian, or custodian.~~ Excessive absences will result in consequences according to policy 3122R and will be reported on the report card. Specific rules and regulations regarding attendance and tardies, as well as bell schedule(s) can be found in the respective school(s) student handbook(s) and/or school webpage(s).

#### **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 MCA, excuses the child and their parent, guardian, or custodian from the compulsory enrollment and attendance requirements.

Students enrolled in private schools or registered home schools in the Great Falls Public School District 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. Students 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) hour 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 they are 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, guardian, or custodian understands and agrees 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, guardian, or custodian pursuant to Montana law and District policies.
6. FAPE (Free Appropriate Public Education) and Special Education (IDEA) Services: Enrollment is afforded in compliance with these guidelines.

### **Extra-Curricular Athletics for Home-school/Nonpublic (non-MHSA member) students**

As per state law and MHSA regulations, non-public or home-school students who meet the requirements of § 20-5-109 MCA can participate in MHSA member school extra-curricular activities with the following stipulations:

1. The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).
2. The same rules of the MHSA apply including age, semesters, academics, and transfer. Only enrollment is waived.
  - a. **Age rule:** A student who turns 19 after midnight on August 31<sup>st</sup> is age-eligible. Any 19-year-old (who turns 19 on or before midnight August 31<sup>st</sup>) can file a waiver of the age rule if the following is proved by the student: 1) the student does not create a safety risk, 2) the student does not skew the overall competitiveness of the activity, 3) participation will not exclude others, and 4) the student meets all necessary criteria to participate in MHSA activities.

- b. **Semester rule:** Students are eligible for eight consecutive semesters and the semesters start to accrue after entering the ninth grade.
  - c. **The principal will verify when the student began high school coursework which will begin their semester accrual. (Eight consecutive semesters once they start ninth-grade coursework and semesters accrue whether they are attending school or not).**
3. The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal. To meet the same standards as required by the law, a home-school and/or nonpublic school student must demonstrate they have passed five half-credit classes in the previous semester (90 school day period). Academic eligibility includes provisions 2.2, 2.3, and 2.4 from the MHSA handbook (see below).
- a. (2.2) A grading period is defined as one semester. A semester is defined as one-half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format utilized (i.e. block, traditional, trimester etc.).
  - b. (2.3) A student must have received a passing grade and received credit in at least twenty-five periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth-grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school's athletic teams. If the school prohibits participation by ninth-grade students, this action by the local school will not be subject to review by the MHSA or its Executive Board.
  - c. (2.4) A student must have received a passing grade and received credit in at least twenty-five periods of prepared work per week or its equivalent during the last preceding semester in which they were enrolled.
4. The student may only participate in the school in the student's attendance area.
- a. The student must live in your school's attendance area.
  - b. The nonpublic and/or home-school student's entire family must live in the attendance area of the school they participate in.
  - c. Nonpublic or home-school students cannot transfer.
5. No student may establish eligibility concurrently at two-member schools.
6. Dual enrollment is not recognized for the purpose of eligibility in MHSA activities.
7. A nonpublic school and/or home-school student who participates at an MHSA member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.
8. All nonpublic/home-school participants are subject to the same rules and requirements for participation as students enrolled in Great Falls Public Schools.
9. Middle School Participation: The GFPS Athletic Department follows the same policies for middle school as high school when appropriate/possible.

### **Activities or Preplanned Absences**

Participation in school activities is an important factor in a student's success in school. It is the parent's, guardian's, or custodian's 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:

1. Illness
2. Bereavement
3. Medical or legal appointments that cannot be scheduled outside of the school day
4. Weather-related absence when the schools remain in session, but the parent, guardian, or custodian deems it unsafe for the student to attend school
5. Necessary absences approved by the parent, guardian, or custodian
6. 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 the parent, guardian, or custodian communicate directly to them 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, guardian, custodian, 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 prescribed by law, § 20-5-106, MCA Truancy.

### **Alternative Attendance Plans**

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

### **Discretionary Nonresident Student Attendance Policy**

The Board, recognizes an educational requirement of its resident students including the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for 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, or designee is hereby given the authority to recommend to the Board any nonresident student's admission by Policy 3141. ~~The Board shall make the final decision on admission. In making the recommendation to the Board, the Superintendent, or designee will take into account all academic, conduct, and attendance history. The student may be denied admission if the Superintendent, or designee determines that the history indicates that the admission of the student could be detrimental to the educational process of the District.~~

In reviewing and determining whether to approve an application for attendance by a nonresident student, the Superintendent or designee shall recommend for approval and the Board of Trustees shall approve the application unless approval of the application will negatively impact the quality of education for resident students by grade level, by school, or in the District in the aggregate in one or more of the following ways:

1. The approval would result in exceeding limits of:
  - a. building construction standards pursuant to Title 50, chapter 60, MCA;
  - b. capacity and ingress and egress elements, either by individual room or by school building, of any fire code authorized by Title 50, chapter 3; or
  - c. evacuation elements of the district's adopted school safety plan.

The Board authorizes the Superintendent or designee to coordinate with the local fire marshal, law enforcement, health department, and first responders when developing standards under this Subsection 1. Findings shall be adopted by the Board in District's Strategic Plan or Facility Plan.

2. The approval would impede meeting goals, standards, or objectives of quality education adopted by the Board in the District's Strategic Plan or plan for continuous improvement. Some programs have caps.
3. The approval would risk jeopardizing the educational quality adopted by the Board in the District's Strategic Plan or plan for continuous improvement because the nonresident student who is applying was:
  - a. truant as defined in § 20-5-106, MCA, in the last school district attended;
  - b. expelled by another school district at any time; or
  - c. suspended in another school district in any of the three (3) school fiscal years preceding the school fiscal year for which attendance is requested. This Subsection c does not apply to a student who is eligible for special education or related services.

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 admission, 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, guardian, or custodian, or a school district.~~

Every nonresident student who seeks to enroll in the District shall apply for admission for the succeeding school year by March 15th for fall enrollment and December 15th for spring enrollment. All applications shall be submitted using the form found in Policy 3141F1 as developed by the Superintendent or designee. For planning purposes, late applications will be accepted only at the Superintendent or designee's discretion and shall only be considered in extreme and extenuating circumstances.

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

## **CALENDAR**

**-Reference; GFPS Board Policy: 1906, 1906P, 2050, 2100**

### **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.

### **Extended School Year**

In accordance with the District Policy 2011, § 20-1-301, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the Board of Trustees may establish a school calendar with an earlier start date and a later end date from non-emergency school years to ensure students receive the minimum number of aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the District in the event of school closures or other impacts of District operations due to a public health emergency. When setting an extended school year, the District will collaborate with students, parents, employees, and other community stakeholders. When proposing to adopt changes to a previously adopted school term, the Board of Trustees will follow the procedures outlined in Policy 2100.

### **School Schedule and Calendar**

It is the objective of the Board of Trustees to ensure the proactive operations of the District during a public health emergency b; (1) meeting the educational needs of the students; (2) complying with all applicable statutes and rules pertaining to the aggregate hours of instruction; and (3) identifying and implementing innovative methods to meet educational and other needs of each student in the District.

### **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.

## **CELLULAR TELEPHONE AND ELECTRONIC SIGNALING DEVICE POLICY**

**-Reference; GFPS Board Policy: 3630**

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 that 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 an 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, or guardian dependent upon progressive discipline at the building level. Repeated unauthorized use of such devices may result in disciplinary action.

## **COMMUNICABLE DISEASES/CONDITIONS**

**-References; GFPS Board Policy: ~~1905, 1906, 1906P~~, 2050, 3410, 3417, 3420**

In all proceedings related to this policy, the District will respect a student's right to privacy. All applicable district policies and handbook provisions governing the confidentiality of student medical information remain in full effect.

Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life-threatening, could be life-threatening to a child with suppressed immunity.

The District shall provide soap and disposable towels, or other hand-drying devices, and they shall be available at all handwashing sinks. Common-use towels are prohibited. Sanitary napkin disposal shall be provided for girls of age ten or older and in teachers' toilet rooms and nurses' toilet rooms. The District shall provide sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some other readily available on-site access to sanitary napkins.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, 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 shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

1. isolate the student immediately from other students or staff;
2. inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student; and
3. consult with a local health department official to determine if any further reporting or actions are needed.

Management of common communicable diseases will be in accordance with DPHHS guidelines and communicable disease control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from onsite school attendance. Offsite instruction will be provided during the period of absence in accordance with policy 2050.

Students who complain of illness at school may be referred to the responsible person designated by the Superintendent and may be sent home as soon as the parent or person designated on the student's enrollment card has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to onsite instruction. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the responsible person designated by the Superintendent to determine appropriate measures to protect student and staff health and safety. The responsible person designated by the Superintendent, after consultation with and on the advice of public health



officials, shall determine which additional staff members, if any, need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition if it is determined there is a need for such individuals to know this information.

Head lice infestations must be addressed. Every attempt will be made to maintain dignity while educating students and parents on the prevention and eradication of head lice before and after infestation is detected. The administrator, his/her designee, school nurse, or another qualified professional will examine the child in question. Siblings of students found with lice will also be checked if there is suspicion that infestation may exist. The student found with head lice may be sent home until he/she has initial treatment. Upon return, a child will be reassessed for the efficacy of treatment. Parents or guardians of the student found with head lice will be informed of procedures for treatment and requirements for reentering after initial treatment.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease. Note: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 16.28.202, ARM, Reportable Diseases, with the exception of common colds and flu.

### **Healthy Hand Hygiene Behavior**

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

1. Arrival to the facility and after breaks
2. Before and after preparing, eating, or handling food or drinks
3. Before and after administering medication or screening temperature
4. After coming in contact with bodily fluid
5. After recess
6. After handling garbage
7. After assisting students with handwashing
8. After use of the restroom

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 sanitizer with at least 60% alcohol can be used if soap and water are not readily available. Staff members shall supervise students when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade-level appropriate posters describing handwashing steps near sinks.

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

~~-References; GFPS Board Policy: 1905, 1906, 1906P, 1909, 2100, 2140, 2150, 2161, 2168, 2169, 2410, 2420, 3122, 3125~~

~~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 except as provided by this policy. To avoid exposing others to illness, parents, guardians, 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.

Students, staff, volunteers and visitors will maintain a three-six foot (3ft for students and 6ft for adults) distance between themselves and their peers and colleagues throughout the school day inside any school building when practicable.

Recess and use of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate student groupings. Transportation services will be provided in accordance with cleaning and disinfection procedures outlined in this policy.

Parent arrival times to drop-off and pick-up students riding with parents and caregivers may be staggered in designated intervals by grade level through a schedule set by the building administrator.

Drop-off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adheres to social distancing expectations around the exterior of the school building while on school property.

Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance between themselves and others.

#### **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 is not required to provide masks, but may choose to in cases where masks are required by District 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, guardians, 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:**

1. Arrival and departure to and from the facility and after breaks
2. Before and after preparing, eating, or handling food or drinks
3. Before and after administering medication or screening temperature
4. After coming in contact with bodily fluid
5. After recess



- ~~6. After handling garbage~~
- ~~7. After assisting student with handwashing~~
- ~~8. After use of the restroom~~
- ~~9. After laboratory use or shared equipment~~

## **COMPLAINTS BY STUDENTS/PARENTS**

**-References; GFPS Board Policy: 1770, 1906, 1906P, 3210, 3215, 3225F, 3225P, 3226, 3300, 3310, 4310, 5215, 5232, 5255**

### **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 the section related to Sexual Harassment below.

### **Level 2: Informal Principal / District Administrator Problem Solving**

If the complaint is not resolved at Level 1, the individual should consult with the principal of the school or the 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 resolve the 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 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 District Administrator'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 of 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 the 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 (3) 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 Board 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, 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 a 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.

The board will strive to provide a positive and productive environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated. Bullying is any harassment, intimidation, hazing, threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student and/or staff that is persistent, severe or repeated and that:

1. Causes a student and/or staff physical harm, damages a student's property, or places a student and/or staff in reasonable fear of harm to the student and/or staff, or their property;

2. Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
3. Substantially and materially disrupts the orderly operation of a school.

Harassment, intimidation, and bullying can take on many forms – verbal, written, electronic, visual, physical, and psychological – and are often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences.

No person, including a District employee or agent, or student, shall bully, harass, haze, or intimidate another based on the provisions of applicable local, state, and federal laws and regulations that prohibit discrimination or any other reason. It is the policy of the Board to comply with all nondiscrimination laws. Complaints of bullying, harassment, intimidation, and hazing will be handled as set forth in the applicable grievance procedure. The District will not tolerate bullying, harassment, or intimidation.

Sexual harassment is prohibited. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12991(a)(30).

Students who believe they are victims of bullying, harassment, or intimidation, regardless of the reason, or have witnessed bullying, harassment, or intimidation, regardless of the reason, are encouraged to discuss the matter with their teacher, counselor, bus driver, coach, principal, or any responsible adult who is not involved in the alleged bullying, harassment, or intimidation.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter, including the formal complaint process, with the Title IX Coordinator. Students may choose to report to a person of the student's same gender if alleging a violation of Title IX. Complaints will be kept confidential to the extent possible given the need to investigate.

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

Students who believe they are victims of harassment based upon a disability are encouraged to report the matter to the Section 504 Coordinator or Principal. This may include the completion of a Harassment Reporting Form (3225F) for Students that details the complaint.

Any adult employee, adult volunteer, District contractor or agent who witnesses, overhears, or receives a report, formal or informal, written or oral, of bullying, harassment, or intimidation shall report it in accordance with procedures developed under Board policy.

Any adult school employee who has notice of sexual harassment or allegations of sexual harassment shall make a report to the District's Title IX Coordinator.

Formal complaints alleging sexual harassment shall be addressed through the District's Title IX Grievance Procedures. Complaints alleging disability discrimination or harassment shall be addressed through the District's Section 504 Grievance Procedures. All other complaints alleging bullying, discrimination, or harassment shall be addressed through the District's Uniform Grievance Procedures (see Level 1-5 above).

The Title IX Coordinator & Section 504 Coordinator, Lance Boyd (406-268-6008) and/or administrator are responsible for taking the following actions in conformance with the applicable grievance procedure:

1. Taking prompt action to investigate/report complaints of harassment, intimidation and bullying.
2. Promptly notifying the complainants and respondents and their parents/guardians regarding the outcome;
3. Taking supporting or remedial measures to ensure continued access to the District's programs or activities while the grievance process is pending; and
4. Taking disciplinary action as appropriate and any other actions appropriate to address the harassment, intimidation, and bullying.

In the event that a staff member or administrator knows or reasonably believes that the alleged behavior constitutes criminal activity or child abuse or neglect, the staff member or administrator shall report such activity to law enforcement and/or the Department of Public Health and Human Services (DPHHS). Nothing herein prohibits other individuals from reporting complaints to law enforcement. If it is determined that the alleged harassment, intimidation, or bullying did not occur at school or school-related activity or does not materially or substantially disrupt the orderly operation of the District, an administrator shall refer the matter, as appropriate, to other persons or entities with appropriate jurisdiction, including but not limited to law enforcement or the Department of Public and Human Services (DPHHS).

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

Retaliation and reprisal against any person who reports an act of harassment, intimidation, or bullying or participates in an investigation under Board policy is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with District policy.

Detailed information on sexual harassment formal complaint response, investigation, determination, appeals, resolution process, and recordkeeping can be found in Board policy 3225P.

## **COMPUTER RESOURCES**

**-Resources; GFPS Board Policy: 1904, 1906, 1906P, 2050, 2169, 3225, 3226, 3300, 3310, 3612, 3612F, 3612P, 3650**

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 area 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 equipment, network and to the Internet when misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of equipment, network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

During the course of the school year, unexpected events may necessitate the need to transition to remote learning (i.e. weather, building mechanical issues, health issues, etc.). In these instances, the District may issue a computer directly to the student to take home so instruction can continue. If needed, a wireless hotspot may also be issued if home internet is not available.

**By signing the student handbook, you as the parent consent to the following terms written in policy 3612F and 3612P:**

1. I will grant permission for my child to check out a laptop, Chromebook, or other device to bring home as needed for academic use.
2. I will assume responsibility for any damage to, and responsibility for, the repair and or replacement of the laptop, Chromebook, or other device while it is in my child's custody.
3. I will assume responsibility for any unauthorized use of the laptop, Chromebook, or other device while it is in my child's custody and will supervise its use to see that the laptop, Chromebook, or other device is used only for academic or other purposes as assigned by school staff and in accordance with District Policy and the Student Computer Acceptable Use and Internet Safety Agreement.
4. I will assume responsibility to pay for any damage, repair, and or replacement for any damage done to district software which may result from my child's use of the laptop, Chromebook, or other device.
5. I will assume responsibility to pay for any damage, repair, and or replacement for any damage done to district software which may result from a virus introduced as a result of my child's use of the laptop, Chromebook, or other device.
6. I will monitor my child's internet usage and ensure they do not visit inappropriate sites. GFPS cannot guarantee the same web content filter at home as it does in the schools.
7. I will not allow my child to use the district's laptop, Chromebook, or other device to add, remove, or copy any programs, software, or information in a manner which may violate copyright laws.
8. I will return all equipment borrowed when the child returns to school. Devices must be returned to the school they were checked out from.

### **Curriculum**

Use of District equipment and 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 equipment, or 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 equipment, 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 coursework include 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 and Board policy 3612P Student Computer Acceptable Use and Internet Safety Agreement for a list of acceptable and unacceptable uses.

During the course of the school year, unexpected events may necessitate the need to transition to remote learning (i.e. weather, building mechanical issues, health issues, etc). In these instances, the District will issue a computer directly to the student to take home so instruction can continue. If needed, a wireless hotspot will also be issued if home internet is not available. By signing the student handbook, you as the parent consent to the following terms:

1. I will grant permission for my child to check out a laptop, Chromebook, or other device to bring home as needed for academic use.
2. I will assume responsibility for any damage to, and responsibility for, the repair and/or replacement of the laptop, Chromebook, or other device while it is in my child's custody.
3. I will assume responsibility for any unauthorized use of the laptop, Chromebook, or other device while it is in my child's custody and will supervise its use to see that the laptop Chromebook, or other device is used only for academic or other purposes as assigned by school staff and in accordance with District Policy and the Student Computer Acceptable Use and Internet Safety Agreement.
4. I will assume responsibility to pay for any damage, repair and/or replacement for any damage done to district software which may result from my child's use of the laptop, Chromebook, or other device.
5. I will assume responsibility to pay for any damage, repair and/or replacement for any damage done to district software which may result from a virus introduced as a result of my child's use of the laptop, Chromebook, or other device.
6. I will monitor my child's internet usage and ensure they do not visit inappropriate sites. GFPS cannot guarantee the same web content filter at home as it does in the schools.
7. I will not allow my child to use the district's laptop, Chromebook, or other device to add, remove, or copy any programs, software, or information in a manner which may violate copyright laws.
8. I will return all equipment borrowed when the child returns to school. Devices must be returned to the school they were checked out from.

**STUDENTS and PARENTS, you 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](http://www.gfps.k12.mt.us), Board Policy 3612F and Board Policy 3612P. By signing, either a digital copy electronically or a printed copy physically, of the "2023-2024 Confirmation of Receipt of Handbook Information" page at the front of the Great Falls Public School Handbook, you are acknowledging receipt of this information, and agreeing to and accepting the responsibilities as listed in Great Falls Public Schools Board Policy 3612F and Board Policy 3612P.**

### **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 equipment, 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 equipment, 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 equipment, 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 initiating an investigation of a user's use of access to its equipment, 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.

## **STUDENT DISCIPLINE**

- Reference; GFPS Board Policy: **1906, 1906P, 2161-2161R, 3200, 3225, 3226, 3230, 3231, 3300, 3310, 3310P, 3311, 3312, 3312R, 3340, 3345**

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:

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

### **Applicability of School Rules and Discipline:**

The District recognizes and honors students' constitutional rights to education opportunities. 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.

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

~~Any conduct that would constitute violation of Montana Law will be reported to the police.~~

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

1. Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they have alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal of such substances, including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section of the Policy 3311.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
6. Disobeying directives from staff members or school officials, disobeying rules, violating state or federal law, or not honoring regulations governing student conduct
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
10. Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
11. Intimidation, harassment, sexual harassment, sexual misconduct, hazing, or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
12. Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the District.
13. Forging any signature, or making any false entry, or attempting to authorize any document used or intended to be used in connection with the operation of a school.
14. Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
15. Engaging in academic misconduct, which may include but is not limited to:
  - a. cheating
  - b. unauthorized sharing of exam responses or graded assignment work
  - c. plagiarism (to include copying off websites)
  - d. accessing websites or electronic resources without authorization to complete assigned coursework,
  - e. any other act designed to give unfair academic advantage to the student.

Disciplinary actions apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. 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;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to and from school or a school activity, function, or event, anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member, or student, or an interference with school purposes of an educational function.

### **Disciplinary Measures**

Disciplinary measures include, but are not limited to:

1. Expulsion
2. Suspension
3. Detention, including Saturday School
4. Community Service
5. Clean-up duty
6. Loss of student privileges
7. Loss of bus privileges
8. Notification to juvenile authorities and/or police
9. Restitution for damages to school property
10. Completion of a District-approved Chemical Awareness Class
11. Completion of a District-approved Tobacco Education Group

### **Non-Disciplinary Measures**

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

### **Corrective Actions and Discipline**

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:

1. "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/guardian 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 their actions to the staff member. Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.
2. "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.
3. "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.
4. "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.
5. Academic discipline infractions include, but are not limited to truancy, cheating, and plagiarism. The student may receive grade reductions or lose credit.

### **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.

1. Before any suspension is ordered, the 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.
2. 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.
3. 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.
4. 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:**

1. K-12 students, who are absent as a result of an out-of-school suspension, have the right to make up for the work missed. They will work with the school to determine a timeline to complete the work.
2. Paris Gibson Education Center students who are absent as a result of an out-of-school suspension, may continue their work upon reinstatement.
3. 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 recommendations 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 the Rehabilitation Act when disciplining students. The Board will not expel any special education when a 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.

#### **Corporal Punishment**

**Reference; GFPS Board Policy: 1906, 1906P, 3310, 3231, 3300**

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 reasonable force. District personnel are permitted to use reasonable force to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

#### **Disciplinary Authority**

School District employees and other individuals designated or hired by the District, when students are under their charge, are 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.

### **Student Threat Assessment**

The District may establish a threat assessment team for students whose behavior may pose a risk to the safety of the community, school, staff, students or self. Each team shall:

1. Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a risk to the community, school, staff, students or self;
2. Include persons with expertise in counseling, instruction, school administration, and/or law enforcement and other outside resources as necessary; and
3. Identify members of the internal school community and external community, as appropriate, who should be informed of behavior; and
4. Utilize available forms and procedures for the assessment of and intervention with students whose behavior poses a risk to the safety of the community, school, staff, students or self, including response plans.

All District employees, volunteers, and contractors are required to report any expressed risks or behavior that may represent a risk to the community, school, or self. In cases determined to be appropriate, teams shall follow established procedures for referrals to community services, boards, or health care providers for evaluation or treatment when appropriate.

Upon a preliminary determination that a student poses a high or extreme risk of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the Superintendent or designee.

The Superintendent or designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this policy shall prevent a District employee from acting immediately to address an imminent risk. The Superintendent may establish a committee charged with oversight of the threat assessment teams. An existing committee may be designated to assume the oversight responsibility; however, any such team may include individuals with expertise in community resources, education, school administration, mental health, medical, and/or law enforcement.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by Board Policy and Montana law. The District may, in accordance with the provisions in Policy 3600R, release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

### **COUNSELING**

- Reference; GFPS Board Policy: 1906, 1906P, 2140

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 will encourage students to explore and develop their individual interests in all areas, including but not limited to career and technical programs, academic curricula, post-secondary opportunities, community or military service, and employment opportunities without regard to gender, race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status.



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. They may also have information available about addiction services and cessation programs available to students and staff.

Students shall have access to regular school counseling services whether their instruction is provided in a District approved onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor or review and referral. Students receiving instruction in a District approved offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

**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.

## **CYBERBULLYING**

**- Reference; GFPS Board Policy: 3226, 3612, 3612P, 3630**

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

1. Electronic communication is defined by MCA 45-8-213 and includes any communication by any electronic device, including but not limited to, text messaging e-mail, or use of social networking.
2. 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).
3. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.
4. Individuals may also be referred to law enforcement officials.

## **DIRECTORY INFORMATION**

**-References; GFPS Board Policy: 3600R, 3600F**

The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

Directory information shall be limited to:

1. Student's Name
2. Address
3. Telephone listing
4. Electronic mail address
5. Photograph (including electronic version; including to the OPI Missing Persons Repository-SB0040)
6. Date and place of birth
7. Grade level
8. Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
9. Academic awards, degrees, and honors
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Dates of Attendance
13. Degrees, major field of study, most recent educational agency or institution attended

**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 an effective date. See parent/guardian sign off page check boxes, located in your school handbook, 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/guardian 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 Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with the Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents/guardians and students concerning school records shall inform them of their right to object to the release of this information.

### **DISRUPTIONS**

- Reference; GFPS Board Policy: **1903 4313, 4315, 4332, 3200, 3226**

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.

#### **Conduct on School Property**

In addition to prohibitions stated in other District Policies, no person on school property shall at any time:

1. Injure, haze, harass, intimidate, bully, or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Use, possess, distribute, purchase, or sell tobacco products, including but not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic cigarettes and any other tobacco/nicotine innovation;
5. Consumer, possess, distribute, or be under the influence of any alcoholic beverages, marijuana, or illegal/controlled substances; marijuana products include but are not limited to edible products,

ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping;

6. Possess weapons (as defined in Policy 3310/3311);
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter any portion of the school premises at any time for purposes other than those that are authorized by the District as public or educational activities;
9. Willfully violate other District rules and regulations. "School Property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds.

As circumstances warrant, appropriate action will be taken by the District's administrators.

## **DISTANCE, ONLINE, AND TECHNOLOGY-DELIVERED LEARNING**

- Reference; GFPS Board Policy: **1902, 1904, 1906, 1906P, 1908, 2100, 2120, 2168, 2410, 2410R, 3650**

The District defined distance, online, and technology-delivered learning as 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, video conferencing, streaming video). The District may utilize a variety of distance, online and technology-delivered learning platforms including the Montana Digital Academy (MTDA) to fulfill these needs when the District is unable to utilize programs and staff of its own.

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

1. 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;
2. When requested, 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;
3. The District will provide highly qualified, licensed instructors and/or facilitators as described in ARM 10.55.907(3)(a)(b)(c);
4. 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).
5. Online courses are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction and are approved by the District;
6. Qualified district staff will provide information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll;
7. The curriculum requirements of the state and District are met;
8. Prior permission has been granted by the student's parent/guardian as part of the student's educational plan;
9. All online courses taken by student will be approved by the administration in advance of enrolment;
10. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(ac); and
11. Private/Non-Public students enrolling with the District, for the sake of accessing on-line courses:
  - a. Must enroll for a minimum of two periods on-line or in-person instruction, in order for the District to incur the cost now assigned by MTDA, or
  - b. The educational facility where they receive their full-time enrollment status must reimburse the District for their single period of on-line instruction.

All distance learning courses offered through the District will be considered 90 hours per semester or 180 hours per year, unless specifically designed as a quarter credit (45 hours per semester, 90 hours per year).

The District shall pay for fees for GFPS enrolled students, delivered by MTDA, which are required for graduation, as specified in District policy or the student handbook, or as determined by the Superintendent or designee. Private/Non-public school students wanting to access MTDA through Great Falls Public Schools must contact the Secondary Curriculum Director for policies guiding enrollment.

The District may charge students a reasonable fee, in conjunction with MTDA pricing, for an elective MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent or designee to waive the fee in cases of financial hardship.

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

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

## **DISTRIBUTION OF MATERIAL**

**- Reference; GFPS Board Policy: 3221, 3222, 4321**

### **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 substantially 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. This time is taken away from students, teachers, and the clerical staff.

Community sponsored flyers must follow these guidelines:

1. The flyer or announcement must be for student and family related events only.
2. Flyers will be maintained on a weekly basis.
3. The information must be non-religious and non-political.
4. The information may not include; alcohol related logos, promote the use of drugs, alcohol, tobacco, and no alcohol can be served at the event.
5. The information or flyer cannot contain disruptive, libelous or obscene information.
6. Only fundraisers for schools or school-support organizations will be approved for electronic posting.

All organizations must have the approval of the Superintendent or designee before materials may be distributed either physically or electronically posted. For flyers approved for Wednesday envelope distribution, copies must be provided and counted out for individual schools. These copy sets should be given to the Administrative Assistant to the Executive Director at the District Office Building for distribution to schools.

### **Posting of Materials**

In order to facilitate the posting of materials with information about student and family activities offered in the community.

1. Schools may choose to maintain a centrally located bulletin board for the posting of District approved Community Events flyers which follow GFPS Board Policy expectations.
2. The District will **only** provide and maintain a digital posting of approved Community Flyers which can be found on the GFPS website.

### **DRESS AND GROOMING**

- Reference; GFPS Board Policy: 3224, 3611

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remains 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.

### **DRIVER EDUCATION**

- Reference; GFPS Board Policy: 2163

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:

<https://gfps.k12.mt.us/parents-students/driver-education>

### **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

- Reference; GFPS Board Policy: 3215, 3310, 3340, 3510, 3550, 4315, 8225

#### **Recognized Student Clubs and Organizations**

The Board recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee is delegated the authority to approve or deny club applications.

The Board of Trustees authorize the administration to approve and recognize curricular student clubs or organizations in the manner consistent with Policy 3550 and administrative procedure. Curricular student clubs are those approved student clubs that directly relate to the body of courses offered by the school. ~~The Buildings will maintain a current list of approved and recognized clubs and make them available upon request.~~ Information about the nature and purpose of student clubs and groups meetings at the school and method to consent to or opt out of participation will be provided to parents in print or electronic format consistent with parent/family rights.

Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club as outlined in Policy 3550 shall be designated as non-curricular student groups. Non-curricular student groups include any student group that does not directly relate to the body of courses offered by the District but has a regular meeting schedule and established operational structure. Student meetings must be supervised by an adult. See Board Policy 3550 for more detailed permissions and limitations.

1. Student Organizations:
  - a. All curricular student clubs or organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.



- b. Bylaws and rules of curricular student clubs or organizations must not be contrary to Board policy or to administrative rules and regulations.
  - c. Procedures in curricular student clubs or organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
  - d. Student-led and initiated non-curricular student groups may meet at school in accordance with District Policy without the sponsorship of the District.
2. Social Events:
- a. Social events must have prior approval from the administration;
  - b. Social events must be held in school facilities unless approved by the administration;
  - c. Social events must be chaperoned at all times.
  - d. 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. Extra-curricular activities:
- a. Academic and behavior eligibility rules are established by MHSA rules and District policy.
  - b. 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.
  - c. In establishing an interscholastic program, the Board directs the administration to:
    - i. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
    - ii. Open all sports to residents of the District and who are at least 5 years of age and not more than 19 on or before September 10 of the year in which participation in extracurricular activities is sought by such child in accordance with the provisions of Policy 3510.
    - iii. Recommend sports activities based on interest inventories completed by the students.
4. Participation in District Extracurricular Activities by Unenrolled Children:
- a. Any child identified in this policy who is attending a nonpublic or home school meeting the requirements of section MCA 20-5-109:
    - i. Is eligible to seek to participate in any extracurricular activity of the District that is offered to students of the District who are of the same age.
    - ii. Is subject to the same standards for participation as those required of full-time students enrolled in the school and the same rules of any interscholastic organizations of which the school of participation is a member as specified in this policy and any related student or activity handbook provisions.
    - iii. Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time students enrolled in the District.
  - b. In cases where there is more than one school serving the same age group within District boundaries, a child under this policy shall be subject to the same school zone rules applicable to full-time students of the District. Participation for one school for one sport and another school for another sport is prohibited.
  - c. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under this policy shall be attested by the head administrator of the nonpublic school. No further verification shall be required.
  - d. The academic eligibility for extracurricular participation for a student attending a home school as specified in this policy shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.
  - e. Students participating in extracurricular activities under this policy may be considered part-time enrollees for the purposes of ANB in accordance with Policy 3150, 3121, and 3121P.
5. Designation of Athletic Teams:
- a. Unless otherwise prohibited by Policy 3210 or federal law, District sponsored athletic teams or sports designated females, women, or girls may not be open to students who are biologically of

the male sex. District sponsored athletic teams or events may be designated as one of the following based on biological sex in accordance with applicable MHSA rules, Policy 3510, federal law, Policy 3210, or provisions of Section 6 of Chapter 405 (2021):

- i. Males, men or boys;
- ii. Females, women, or girls; or
- iii. Coed or mixed

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:

1. Attendance/Academic Eligibility: To be eligible to participate in an 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.
2. Age Rule: A student is not eligible for MHSA-sponsored events if they turn 19 years of age before midnight, August 31, of the school year in question.
3. Transfer Rule: ~~Nonpublic or homeschool athletes do not qualify for the transfer rule.~~ GFPS, home school or non-public student who transfers from one high school to another high school is ineligible to participate in varsity competition for 90 pupil instruction days from the date of enrollment in the new school. A transfer student who meets all other eligibility requirements may participate at a sub-varsity level during the 90-day period. ~~except in the following cases:~~ The following cases are exceptions and would result in immediate eligibility if practice requirements have been fulfilled:
  - a. There is a corresponding change of residence by the parent.
  - b. The student is placed in that school district by court order.
  - c. The student is a member of an accredited, MHSA-approved foreign exchange program.
  - d. The student applies for and receives a hardship ruling from the MHSA.
4. Eligibility of a student will be determined by the administration in each school.
5. 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:

1. Emphasize concern for the health and well-being of all students;
2. Provide a chemical-free environment which will encourage healthy development;
3. Diminish chemical use by providing an education assistance program;
4. Promote a sense of self-discipline among students;
5. Confirm and support existing state laws regarding the use of drugs, tobacco and alcohol;
6. 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
7. 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. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity. Forms are available at the school of participation, and need to be completed, signed and submitted prior to any involvement be allowed. Forms will be kept on file at the school of submission and need to be renewed annually. (SB518) 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. Successful completion of this class may reduce the sanctions.

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

### **Spectator Conduct**

Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner during an event may be ejected from the event and/or denied permission to access school buildings, school property, or school events. Examples of unsportsmanlike or inappropriate conduct include, but are not limited to;

1. Using vulgar or obscene language or gestures;
2. Consume, possess, distribute, or under the influence of any alcoholic beverage, marijuana, or illegal/controlled substance;
3. Possessing a weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of a security officer or district employee, referee, judge or event official;
6. Engaging in any activity which is illegal or disruptive; and other violations of District Policy.

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds.

Upon administrative recommendation, the Superintendent may deny future admission for a period of time, up to one (1) week, to any person violating Policy 4315. Any long-term suspension greater than one (1) week, must be approved by the School Board.

The Superintendent will notify such action by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

1. A description of the unsportsmanlike or inappropriate conduct;
2. The time period that admission to school events will be denied;
3. The procedures by which the person may appeal

### **PENALTIES FOR STUDENTS REGARDING DRUG, ALCOHOL, TOBACCO VIOLATIONS**

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

#### **First Offense - All Students:**

1. Parent Notification.
2. SRO Notification to determine ticketing, if appropriate.
3. 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.
4. In lieu of the 10-day suspension, students 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 reinstatement of the 10-day suspension.

All contraband will be confiscated by the school administration.

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

1. Drugs and Alcohol
  - a. 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.
  - b. 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.
2. Tobacco
  - a. 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**

1. Parent notification.
2. Determine suspension consequences and SRO ticketing response, if appropriate.
3. Students 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 the most appropriate course of action for the student.
4. Failure to complete the chemical dependency assessment or other assigned consequences will result in 10 days of suspension from school.
5. Illegal tobacco violations will result in retaking the tobacco education group.

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

1. Drugs and Alcohol
  - a. Same Calendar Year
    - i. 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.
    - ii. 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.

2. Tobacco

- a. 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**

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

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

1. Drugs and Alcohol

- a. 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.

2. Tobacco

- a. 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.

**FEES**

- Reference; GFPS Board Policy: 2311, 3520

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. Fees associated with coursework are reviewed and approved by the Board every year, prior to the start of school. 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:

1. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
2. Personal physical education and athletic equipment and apparel.
3. Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
4. Voluntarily purchased student accident insurance.
5. Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
6. Personal apparel used in extracurricular activities that becomes the property of the student.

7. Parking fees, student identification cards.
8. Fees for lost or damaged textbooks or materials, or lost, damaged or overdue library books.
9. Fees for driver education program.
10. Fees for optional courses offered for credit that requires use of facilities that are not available on District premises.
11. Fees for materials that students keep in lab courses.
12. Fees for student participation in all extracurricular activities in middle and high schools.

### **FINES**

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.

### **WITHHOLDING AND TRANSFERRING RECORDS FOR UNPAID FINES OR FEES**

The District may not refuse to transfer files to another district because a student owes fines or fees. The District may not withhold the school schedule of a student because the student owes fines or fees. The District may withhold the grades, diploma, or transcripts of a current or former student who is responsible for the cost of school materials or the loss or damage of school property until the student, or the student's parents or guardian, pays the owed fines or fees.

In the event a student who owes fines or fees transfers to another school district in the state and the District has decided to withhold the student's grades, diploma, or transcripts from the student and the student's parent or guardian, the District shall:

1. Upon receiving notice that the student has transferred to another school district in the state, notify the student's parent or guardian in writing that the school district to which the student has transferred will be requested to withhold the student's grades, diploma, or transcripts until any obligation has been satisfied;
2. Forward appropriate grades or transcripts to the school district to which the student has transferred;
3. At the same time, notify the school district to which the student has transferred of any financial obligation of the student and request the withholding of the student's grades, diploma, or transcripts until any obligations are met;
4. When the student or the student's parent or guardian satisfies the obligation, inform the school district to which the student has transferred.

A student or parent may appeal the imposition of a charge for damages to the Superintendent or designee.

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.

### **FIREARMS AND WEAPONS**

**- Reference; GFPS Board Policy: 3311, 4332**

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. The policy does not govern conduct in a student's home, a locked vehicle, a non-school parking lot, or a commercial business when the student is participating in an online, remote, or distance learning setting unless they have made a threat or there is a perceived threat. 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.~~

However, the Board of Trustees, through this policy, authorizes the Superintendent and the Administrative Hearing Panel to use their discretion on a case-by-case basis and modify the requirement of expulsion of a student if they deem such modification to be warranted under the circumstances.

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

Before holding a hearing to determine if a student has violated Policy 3311, the Board shall, in a clear and timely manner, notify the student if the student is an adult or notify the parent or guardian of a student if the student is a minor that the student may waive the student's privacy interest by requesting that the hearing be held in public and invite other individuals to attend the hearing.

Before expelling a student under Policy 3311, the Board shall hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the Trustees find that the student knowingly, as defined in Section 1-1-204, MCA, brought a firearm to school or possessed a firearm at school. The provisions of Policy 3311 do not require the Board to expel a student who has brought a firearm to school or possess a firearm at school if the firearm is secured in a locked container approved by the District or in a locked motor-vehicle the entire time the firearm is at the school, except while the firearm is in the use for a school-sanctioned instructional activity.

### **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; nun-chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No student 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 of 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 to a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.



(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.

## **FOOD SERVICES**

- Reference; GFPS Board Policy: 8200, 8205, 2510

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, you can go online to: <https://gfps.k12.mt.us/departments/school-nutrition-program/overview> or call Jessa Youngers, Food Service Supervisor, at 406-268-6047.

## **Charging and Alternate Meal Information**

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



- b. The principal will investigate and take appropriate action.

To manage your child's account balances online go to: [www.myschoolbucks.com](http://www.myschoolbucks.com)

School Nutrition Department breakfast/lunch prices can be found at: <https://gfps.k12.mt.us/departments/school-nutrition-program/overview>

## **FOREIGN EXCHANGE STUDENTS**

- Reference; GFPS Board Policy: 3145, 3145R

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 secondary schools. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. All foreign exchange students must be between the ages of 16-18 at the time of enrollment and have a minimum of two (2) years of high school experience. 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 I-20 application process prior to enrolling. The following practices apply to foreign exchange students/international learners:

1. No foreign exchange student will be designated a senior by classification.
2. All foreign exchange students/international learners must have a minimum of two years of high school experience and 16 years of age before being accepted as a foreign exchange student.
3. Foreign exchange students /international learners will be expected to enroll in the following academic classes:
  - a. One (1) credit of English 5-6 (Required)
  - b. One (1) credit of United States History (Required)
  - c. One-half (1/2) credit of Government (Required)
  - d. One (1) credit of Math (Recommended)
  - e. One (1) credit of Science (Recommended)
4. Foreign exchange students/international learners must maintain enrollment in a minimum of six (6) academic classes and seven (7) periods of accountability.
5. Foreign exchange students /international learners must pay all pertinent fees.
6. Foreign exchange students /international learners will be recognized at the beginning of the graduation ceremony and will receive a Certificate of Attendance.
7. **Any deviation from these guidelines must be approved by the Academic Variance Committee.**
8. ~~During times of pandemic responses, GFPS may not accept foreign exchange students /international learners.~~
9. Foreign exchange students /international learners must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.

## **FUND RAISING**

- Reference; GFPS Board Policy: 3530, 3535, 3550, 4210, 4320, 4321, 7225, 7225F, 7260

### **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 or designee.

### **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 students or school-affiliated organizations of the District request permission to participate in such activity.

## **GANGS AND GANG ACTIVITY**

### **- Reference; GFPS Board Policy: 3611**

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:

1. One or more criminal acts; or
2. 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:

1. 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;
2. 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
3. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
  - a. Soliciting membership in or affiliation with any gang;
  - b. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - c. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
  - d. 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**

### **- Reference; GFPS Board Policy: 1902, 1902F, 1906, 1906P, 2169, 2410, 2410P, 2420, 2420R, 2168, 2421**

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 username 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:

<b><u>Grades K, 1 and 2:</u></b>	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 Reading, Language, Writing, and Grammar, 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.

Learning habits, communication, collaboration/contribution, and global citizenship, self-directed/motivated learning are graded on a C, S, NY basis in grades K-6. Students in grades K-12 may receive individualized comments from their teachers.

- C = Consistently demonstrates
- S = Sometimes demonstrates
- NY = Not yet demonstrates

### **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%	

### **Grade Point Averages, 7-12, are calculated in the following manner:**

Grade Point Average or GPA (Grade Point Average) is the average obtained by dividing the total number of grade points earned by the total number of credits attempted. Grade points are based on letter grades, are calculated by grading period and are cumulative:

4 points for A+, A, A-  
3 points for B+, B, B-  
2 points for C+, C, C-  
1 point for D+, D, D-  
0 points for F, W, I. GPAs (Grade Point Average)

### **EXCEPTIONS:**

1. 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.



2. 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).
3. Grades 5-6 use a separate instrumental music progress report.
4. G, S, N, and I, are the marks used to denote grades in reading at grades K-6.
5. 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.
6. The x sign is used in grades 9-12 to denote a course is being audited for no credit
7. The I mark is used in grades 9-12 to denote a course grade containing incomplete work and the student has two weeks to complete all missing work for a passing grade.
8. 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.
9. 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.

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

## **GRADUATION**

- Reference; GFPS Board Policy: **1902, 1906, 1906P, 2410, 2410R, 2413**

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, described below.

### **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**

<b>Subject Area</b>	<b>Comprehensive Diploma</b>
<b>Credits Needed</b>	<b>23</b>
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**

<b>Subject Area</b>	<b>Concentration Diploma</b>
<b>Credits Needed</b>	<b>23</b>
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**

<b>Subject Area</b>	<b>Honors Diploma</b>
<b>Credits Needed</b>	<b>26</b>
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 a minimum cumulative GPA of 3.3, six (6) or more credits in any combination of honors, AP, or early college-level courses.

### **Alternative Programs**

- **Reference; GFPS Board Policy: 1902, 1906, 1906P, 2169, 2410R, 2600, 2600F**

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's 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 (Grade Point Average) 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 building's 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.

### **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 the 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 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 coursework include 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 face-to-face or virtually.

### **Work Experience/Internship Program**

Work Experience/Internship must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The student's classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a Work Experience/Internship program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in Work Experience/Internship must be converted and is equivalent to the time requirement for credit to be earned.

The particular program designed for each student shall be set forth in a written protocol approved by the student, his or her parents or guardians, the work-experience coordinator, and the employer. This shall stipulate the terms of employment and the provision for academic credit. The Student, Parent/Guardian, Workplace Supervisor, Work Experience/Internship Coordinator & School Counselor will be required to sign the Great Falls Public School Work Experience/Internship Affiliation Agreement (2600F).

The Work Experience/Internship coordinator shall make such arrangements as necessary with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

### **Early Graduation**



**- Reference; GFPS Board Policy: 1902, 1906, 1906P, 2333, 2410R**

At times, students may move through coursework, earning credit and progressing towards graduation faster than their peers. A student may complete graduation requirements in less than eight semesters or the equivalent amount of secondary school enrollment. 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 or legal guardians 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 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.

**HAZING/HARASSMENT/INTIMIDATION/BULLYING**

**- Reference; GFPS Board Policy: 3225, 3226, 4226, 5226**

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 does not include the determination after an investigation that the student used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

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

1. ~~Substantially and materially disrupting the orderly operation of the school;~~
2. ~~Knowingly places a student in reasonable fear of physical harm to the student or damage to the student's property;~~

- ~~3. Creating a hostile learning and/or working environment;~~
- ~~4. Causes a student physical or mental harm.~~

- Physically harming a student or damaging a student's property;
- Knowingly places a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment; or
- Substantially and materially disrupting the orderly operation of the school.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written (electronic or otherwise), or physical nature, on the basis of any protected class as defined under federal and/or Montana state law.

"Hazing" means an act against a student of coercing a student into behavior that creates risk of mental or physical harm to a person in order for the student to be initiated into, or affiliated with a student activity, team, club, or organization, or for any other purpose.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another person or their property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury.

"Electronic Communication" is defined in 45-8-213, MCA, and includes any communication by any electronic device including but not limited to text messaging, email, or use of social networking.

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

1. Bullying, harassment, hazing or intimidation of a student;
2. Retaliation against a student or staff member for reporting or thought to have reported an incident of bullying, harassment, hazing or intimidation; or
3. Coercion of another person to commit bullying, harassment, hazing or intimidation.

Bullying, harassment, hazing or intimidation is strictly prohibited in person or electronically (as defined in 45-8-213, MCA):

1. On school premises;
2. During any school sponsored program, activity, or function including on a school bus or other school-related vehicle.

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.

## **HOMELESS CHILDREN**

- Reference; GFPS Board Policy: **1906, 1906P, 3100, 3100P, 3110, 3125, 3125F, 3141**

### **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:

1. District bussing;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. 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.

### **HOMEWORK**

**- Reference; GFPS Board Policy: 2430, 2430R**

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.

Teachers may give homework to students to aid in the students' educational development. 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, building, or class (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, cementing, reviewing, evaluating and returning all assigned homework. Homework should be an appropriate extension of classwork. The assignment and its purpose should be clearly stated. Homework should be as carefully planned as any classroom activity. Please refer to the building handbook for specific homework requirements for that building.

### **IMMUNIZATION**

**- Reference; GFPS Board Policy: 3110, 3110R, 3413, 3413F1, 3413F2**

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 licensed or certified health care provider in a manner provided by Section 20-5-405, required form is located on the Great Falls Public Schools website under District Policy 3413F1, and MCA. Exemptions for religious reasons must be filed in a manner provided by Section 20-5-404, MCA, required form is also located on the Great Falls Public Schools website under District Policy 3413F2. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P.

All students who are enrolled under an exemption and have a disease listed in Policy 3413, have been exposed to a disease listed in Policy 3413, or may be exposed to a disease listed in Policy 3413 while attending school, may be excluded from the school by the local health officer of the DPHHS until the excluding authority is satisfied that the student no longer risks contracting or transmitting that disease.

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.

~~Policy 3413 does not apply to or govern vaccinations against COVID-19. The Board does not require immunizations against COVID-19 in order to enroll in the District in accordance with Montana law. District officials shall not inquire about the COVID-19 vaccination status of students, employees, or visitors. District officials shall not make decisions regarding access to District services for students, employees, or visitors based upon an individual's COVID-19 vaccination status. Students enrolled in dual credit courses in accordance with District policies may be subject to district immunization requirements of the applicable post-secondary institution.~~

~~Students enrolled in dual credit courses in accordance with District policies may be subject to district immunization requirements of the applicable post-secondary institution.~~

## **INSTRUCTION**

**- Reference; GFPS Board Policy: 2135, 2158, 2309, 2310, 2310R, 2310F1, 2310F2, 2310F3, 2311, 2311R, 2311F1, 2314, 2314F1, 2314F2, 2330, 2335**

### **Family Engagement Policy**

The Great Falls Public School District Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component.

### **Parent/Family Involvement Goals and Plans**

The Board of Trustees recognizes the importance of parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community.

Therefore, the district will promote the facilitation of parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning.
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success.
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

**The District's plan for meeting these goals is to:**

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
  - a. Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
  - b. Providing information about educational resources for parents/families to use together with their children.
  - c. Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enabling families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Performing regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. **If practical,** Provide information in a language understandable to parents.

**Parent/Family Involvement Responsibilities, And Rights**

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

1. Encourage their child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook with their child and sign the acknowledgement either digitally online or physically, then returning to the school of record. A parent with questions is encouraged to contact their school.



3. Become familiar with all of your child's school activities and with the academic programs and course of study, including special programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignments, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
4. Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
5. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually arrange to return the call or meet with the parent during their conference period or at a mutually convenient time before or after school.
6. Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available at: <https://gfps.k12.mt.us/school-board>
7. Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.

### **Parent Rights**

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

### **No Course Materials From or Instruction by Abortion Providers**

The District recognizes the right of a parent or guardian to withdraw a child from instruction or an organized school function regarding human sexuality instruction. Such withdrawals will be classified as an excused absence.

"Human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

### **Annual Notice and Availability of Materials**

The District shall annually notify the parent or guardian of each student scheduled to be enrolled in human sexuality in advance of the instruction regarding the basic content of human sexuality instruction intended to be taught and the parent or guardian's right to withdraw the student from such instruction.

### **48-Hour Notice**

Parents and guardians will be notified at least 48 hours prior to holding an event or assembly or introducing materials for instructional use.

### **No Abortion Curriculum**

Neither the District nor its personnel or agents may permit a person, entity, or any affiliate or agent of the person or entity to offer, sponsor, or furnish in any matter any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students or personnel if the person, entity, or any affiliate or agent of the person or entity is a provider of abortion services.

### **Controversial Issues and Academic Freedom**

The District shall offer courses of study which will afford learning experiences appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues, to have free access to information to study under teachers in situations free from prejudice, and to form, hold, and express



their own opinions without personal prejudice or discrimination. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements.

Teachers shall guide discussions and procedure with thoroughness and objectivity to acquaint students with the need to recognize various points of view, importance of fact, value of good judgement, and the virtue of respect for conflicting opinions.

The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and the free exchange of ideas and information.

In the study or discussion of controversial issues or materials, however, the Board directs teaching staff to consider the following criteria:

1. Relative maturity of students
2. District philosophy of education and Board approved curriculum
3. Community standards, morals and values
4. The necessity for a balanced presentation; and
5. The necessity to seek prior administrative counsel and guidance in such matters

### **Health Enhancement**

Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. An instructional approach will be developed after consultation with parents and other community representatives. Parents and guardians may ask to review materials to be used and may request that their child be excluded from human sexuality education or instruction class sessions without prejudice in accordance with Policy 3120. In accordance with Policy 2135, the District will notify parents and guardians 48 hours prior to any event, assembly, or introduction of materials for instructional use on the topic of human sexuality. Notification of parent or guardian rights under this policy will be issued on an annual basis.

For purposes of this policy, "human sexuality education or instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

### **AIDS Education and Prevention**

The Board believes HIV/AIDS and other STD/STI instruction is most effective when integrated into a comprehensive health education program. Instruction must be appropriate to grade level and development of students and must occur in a systematic manner. The Board particularly desires that students receive proper education about HIV and other STD/STI's, before they reach the age when they may adopt behaviors which put them at risk of contracting the disease.

In order for education about HIV and other STD/STI's to be most effective, the Superintendent will require that faculty members who present this instruction receive continuing in-service training which includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction, but who have contact with students, will receive basic information about HIV/AIDS and other STD/STI's and instruction in use of universal precautions when dealing with bodily fluids. In accordance with Board policy, parents will have an opportunity to review the HIV/STD/STI education program before it is presented to students.

## **Library Materials**

### **Reference: GFPS Board Policy 2309, 2310**

School library and classroom library books are primarily for use by the District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal may assess fines for damaged or unreturned books.

## **Selection of Library Materials**

The selection of library materials is a professional task conducted by the library staff. In selecting library materials, the librarian will evaluate the existing collection; examine materials and consult reputable, professionally prepared selection aids. Librarians involved in selection of resource materials will also use the following criteria as a guide:

1. Support and contribute to the general education goals of the District
2. Support and contribute to the objectives of specific courses and student interests
3. Demonstrate validity, currency, appropriateness for content, age and student developmental level
4. Maintain favorable reviews or recommendations found in standard selection sources
5. Demonstrate the reputation and significance of author, producer, and/or publisher
6. Foster respect for and gain an understanding of the contributions made to our society by diverse groups of people
7. Support Indian Education for All
8. Represent differing viewpoints on controversial subjects with the goal of providing a balanced collection
9. Demonstrate value commensurate with cost and/or need
10. Demonstrate quality and variety of format

## **Parental Discretion**

Parents may request in writing that their minor child/children not be allowed to check out specific book titles, authors, and/or subjects. Written requests should be submitted to their child's/children's school(s) of attendance.

## **Library Materials Reconsideration Procedures (Complaint Procedure)**

Any individual, who is a resident of Cascade County, parent, grandparent, or guardian of a Great Falls Public Schools student, may challenge the selection of materials for the library/media center. The Materials Reconsideration Procedure will be utilized to determine if challenged material is properly located in the library.

The procedure for filing a complaint about library materials in the school library is found on the district website, under Board Policy 2310R, as well as Board Policy 2310F1, and 2310F2, which are the Citizen's Request for Reconsideration of Library Material Form (F1), and the Checklist for Library Materials Selection Committee Reconsideration of Material Form (F2).

## **Instructional Materials**

### **Reference: GFPS Board Policy 2311, 2314**

The Board is legally responsible to approve and to provide the necessary instructional materials. Textbooks and instructional materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum
2. Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards
3. Provide background information to enable students to make intelligent judgments
4. Present opposing sides of controversial issues
5. Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
6. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society

- Be congruent with identified instructional objectives.
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical Standards.
- Provide background information to enable students to make intelligent judgements.
- Present more than one viewpoint on controversial issues.
- Be representative of the many religious, ethnic, and cultural groups and their contributions through realistic, non-stereotypical portrayals.
- Assist teachers in providing moral and civic instruction to students consistent with § 20-4-301(1)(f), MCA.
- Recognize the distinct and unique cultural heritage of American Indians.
- Comply with equality and nondiscrimination standards in Article X, Selection 1 of the Montana Constitution and § 49-2-307, MCA.
- Be priced in a manner that is consistent with District budgetary capacity.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years, or consistent with the state's standards revision schedule that are consistent with the goals of continuous school improvement plan. All instructional materials must be compatible with previous and future offerings.

### **Selection, Adoption, and Removal of Textbooks and Instructional Materials**

Curriculum committees will generally be responsible to recommend textbooks and major instructional material purchases. Recommendations will be made to the Superintendent. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established District goals and objectives. A curriculum committee will consist primarily of members in a particular department. The same basic selection procedures should be followed as with District-wide committees to also include one or more community members.

### **Removal of Textbooks and Instructional Materials**

Textbooks may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process, which is explained in Board Policy 2314, and put into effect by submitting Board Policy 2314F1, which is the Citizen's Request for Reconsideration of Learning Material form. Those interested in being a part of the Learning Materials Selection Committee are encouraged to submit Board Policy 2311F1, which is the Learning Materials Selection Committee Application form, the Committee will use Board Policy 2314F2, which is the Checklist for Learning Materials Selection Committee Reconsideration of Material form to make their recommendation of the treatment of the challenged materials.

## **INVESTIGATIONS**

- Reference; GFPS Board Policy: 3230, 3232, 3310P, 3440, 4313, 4410, 4411

### **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 themselves in the position of interfering with a law enforcement official in the performance of their 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 an SRO must interact with a student, the officer(s) is requested to confer with the student when they are 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.

8. In cases where there is no threat to person or property, the officer shall contact the school principal and present proper identification on all occasions upon their arrival on school premises.
9. Parents or guardians shall be notified by the building administrator or designee, as soon as possible.
10. The student's parent or guardian should be present, if practicable, during any interrogation on school premises, by law enforcement other than an SRO.
  - a. In cases where there 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.
  - b. Parents or guardians shall be notified by the building administrator or designee, as soon as possible. The building administrator or designee shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.
  - c. The student's parent or guardian should be present, if practical, during any interrogation on school premises, by law enforcement other than an 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 of 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/ STUDENT THREAT ASSESSMENT**

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.

### **MANAGEMENT OF SPORTS RELATED CONCUSSIONS**

**- Reference; GFPS Board Policy: 3415, 3415F, 3415P**

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 (MHSAA), the District will utilize procedures developed by the MHSAA 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](http://www.mhsa.org), U.S. Department of Health and Human Services page at [www.hhs.gov](http://www.hhs.gov), and the Centers for Disease and Prevention page at: <https://www.cdc.gov/traumaticbraininjury>.

### **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 MHSAA 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 healthcare 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. This service, provided by SWAY Medical, 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 healthcare provider.



## **MEDICINE AT SCHOOL**

**- Reference; GFPS Board Policy: 3416, 3416F, 3418, 8302, 8450**

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. "Medication" means prescribed drugs and medical devices that are approved by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed by the student's healthcare provider and/or authorized through parental consent.

### **Assisting Students with Self-Administration of Medication**

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

1. 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.
2. 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:

1. Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked, labeled container from the pharmacy;
3. Opening the lid of a container for a student;
4. Guiding the hand of a student to self-administer a medication;
5. Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
6. 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:

1. 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.
2. The student must have 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.
3. 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.
4. 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.

#### **MILITARY COMPACT WAIVER**

- Reference; GFPS Board Policy: 3124

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.

### **PERMISSIVE TRANSFERS**

**- Reference; GFPS Board Policy: 3110, 3110R, 3100, 3100P**

Parents/guardians 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:

1. Formal written approval must be given by each building principal, with final approval given by the Superintendent or designee.
2. Permissive transfers will only be considered if classroom space is available at the requested school.
3. Transportation must be provided by the parent/guardian or student for the student attending a school on a permissive transfer.
4. Permissive transfers will be judged on the educational value for the students; however, other needs such as childcare will be considered.
5. 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.
6. A permissive transfer may be revoked by the Superintendent at any time in response to attendance problems or disciplinary issues.
7. No transfers will be made to accommodate extra or co-curricular activities.

### **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

**- Reference; GFPS Board Policy: 1905, 1906, 1906P, 3410**

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 with applicable parental permission. Such services may include, but are not limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision, hearing, and dental screening;

4. Scoliosis screening;

5. Immunizations as provided by the Department of Public Health & Human Services.

## **PRAYER/RELIGIOUS ACTIVITY AT SCHOOL**

- Reference; GFPS Board Policy: 2332, 3510

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. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements.

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. Students may gather as non-curricular groups to discuss or promote religion in accordance with District Policy 3222.

## **PROTECTION OF STUDENT RIGHTS AND RESPONSIBILITIES**

- Reference; GFPS Board Policy: : 1905, 1906, 1906P, 2131, 2132, 2311, 3200, 2132, 3130, 3410, 3600, 3600R, 3600F, 3650

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:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Behavior and attitudes about sex;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom the students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or student's parent; or
8. 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:

1. Inspect the survey within a reasonable time of their request; and/or
2. 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:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.
5. This notification shall be given to 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, 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, and the District requirements to communicate with parents/guardians of adult students, refer to Board Policy 3130.

## **PUBLICATIONS**

- Reference; GFPS Board Policy: 3221, 3222



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 substantially 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.

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

- Reference; GFPS Board Policy: 3440

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 their 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.

### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

- Reference; GFPS Board Policy: 1902, 1906, 1906P, 2420, 2420R, 3120, 3600R

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/guardian. Please read the section on **Grading Guidelines**.

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:

1. Respecting each other as people



2. Respecting our own property and the property of others
3. Treating others with kindness

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

1. Respecting school rules
2. Being responsible
3. Being prepared to learn

At our school, we...

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

At our school, we...

1. DO NOT harass or tease others
  - a. These are negative acts committed by someone to another person (physical, written, spoken, gestured)
2. DO NOT intimidate others
  - a. These are actions or words that serve to trouble, scare or frighten another person.
3. DO NOT threaten others
  - a. These are actions or words that make others feel they are in danger
4. DO NOT bully others
  - a. 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?**

1. Tell an adult:
  - a. Your parents
  - b. Your teacher, any teacher or the principal
  - c. Your counselor
  - d. The secretary
  - e. An aide
  - f. Any adult...they care about you!
2. You can write it in a note or you can talk to an adult about it
3. 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?**

1. Listen very carefully to what you have to say.
2. They may talk to other people about what they have seen or heard. This will include your parents. The principal will also be notified.
3. They will take action to make the behavior stop.
4. They will get the other person's side of the story.
5. They will figure out what is happening.
6. They will take disciplinary action if appropriate.
7. 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?**

1. People who act in this way will be made to stop by the adults in this school.
2. 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:

1. While the pupil is in school or on school property (including parking lots, playgrounds and lawn areas)
2. On the way to and from school
3. Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school.
4. 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, Executive Director of Student Achievement 268-6777 and/or Kerry Dattile 268-6008 and/or Luke Diekhans, Director of Human Resources 268-6011.

## **RETALIATION**

- Reference; GFPS Board Policy: 3226, 4226, 5226

"Retaliation" means an intentional act or communication intended:

1. as revenge against a person who has reported or participated in an investigation of bullying, harassment, hazing or intimidation; or
2. 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.

## **RETENTION/SPECIAL PROMOTION**

- Reference; GFPS Board Policy: 1902, 1906, 1906P, 2421, 2421R

Great Falls Public Schools provides rich educational opportunities that allow students to progress through a curriculum based on state and national standards. The District acknowledges that educational success may require multiple supports and interventions to reach individual students at all levels. Curriculum, time, and instruction may be modified to meet the needs of individual students.

It is the belief of the District that students thrive best when placed at a grade level most appropriate to the individual student. The Superintendent or designee will develop procedures for the grade placement of students. Students, parents, staff, and the community must share the responsibility for growth in student achievement and the implementation of intervention plans for students.

Retention will be considered in instances where there is a strong likelihood that the student will benefit academically, socially, and/or emotionally. Emphasis will be placed on the implementation of an intervention plan to prevent retention.

If a parent insists that a student be retained or promoted, a notice will be placed in the student's file that the retention or promotion was a parent's decision and not recommended by the school.

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 **educational team** (which includes the student's parents/guardians, appropriate teachers, counselors, administrators and other appropriate support staff at the principal's discretion), 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 education team develop a plan of action that shall be a two-part process; (1) documentation and consideration of the student's past and present academic and social history; (2) Customized Learning Plan (CLP) which clearly defines the purpose and goals for an individual's retention.

## **SAFETY**

- Reference; GFPS Board Policy: **1900-1999, 3431, 3410, 3416, 3417, 8301, 8302, 8302R**

**District Crisis Response Manual, Individual Building Safety Plans, Pandemic Emergency Measures**

### **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:

1. Avoid conduct that is likely to put the student or other students at risk.
2. 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.
3. Remain alert to and promptly report safety hazards, such as intruders on campus.
4. Know emergency evacuation routes and signals
5. 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/guardian. Each parent/guardian must provide an emergency telephone number where the parent/guardian 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/guardian as soon as possible so that the parent/guardian 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:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent/guardian as soon as possible about the illness and request they pick up the child.
3. 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/guardian 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/guardian is located, they may elect to continue the treatment or make other arrangements.

## **Drills: Lockdowns, Fire, Tornado, and Other Emergencies**

**- Reference; GFPS Board Policy: 3230, 4410, 8301**

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 may be 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, or designee may order the:

1. Cancellation of some or all bus routes
2. Delay of some or all bus routes
3. Closure of school(s)
4. Delay of school start
5. 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: [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)

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:

1. Mass text and/or voicemail notification from the GFPS automated communications
2. GFPS Instagram: <https://www.instagram.com/greatfallspublicschools>
3. GFPS Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
4. GFPS Website: [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)
5. Media Twitter and websites: @KRTV, [www.krtv.com](http://www.krtv.com), @KFBB, [www.kfbb.com](http://www.kfbb.com), @GFTribune, [www.greatfallstribune.com](http://www.greatfallstribune.com), @TheElectricGF, [www.theelectricgf.com](http://www.theelectricgf.com)
  - a. Be aware GFPS has no control over when the media begins posting or announcing information.
6. GFPS News Releases Website page: <https://www.greatfallsmt.net/police/news-releases>
7. GFPS Facebook: <https://www.facebook.com/GFPolice/>
8. Radio Stations: FM: 89.9, 92.9, 94.5, 97.9, 98.9, 101.7, 102.7, 104.9, and 106.1 AM: 560 and 1450
  - a. Be aware that GFPS has no control over radio station announcements.
9. 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.



## **SCHOOL CLOSURES**

- Reference; GFPS Board Policy: 1900-1999, 2221, 3122, 3122R, 8100, 8110, 8110R

### **Pandemic Emergency Closure**

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 or the Board of Trustees. These policies shall terminate upon which all emergency declarations related to the current pandemic that apply to the District have lawfully expired or have been dissolved.

### **Temporary/Emergency School Closure / Weather Related 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 or designee 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](http://www.gfps.k12.mt.us).

The School Board recognizes the unpredictable dangers associated with the weather in Montana 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 to the school of the student's absence.

## **SCHOOL RESOURCE OFFICERS**

- Reference; GFPS Board Policy: : 1903, 1906P, 3225, 3226, 3230, 3231, 3235, 3310, 3340, 3345, 3600, 3611, 4313, 4315, 4332, 4410, 4411

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:

1. Maintain a safe and secure environment on and around school grounds;
2. Reduce incidents of school violence and crime;
3. Reduce criminal offenses committed by juveniles and young adults;
4. Establish a rapport between the SRO and the student population; and
5. Establish a rapport between the SRO and parents/guardians, 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 desks 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/guardian 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.

### **Video Surveillance**

The viewing and use of security and surveillance video cameras by SROs for safety and legal purposes, are allowed. If the video security and surveillance information is accessed by a school official or is provided by a school official to the SRO, the information is an educational record and subject to FERPA. The SRO may not disclose education records or surveillance materials that contain personally identifiable information absent a court order which complies with FERPA. A law enforcement record as defined above that meets the law enforcement record exception in FERPA may be disclosed to law enforcement or a criminal prosecuting agency in accordance with this policy and U.S. Code 1232g(a)(4)(B)(ii) and 34 CFR 99.8(b) and subject to 44-5-303, MCA. The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is available to sign at the student's respective school.

### **Emergency Disclosure**

The District may disclose footage in connection with an emergency to appropriate persons if the superintendent or their designee determines that the recipient's knowledge of such information is necessary to protect the health or safety of the student or other persons without parental permission or court order in accordance with 20 U.S.C. 1232g(b)(1)(I).

### **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 campuses. 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.

## **SEXUAL HARASSMENT/SEXUAL INTIMIDATION**

**- Reference; GFPS Board Policy: 3225, 3225F, 3225P, 3226, 5012, 5012F**

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:

1. 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
2. Has the purpose or effect of:
  - a. Substantially interfering with the student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Denying, depriving, or limiting the provisions of educational aid, benefits, services, opportunities, or treatment; or
  - d. 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, Lance Boyd the Title IX Coordinator (406-268-6777), or administrator, who will assist them in the complaint process. This may include the completion of a Harassment Reporting Form (3225F) 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 406-268-6777**. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure as outlined in Board Policy 3215.

## **STUDENT RECORDS**

- Reference; GFPS Board Policy: **1906, 1906P, 3600, 3600R, 3600F, 3606, 3608, 3650**

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)/guardian(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:

1. Academic progress reports or records;
2. Health reports;
3. Notices of parent-teacher conferences;
4. School calendars distributed to the parents/guardians; and
5. 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/guardians 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:

1. Working with the student.
2. Considering disciplinary or academic actions.
3. Considering the student's case.
4. 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.
5. Compiling statistical data, or
6. 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. A student that attains the age of legal majority (18) is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of

their parents in accordance with Internal Revenue Service regulations.

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 the 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.

## **SUMMER SCHOOL**

**- Reference; GFPS Board Policy: 2240**

The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and credit accrual. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school, virtually, or at another offsite location. Remediation credit courses shall be offered for grades 9-12, in accordance with the District advancement

requirements. Credit course offerings must be approved by the Superintendent or designee.

Credit-bearing courses have been aligned with the district curriculum benchmarks and focus on the 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 coursework 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.

The Great Falls Public Schools Virtual Academy is available to students entering grades 9-12, and is designed to allow students to accrue credit, through a digital platform, during the summer. Registration for the GFPS Virtual Academy occurs every spring. Families must pay a fee for Virtual Academy courses. For more information, contact the GFPS High School Coordinator of Curriculum at (406) 268-6761.

## **TEXTBOOKS**

- Reference; GFPS Board Policy: 2311, 3520

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.

## **TRANSPORTATION**

- Reference; GFPS Board Policy: 8100, 8101, 8110, 8110R

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

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

### **In Town Busing**

1. Students on all established bus routes will be provided bus transportation to their assigned school from their legal residence as follows:
  - a. **Elementary, Grades K through 6** - One (1) or more miles from an Elementary School.
  - b. **Middle School Grades 7 and 8** - One and one-half (1 ½) miles
  - c. **High School** - Two (2) miles
2. 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.
3. 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.
4. This service is provided at no cost to students. Further information may be obtained by calling the **Transportation Department (phone 406-268-6015)**.

### **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](http://www.bigskybuslines.com) or the GFPS Transportation office at: [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)

### **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:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. 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.

## **VIDEO/AUDIO SURVEILLANCE/MONITORING**

### **- Reference; GFPS Board Policy: 3235**

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:

1. Ensure the health, welfare, and safety of all staff, students, and visitors to District property,
2. Enhance educational opportunities for students,
3. Safeguard District facilities and equipment,
4. Deter and prevent unacceptable or unlawful activities, and
5. 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.

### **Audio or Video Recording/Listening/Monitoring**

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on a student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's bookbag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

### **VISITORS**

- Reference; GFPS Board Policy: 4301, 4302, 4313, 4332, 4315, 4316, 1903, 1905, 1906, 1906P

As District facilities are public property, parents 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:

1. 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.
  2. 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.

### **WELLNESS**


- Reference; GFPS Board Policy: 2510, 8200

#### **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: <https://www.gfps.k12.mt.us> or Great Falls Public School Student Wellness: 406-268-6047.

### **Classroom Celebrations**

1. Parents in grades K-6 are welcome to bring snacks for their child's birthday.
2. Classroom celebrations should be planned with good nutrition in mind. Empty calories should be avoided.
3. Beverage guidelines should be followed.
4. Classroom celebrations should be reserved for special occasions with approval from the building Principal.
5. 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.

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. E.

CABINET MEMBER: Heather Hoyer

### TOPIC

Second Reading of New Board Policy 2250F (New) – *Adult Education Activity Acknowledgement of Risk.*

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

A committee consisting of Superintendent Tom Moore, Director of Business Operations Brian Patrick, Director of Human Resources Luke Diekhans, Executive Directors of Student Achievement Lance Boyd, Jackie Mainwaring and Heather Hoyer, Business Office Lead Aly Konecny, Executive Assistant to the Superintendent Sherri Clark, Administrative Assistant Denise Ostberg, and Trustees Bill Bronson and Paige Turoski, have been meeting to discuss and make changes where necessary on the policies mentioned above.

### Discussion

Policy 2250F                      New Policy as recommended by MTSBA and the Committee.

The first reading of new Board policy 2250F was at the June 24, 2024 Board Meeting.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve new Board policy 2250F (New) – *Adult Education Activity Acknowledgement of Risk.*

For more information about this item, please contact Superintendent Hoyer at (406) 268-6001.

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**ADULT/CONTINUING EDUCATION  
AUTHORIZATION FOR EMERGENCY CARE AND ACKNOWLEDGMENT OF RISK  
Great Falls School District**

*As a condition to participate in the Great Falls Public Schools Career and College Readiness Center (CCRC) Adult Education Programs, you, as the program participant, are required to complete the enclosed form. It is the policy of the School District to require an acknowledgement of risk and emergency medical treatment release as a condition of participating in this program. If you would like to participate, please carefully read and sign this document.*

*This program may include physical activity. There is an inherent risk of injury in these types of activities. By signing this agreement, I acknowledge that the school district staff and volunteers try to prevent accidents. I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety measures that may be taken by the district, participation in this event entails certain inherent risks. I certify that I am physically fit and medically able to participate or have noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that I will honor all instructions of district staff and volunteers and failure to honor instructions may result in dismissal from the course.*

*I agree to accept responsibility for my participation in this program. I acknowledge there are no assurances these measures taken by the School District to prevent injuries or prevent the spread of illnesses in this course. These inherent risks that participants specifically acknowledge include but are not limited to injury; illness; hospitalization, chronic health issues, quarantines of an unknown duration to be determined by governing authorities and death. By voluntarily enrolling in this program, I am specifically acknowledging awareness and knowledge of these inherent risks. All School District Policies are in effect while in the program. Any negligence arising out of my participation in the program shall be attributed to the class participant as comparative negligence within the meaning of Section 27-1-702, MCA.*

*I, the undersigned, authorize qualified emergency medical professionals to examine and, in the event of injury or serious illness, administer emergency care to me if required under the circumstances based on, and in accordance with, their medical training. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. I understand emergencies may require immediate treatment in the opinion of medical professionals. In the event it becomes necessary for the district staff in charge to obtain emergency care for me, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.*

*I have been informed that the activities associated with the CCRC Adult Education program is voluntary and will occur at the Great Falls College – Montana State University.*

*Do you have a medical condition which the school should be aware of before allowing you to participate in the activity?  
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please state the nature of the medical condition: \_\_\_\_\_.*

*Participant Signature: \_\_\_\_\_ Parent/Guardian if Under 18:*

\_\_\_\_\_


*Printed Name: \_\_\_\_\_ Printed Name:*

\_\_\_\_\_

*Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_*

*Emergency contact information (if different than the above-listed phone number): \_\_\_\_\_*



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: July 15, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. F.

BOARD MEMBER: Chairperson Johnson

### TOPIC

Electronic Vote on Montana School Boards Association Business

### STRATEGIC PLAN

#### Student Achievement and Stewardship and Accountability

### BACKGROUND

The MTSBA Bylaws provide an alternative process for conducting voting on Association issues (other than at membership meetings) as follows:

*ARTICLE III, SECTION 7. VOTING BETWEEN MEETINGS OF MEMBERS. Voting at times other than at annual or special meetings shall be on ballots distributed by the Executive Director as authorized by the Board of Directors. Such ballots shall contain a full explanation of the question presented, shall indicate the number of votes to be cast by the member school district, shall instruct the manner in which the ballot is to be marked and shall be mailed to the chairperson of each member school board by the Executive Director at least thirty (30) days in advance of the deadline for returning the marked ballots. All ballots cast must be signed by the chairperson of the member school board and shall be tallied by the Executive Director. The results of the balloting shall be provided to the membership via mail and/or electronic means.*

*ARTICLE XII – CONDUCTING BUSINESS THROUGH ELECTRONIC MEANS. The Association may conduct any business via technology and/or other electronic means. Therefore, any reference in these Bylaws to written notice, mailings, signatures, distribution of information, conducting meetings or otherwise conducting any business of the Association shall be construed to specifically authorize such conduct in whole or in part through technological means. Such authority shall include but shall not be construed as being limited to: video and conference calls, electronic ballots, electronic meetings, and elections.*

### Discussion

The Annual Meeting, which was held on June 6, 2024, is typically where the membership votes on the items that require a vote of the membership. During this year's Annual Meeting, the Montana School Boards Association did not meet the quorum requirements to conduct business of the Association. The items that require discussion and action by the Board are included as an attachment.

## **FISCAL IMPLICATIONS**

The fiscal implications for the District regarding this action item are a decrease in the annual dues paid to the Montana School Boards Association.

## **RECOMMENDATION**

The District Board is being requested to discuss each of the items in the attachment and take formal action so the results can be sent to the Montana School Boards Association by July 31, 2024.

For more information about this item, please contact Superintendent Heather Hoyer at (406) 268-6001, or Director of Business Operations Brian Patrick at (406) 268-6050.

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## **The issues that require the MTSBA membership vote are as follows:**

Please indicate whether your School District supports or opposes the MTSBA Principles & Guidelines as presented.

Please indicate whether your School District supports or opposes the Foundational Elements of MTSBA's Organizational DNA as presented.

Please indicate whether your School District supports or opposes the Foundational Elements of MTSBA's Organizational DNA.

Please indicate whether your School District supports or opposes the FY26 Dues Revenue Estimate. NOTE (1): The dues revenue estimate has been adjusted pursuant to motion of the MTSBA Board to ensure no increase in dues revenue from FY25 to FY26. The regular dues formula was estimated to increase dues revenue by \$52,000 and this proposal is to adjust the formula to reduce dues revenue by \$7,000. NOTE (2): You are not voting on your District's FY26 Dues; rather, this is the FY26 Dues Revenue Estimate that is calculated pursuant to the member-adopted MTSBA Bylaws.

Please indicate whether your School District supports or opposes the Vision Based Strategic Advocacy Resolution (Initially adopted July 2023 and includes proposed amendments from October 2023 Delegate Assembly) as presented.

Please indicate whether your School District supports or opposes the Gap Analysis Resolution (Initially adopted July 2023, and includes proposed amendment from MTSBA Advocacy Committee pursuant to direction from October 2023 Delegate Assembly) as presented

Please indicate whether your School District supports or opposes the nomination of Krystal Zentner (MTSBA Region 9 Director and Bridger Trustee Director) as MTSBA President-Elect (and unanimously nominated by the MTSBA Board of Directors).

Please indicate whether your School District supports or opposes the nomination of Rick Cummings (MTSBA Region 5 Director/Cascade Trustee) as MTSBA Vice-President (and unanimously nominated by the MTSBA Board of Directors).

## Membership in MTSBA Provides You MORE!

**More engagement, more knowledge, more savings, more expertise, and more opportunities to maximize the positive impact of your service as a school leader.**

*Membership in MTSBA improves your school board's performance and enriches the value of your service as an elected trustee. Members enjoy exclusive access to expertise, resources and savings that improve outcomes for the children in your schools.*

