

Student Name: _____ School: _____

Teacher: _____ Grade: _____



2026-2027 Confirmation of Receipt of Handbook Information

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

Friday, September 11, 2026, or upon enrollment.



1. Great Fall District Student Handbook can be located under "Parents & Students" at:

<https://gfps.k12.mt.us/parents-students/student-handbook>

2. Please choose one (1) of the following options for your copy of the GFPS Student Handbook:

_____ ELECTRONIC COPY: I will access the handbook electronically (see number one to access).

_____ PRINTED COPY (option 1): I would like a print copy of the handbook sent home with my child.

_____ PRINTED COPY (option 2): I will come to the school to pick up a printed copy of the handbook in the Main Office.

3. Confirmation of receipt of handbook information

- ✓ I am aware that the electronic handbook contains information I will need to know during the school year. I understand that students are held accountable for their actions.
- ✓ I have read and understand the Great Falls Public Schools School-Parent Compact regarding school and parent responsibilities for supporting student learning.
- ✓ I understand that the Acceptable Use Policy (AUP) is included herein. If a student violates the agreements in the AUP, the consequences could include suspension of computer privileges and/or disciplinary or legal action. I also understand that using the computer network is a privilege and with that privilege comes responsibility.
- ✓ I have read and understand the annual notification to parents and guardians of the district's human sexuality instruction that is included herein.

4. Health Care Information

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

_____ YES, my child has an ongoing health concern.

If your child is in need of a Health Care Plan, please contact your school secretary.

5. Release of Student Information

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

Specific student information might be released in the following ways:

- Listing your child's name on party lists (Valentine's Day, etc...)
- Posting of your child's birthday on a birthday bulletin board
- Printing your child's name and picture in the school yearbook
- Publishing of awards or accomplishments in the Tribune or school newsletter (Honor Roll lists, GPA lists, Student of the Week, etc.)
- Photographing, filming and/or interviewing your child for social media websites and/or by the local TV stations or the Tribune for educationally related stories
- Printing your child's name in the programs for music concerts and other holiday programs, award ceremonies, Geography Bee, Spelling Bee, Academic Bowl, math contests, Mathlete, and art contests
- Listing your child's name for team or activity rosters (may include height, weight, and year in school)
- Providing information to the military recruiters upon their request
- Providing information to college and athletic recruiters upon their request

As a matter of practice, we do not release information to persons or agencies that do not have a special need to know. In exercising your right to limit release of this information, you must fill out this page and return it to school by **September 11, 2026 or upon enrollment.**

Fill out the following checklist:

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

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

- ☐ **I do not want my child's student directory information released to ANYONE (including the yearbook and ALL other options listed below)**
- ☐ **I do not want my child's photograph to be included in the Montana State Office of Public Instruction Child Photograph repository for law enforcement use of identifying missing children (as required per MCA §20-7-1317)**
- ☐ **I do not want my child in the School Yearbook (school picture and name), event programs, or other such publications**
- ☐ **I do not want my child in the Great Falls Tribune, TV news stations, other media (including lists for honor roll, student of the week)**
- ☐ **I do not want my child in electronic media (school web page, social media websites, videotaping)**
- ☐ **I do not want information released to institutions of higher learning, including the University of Providence for direct admission (colleges, universities, and trade schools-HS Only)**

- ☐ **I do not** want technology checked out to my child without my permission
- ☐ **I do not** want information released to potential employers
- ☐ **I do not** want information provided to military recruiters
- ☐ **I do not** want my child in the list of graduates (given to the Great Falls Tribune-HS Only)
- ☐ **I do not** want my child in the graduation program (handed out at graduation to all attendees-HS Only)
- ☐ **I do not** want my child's name listed on the "Class" T-shirt (all senior names generally go on the back of a shirt that they receive with their all-night party ticket-HS Only)

Student Name Printed

Parent Signature

Date



REFRIGERATOR NOTE

SCHOOL DISRUPTIONS DUE TO EMERGENCIES INFO



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

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

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

- Mass phone and/or voicemail notification from the GFPS automated attendance system (*Parent Square*)
- Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
- GFPS Website: <https://www.gfps.k12.mt.us>
- Media websites: @KRTV, www.krtv.com, @KFBB, www.kfbb.com, @GFTribune, www.greatfallstribune.com
- Radio Stations: FM: 92.9, 94.5, 97.9, 98.9, 101.7, 102.7, 104.9, and 106.1
AM: 560 and 1450

Please be aware that GFPS has no control over media or radio station announcements.

- Call 406-268-6444 for a recorded message (you may reach a busy signal depending on caller volume)

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

Please communicate your decision to your child's school.

WINTER WEATHER TIPS

- **Dress for the Weather!**
 - Dress appropriately for cold weather – sweaters, pants, winter coats, hats, scarves, socks and boots. Even when on a bus, the bus may not heat well in extreme cold. While unlikely, the bus may break down or get stuck. If your family needs assistance with cold weather attire, please talk to your student's principal.
 - Bad weather can happen at any time of the day so students should be prepared for that eventuality. Keep track of weather reports. A nice morning can turn into a freezing snowstorm by dismissal time. If your family needs assistance with cold weather attire, please talk to your student's principal.
 - Wear bright jackets or coats so bus drivers can easily see you in the morning or evening.
- **Plan Ahead!**
 - Allow extra travel time to get to the bus stop or school.
 - In bad weather, expect the bus to run late and be prepared for this event. If possible, wait at the bus stop with your child until the bus arrives. Students need the ability to get out of the elements in the event the bus is late. Make a plan for your child should the bus not come.
- **Keep a Safe Zone!**
 - Stand at least 10 steps away (or back) from bus stops. Buses need extra room to stop where there is snow or ice.
 - Do not walk or play on snow mounds or ice within 10 feet of the roadway – you could fall and slip into the roadway and be at risk of being struck by a vehicle.
 - Do not cross the street at your bus stop until all traffic has come to a complete stop and the bus driver has signaled that it is safe to cross.
- **Be Alert!**
 - Car drivers should keep their car windows clear of frost, ice and snow.
 - Stop! Look! Listen! Hoodies, headphones and electronic devices can distract students from paying attention to traffic.



Great Falls Public Schools
Student Computer Acceptable Use and Internet Safety Agreement
(GFHS Board Policy 3612P)



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

Terms of Agreement

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

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

Student Acceptable Uses

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

- **Access is a privilege**, not a right, and carries with it responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (e.g. no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, or bully anyone.
- **Students are responsible for all activity under their electronic accounts.** Students will not share passwords with other users or log in as someone other than themselves. The only exception may be teachers safeguarding the passwords of his/her students. Students will log off of devices and/or websites when finished.
- **Students will use school district-provided devices, networks, and Internet access for educational purposes only.** Uses that promote a personal commercial enterprise for personal gain through selling or buying over the school district's network are prohibited. Uses in regard to political agendas must be in compliance with state law and Board policy.

- **Students will protect the privacy of self and others.** Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, or other personal information on the Internet, including such items belonging to others. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.
- **The District reserves the right to monitor, inspect, backup, review, and store at any time** and without prior notice any and all usage of the school district network and Internet access, and any and all information transmitted or received in connection with such usage. This also includes any information stored on school district network or local electronic devices. All such information files shall be and remain accessible by the District, and no student shall have any expectation of privacy regarding such information. Students are advised that all material in whatever form in the school district system's network may be considered public record pursuant to MCA 2-6-102.
- **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning, collaboration, and provides an opportunity to share the achievements of students. If parents/guardians do not want a release of student directory information, including photos and school work, schools must be notified in writing (see page 2 of the District's Student Handbook).
- **While the District makes every effort to filter inappropriate material, it is possible for an industrious user to gain access to such material.** Inappropriate material is defined as material that violates generally accepted social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material or attempt to circumvent filters.
- **It is every student's responsibility to adhere to the copyright laws** of the United States (P.L. 94-553) and the Congressional Guidelines that delineate those laws regarding software, authorship, and copying information.
- **It is every student's responsibility to treat the physical and digital property of others with respect.** This includes proper treatment of digital devices and other hardware, the network system, and respecting others' electronic files. Students are not to remove, add or modify software, computer hardware or network equipment without prior Information Technology Department authorization.

Student Responsibilities

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

Limitations of Use

Students must refrain from these activities, none of which are all inclusive:

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

Password Protections

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

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

Other Expectations

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

Teacher Responsibilities

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

- Inform all students of their rights and responsibilities as users of the district network prior to granting access to that network, either as an individual user or as a member of a class or group.
- Monitor when students are accessing the Internet.
- Address student infractions of the Acceptable Use Agreement according to the school discipline policy.
- Provide curriculum-appropriate alternate activities for students who do not have permission to use the Internet or a particular digital tool.
- Guide student use of identifiable photographs, referencing student directory release of information.
- Follow the Child Online Privacy Protection Act (**COPPA**) guidelines when using digital tools in the classroom.

Principal Responsibilities

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

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

District Responsibilities

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

- Ensure that Children's Internet Protection Act (CIPA)-compliant filtering technology is in use.
- Review the Staff and Student Acceptable Use Agreements as necessary.
- Annually review this policy (staff)
- Provide professional development for staff regarding expected behavior concerning this agreement.
- Ensure curriculum reflects digital citizenship.

Acceptable Uses of Personal Devices on the District Network

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

- Use personal devices in class only with the teacher's express permission.
- Only connect to the District/school wireless guest network and NOT to the District/school wired network. Students understand if their personal device is found wired to the District/school network, the device will be removed and turned into the administrator.
- Only use devices with up-to-date virus protection software.
- Turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the District/school wireless network.
- Understand the security, care, and maintenance of their device is their responsibility. Student devices will be securely stored when not in use.
- Understand that the District/school is not responsible for the loss, theft, or damage of student devices. Students are fully responsible for their property while at school. Students understand that if they should leave their device in the custody of a staff member, that the staff member is not responsible for the loss, theft, or damage of the student device.
- Understand the Information Technology Department will not provide support for personal devices. Students are fully responsible for making their device work within the parameters defined in this agreement. If they are unable to make their personal device work within these parameters and the given time allotted by the teacher, the student will need to use a device that is provided by the District/school to prevent any interruption to instruction and learning.
- Understand that school staff may access student personal electronic devices if there is reasonable suspicion that the search will uncover evidence that they are violating the law,

Board policy, administrative regulation, or other rules of the District or the school. This may include, but is not limited to, audio and video recording, photographs taken on District/school property that violates the privacy of others, issues regarding bullying, verification that the student's device is connected to the District/school network, etc. Students will provide appropriate login credentials to the device if required. Failure to provide access is insubordination and will be deemed satisfactory evidence that the student device contains content that violates this section.

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

Failure to Follow Acceptable Use Agreement

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

References:

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

Legal References:

Family Educational Rights and Privacy Act (FERPA)
Child Online Privacy Protection Act (OPPA)
Children's Internet Protection Act (CIPA)

Acceptable Use Agreement History:

Adopted: July 9, 2018
Revised on: August 22, 2022
Revised on: May 11, 2026

**GREAT FALLS PUBLIC SCHOOLS
MEDICAL EXAM NOTIFICATION**

Dear Parent/Guardian,

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

Hearing Screening:

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

Please initial:

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

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

Vision Screening:

Great Falls Public Schools will collaborate with a local Lion's Club to provide vision screenings to **Kindergarten, 1st, 3rd, and 6th grade students**. The vision screening is performed using a PlusoptiX SI 2C Mobile Vision Screener. A notice will be sent home for any child receiving a recommendation for further testing. The screening is scheduled to be done _____.

Please initial:

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

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

Dental Screening:

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

Please initial:

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

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

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

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

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

Parent

Date:

Great Falls Public Schools
Medical Exam Notification
(GFPS School Board Policy 3410)

Student Health/Physical Screenings/Examinations

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

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

In general, the District will notify parents of the specific or approximate dates during the school year when screening administered by the District is conducted.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

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

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

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

Students who wish to participate in certain extracurricular activities will be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

Cross References:

Policy 2158 Parental and Family Engagement

Policy 3305 Seclusion and Restraint

Policy 331OP Risk Assessment

Policy 3431 Emergency Treatment

Legal Reference:

§ 20-3-324(20), MCA Powers and Duties

§ 40-6-701, MCA Parental Rights

20 U.S.C. 1232h(b), General Provision Concerning Education

Policy History:

Adopted on: July 1, 2000

Revised on: December 18, 2006

Revised on: November 23, 2015

Revised on: April 22, 2024

Revised on: February 9, 2026



GREAT FALLS PUBLIC SCHOOLS

**CURRICULUM DEPARTMENT • 1100 4TH STREET SOUTH • P.O. BOX 2429,
GREAT FALLS, MT 59403 • 406.268.6020 • WWW.GFPS.K12.MT.US**

Dear Elementary Parents,

We hope your school year has been great to this point for you and your student(s). The Montana legislature has passed a law that places requirements on schools to notify parents about certain instructional topics. In this case, MC 20-7-120 requires schools to notify parents concerning any course that teaches topics related to human sexuality. GFPS teachers work hard to ensure the curriculum we deliver is responsible and developmentally appropriate for young children. **In a review of all curriculum in grades K-6, there are two areas to which the law applies.**

- The 5th and 6th Grade Health Enhancement curriculum includes a lesson in human growth and development. There is also a separate lesson on AIDS education for both grades.
- K-6 Personal Safety Counseling Lessons (specifically safe touch lessons including the terminology "private parts").

Prior to any of these lessons being taught, Great Falls Public Schools parents will be notified. Parents have always had the right to review any of our curriculum. That open approach is reflected in our School Board Policy 2335 which states that parents can request their child be excluded from these lessons without prejudice.

If you have any questions or concerns or you would like to view the curriculum materials, please call the principal at your student's school.

Sincerely,

Lance Boyd
Executive Director of
Student Achievement- East Side
406-268-6008

Jackie Mainwaring
Executive Director of
Student Achievement – West Side
406-268-6006

gfps

GREAT FALLS PUBLIC SCHOOLS
EAST MIDDLE SCHOOL

Authorization to Participate

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

Academic Bowl	Art	Artful Beading
Art Therapy	Band Switchers	Basic Engineering
Basic Survival	Basketball	Beginner Crochet
Book Club	Card & Dice Games	Chess
Color Your Heart Out	Colorful Creations	Community
Creative Writing	Cribbage	Fiddlers
Crocheting	Diamond Art	Sewing
For the Birds	GFHS Ultimate Football	Inclusion
Game of Tournaments	Jazz Band	Kitchen Science
Origami	Playing Cards: Skill & Strategy	Rock and Mineral
Outreach	Ultimate Football	Critical Thinking
Rock Painting	Sports History	Word Searches
Sole	Training	Sign Language
Sudoku	Writers Lounge	Strategic Thinking
Weight / Strength	The Great Outdoors	Your Brain Loves to Color
	Working with Weights for All	Taylor Swift: Lyrics & Bracelets

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

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

- Agree the student is fully capable of participating in the club or clubs and agree to disclose all known limitations to the district, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the student or the parents.
- Understand and acknowledge that the student may not be skilled in one or all of the clubs;
- Understand and acknowledge that the student is subject to all eligibility requirements adopted by the district for participation as well as any governing agency, including but not limited to the Montana High School Association;
- Understand and acknowledge that engaging in any club(s) may require a degree of skill and knowledge which the student may not possess;
- Understand and acknowledge that the club in which the student seeks to participate may require an audition or try-out to determine if the student has the required skills/abilities to

participate and that the student may be “cut” from the club through the audition/try-out process;

- Understand and acknowledge that the district has informed us that certain risks are inherent in some clubs and cannot be eliminated without destroying the unique character of the club. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
- Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
- Understand and acknowledge that engaging in any club(s) may require a participant to listen to any instructions, warnings, or risk assessments of the district, to ask for instruction or clarification whenever needed, and to follow instructions; and
- Understand and acknowledge that the district may remove the student from club(s) for any breach of safety policies, or any conduct that the district deems unsafe.

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

By signing this Agreement, the student and parents acknowledge they have carefully read and understand its content.

I give permission for my student to participate in ONLY the club(s) I’ve listed below:

My child has permission to participate in ALL of the clubs listed on this form, and/or currently offered at EMS, as well as new clubs that may be added for the 2026-2027 school year. I understand that only currently active club(s) are listed on the EMS website, so not all clubs listed above may be available to participate in at this time.

STUDENT NAME	STUDENT SIGNATURE	DATE
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PARENT/GUARDIAN NAME	PARENT/GUARDIAN SIGNATURE	DATE
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NOTE: Please return this form to the club advisor.

Signed permission must be provided before a student can participate in a club or activity



Be a Champion!

North Middle School : #GoGriz!



Club Permission Form 2026-2027 Authorization to Participate and Record

The District offers student clubs and extracurricular activities, events, and programs to the student, including, but not limited to, curricular and co-curricular programs and clubs and transportation and lodging to, from, and associated with these activities (collectively “Clubs and Activities”). Below is a list of some of the clubs being offered this year at North Middle School.

8 th Grade Gym Activities	8 th Grade Announcements	8 th Gr4ade Cooking
Archery	Bear Force 1	Brian Based Boar Games
Bunco	Card Club	Cartography
Coloring for Relaxation	Cozy Craft	Cribbage
Debate	Desmos and Polypad	Drawing
Art and Music	Fly-tying	Games Galore
Ghost Adventures	Graphic Novel	Holey-Noley
Journal	Junk Journal	Listening
Local History	Math/Stem	Military Matters
NMS Student Government	Orch. Open Practice	Paint by Number
Quiz and Chill	Reading	Science
Series Readers	Singo	Uno
Yearbook	Special Olympics MT Unified	

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

- Agree the student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the student or the parents.
- Understand and acknowledge that the student may not be skilled in one or all of the Clubs and Activities;
- Understand and acknowledge that the student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
- Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge that the student may not possess;
- Understand and acknowledge that the Club or Activity in which the student seeks to participate may require an audition or try-out to determine if the student has the required skills/abilities to participate and that the student may be “cut” from the Club or Activity through the audition/try-out process;

- Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, and athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
- Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
- Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
- Understand and acknowledge that the District may remove the student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

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

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

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

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

Or, please list the club(s) for which permission is NOT given for the Student to participate (if available) :

STUDENT NAME

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

DATE

*Please return this form to your Connection teacher. Signed permission **must be** provided before a student can participate in a Club or Activity.*



GREAT FALLS PUBLIC SCHOOLS

CURRICULUM DEPARTMENT • 1100 4TH STREET SOUTH • P.O. BOX
2429, GREAT FALLS, MT 59403 • 406.268.6020 • WWW.GFPS.K12.MT.US

Dear Middle School Parents,

We hope your school year has been great to this point for you and your student. The Montana legislature has passed a law that places certain requirements on schools. In this case, MCA 20-7-120 requires schools to send a letter to parents concerning any course that teaches any of the listed topics: human sexuality - including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

Throughout the years, GFPS has always worked hard to find responsible and developmentally appropriate curriculum for our students. This includes developing curriculum designed to be responsive to family concerns and educate students in the areas of health and science.

At the middle school level these courses have limited and responsible exposure to a few of the subject areas listed above:

- 7th and 8th Grade Health (Diseases, including STD's)
- 7th Grade Science (Life Science Reproduction, and Limited Anatomy)
- 7th Grade Family and Consumer Science (Healthy Relationship vs. Unhealthy)

Great Falls Public Schools parents have always had the right to review any of our curriculums. That open approach to our curriculum has always occurred and is reflected in our School Board Policy 2335 which states: "Parents may ask to review the materials to be used and may request that their child be excluded from sex education class sessions without prejudice."

If you have any questions or concerns or you would like to view the curriculums, please call the principal at your student's school. To reach the North Middle School Principal, Brian Miller, please call 268-6530 and, to reach the East Middle School Principal, Reannon Medrano, call 268-6503.

Sincerely,

Lance Boyd
Executive Director of Student Achievement- East
(406) 268-6008

Jackie Mainwaring
Executive Director of Student Achievement- West
(406) 268-6006



**Club Permission Form
Authorization to Participate and Record**

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

Art Club	International Club
Business Professional of American BPA	Key Club
Chess Club	Lunch Bunch Mentoring
JROTC	We Are Rustlers
DECA	News Club
Exceptionalities Mentor Group	Peer Mentor Group
Family Career and Community Leaders of America	R Wildcats Mentoring Club
Fellowship of Christian Athletes	Skills USA
Speech & Debate	Full Orchestra
HOSA: Future Health Professionals	Gardening Club
PRG Dungeons & Dragon Club	Students of Services
Montana Educational Talent Search (METS)	Indigenous Club

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

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

- Agree the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
- Understand and acknowledge that the student may not be skilled in one or all of the Clubs and Activities;
- Understand and acknowledge that the student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;

- Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the student may not possess;
- Understand and acknowledge that the Club or Activity in which the student seeks to participate may require an audition or try-out to determine if the student has the required skills/abilities to participate and that the Student may be “cut” from the Club or Activity through the audition/try-out process;
- Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
- Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death.
- Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
- Understand and acknowledge that the District may remove the student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

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

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

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

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

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

Student Name	Student Signature	Date
---------------------	--------------------------	-------------

Name of Parent/Guardian	Parent/Guardian Signature	Date
--------------------------------	----------------------------------	-------------

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



Club Permission Form 2026-2027

Authorization to Participate

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

Art Club	I Am Bison – IMB
Bike Club	Indigenous
Business Professionals of America BPA	JROTC
Chess Club	Key Club
Classic Card Club	Young Life
Crochet Club	Rocketry Club
Cyber Patriots	Role-Playing Game Club – RPG Club
DECA	Ski & Board Club
Drama	Skills USA
Family Career & Community Leaders of American	Spanish Club
Fellowship of Christian Athletes	Speech & Debate
Gardening Club	Student Culture Survey
Geology Club	Student Government
Welding Club	German Club
Writing Club	HOSA: Future Health Professionals
Montana Educational Talent Search (METS)	“Love Our Campus” Club

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

<https://gfhs.gfps.k12.mt.us/parents-students/clubs>

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

- Agree the student is fully capable of participating in the Club or Clubs and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitations known to the student or the Parents.
- Understand and acknowledge that the student may not be skilled in one or all of the Clubs;
- Understand and acknowledge that the student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
- Understand and acknowledge that engaging in any Club(s) may require a degree of skill and knowledge which the student may not possess;

- Understand and acknowledge that the Club in which the student seeks to participate may require an audition or try-out to determine if the student has the required skills/abilities to participate and that the student may be “cut” from the Club through the audition/try-out process;
- Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and cannot be eliminated without destroying the unique character of the Club. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
- Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
- Understand and acknowledge that engaging in any Club(s) may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
- Understand and acknowledge that the District may remove the Student from Club(s) for any breach of safety policies, or any conduct that the District deems unsafe.

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

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

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

- ☐ My child has permission to participate in ALL of the Clubs listed on this form, and/or currently offered at GFHS, as well as new clubs that may be added for the 2026-2027 school year. I understand that only currently active Club(s) are listed on the GFHS website, so not all clubs listed above may be available to participate in at this time.

Student Name	Student Signature	Date
Name of Parent/Guardian	Parent/Guardian Signature	Date

NOTE: Please return this completed form to the GFHS Main Office. Signed permission must be provided before a student can participate in any Club.



Great Falls Public Schools

Curriculum Department • 1100 4th Street South • P.O. Box 2429,
Great Falls, MT 59403 • 406.268.6020 • www.gfps.k12.mt.us

Dear High School Parents,

We hope your school year has been great to this point for you and your student. The Montana legislature has passed a law that places certain requirements on schools. In this case, MCA 20-7-120 requires schools to send a letter to parents concerning any course that teaches any of the listed topics: human sexuality - including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

Throughout the years, GFPS has always worked hard to find responsible and developmentally appropriate curriculum for our students. This includes developing curriculum designed to educate students in the areas of health, science and family & consumer science.

At the high school, these courses and subject areas are listed below:

Required Courses:

- 9th and 10th Grade Health
- Biology 1-2
- English (Novels may touch on human relationships)

Elective Courses:

- Anatomy and Physiology (Science elective)
- Developing Child (Family and Consumer Science elective)
- Medical Terminology (Health Science/CTE elective)
- EMT (Health Science/CTE elective)

In addition, Advanced Placement (AP) or Dual Credit courses may contain topics related to human sexuality. These courses have curriculum based on criteria outside the GFPS and Montana State Standards. If you have concerns, you may contact the teacher of the course directly.

Great Falls Public Schools parents have always had the right to review any of our curriculums. That open approach to our curriculum has always occurred and is reflected in our School Board Policy 2335 which states: "Parents may ask to review the materials to be used and may request that their child be excluded from sex education class sessions without prejudice." If you have questions or wish to view the materials used in these lessons, ***please contact your child's teacher for more information.***

Sincerely,

Lance Boyd
Executive Director of
Student Achievement- East Side
406-268-6008

Jackie Mainwaring
Executive Director of
Student Achievement- West Side
406-268-6006

GREAT FALLS SCHOOL DISTRICT

STUDENT HANDBOOK

2026-2027



CONTENTS

To Students and Parents:.....	1
Board of Trustees 2026-2027	1
Notice of Non-Discrimination	1
Alternative Programs	2
Attendance	2
Bullying/Harassment/Intimidation/Hazing	3
Cell Phones	3
Child Recording and Audio Child Tracking/Monitoring Systems.....	4
Communicable Diseases	4
Complaints by Students and Parents.....	5
Computer Resources.....	6
Conduct.....	6
Corporal Punishment.....	8
Counseling	8
Discipline and Due Process.....	9
Distribution Of Material	10
Dress	10
Driver Education	11
Dual Credit.....	11
Early Graduation.....	11
Emergency School-Closing Information	11
Extracurricular Activities, Clubs, and Organizations.....	12
Fees	13
Food Services	13
Fundraising.....	14
Grading Guidelines.....	14

Graduation	16
Gun-Free Schools/Firearms	19
Homeless Students	20
Homework	20
Human Sexuality or Identity Instruction Absence.....	21
Immunization	21
Law Enforcement/Investigations	22
Medicine at School.....	23
Parent Involvement, Responsibilities, and Rights	24
Protection of Student Rights.....	25
Release of Students from School.....	26
Religious Practices	26
Report Cards, Progress Reports, and Conferences.....	27
Safety.....	27
Searches and Seizures	28
Sexual Harassment	30
Students in Foster Care.....	30
Student Records.....	31
Summer School	34
Textbooks	35
Transportation	35
Videotaping of Students.....	36
Visitors	37

To Students and Parents:

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

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

Board of Trustees 2026-2027

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

Gordon Johnson – Board Chairperson

Kim Skornogoski – Board Vice Chairperson

Bill Bronson, Craig Duff, Marlee Sunchild, Paige Henning, Amie Thompson

Notice of Non-Discrimination

GFPS Board Policy # 3225F

The Great Falls School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The district also provides equal access to community designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Name and/or Title – Lance Boyd

Address – 1100 4th Street South, Great Falls, MT 59403

Telephone No. 406-268-6008

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

Alternative Programs

GFPS Board Policy # 2169, 2410R, 2600, 2600F

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and distance learning courses. Credit for work experience may be offered when the work program is a part of and supervised by the school. [See **Graduation Requirements** on pages 16 through 19]

Attendance

GFPS Board Policy # 3120, 3122, 3122R, 3130, 3150, 3150R

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 residents 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.

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 return 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 student 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.

Types of absences

1. **Illness**
2. **Bereavement**
3. **Medical or legal appointments that cannot be scheduled outside of the school day.**
4. **Weather-related absences when the schools remain in sessions, but the parent, guardian, or custodian deems it unsafe for the student to attend school.**

Bullying/Harassment/Intimidation/Hazing

GFPS Board Policy # 3225, 3226, 4226, 5226

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and should not be tolerated. Bullying does not include the determination after an investigation that the students used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

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.

Cell Phones

GFPS Board Policy # 3310, 3630, 3650

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

Students may use phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 7-12 may also use such devices during the lunch period. These devices must be kept out of sight and turned off during instruction unless authorized by teachers. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices may be returned to the student, parent, or guardian dependent upon progressive discipline at the building level. Repeated unauthorized use of such devices may result in disciplinary action. Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other

electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes. Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

Child Recording 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.

Two-Party Consent: Montana is an all-party consent state for private communications. Secretly recording a private conversation, including a one-on-one meeting with a teacher or administrator, is illegal under [Montana Code Annotated 45-8-213](#) without everyone's knowledge.

Communicable Diseases

GFPS Board Policy # 2050, 3410, 3417, 3420

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

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

Complaints by Students and Parents

GFPS Board Policy # 1770, 3210, 3225F, 3225P, 3226, 3300, 3310, 4310, 5232, 5255

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1770) with the exception of complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about 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. Additional information can also be found in Policy 1770, available in any principal's and Superintendent's office.

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 [[Revised Board Policy 3225F Sexual Harassment Reporting Intake Form for Students](#)] or any District or school office or by contacting the Title IX Coordinator Lance Boyd.

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 [[Board Policy 2162 Section 504 of the Rehabilitation Act of 1973](#)] or any District or school office or by contacting Shannon Guilfoyle.

Computer Resources

GFPS Board Policy # 2050, 2169, 3225, 3226, 3300, 3310, 3612, 3612F, 3612P, 3650

Computer resources, including the district's electronic networks, are an integral part of the district's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the district's electronic networks or the district's computers. General rules for behavior and communications apply when using the district's computer resources. Students must sign the *Authorization for Electronic Access* Agreement prior to being authorized to use the district's computer resources. For additional information, see Policy 3612F, 3612P.

Conduct

GFPS Board Policy # 3310, 3311

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 and exercise 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 for 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.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Great Falls School District's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;

- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

Violation of Student Code of Conduct

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling marijuana (including medical marijuana).
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.

- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

Corporal Punishment

GFPS Board Policy # 3310, 3231, 3300

No person who is employed or engaged by the district may inflict or cause corporal punishment to be inflicted 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 people, or for the purpose of self-defense.

Counseling

GFPS 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 grades Eight through Eleven 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. [See **Graduation Requirements** on pages 16 through 19].

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

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. If a parent has concerns regarding their student's mental health, they should contact the school counselor. Students who wish to meet with a counselor should contact the counselor at their individual school.

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. The school

will notify the parents or guardian of the right to opt a student out of a mental health screening and will be notified of any issues or concerns resulting from mental health screening.

Discipline and Due Process

GFPS Board Policy # 2161, 2161R, 3200, 3225, 3226, 3230, 3300, 3310, 3310P, 3311, 3312, 3340, 3345

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

Suspension

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

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

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

Students With Disabilities

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the

District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

Distribution Of Material

GFPS Board Policy # 3221, 3222, 4321

School Materials

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

Non-School Materials

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

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the Executive Director's Office Building at least one week prior to the requested distribution.

Dress

GFPS Board Policy # 3224, 3611

Students are reminded that their appearance significantly affects the way others respond to them. Matter of dress remains the primary responsibility of students, in consultation with their parents or legal guardian. Personal appearance of a student should be respected provided it does not interfere with the health and safety of students or others and **does not materially disrupt the educational process**. The administration shall establish procedures for the monitoring of student dress in school or while engaging in extracurricular activities. Specifics regarding this policy may be found in the individual building's student handbook. Note: exceptions to the dress code must be made for religious practices – i.e., prohibition on head coverings

Driver Education

GFPS Board Policy # 2163

Students must be a minimum of 14 ½ years of age on or before the first day of class to enroll in the Driver Education Program. Middle school students who have met the age criteria are eligible to take the training the summer after the Grade 8 year. For more information access the district website at: [Driver Education - Great Falls Public Schools](#).

Dual Credit

GFPS Board Policy # 2169, 2410R, 2600, 2600F

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. Students interested in dual credit opportunities must meet with a guidance counselor to determine available options. Students should be aware of Montana High School Association on-campus attendance requirements for activity participation.

Early Graduation

GFPS Board Policy # 2333, 2410R Profile of a Learner

At times, students may move through coursework, earning credit and progressing towards graduation faster than their peers. A student may complete graduation requirements in less than eight semesters or the equivalent amount of secondary school enrollment. Any student seeking to graduate early must submit an application to the Principal at least two (2) semesters prior to the proposed graduation date. Applications must be in writing and co-signed by parents or legal guardians if the student is a minor. [See **Graduation Requirements** on pages 16 through 19]

Emergency School-Closing Information

GFPS Board Policy # 2050, 2100, 2221

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be broadcast on: Mass phone and/or voicemail notification from the GFPS automated attendance system (*Parent Square*)

- Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
- GFPS Website: <https://www.gfps.k12.mt.us>
- Media websites: @KRTV, www.krtv.com, @KFBB, www.kfbb.com, @GFTribune, www.greatfallstribune.com
- Radio Stations: FM: 92.9, 94.5, 97.9, 98.9, 101.7, 102.7, 104.9, and 106.1
AM: 560 and 1450

Personal Protective Equipment

The District may require the use of personal protective equipment (PPE), including but not limited to safety glasses, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

Extracurricular Activities, Clubs, and Organizations

GFPS Board Policy # 3215, 3310, 3340, 3510, 3550, 4315, 8225

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations.

The Great Falls Public School offers the following extracurricular activities:

BOY'S

Baseball
Basketball
Cross Country
Football
Golf
Soccer
Swimming
Tennis
Track & Field – Outdoor
Wrestling

GIRL'S

Basketball
Cross Country
Flag Football
Golf
Soccer
Softball
Swimming
Tennis
Track & Field – Outdoor
Volleyball
Wrestling

COED

Debate
Band
Choir
Orchestra

Please refer to the **(Sport Specific Program Policies Handbook)** Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity (Appendix E). Parents also have the right to withdraw their child from any club or extracurricular activity.

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams 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.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Great Falls School District subject to the student's eligibility as set out in **(Sport Specific Program Policies Handbook)**. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Any nonpublic or home school student seeking to participate in an extracurricular

activity shall be required to provide proof of identity and residence in the same form as a student enrolling in school to establish residency. Parental permission must be obtained for the student to participate in the extracurricular activity.

Fees

GFPS Board Policy # 2311, 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 his or her 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 extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

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 Counselors of the school.

Food Services

GFPS Board Policy # 2510, 8205

The district participates in the National School Lunch and Breakfast Program and offers students nutritionally balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The district will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See [Online Meal Application](#) to apply. To manage your child's account balances online go to: www.myschoolbucks.com

BREAKFAST PRICES

Elementary Student: \$2.05

Middle/High School Student: \$2.05

Reduced Price Meals: \$0.30

LUNCH PRICES

Elementary Student: \$3.10

Middle/High School Student: \$3.20

Reduced Price Meals: \$0.40

Extra Milk/Milk Only: \$0.75

Fundraising

GFPS Board Policy # 3530, 3535, 3550, 4210, 4320, 4321, 7260

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 Executive Director's office.

Except as approved by the Superintendent or designee, fundraising by non-school groups is not permitted on school property.

Grading Guidelines

GFPS Board Policy # 2169, 2410, 2410P, 2410P2, 2420, 2420R, 2168, 2421

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

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the students' performance and determining changes that should be made to affect improvement. Report cards shall be issued after each grading term. Paris Gibson Education Center students receive teacher advisor progress reports quarterly in lieu of report cards.

Parent Portal

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

Grading System

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

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

At grade 3:

the students are still graded according to the set of marks developed for grades 1-2, with the exception of marks in mathematics, Reading, Language, Writing, and Grammar, which are graded on the following basis:

A = Excellent 90-100%

B = Above Average 80-89%

C = Average 70-79%

D = Below Average 60-69%

F = Unsatisfactory 59% - Below

The third-grade progress report is a transition report, which allows students and parents the opportunity to experience the set of marks used uniformly in grades 4-12, while still being tied into the set of marks used in grades 1-2 in appropriate areas. Learning habits, communication, collaboration/contribution, and global citizenship, self-directed/motivated learning and graded on a C, S, NY basis in grades K-6. Students in grades K-12 may receive individualized comments from their teachers.

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

Grades 4-12 utilize the grading scale shown below:

A = Excellent 90-100%

B = Above Average 80-89%

C = Average 70-79%

D = Below Average 60-69%

F = Unsatisfactory 59% - Below

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

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

4 points for A+, A, A-

3 points for B+, B, B-

2 points for C+, C, C-

1 point for D+, D, D-

0 points for F, W, I. GPAs (Grade Point Average)

Exceptions:

1. G, S, N, I are the marks used to denote grades in Handwriting, Art, Music, Health Enhancement (physical education), and Library in grades 4-6.
2. There are three grades available in Middle School Health Enhancement (physical education) classes in grades 7-8. They are A, P (pass) or F (fail).

3. Grades 5-6 use a separate instrumental music progress report.
4. G, S, N, and I, are the marks used to denote grades in reading at grades K-6.
5. The # sign is used in conjunction with grades K-6 to denote that the curriculum has been modified in some way, to meet individual needs.
6. The x sign is used in grades 9-12 to denote a course is being audited for no credit
7. The I mark is used in grades 9-12 to denote a course grade contains incomplete work and the student has two weeks to complete all missing work for a passing grade.
8. The IP mark is used in grades 9-12 English to denote the student is currently passing but has not yet achieved proficiency in speaking and/or writing.
9. The IR mark is used in grades 9-12 to denote a student is allowed to recover a lost credit through the Academic Variance Committee Process.

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

Graduation

GFPS Board Policy # 2410, 2410R, 2413

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

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

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

Differentiated Diplomas

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

Comprehensive Diploma

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

Concentration Diploma

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

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

Honors Diploma

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

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

Grade Averaging (Re-Taking A Course)

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

Class Rank (Grade Point Average)

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

Honor Roll

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

Transformational Learning

Transformational Learning links intentional instruction with learning targets. It gives an accurate measure of the student's ability and allows for supervisors, teachers, students and families to see the progression of skill attainment and growth. Transformational Learning supports use of data to drive experiences and instruction, provide specific feedback and track student progress and achievement. At the discretion of the district, a student may be given credit for courses satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the district's curriculum guidelines, which are aligned with the content standards stated in the educational program. Examples of acceptable coursework include, but are not necessarily limited to, those delivered through summer school, completion of Mt Youth Challenge or other specific intensive programs, specially designed courses, and other embedded community-based experiential, online and work-based learning opportunities. These opportunities will foster a learning environment that can be delivered both face to face or virtually.

Work Experience/Internship Program

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

Experience/Internship must be converted and is equivalent to the time requirement for credit to be earned.

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

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

Gun-Free Schools/Firearms

GFPS Board Policy # 3311, 4332

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged from the incident.

Homeless Students

GFPS Board Policy # 3110, 3125, 3125F, 3141

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

Homework

GFPS Board Policy # 2430, 2430R

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and 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.

Human Sexuality or Identity Instruction Absence

GFPS Board Policy # 2135

A student may be withdrawn or absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for human sexuality instruction. Human sexuality instruction is instruction that has the goal or purpose of studying, exploring, or informing students about intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, abstinence, contraception, or reproductive rights and responsibilities. These absences do not count towards the students' overall absents count.

Written consent from the parent or legal guardian is required prior to any student attending identity instruction. Identity instruction is instruction that has the goal or purpose of studying, exploring, or informing students about gender identity, gender expression, or sexual orientation. A student is excused from not attending identity instruction unless the student's parent/guardian provided written consent for the student to be in attendance prior to the instruction.

The District will provide parents/guardians with at least five (5) school days' notice (but not more than 14 school days' notice) before human sexuality or identity instruction is scheduled to occur.

Immunization

GFPS Board Policy # 3110, 3110R, 3413, 3413F1, 3413F2

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Hemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3413, 3413F1, 3413F2.

Law Enforcement/Investigations

GFPS Board Policy # 3230, 3332, 3310P, 3440, 4313, 4410, 4411

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

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

- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

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

The principal will immediately notify the Superintendent and/or designee will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Service of Process

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

Medicine at School

GFPS Board Policy # 3416, 3416F, 3418, 8302, 8450, 8450R

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen), epinephrine nasal spray, or asthma inhaler. The written order and written authorization must be provided annually.

Parent Involvement, Responsibilities, and Rights

GFPS Board Policy # 3200, 3221, 3310

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the building Principal.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact the school 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 [School Board - Great Falls Public Schools](#).

- 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.
- 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. Contact your students school for more opportunities.

Protection of Student Rights

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 that does not require the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a post-secondary institution. Parents have the right to opt their student in to a survey or data collection that requires the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a post-secondary institution.

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

Release of Students from School

GFPS Board Policy # 3440

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. Students will be released, with a parental request in writing, for the purpose of receiving religious instruction. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

Religious Practices

GFPS Board Policy # 2332, 3510

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. For additional information, please see Policy 2332.

Report Cards, Progress Reports, and Conferences

GFPS Board Policy # 2420, 2420R, 3120, 3600R

Written reports of absences and student grades or performance in each class or subject are issued to parents quarterly.

The District may require that report cards and unsatisfactory progress reports be signed by the parent and returned to the school.

Safety

GFPS Board Policy # 3431, 3410, 3416, 3417, 8301, 8302, 8302R

Accident Prevention

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

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

Emergency Medical Treatment and Information

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

Drills: Fire, Earthquake, 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.

Searches and Seizures

GFPS Board Policy # 3231, 3232

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

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

Students and their Personal Effects

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

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

Vehicles Parked on School Property

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall sign the authorization form contained in Appendix D. Students who park on District property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

School Property

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

Seizure of Property

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

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

Sexual Harassment

GFPS Board Policy # 1770, 3210, 3300, 3225P, 3225F, 3226, 5012, 5012F, 5012P, 5226, 5232, 5255

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

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

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient 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 recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 or additional information regarding the District's prohibition against discrimination and harassment.

Students in Foster Care

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or

- If the school of origin is not in the child’s best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student’s case to make the “best interest” determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

Student Records

GFPS Board Policy # 2131, 3600, 3600P, 3600R, 3608, 3650

Access by Parents and Student

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

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

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

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

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

concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

Access by Other Individuals and Entities

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

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

- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

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

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

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

Challenging Content of Records

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

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of

athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

Maintenance of Records

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

Rights under FERPA

Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.

The right to file a complaint with the Office that administers FERPA is.

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

Privacy Matters – Photographs and Social Media

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

Summer School

GFPS Board Policy # 2240

The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and credit accrual. All classes offered for credit must meet minimum state requirements of accreditation and may be delivered to the school, virtually, or at another offsite location. Remediation credit courses shall be offered for grades 9-12, in accordance with the District advancement requirements. Credit course offering must be approved by the Superintendent or designee.

Credit-bearing courses have been aligned with the district curriculum benchmarks and focus on the academic core curriculum required for graduation. The 9-12 summer school may not be taken to replace coursework that they have failed previously. 9-12 summer school may not be taken to replace coursework not previously taken in an attempt to graduate early, unless the student has obtained prior approval through the building Academic Variance Committee. Some courses may be available for credit enhancement.

The Great Falls Public Schools Virtual Academy is available to students, entering grades 9-12, and is designed to allow students to accrue credit, through a digital platform, during the summer. Registration for the GFPS Virtual Academy occurs every spring. Families must pay a fee for Virtual Academy courses. For more information, contact the GFPS High School Coordinator or Curriculum at (406) 268-6761.

Textbooks

GFPS Board Policy # 2311, 3520

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

GFPS Board Policy # 8100, 8101, 8110, 8110R

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 permitted the student 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 for Elementary students who live one (1) mile from school, Middle School students who live One and one-half (1 ½) miles from school, and High School students who live Two (2) miles from school or are required by law to be transported. 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 Department (406-268-6015)**.

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.

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.

Videotaping of Students

GFPS Board Policy # 3235, 3235F

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 may be videoed at events and practices open to the public, including but not limited to public performances, dress rehearsals, athletic practices open to the public, and athletic competitions.

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. Requests for viewing a video recording from the GFPS video surveillance system by anyone except authorized school personnel must be made in writing on this District form to the school principal. Link for Video Surveillance Viewing Request Form. <https://gfps.k12.mt.us/fs/resource-manager/view/4466c929-0803-4d8a-a5e9-a22f437ea5a6>

Visitors

GFPS Board Policy # 4301, 4302, 4313, 4332, 4315, 4316

The District has the discretion to permit visitors. 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.