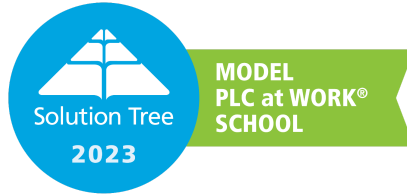




IRVING
ELEMENTARY
SCHOOL

Unity Through Diversity



**MODEL
PLC at WORK®
SCHOOL**

Jennifer Westphal
Principal
811 W. Alderson St.
Bozeman, MT 59715
Phone 406-522-6600
FAX 406-522-6690
jennifer.westphal@bsd7.org

Dear Parents,

On behalf of the staff, I extend a welcome to all the families who have joined or have returned to the Irving School community for the 2024-2025 school year.

We want you to be actively involved in your child's education. Our teachers and I welcome the opportunity to answer your questions and to hear your concerns and consider your suggestions. Also, we urge you to join our Irving parents' organization, Parents of Irving Children (PIC) by attending monthly meetings and by participating in PIC programs and activities. Together, we will continue to maintain a positive and supportive school environment for your children.

I am looking forward to a great year at Irving School.

Respectfully,

Jennifer Westphal
Principal

To Students and Parents:

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

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

Please note that references to policy codes are included to help parents confirm current policy.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Bozeman School District’s policies can be found on the district website at: [Our District Policies](#).

Irving Elementary Student/Parent Handbook

TABLE OF CONTENTS

Irving Mission Statement

Parents of Irving Children (PIC)

Parking at School

Irving School Staff

Crosswalk Guards

Policies:

Equal Education, Nondiscrimination

Attendance

Cafeteria Services

Child Safety GPS and Audio Child Tracking/Monitoring Systems

Communicable Diseases/Conditions

Complaints by Students/Parents

Computer Resources

Conduct

Corporal Punishment

Correspondence Courses

Counseling

Distance Learning and Montana Digital Academy

Distribution of Material

Dress and Grooming

Electronic Devices

Extracurricular Activities, Clubs, and Organizations

Fees

Firearms and Weapons

Fundraising

Homework

Immunization

Law Enforcement

Medicine at School

Parent Involvement, Responsibilities, and Rights

Prayer

Promotion and Retention

Protection of Student Rights
Release of Students from School
Religious Practices
Report Cards, Progress Reports, and Conferences
Safety
Searches
Section 504 of the Rehabilitation Act of 1973 (“Section 504”)
Sexual Harassment/Sexual Discrimination
Bullying/Harassment/Intimidation/Hazing
Special Education
Student Records
Student Schedules
Summer School
Textbooks
Transportation
Videotaping of Students
Visitors
Work Based Learning

Irving Procedures

Messages for Students
Recess Policy
Pets
Clothing and Labels, Lost and Found
Bicycle Policy
Field Trips
Birthdays, Celebrations and Invitations
School Library
Placement of Students in Classes

IRVING SCHOOL OFFICE HOURS and TELEPHONE NUMBERS

In order to better serve you and your children, we ask you to use the following phone numbers when you call Irving School between the hours of 7:30 and 8:45 A.M. Please use the Irving voice mail system whenever possible.

Call:

* **522-6565** if you are reporting your child absent or tardy. You will encounter a message at this number until 9:00 A.M.

* **522-6600** if you have a routine message that can be delivered before noon.

After 9:00 A.M., please call **522-6600** to leave messages or to talk to the school staff.

Mission:

ALL students receive high-quality, rigorous instruction each and every day.

Vision:

To be the top-performing elementary school in the nation, as measured by student growth, engagement and social-emotional well being.

PARENTS OF IRVING CHILDREN (PIC)

All parents of Irving School students are members of PIC. The goals of PIC include the following:

- 1) To create a community, which includes students, parents, families, teachers, and administrators, by encouraging better communication and involvement of parents in the school.
- 2) To assist in the identification, planning, and coordination of the students' educational and social programs, projects, and activities.
- 3) To help develop an awareness among parents of the patterns of growth and development of students.

PIC maintains a volunteer file of parents willing to help out with various projects. More help is always needed and welcomed. You will be contacted by our Parent Volunteer Coordinator.

Parents are urged to attend PIC and participate fully in the life of Irving School. PIC meets as announced at Irving School, usually the third Tuesday of every month.

PIC OFFICERS 2023-2024

Kristin Neil - President
Rebecca McCaffery - Treasurer
OPEN - Secretary

WHERE DO I PARK WHEN I COME TO SCHOOL?

You will quickly notice that many streets around Irving School are posted “**Resident Parking Only - Permit Required.**” Irving School is in the MSU Residential Parking District (RPPD) which is an attempt to reduce serious parking congestion on the streets in

the area immediately surrounding Montana State University. On weekdays (Monday through Friday, excluding holidays, from 8:00 AM to 5:00 PM.), parking within this area will be by permit only. All other hours, the general public is welcome to park in the area.

What are Irving parents to do when they want to visit the school? Irving School parents have several parking options:

(1) On special days or events such as parent-teacher conferences, the principal obtains a special parking dispensation (a “Parking Holiday”) from the Bozeman Police Department which will allow parents to park within the RPPD without a permit. Watch for announcements of these “Parking Holidays” in the Monday Memo sent out weekly. I have asked the Police Department to declare a parking holiday during the first week of school for the convenience of parents, particularly those of kindergartners. **Morning drop off and afternoon pick up times are also parking holidays for the permit only parking areas 8:00am-8:30am (M-F), 3:00-3:30 (M-F).**

(2) Parents may park without a permit on one side of 8th Avenue *north* of Dickerson and *south* of Alderson. The side on the east side of the block on 8th is designated as residential permit parking as well as the north side of Dickerson on the school side.

(3) Parents may park without a permit on 9th Avenue north of Dickerson.

(4) Parents who must visit the school for teacher conferences etc. or who are doing volunteer work at Irving School may sign out a temporary visitor’s parking permit at the Irving school office. This visitor’s pass will allow them to park within the boundaries of the RPPD for the time that they are in the building. At the conclusion of their visit, the parent will return the pass to the office.

PLEASE NEVER PARK IN THE “NO PARKING” BUS ZONES ON THE INSIDE CURB 9TH AVENUE.

THE IRVING SCHOOL STAFF

PRINCIPAL JENNIFER WESTPHAL

SCHOOL SECRETARY ANDREA POSDON

CLASSROOM TEACHERS

KINDERGARTEN TAYLOR CLARK

FIRST GRADE ALENA CHACON

SECOND GRADE FELICIA GESIOR

SECOND GRADE EVELYN YBARRA

THIRD GRADE MATT RABINSKY

THIRD GRADE SIERRA ADDINGTON

FOURTH GRADE SHARON FIKES

FIFTH GRADE SARELLE DAVIS

INSTRUCTIONAL SUPPORT TEACHERS, SPECIALISTS AND STAFF

HEALTH ENHANCEMENT AMBURE THORN

LIBRARY MEDIA SPECIALIST RUTH CARR

MUSIC/BAND JENNIFER MURPHY

ORCHESTRA BAERBEL PAFFORD

INTERVENTION KRISTIN DANTAGNAN

INTERVENTION AMBURE THORN

SPECIAL ED ROOM STEPHANIE LARGESS

PSYCHOLOGIST NINA RICE

COUNSELOR NATASHA FRAKER

SPEECH/LANGUAGE PATHOLOGIST LISA SAMARDICH

OCCUPATIONAL THERAPIST VACANT

RESOURCE ROOM PARA EMMA GREIER

RESOURCE ROOM PARA KAYLA JONES

RESOURCE ROOM PARA CORTNEE SPEAR

DISCRETIONARY PARA BEN SCHMIDT

DISCRETIONARY PARA JENNIFER SUMMERHILL

DISCRETIONARY PARA MARGARET WALLIS

DISCRETIONARY PARA MADELINE CONRAD

OVERFLOW PARA GEORGIE BROOKS

LUNCH PARAS MARGARET WALLIS, JENNIFER SUMMERHILL, VACANT, BEN SCHMIDT

CROSSING GUARD RHONDA BORLAND

PARENT AND FAMILY SUPPORT STAFF

PARENT LIAISON/CAP VOLUNTEER COORDINATOR ANDREA LAWRENCE

CUSTODIAL, BUILDING MAINTENANCE, FOOD SERVICES STAFF

HEAD CUSTODIAN MELISSA JOHNSON

EVENING CUSTODIAN MATTHEW WALDO

SCHOOL COOK CHRIS MEADE

CROSSWALKS

If your children walk to school, please have them use the crosswalks listed below. In previous years, there have been many reports of children deliberately avoiding the crosswalks, jaywalking, and taking dangerous routes to school. If at all possible, please escort your primary grade (K-2) children to and from school for the first few school days to acquaint them with the crossing guards and the safest routes to school.

Currently, we have only one consistent guarded crosswalk. If you wish to volunteer to guard or would like to apply for the position, please contact Andrea Posdon at the main office.

The guarded crosswalk, the guards, and their assigned times are as follows:

Guarded Crosswalks:

8th & Alderson

Guarded Crosswalk Times:

A.M.: 7:35 - 8:20 (M-F)

P.M.: 3:05 - 3:30

EQUAL EDUCATION, NONDISCRIMINATION

Board Policy 3210

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

• Release of “Directory Information”

Board Policy 3600

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed, within ten school days, of the time this handbook was given to my child. Directory information ordinarily includes the student’s Student’s name, Address, Telephone listing, Electronic mail address, Photograph (including electronic version), Date and place of birth, Major field of study, Dates of attendance, Grade level, Enrollment status (e.g., undergraduate or graduate; full-time or part-time), Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, Honors and awards received, Most recent educational agency or institution attended.

This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2.

In exercising my right to limit release of this information, I have completed the Student Directory Information Notification on the All-in-One Form and returned it to the school.

Rights concerning a Student’s School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years

of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent’s/ guardian’s child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

ATTENDANCE

[Board Policy 3122](#)

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent’s request.

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District’s Attendance Officer may request a meeting with the truant student’s parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student’s parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student’s absence if no excuse has been offered. See Policy 3122, 3122P and 3123.

When a student is absent from school, the parent/guardian must call the school any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student’s school day if enrolled on a part-time basis. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student

upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth assignments assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

Types of absences

Excused absences under the law are: illness, bereavement, parent request due to instruction regarding human sexuality, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices.

Pupils are considered tardy if they are not in their rooms by 8:15. To compensate for loss of time and instruction, frequent latecomers may be expected to make up lost time. If a student is frequently tardy, the homeroom teacher or school secretary will call the parents and a letter will be sent to the parents/guardians. ***When a student arrives after 8:15am, the parent/guardian must walk the child into the front office and sign him/her in on the office clipboard.***

Tardiness - If a student arrives after 8:15am, a tardy will be recorded. All tardies which extend beyond 8:45 a.m. will be considered a half day absence. If a student is removed from school prior to 2:45pm, a half day absence will be recorded. If a student is removed from school after 2:45pm but before 3:15pm, a tardy will be recorded.

Removal of Student During School Day- General Information

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in 2441P or 4410P.
2. Any other agencies must have a written administrative or court order directing the school district to give custody to them. However, SRS employees of the Department of Public Health and Human Services may take custody of a student under provisions of 41-3-301 M.C.A. without a court order. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to who has custodial rights, school enrollment records must be relied upon as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a noncustodial parent.
5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver.
6. Police should be called if a visitor becomes disruptive or abusive.

CAFETERIA SERVICES

[Board Policy 8200](#)

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the [Food Services link](#) on the district webpage to apply.

Lunch prices are located on the [Food Services](#) website.

Irving School sponsors a hot lunch program and breakfast program. Both breakfast and hot lunch are served in the Irving Gym. **Breakfast is served from 7:45 to 8:15 AM.**

****If you would like to eat lunch with your child, please call the Irving Office (522-6600) before 8:45 A.M. on the day of your luncheon date.****

CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS

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 the 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 book bag/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.

COMMUNICABLE DISEASES / CONDITIONS

[Board Policy 3417](#)

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:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on

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

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

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) 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 sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Further information may be found at policy 3417 in the District's Policy Manual

COMPLAINTS BY STUDENTS / PARENTS

[Board Policy 1700](#)

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

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

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's [website](#) or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the [District's website](#) or any District or school office or by contacting the [Director of Special Education and Student Health/504 Coordinator](#).

COMPUTER RESOURCES

[Board Policy 3612](#)

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff.

[For additional information, see policy 3612, 3612P]

CONDUCT

[Board Policy 3200](#); [Board Policy 3240](#)

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

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

The Board grants authority to a teacher or principal to hold a student 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.

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

- Caused, attempted to cause, or threatened to cause UNWANTED PHYSICAL CONTACT/ PHYSICAL INJURY to another person (BP# 3240) Students who by their presence &/or actions encourage disruption, fights, or physical injury are subject to disciplinary action.
- Willful Disregard for the safety of others or self (MCA 45-5-207)
- Abusive, threatening, willfully defiant, gang-related behavior or verbal/physical altercation (MCA 45-8-101)
- Fighting and/or inciting a fight (MCA 45-8-101)
- Assault (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214); Sexual Assault (MCA 45-5-502)
- Inflict, threaten to inflict, or attempt to inflict violence or physical harm against a student, teacher, administrator or other school personnel based upon the person's race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status, gender, or sexual orientation. (BP# 3210, 3226, 3310, 20-5-201, 20-5—209, 49-2-307, MCA)
- Possessed, sold, threatened the use of, or otherwise furnished any FIREARM of any kind on school grounds or at school functions. These weapons include, but are not limited to pistols, revolvers, rifles, and shotguns. (BP# 3311; MCA 45-5-623; 45-8-316, 328, 334, 335)

- Possessed, sold or otherwise furnished any KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT used as a weapon or that could be used as a weapon unless, in the case of any object of this type, the pupil had obtained written permission to possess the item from a certificated school designee of the principal (BP#3311; MCA 45-8-334, 335)
- Possession, Use, or Threat of Any Explosive Devices.
- Possession of Knives, Slingshots, or Other Weapons. Possessed, sold, or otherwise furnished any knife or other dangerous object used as a weapon or that could be used as a weapon, or a facsimile of a weapon, unless, in the case of any object of this type, the pupil had obtained written permission to possess the item from a certified school designee of the principal. These objects include, but are not limited to, air guns, gas operated guns, spring guns, knives, slingshots, nunchakus, artificial knuckles of any substance, or any object used or threatened to be used as a dangerous or deadly weapon.
- Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND on school grounds or at school functions. (BP#2334, 3330, 4313)
- Under the influence of any alcoholic beverage or illegal drugs (MCA 45-5-624; 45-9-102, 121)
- Possession of any alcoholic beverage or illegal drugs. (MCA 45-5-622, 623, 624; 45-9-102,121)
- To distribute, receive, or engage in any transaction involving the exchange of drugs or alcohol; or the intent to distribute or receive any drugs or alcohol. (MCA 45-5-622, 623, 624; 45-9-102, 121)
- Unlawfully offered, arranged or negotiated to SELL any controlled substance listed in the MCA, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and REPRESENTED the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant. (MCA 45-5-622-624; 45-9-102, 121)
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any DRUG PARAPHERNALIA, as defined by MCA 45-10-103 (BP#8124; MCA 45-5-101-105)
- Possessed or used tobacco, or any products containing or mimicking the use of TOBACCO OR NICOTINE PRODUCTS, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco (snuff, chew packets and betel), and e-cigarettes/vaping devices. (BP#2334; MCA 45-5-637)
- Caused or attempted to cause DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY [crime against property including, but not limited to, arson (8.1) and vandalism (8.2)] (BP# 3260, 9321, 8124; MCA 45-6-101, 102, 103)
- Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene. Due to the potential seriousness of these offenses, infractions of this rule may result in suspension and may result in recommendation for expulsion. Recommended referral to law enforcement and/or fire marshal.
- Stole or attempted to STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (BP#3240, 8421; MCA 45-6-301, 302). Due to the potential seriousness of this offense, infractions may result in 10-day suspension, recommendation for expulsion and referral to law enforcement.
- Committed or attempted to commit ROBBERY OR EXTORTION [crime against a person] (BP# 3240; MCA 45-5-401)
- Knowingly RECEIVED STOLEN SCHOOL PROPERTY or private property (BP# 3240, 8421, 9321; MCA 45-6-301, 302)
- DISRUPTED SCHOOL ACTIVITIES or otherwise DISOBEYED THE VALID AUTHORITY of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties

(BP# 3200, 3240, 4313)

- False Fire/Emergency Alarm
- Refusal to comply with directives despite being given adequate opportunity to do so; Disrupting school activities; Gambling. (includes gang related activities) (MCA 45-8-101)
- Unauthorized use of cell phone
- Possession of Disruptive Devices (beepers, pagers, unapproved electronic devices, or other nuisance items) (MCA 45-8-101)
- Refusal to cooperate in an investigation and/or impeding an investigation.
- Committed an obscene act or engaged in PROFANITY OR VULGARITY (BP# 3220, 3222, 3240, 8124)
- Profanity/Unacceptable language (MCA 45-8-101)
- Profanity, obscene acts or gestures toward STAFF, habitual profanity (MCA 45-8-101)
- Obscene gestures or unsanitary acts (MCA 45-8-101, 45-5-504)
- Lewd Acts (MCA 45-8-201)

ATTENDANCE RELATED offenses (BP# 3122, 3123, 3200)

- Attendance Violation Initial intervention-may include loss of grade, % decrease in grade, detention, or other per teacher/departments policy
- Closed campus policy violation; leaving school grounds without permission
- Unauthorized making, duplicating or possession of a KEY TO A PUBLIC BUILDING (BP# 8421; MCA 45-6-205)
- Acts of DECEPTION (MCA 45-6-325; 45-7-205, 302)
- Lying or presenting false information
- Academic Dishonesty: Cheating or Plagiarism
- Presence in UNAUTHORIZED AREAS; parking lots and other out of boundary areas
- Violation of SCHOOL DRESS CODE (BP# 3224)
- Failure to serve SCHOOL DETENTION PROGRAM
- Failure to serve IN SCHOOL SUSPENSION
- Misuse of the INTERNET (BP# 8422; MCA 45-6-311)
- HARASSMENT (BP# 3226, 5012; MCA 45-5-203 ,220, 221) Bystanders who by their presence and/or actions encourage bullying, harassment, intimidation, hazing, and/or sexual harassment are also subject to disciplinary action as outlined in 22.1 and 22.2. Students who retaliate against another student for reporting the above-mentioned behaviors are also subject to disciplinary action outlined in 22.1 and 22.2.
- Harassment/Intimidation/Hostile Environment Remarks and/or actions directed toward a student or staff member designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate that is sufficiently severe to have a negative impact upon the individual's academic performance or ability to access instruction; or to create an intimidating, hostile, or offensive education environment. Includes targeted sexualized behavior, remarks, or actions and/or any harassment or aggressive conduct on the basis of race, color, national origin, ancestry, sex,

ethnicity, language barrier, religious belief, gender, gender presentation, sexual orientation, disability, economic or social condition, actual or potential marital or parental status. Can be physical, verbal or electronic. (BP# 3210, 3226, 3310, 20-5-201, 20-5-209, 49-2-307, MCA)

- Inappropriate display of Affection

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:]

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel 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 or an educational function.

Disciplinary Measures

[Board Policy 3310](#)

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person 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 as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

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 School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Student Rights and Responsibilities

[Board Policy 3200](#)

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.

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of teachers, principal and superintendent of the schools.

All students are subject to the control and authority of the teachers, principal and superintendent while in school or on premises, on the way to and from school, or during intermission or recess.

CORPORAL PUNISHMENT

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

CORRESPONDENCE COURSES - Distance, Online, and Technology-Delivered Learning **[Board Policy 2168](#)**

For purposes of this policy, "distance learning" is defined 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, videoconferencing, streaming video).

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;
2. 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 qualified 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); and
5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-e).

The District will permit a student to enroll in an approved distance learning course, in order that such student may include a greater variety of learning experiences within the student's educational program.

Fulfillment of academic program requirements for students in grades K-8 using distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;

3. The course is part of a District program of study appropriate to the student's needs that cannot be met in the traditional school setting or schedule;
4. Approval for distance delivered coursework is granted for schools and institutions approved by the District after evaluation for a particular course offering and the course must meet end of course District proficiency standards as evaluated by a content-area team.

Individual student circumstances may be evaluated by a team established by the building principal.

The District will not be obligated to pay for a student's distance learning courses unless otherwise specified in Policy 2170. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20 9 311(4)(d), MCA.

Credit for distance learning courses used to meet graduation requirements may be granted. Credit will be awarded pursuant to the guidelines in Policy #2410 and #2410P.

COUNSELING

[Board Policy 2140](#)

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grade five will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. At the K-5 level Counselors teach lessons on a variety of subjects including bullying prevention, safe and unsafe touch, coping strategies, and healthy friendships that align with American School Counselor Association guidelines.

Students who wish to meet with the counselor should contact Elizabeth James at (406) 522-6561.

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

DISTANCE LEARNING and MONTANA DIGITAL ACADEMY

[Board Policy 2170](#)

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The Superintendent or designee, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

Further, the online learning solutions providers ensure that:

- A. Online course providers are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction.
- B. Qualified district staff provides 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.
- C. The curriculum requirements of the state and school district are met.
- D. All online courses taken by the students will be approved by the administration in advance of enrollment.
- E. All teacher-led online courses include licensed, highly qualified teachers.

DISTRIBUTION OF MATERIAL

School Materials

[Board Policy 3222](#)

School publications distributed to students include: classroom newsletters. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

[Board Policy 4331](#)

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

[Board Policy 3224](#)

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to [Policy 3224](#)). Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Irving School abides by the district's dress code policy. All students are asked to come to school appropriately dressed for learning and for the weather. Standards of appropriate dress shall normally rest with the students themselves and their parent/guardian. Appropriate dress will also be left to the discretion of the classroom teacher. Students may not wear any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law. The schools recognize that a student's choice of dress and grooming habits are a personal matter. Any concerns about students' dress potentially impacting their health or safety or disrupting the learning environment should be brought directly to the principal. If your child comes to school in dress deemed inappropriate, we

will call you to bring to school more appropriate clothing into which the child can change. Students should dress according to the weather. All children need boots, mittens, hats, etc. during the cold months. We do go outside when there is light rain, so children should dress accordingly. During our few months of warm weather, shorts are acceptable.

The following guidelines will be enforced:

- Appropriate footwear for Health Enhancement (P.E.) classes and that is not a safety hazard (flip flops are discouraged as students can easily stub their toes, etc.).
- Students must also cover all private parts and are not allowed to cover their face to the point they can't be identified.

These guidelines are not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

ELECTRONIC DEVICES

Board Policy 3630

Students need to ask permission in order to use school telephones. **Cell phone use by staff and students will conform to the principles set forth in the Bozeman Public School Policy #3630.** Cell phone use is discouraged while at school. If it is necessary for your child to have a cell phone at school, please make arrangements with your child's teacher prior to use. If cell phones are brought to school, with teacher knowledge, they must remain turned off and in the child's desk or locker. Permission to use them is at the consent of the teacher.

Parents who choose to provide and/or allow students to possess and use cell phones acknowledge the risk of theft, loss and/or damage if they are brought to school. Bozeman Public Schools are not responsible for lost, stolen, or damaged phones and other electronic devices brought by students to school. Investigations into lost or stolen devices will be at the discretion of the building administrator.

Parents making or receiving cell phone messages while on school grounds are expected to move to a location in the building or outside the school building where their conversation will not be a distraction to the learning environment. Please turn off all cell phones when visiting.

Irving's Cell Phone Policy

Irving does not allow cell phones and other electronic devices to be out and used while on school grounds. These devices must be turned off and inside lockers at all times (or in backpacks before the first bell and after school). These devices include smart watches/Gizmo watches. Tablets, video games, Ipods, etc. should not even be brought to school. We understand the need for some students to have cell phones/watches to be able to contact parents, but while on school grounds, they cannot be used. If you have any questions about this, please see the principal.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Board Policy 3550

Please note: Student clubs and performing groups such as the band and choir may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

All students participating in extracurricular activities must have the following prior to the first practice:

- A Permission to Participate form (sign-off).

The District 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 Administration shall approve and recognize curricular student clubs or organizations in a manner consistent with this Policy 3550 and any administrative procedure. Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club shall be designated as non-curricular student groups. Students are permitted to informally gather at the school in accordance with Policy 3233.

FEES

Board Policy 3520

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide their own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures
- Participation fees for extracurricular activities.
- Musical instrument rental
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Participation in Montana Digital Academy courses not required for graduation

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the building principal.

A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

FIREARMS AND WEAPONS

Board Policy 3311

It is the policy of the Bozeman Public School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, 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).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns;

pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon

FUNDRAISING

[Board Policy 3530](#), [Board Policy 3535](#)

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the building principal at least 10 days before the event.

Except as approved by Central Office, fund-raising by non-school groups is not permitted on school property.

GRADING GUIDELINES

Characteristics of a Successful Learner	1: Rarely demonstrates characteristics	2: Sometimes demonstrates characteristics	3: Consistently demonstrates characteristics with minimal prompting	4: Consistently demonstrates characteristics with no prompting
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<p>Performance Level Descriptors: reflects a student's knowledge, skills, and abilities in each content area.</p> <p>The descriptors provide a picture or profile of student achievement at four performance levels (1, 2, 3, 4).</p>	<p>1: Emerging Demonstrates minimal content knowledge and process skills for standards.</p> <p>Inconsistently applies knowledge and skills to routine situations.</p>	<p>2: Developing Demonstrates partial content knowledge and process skills for standards.</p> <p>With moderate support applies knowledge and skills to routine situations.</p>	<p>3: Proficient Demonstrates content knowledge and process skills for standards.</p> <p>With minimal support applies knowledge and skills to new situations.</p>	<p>4 : Advanced Demonstrates exceptional content knowledge and process skills for standards.</p> <p>Independently applies knowledge and skills to rigorous and complex situations.</p>	<p>NA:Not Assessed</p>
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HOMEWORK

[Board Policy 2430](#)

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 associated good working habits.

Teachers may give homework to students to aid in the student’s educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

IMMUNIZATION

[Board Policy 3413](#)

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

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

Exemptions: Exemptions are an authorized reason for not being fully immunized but being allowed to attend school as per state law. Montana law does not allow a "personal exemption" but does allow medical and religious exemptions under [MCA 20-5-405](#).

Information on Medical and Religious Exemptions can be found under School Resources on the [MT DPHHS Immunizations website](#).

Medical Exemption: Must be completed by a qualifying health care provider and done only in cases where there is a medical contraindication. The exemption will specify what vaccine(s) is being exempted and for how long.

Religious Exemption: The parent must sign and return this form. Use of a Notary is no longer required. The form must indicate which vaccines are being exempted.

All students with exemptions are subject to the Gallatin County Exclusion Notice linked below.

[Immunization Exemption Letter](#)

LAW ENFORCEMENT

[Board Policy 4410](#)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal **may** notify parents unless the interviewer raises what the principal considers it to be a valid objection.
- The principal **may** be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of their ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

MEDICINE AT SCHOOL

[Board Policy 3416](#)

A school employee who has successfully completed specific training in administration of medication, pursuant to written

authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Board Policy 2158

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

- Encourage their child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
 - Review the information in the student handbook with their child. A parent with questions is encouraged to contact the building principal.
 - Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
 - Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406) 522-6600 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.
 - Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to their child [See **Protection of Student Rights** on page 23] and review district asbestos information, accessible in the Facilities Office.
- 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 on the District's Website.
- 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.
 - Become a school volunteer. For further information, contact the front office or your child's teacher.
 - Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: **Irving PIC; Garden Committee.**
 - Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact **Irving PIC at irvingparents@gmail.com.**

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

Board Policy 2421

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance.

PROTECTION OF STUDENT RIGHTS

Board Policy 3200

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.

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.

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

Board Policy 3441

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

A student who will need to leave school during the day must bring a note from a parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent.

RELIGIOUS PRACTICES

Board Policy 2332

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not

require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

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

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of student grades or performance in each class or subject are issued to parents at least twice a year. Report cards and unsatisfactory progress reports are delivered digitally through PowerSchool and must be signed by the parent/guardian. In grades K - 5 achievement shall be reported to parents as:

Characteristics of a Successful Learner	1: Rarely demonstrates characteristics	2: Sometimes demonstrates characteristics	3: Consistently demonstrates characteristics with minimal prompting	4: Consistently demonstrates characteristics with no prompting	
<p>Performance Level Descriptors: reflects a student's knowledge, skills, and abilities in each content area.</p> <p>The descriptors provide a picture or profile of student achievement at four performance levels (1, 2, 3, 4).</p>	<p>1: Emerging Demonstrates minimal content knowledge and process skills for standards.</p> <p>Inconsistently applies knowledge and skills to routine situations.</p>	<p>2: Developing Demonstrates partial content knowledge and process skills for standards.</p> <p>With moderate support applies knowledge and skills to routine situations.</p>	<p>3: Proficient Demonstrates content knowledge and process skills for standards.</p> <p>With minimal support applies knowledge and skills to new situations.</p>	<p>4 : Advanced Demonstrates exceptional content knowledge and process skills for standards.</p> <p>Independently applies knowledge and skills to rigorous and complex situations.</p>	NA:Not Assessed

SAFETY

[Board Policy 3450](#)

Accident Prevention

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

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

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district’s injury report form as soon as possible. This form can be obtained online at bsd7.org ([Form 3431F](#))

Students MUST tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor PRIOR to seeking a physician's care is very important. The insurance carrier for BSD7 WILL NOT process any paperwork without first having an accident report on file.

Accident Insurance

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

Emergency Medical Treatment and Information

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

Disaster Drills and Other Emergencies

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

Emergency School-Closing Information:

In the event of an emergency school closure, families will be notified by School Messenger, social media and mainstream media. For this reason, it is important for families to maintain current contact information in PowerSchool at all times.

Inclement Weather

Generally students will go outside for recess unless the temperature falls below 0 degrees Fahrenheit, or if the combination of wind chill and temperature necessitate limited outdoor exposure.

As the temperature and conditions may vary between schools and time of day, the Principal or designee will make the final decision regarding outdoor recess.

Parents are encouraged to remind students to dress appropriately for all weather conditions. Students should assume that they will be outside for recess every day and should dress for the weather. Questions regarding school recess procedures should be directed to the school Principal.

SEARCHES

[Board Policy 3231](#)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

[Board Policy 3231](#)

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 at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

[Board Policy 3231](#)

Vehicles parked on school property are 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 their vehicle and must make certain that it is locked and that the keys are not given to others.

Drug Detection Dogs

[Board Policy 3231](#)

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (“SECTION 504”)

[BOARD POLICY 2162](#)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

[Board Policy 3225](#)

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with Pat Strauss, Director of Human Resources, who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee 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 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8) or “stalking” as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory the decision may appeal in accordance with Policy 3225P.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

[Board Policy 3226](#)

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

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, 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 official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

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

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.

SPECIAL EDUCATION

[Board Policy 2161](#)

The District will 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 (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will 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*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

STUDENT RECORDS

[Board Policy 3600](#)

A student's school records are confidential and are protected from unauthorized inspection or use. 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.

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

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. 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 for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

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

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course 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 at a cost per page, payable in advance. Contact the building principal for more information. 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 and 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, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate their desire to change the original request. Directory information may include: 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, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

[Board Policy 2161](#)

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 parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

STUDENT SCHEDULES

All students in all grades attend school 8:15am to 3:15pm daily. On the last day of the school year, all students are dismissed at 12:45pm. There are no other early release days in the school year.

SUMMER SCHOOL

Only students with Individualized Education Plans would be considered for Extended School Year services and only when decided upon by the entire IEP team.

TEXTBOOKS

[Board Policy 2311](#)

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION

[Board Policy 2320](#)

School Sponsored

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the transportation office at 406-522-6041.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Remain seated while bus is moving.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

Transporting Students with District/Personal Vehicle

[Board Policy 2320F1](#)

Any person transporting students in a personal vehicle must provide the District with proof of current car insurance.

VIDEOTAPING OF STUDENTS

[Board Policy 3235](#)

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies,

administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom.

VISITORS

[Board Policy 4301](#)

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

WORK BASED LEARNING

[Board Policy 2600](#)

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning 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 students' 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-based learning 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-based learning must be converted and is equivalent to the time requirement for credit to be earned.

Refer to Policy 2600 and 2600P

IRVING ADDENDUMS

MESSAGES FOR STUDENTS

Because the number of phone messages to students and teachers has become so excessive, we will no longer deliver them to students after 2:30 p.m. unless they are of an emergency nature. Reminders of doctor and dentist appointments and music lessons will no longer be taken at all. Please remember to discuss your after-school plans with your children before they come to school in the morning. **If you have a change of plans during the day and are unable to notify the office before 2:30, it will be your responsibility to inform your child personally when school is over. Please do not involve the office in making these arrangements.**

RECESS POLICY

Children should dress properly for inclement weather, i.e., boots, mittens, hats, warm jackets or coats. As a rule of thumb, outside recess **may be canceled** when the temperature (including the wind chill factor) is lower than +10 degrees Fahrenheit. Furthermore, students that are healthy enough to attend school are healthy enough to attend recess – unless a doctor's note is presented to the teacher and main office. Parents and younger siblings are not allowed out at recess.

PETS

Due to allergy and safety issues, pets **are not allowed** on the Irving Campus.

CLOTHING, LABELS, LOST AND FOUND

All clothing and equipment should be plainly marked with name, tapes or ink.

Unclaimed clothing and articles are kept in the lost and found. Check school lost and found for lost articles. The lost and found is located just outside the library. Unclaimed clothing will be disposed of periodically throughout the year.

BICYCLE POLICY

Irving School recommends that all children riding bicycles wear a helmet and follow the bicycle safety rules used in the city of Bozeman. We also recommend a bike chain and lock for your child's bike. Please lock bikes only to the bike rack, not to trees or handrails. The Irving School staff will not accept responsibility for lost, stolen, or damaged bicycles.

FIELD TRIPS

Philosophy: The district recognizes that field trips, when used as a device for teaching and learning, are integral to the curriculum and are an educationally sound and important ingredient in the instructional program of the school. At Irving School, it is our belief that learning has meaning when it is actively experienced, personal, and applied, and that our community - natural and human designed - is the initial place for learning about all places. Therefore, both day and overnight field trips into the surrounding community and the Gallatin River watershed are integral to our K-5 program. All field trips are designed in accordance with school board policy (2320 & 2320P)

Field trips and parental permission: At Irving School, trips beyond the school grounds generally fall into three categories:

(1) Relatively brief walking excursions of no more than an hour into nine square block area of the immediate Irving neighborhood. You will be notified of these trips by teacher note; but you will not be required to sign a note giving your child permission to participate.

(2) Field trips of longer than an hour, walking trips in which your child's class goes beyond the immediate Irving neighborhood, or trips of a school day or less in duration that require bus transportation. You will be asked to sign a field trip permission form, indicating your consent to your child's participation and allowing Bozeman School district employees or volunteers in charge of your child to obtain all necessary emergency medical treatment in the event your child is injured.

(3) Overnight field trips: These trips require the approval of both the principal and the assistant superintendent. They generally are limited to the 3rd, 4th, and 5th grades, and require parental signature of field trip permission form. Parents will be notified well in advance of any such trips and generally are involved in the planning.

Adult and parent chaperones and volunteers. Adequate supervision of elementary grades field trips generally is defined as one adult supervisor for every ten students. Therefore, these trips require that parent and other adult volunteers supplement the supervision of the classroom teacher. We greatly appreciate the donation of time and energy given by our parent volunteers. We require the following of all parent and adult volunteers:

(1) Any parent wishing to volunteer must fill out the volunteer permission form, Policy#5430F1, and have that form on file in the main office.

(2) Volunteers must supervise for the full duration of the activity. Volunteers must let the teacher know if they wish to ride the school bus or walk with the class, or if they will meet the class at the field trip site.

(3) Volunteers must stay with the assigned group of students at all times. Any changes in the composition of the group or the supervisors of the group must be approved by the teacher.

(4) Volunteers should help students in their assigned group be successful learners, whether this involves listening politely to a speaker, participating in an activity, or getting along with others.

(5) Volunteers must make arrangements to leave younger siblings, preschoolers, and infants at home or at school. All of a volunteer's energies and attention must be given to the students whom he/she is supervising.

(6) No pets may be brought on any field trip.

(7) Volunteers must let the classroom teacher know as soon as possible if their plans change.

BIRTHDAYS, CELEBRATIONS AND INVITATIONS

Birthdays are exciting events for children and parents. Here's how we celebrate these special events in our schools: .

- We welcome parents, grandparents, other family members or special friends to visit the classroom to read a book to the class. It can be a special one that the child has picked out or one that the reader has chosen. Please contact your child's teacher to arrange a time that is suitable for you both.
- Purchase a gift for the classroom, wrap it and the teacher will have your child unwrap the gift and share it with the class. Examples are a puzzle, book, or game for the classroom. Contact the teacher for other suggestions for the room. Your child will be surprised and the gift will be used over and over during the year!
- Goodie Bags filled with non-edibles such as: pencils, erasers, stickers, rings, little puzzles, books, small notebooks, crayons, yoyo's, bubbles, balls, etc. would be enjoyed.
- Have your child bring his/her favorite book to be read to the class. Your child or the teacher can read the book.
- Arrange with the teacher to play a game or do a special activity for a few minutes and provide the supplies for the activity.
- **Please coordinate in advance with your child's teacher and please remember, *no food!***

To prevent hurt feelings and other awkward situations, we ask that you please mail invitations to children your child wishes to invite rather than sending them to school for distribution. Your sensitivity and cooperation in finding other avenues for delivery of invitations will be greatly appreciated. Please feel free to use the school directory (if available) to obtain student address/phone numbers. Addresses not listed in the school directory cannot be given out.

SCHOOL LIBRARY

The purpose of the elementary libraries in the Bozeman School District is to support and enhance classroom curricula, provide enrichment in literature, and provide instruction in library use skills.

The library is open from **8:15 A.M.- 3:15 P.M.** daily. Each classroom has a scheduled time to visit the library for instruction and for library check-out. Students may check out library materials for two weeks. Those items may be renewed.

Parents who would like to help out in the library, either on a regular basis, or only occasionally, are urged to contact Ruth Carr, our school teacher librarian. Help is always welcome for filing, shelving, displays, and bulletin boards and clipping magazine articles.

OVERDUE AND LOST BOOKS can cause much confusion and heartache. Our policies are not intended to be punitive. If a book is lost, we work with children to encourage them to become responsible library patrons. If a lost and paid for book is found, please return it to the library and we will GLADLY refund your money. We would always rather have the book than the money.

If parents have any questions about overdue or lost books, call the library immediately.

Irving Library houses a collection of about 8,000 titles, including fiction, nonfiction, reference, and biography. An extensive Native American collection, computer software, and access to on-line services are just a few of the highlights. In addition, the fiction collection contains numerous titles that are marked with a "Young Adult" label. Although these books are available to anyone, this label is used as a reminder to parents that, as with many things, there is no substitute for parental supervision.

STUDENT PLACEMENT

Placements of students promoted to the next grade are made in the late spring of each year by the principal. Students are sorted into two heterogeneous classroom groups to obtain a relatively equal balance of students according to gender, achievement, special needs, and participation in special programs. The principal then assigns two teachers at the next grade level to each of these classroom groupings. The principal may examine the groups for any mismatches and will switch students accordingly. For example, students who might not work well together will be put in different classrooms. Furthermore, the principal may consider parent input (see below) and place students in the classroom environment that the parent feels would best suit his/her student if that placement does not detract from the balance of students in either classroom.

Parent observations in classrooms for the purpose of comparing teachers and choosing student placement are not an Irving School policy for the following reasons. First, this practice may not result in the best placement. Second, any competition between teachers undermines staff solidarity upon which the effectiveness of any school is based. Finally, unrestricted parent choice of teachers may result in unbalanced classrooms.

The placement of students in multi-grade classes will follow essentially the same procedure as for placement of students in single-grade classes as per the policy above. The goal is to achieve heterogeneously balanced classes which serve the best interests of students.

Written parent input is accepted in the form of a preferred classroom environment description NOT teacher request. To be considered during the student placement process, written requests must be turned in to the Irving School Office on or before August 1 of any academic year.