Manhattan Public Schools

"Enter here to learn. Go forth to serve."

416 N Broadway PO Box 425 Manhattan, MT 59741

Elementary School
Student Handbook

2026-2027

Mr. Brian Ayers
Superintendent

Mr. Wes Kragt
Elementary Principal

Mrs. Jenni Holzworth
Elementary Admin. Assistant

Mrs. Shannon DeJong
School Nurse

MANHATTAN ELEMENTARY STUDENT HANDBOOK

The Manhattan Elementary School Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, whenever the term "the student's parent" is used, it is referring 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.

NOTE: Occasionally there may be a change of policy that has not been outlined in the handbook. These changes will be communicated to students and parents by announcements.

SCHOOL PERSONNEL

District Office **406-284-6460**	**High School (9-12) Office** **406-284-3341**	**Middle School (6-8) Office** **406-284-2671**	**Elementary (K-5) Office** **406-284-3250**
Mr. Brian Ayers District Superintendent bayers@mhstigers.org	**Mrs. Miranda Howells** High School Principal mhowells@mhstigers.org	**Mrs. Valli Ganser** Middle School Principal vganser@mhstigers.org	**Mr. Wes Kragt** K-5 Principal wkragt@mhstigers.org
Mrs. Beth Coate District Superintendent Administrative Assistant bayers@mhstigers.org	**Mrs. Genevieve Poole** HS Administrative Assistant gpoole@mhstigers.org	**Mrs. Bria Coder** MS Administrative Assistant bcoder@mhstigers.org	**Mrs. Jenni Holzworth** K-5 Administrative Assistant jholzworth@mhstigers.org
Mrs. Lisa Grevious District Registrar & Student Activities lgrevious@mhstigers.org	**Ms. Mikal Jones** 6-12 Activities Director ad@mhstigers.org	**Ms. Kristie Pierce** School Psychologist Special Education Director 504 Coordinator kpierce@mhstigers.org	**Mrs. Shannon DeJong** School Nurse schoolnurse@mhstigers.org

BOARD OF TRUSTEES

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.

Rob Brownell – Board Chair
Mike Swan – Vice-Chair
Brand Robinson, Jamie Heaps – HS Trustee, Skylar Dykema, & Bryan Petersen

SCHOOL IMPROVEMENT PLANNING

Manhattan Public Schools is committed to providing the best education we can to your child. We continually seek to improve our school and engage in an ongoing school improvement planning process. The following information serves to remind the entire school community of our focus for the current school year. Many of you will recognize the mission statement as we have kept the old school mission as it was engraved over the door of the old high school. Our beliefs are a compilation of group work completed by parents, students, teachers, and other community members. This school year we will renew our

school improvement and planning process and this document may change. However, these are the current goals we have in place.

Dear Students, Parents, and Guardians,

Welcome to the Manhattan School family! As we begin another exciting school year, we are thrilled to join you on this journey of learning, growth, and discovery. Our dedicated team is here to create a supportive and engaging environment where every child can excel.

At Manhattan Schools, we believe in the power of education to transform lives. Our mission is to “Enter Here to Learn. Go Forth to Serve.” We value respect, integrity, community, work ethic, and citizenship.

This handbook is designed to be a valuable resource for you throughout the school year. It contains important information about our policies, procedures, and programs. Please take the time to read through it carefully and refer back to it as needed.

We believe that strong communication and collaboration between home and school are key to our collective success. We encourage you to stay involved and share your insights as we work together to create a positive and enriching experience for all students.

Thank you for choosing Manhattan Schools for your child’s education. We are excited to work with you and make this year truly exceptional.

Warm regards,

Mr. Wes Kragt
Manhattan Elementary School Principal
wkragt@mhstigers.org
406-284-3250

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OUR MISSION

Enter Here to Learn, Go Forth to Serve.

OUR VISION

We believe in:

- A cooperative effort for achieving excellence in all things.
- The value of individuals and diversity.
- Accountability and integrity.
- A safe and welcoming educational environment.

PARENT INVOLVEMENT OPPORTUNITIES AT SCHOOL

Parent Teacher Organization (PTO)

The Manhattan PTO is an active organization in our district. Please watch for notes coming home announcing dates and times of PTO meeting times and events. You can also check out the PTO website at: https://www.manhattantigerspto.org/

Parent Volunteers/Chaperones (Board Policy 5430)

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones are suitable and acceptable for accompanying students on field trips or excursions. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of and agree to these District rules before being allowed to accompany students on any field trip or excursion.

Please check with your student's teacher(s) if you wish to volunteer. If they don't need help at that time, they will be able to connect you to someone who would appreciate your time and talents.

Manhattan Schools Foundation

Contact Elementary School Principal, Mr. Kragt at 406-284-3250.

Manhattan Friends of Music

PO Box 425, Manhattan, MT 59741

SCHOOL PROCEDURES

Schedule

7:30 Breakfast program begins serving
7:50 Student supervision begins in front of the school, buses arrive, walkers and car drop-offs may begin to arrive
8:00 First bell
8:05 Tardy bell, classes begin
9:25-9:45 Kindergarten - Grade 1 Recess
9:55-10:15 Grade 2/Grade 3 Recess
11:00-11:55 Kindergarten Lunch/Recess
11:05-11:55 Grade 1 Lunch/Recess
11:10-11:55 Grade 2 Lunch/Recess
11:25-12:00 Grade 3 Lunch/Recess
11:28-12:00 Grade 4 Lunch/Recess
11:33-12:10 Grade 5 Lunch/Recess
1:50-2:10 Grade 3 Recess
2:00-2:10 Grade 4 Recess
2:10-2:30 Kindergarten-Grade 2 Recess
3:40 Grades K-3 Dismissal
3:55 Grades 4-5 Dismissal
4:05 Buses depart from school

Arrival/Dismissal Procedures

Students who are not having breakfast should not arrive at the school before **7:50 am** as there is no supervision before that time. From 7:50 am – 8:00 am there will be supervision out front in the three designated areas. At 8:00 am, students will line-up by grade level in their designated area. We ask that parents do not walk students to their classroom.

K-5 Parking Lot Safety

Before School Drop Off

When dropping off your student/s, please use the south side of the main office in the oval **DROP-OFF ZONE**. Kindly note the signs reminding you to **REMAIN IN YOUR VEHICLE** during drop-off. Please refrain from parking and exiting your vehicle, as this area is designated for quick drop-offs only. Failure to comply may result in ticketing by authorities. As you pull up, please move forward promptly to allow space for other vehicles to drop off their students efficiently.

Upon arrival, students should proceed to their designated grade level line up area. Staff will be on duty starting at 7:50 am. Breakfast is served every morning starting at 7:30 am in the MPR.

Please do not drop off your child in the delivery area near Yadon Road or along Yadon Road east of the building. This area is frequented by truck and school bus traffic and is not safe for student drop-offs.

Bus riders will disembark at the designated loading and unloading zones in front of the middle school and proceed to their respective elementary school grade level lineup areas. Bike riders are reminded to **WALK THEIR BIKES** from the crosswalk, securely park them in the designated bike racks and then proceed to their assigned grade level area.

After School Pick Up

Parents/guardians may park on the westside of the elementary main parking lot and the eastside (10 parking slots) in the parking area along Altenbrand Avenue. There is also limited parking along both the eastside and westside of Altenbrand Avenue heading south to the four way stop. Please do not park by curbs that are painted red as this area needs to stay clear in case of an emergency. The Manhattan Police may be watching for vehicles illegally parked.

All students are asked to go directly home after school. This is especially important for students in grades K-3. **Please use the crosswalks during high traffic times.** The dismissal times are intentionally staggered in order to give primary students enough time to be on their way home before older students are dismissed. Bus students in kindergarten and first grades will be escorted to the buses at dismissal. A teacher/paraeducator will be on bus duty every day.
A staff member will be on duty every day in front of the school supervising the area.

Inclement Weather

Please dress students appropriately for weather conditions. School is rarely canceled even on the coldest days. Unless it is below zero or it is raining or snowing very hard, students are outside before the 8:00 am bell and they will go out for recess. Therefore, they need to be dressed warmly. While extreme weather conditions may lead to shortened recesses, students need a break from the classroom and will go out for a short time period. **Students should have winter coats, hats, gloves and boots for winter weather.**

If weather conditions are below zero or it's stormy, a green light located on the front of the building will be lit. This indicates that students should come inside until the 8:00 bell rings.

In the event that weather conditions during the night or early morning create hazardous conditions, information pertaining to the closing of schools **will also be placed on the school website, https://www.rollontigers.org/ and a text and/or email from our school communication system will be sent out to parents.**

ATTENDANCE AND GRADES

Prompt and regular attendance is directly correlated with success both in and out of school. Learning to participate in group discussions as well as developing an appreciation for the views and abilities of other students are skills developed in class that cannot be as well achieved when students are not present in class. Learning that is lost due to absence can never be adequately replaced. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. (Board Policy 3110, 3121)

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

When a student is absent from school, the parent/guardian must contact 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. Contact can occur by sending a note with another child in the family, by calling the school office at **406-*284*-3250,** or emailing Mrs. Jenni Holzworth at jholzworth@mhstigers.org. If the parent/guardian does not contact the school, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have five (5) days to get the absence excused, or the absence will remain 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. **Tardy** - A student is tardy if they are not in their assigned classroom when the bell rings at 8:05.
2. **Excused Absences -** Absences will be excused with contact from a parent/guardian and will indicate a legal absence. Excused absences under the law are: illness, bereavement, and parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices.
3. **Unexcused Absences** - An absence is unexcused if it has not been pre-approved or excused, within 5 school days of the absence, by a parent or guardian via phone call, email, or written note. Unexcused absences may also be an absence with the knowledge of parents but for a reason that is unacceptable to the school. Unexcused absences indicate a legal absence.
    i. No late documentation will be accepted unless circumstances make obtaining a parental note impossible within the required five days, the principal must approve these exceptions.
    ii. Work due during unexcused absences must be completed and submitted to the teacher to earn credit immediately upon return to the class. Extra days will **not** be provided to complete work assigned during the absence.
    iii. A student with excessive unexcused absences may be cited for truancy by police according to state law.

iv. An unexcused absence may result in making up the equivalent of the time missed either after school or during school hours in an isolated classroom environment (ISS) if deemed necessary for academic success. The student may lose credit or partial credit for assignments turned in late.

4. **School-Sponsored Activity/Event -** An absence will be classified as school-related if a student is participating in an event or activity organized or sponsored by the school.
   i. Students and parents need to carefully consider the number of days that will be missed when a student elects to take part in an activity.
   ii. All work that is missed will have to be completed to gain the necessary skills taught in the courses. A student with a school activity absence is expected to see their teachers to request their work and submit any assignment(s) due **prior to departure**. All other work is due at the same time as their classmates. It is the student's responsibility to make special arrangements with the teacher prior to departure if the student wishes to have these expectations changed.
   iii. **A student may be excluded from school-approved activities/events as outlined in the eligibility policy.**

Chronic Absenteeism - Any student absent for 8 or more school days per semester is considered chronically absent.

a. After 6 class absences:
   i. Parents/guardians and students will be notified by the school.
   ii. The student may meet with the counselor to discuss a plan for improved attendance.
b. After 8 class absences:
   i. Parents/guardians and students will be contacted by the school and notified of the student's chronic absenteeism.
   ii. Administration may request a meeting with the student and/or parent(s)/guardian(s) to identify and discuss any concerns. A student attendance improvement plan (SAIP) may be developed at this time.

Truancy - 20-5-106, MCA & Board Policy 3123,- Truant or truancy is the persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103, MCA.

a. If an attendance officer discovers a child is truant, the attendance officer may make a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child that the continued truancy of the child may result in the prosecution of the parent, guardian, or other person responsible for the care of the child under the provisions of this section. If the child is discovered to be truant after the attendance officer has made a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child, the attendance officer may require that the parent, guardian, or other person responsible for the care of the child and the child meet with an individual designated by the school district to formulate a truancy plan to address and resolve the truancy. If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated individual or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer may refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child.

b. If convicted, the person shall be fined not more than $100, ordered to perform up to 20 hours of community service, or required to give bond in the penal sum of $100, with sureties, conditioned on the person's agreement to cooperate with the district in implementing the truancy plan provided for in subsection (i) for the remainder of the current school term. If a person fails to comply with an order of the court, the person may be imprisoned in the county jail for a term of not more than 3 days.

c. If the child is discovered by the attendance officer to be truant on 9 or more days or 54 or more parts of a day in 1 school year, the child may be referred to youth court as habitually truant under Title 41, chapter 5. Following a referral to youth court, an attendance officer shall inform the youth court of any subsequent truancies by the child, and the youth court may find the child to be a youth in need of intervention as defined in 41-5-103 and make any of the dispositions provided in 41-5-1512.

Human Sexuality Instruction Opt-Out- A student may be assigned to an alternate setting in the school building and provided with an alternate assignment at the request of a parent/guardian when the subject matter of a lesson/unit, assembly, school function, or other instruction is related to human sexuality. The placement in an alternate setting does not count as an absence or impact the student's discretionary 8-day absence total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

Student Check-Out/Early Dismissal

Parents wishing to check their child out of school early should send a note or call the office the morning of the early dismissal so teachers have time to prepare make-up work or collect materials to send home with the student. A parent or designated adult must come to the office to sign the child out of the building to ensure the safety of the child. The office will notify the classroom teacher to release the child. Please do not go directly to the classroom as it may disrupt a lesson and it is also a safety concern. If a high school or ~~junior high~~ middle school event is taking place ~~at our school~~ during the day, the same check-out procedure is required.

Make-up Work

A student with an excused absence has the same number of days missed plus one more day to complete and hand in his or her make-up work including tests and quizzes**.** Students absent on the due date of an ongoing assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school.

Make-up work can be requested ~~by calling the office at 406-284-3250~~ by emailing teachers by 11:00 am to have assignments ready by 3:30 pm. Teachers need time to gather materials, and prepare alternate assignments if necessary. We appreciate the effort to stay caught up on homework. ***Please call ahead.***

Permanent Records

Grades are earned each semester, and are entered on each student's permanent record and remain in the school files long after he or she graduates. Since this is the school record of the student's accomplishments, he or she is urged to achieve a desirable record. (Board Policy 3121 and 3121P)

~~**Damaged Books**~~

~~A guide to the amount of money charged for damaged textbooks is available in the office.~~

School Visitor Check-in Policy

Parents are always welcome at Manhattan Schools. It is our hope that you feel free to visit and be involved. To ensure a safe school environment, we require all visitors to enter the school through the office only. If you wish to observe in your child's classroom, you must first obtain permission a day in advance from the office, who will then check with your child's teacher, as the interruption of an educational process can cause problems. This includes parents wanting to join their student for lunch.

In addition, we require all student visitors to be cleared through the office at least 24 hours prior to the visit. There must be an educational reason for the student visit. This is especially relevant during the weeks before and after major vacations. The staff and students are generally very busy during these time periods and "just one more" student, who does not know procedures, rules, or protocol does make a difference. Parents can reach out to teachers to make an appointment if a meeting is requested.

TELEPHONE USE

The telephone is to be used for school event notification or emergency purposes only. Please be sure your student knows where to go after school. Students are expected to make arrangements to go with friends prior to coming to school. ***Cell phones must be turned off during school hours but can be used after the students have exited the building at the end of the school day.***
Students are not permitted to take phone calls during class time and will not be called from class except for emergencies or at the discretion of the principal. Phone messages from parents are delivered during recess breaks or after 3:00 pm.

GIFT AND INVITATION DELIVERY

Parents are requested not to have individual gifts, flowers, or balloons delivered to students at school. When gifts are delivered to students on school premises, classes are disrupted and hard feelings of other students who do not receive equal treatment occur. If parents have invitations to be distributed to their children's classmates, all class members must be invited. Otherwise, please take care of invitations for parties and gatherings outside of the school setting.

SCHOOL MEALS PROGRAM

Breakfast and hot lunch are available to all students. Breakfast is served in the cafeteria from 7:30 am to ~~8:05~~ 7:50 am. The lunch times are staggered by grade beginning at 11:00 am for kindergartners. All students must eat in the lunch room unless given permission from their teacher to do otherwise.

Breakfast and Lunch Prices

(Student lunch prices are subject to change with board approval; updated pricing information is available in the main office.)

Breakfast	Lunch	Milk
K-12 Paid : $3.00 K-12 Reduced : $0.30 Adult : $4.00	K-5 Paid : $3.50 6-8 Paid : $3.75 9-12 Paid : $4.00 Reduced : $0.40 Adults : $5.20	K-12 Paid : $0.50

A school meals account can be established with a deposit of $25.00. Payments can be made in the office by cash or check or online in Infinite Campus. Please follow these directions to deposit money in your child's account: (Note a 5% fee will be accessed for all online and credit card payments)

Login to **Infinite Campus** – App and Login information provided by Manhattan School.

1. Click the **Menu Tab** (3 stacked lines in upper left corner) and from the drop down menu select **Food Service**.
2. Click the blue **Pay** button.
3. Add the amount you would like to add to each students lunch account and select **Add to cart.**
4. Click on **My Cart** on the right hand side to add your payment method.
5. Click **Submit Payment.**

Online or in person deposits must be made before 10:00 am for funds to be available for use for that day's lunch purchase. Please indicate the students' names on your check so that the funds are correctly deposited. Cash deposits should be placed in a sealed envelope with the student or student(s) names, and amount included clearly written on the outside.

Free Or Reduced Meals

Students may qualify for free (no charge) or reduced price meals (30 cents for breakfast and 40 cents for lunch) by submitting the confidential Free/Reduced School Meals Application. Applications can be completed online through the Infinite Campus Parent Portal(preferred method), or paper copies can be found through our website or at any of the school offices. Once approved, students will be eligible for the free or reduced priced meals for the duration of the school year. If household status changes, a new application can be submitted for approval at a new level. A school meals application can be submitted for approval at any time during the school year. Please contact Mrs. Holzworth at (406)284-3250 or jholzworth@mhstigers.org with any further questions.

Applying For Free or Reduced Meals

To fill out the simple online application in Infinite Campus follow this procedure:

- Open up your Infinite Campus Portal.
- In the upper left corner select the hamburger menu.
- Select More on the bottom left.
- Select Meal Benefits.
- Click the Meal Benefits Application Blue Button, this will start your application.

HEALTH AND WELLNESS

Supplemental Insurance

Supplemental insurance is available through SMIC (Special Markets Insurance Consultants). This is optional and is not affiliated with the Manhattan Schools.

Health History

If a child has a medical condition such as asthma, diabetes, allergies, epilepsy, celiac disease, migraines, etc., or a history of a health complication or diagnosis, parents or guardians should contact the school health nurse to develop a plan of care.

Immunizations
(Board Policy 3413)

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The form must show evidence of the student being fully immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in a manner provided by Section 20-5-403, MCA. The certificate shall be made a part of the student's permanent record.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student or parent must present a Religious Exemption form in a manner provided by Section 20-5-405, MCA, and signed by the parent or guardian. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a Medical Exemption Certificate signed by a health care provider who has previously provided health care to the student seeking the exemption and in a manner provided by Section 20-5-405, MCA. 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.

A student who transfers into the District may provide photocopied immunization records from the school of origin as temporary evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin the District must receive the original immunization records.

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

Communicable Disease
(Board Policy 3417)

For updated illness related exclusion and return criteria parents and guardians should follow the information listed on the Next Steps and Illness Guide found on the School Nurse page of the Manhattan School District's website: https://www.rollontigers.org/Page/569

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

The school may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The District shall rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District shall manage common communicable diseases in accordance with DPHHS guidelines.

Chemical Use and Dependency
(Board Policy 3340)

When dealing with student use of controlled substances, dangerous drugs, or alcohol, the first action by the staff will be to ensure the safety and welfare of the entire school population as well as the student involved. Necessary and appropriate disciplinary action consistent with state and federal law will be taken when guidelines of conduct regarding alcohol and other drugs are violated. Disciplinary sanctions will also include the completion of a chemical abuse assessment or the completion of a rehabilitation program. The District cannot be held financially responsible for any such sanctions. Board Policy 3340 further defines the steps and actions the school district will take in the case of student chemical use and dependency.

Medications

If possible all student medications should be taken at home before or after school. If a student needs medication at school and parents cannot administer it themselves by coming to the school, the following policies will be used to administer all prescription and non-prescription medications at school.

"Medication" means drugs and medical devices that are controlled by the U.S. Food and Drug Administration. It includes over-the-counter medications and those prescribed through a standing order by the school physician or prescribed by the student's health provider.

A Permission for Medication form, available at the school office, must be filled out entirely with a physician's signature (for prescription only) and parent's signature. Medication must be brought to the school in the original container, and the amount (count) verified and recorded by at least two parties. A maximum of 45 school-day-supply of the medication can be stored at the school. The first dose of any medication must be given at home. The school nurse or a designated and trained school employee will assist students with self-administration of medications according to the physician's orders and based on the plan of care.

The school has a standing order signed by a physician for students to use Tylenol, Ibuprofen, or Benadryl for pain or signs of allergy. Parents or guardians need to sign a Permission for (OTC) Medication form in order to utilize these medications. If parents or guardians anticipate their student needing over-the-counter medications during the school year they should complete the form in advance and return it to the front office. Parents or guardians will be contacted before every administration.

Simple medications such as Tums and cough drops, and topical creams such as Neosporin and Hydrocortisone are not included in the school's standing orders and should be provided to the school along with the signed Permission for Medication.

Epinephrine Auto-Injectors
(Board Policy 3416: Administering Medicines to Students)

The District maintains a stock supply of auto-injectable epinephrine prescribed by a physician who also signs the Standing Orders for Anaphylaxis. Stock epinephrine is to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis and in accordance with Montana law (MCA 20-5-421) and District medication Policy 3416. Emergency personnel (911) will be summoned and a parent or guardian will be notified immediately following all administration of epinephrine. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plans. The Manhattan Schools protocol for use of auto-injectable epinephrine (Epi-Pen) is available upon request. Please notify your child's building principal or the school nurse if you DO NOT want your child to receive epinephrine under any circumstance (paramedics will still be called in).

Screenings
(Board Policy 3410)
Manhattan Public Schools has qualified professionals provide screenings to students at various grade levels for vision and hearing. Screenings are designed to provide information to staff and parents about vision or hearing results that may inhibit learning. A parental notification with the dates and times of these screenings will be sent home in advance, and unless a note is received from parents excluding a child from the screening, all students at that grade level will be screened. Results will not specifically diagnose a medical condition. Only screening results which indicate a condition that might interfere or tend to interfere with a student's progress will be shared in writing with parents or legal guardians unless otherwise requested.

Physical Education Classes

Each week, students are scheduled multiple times for a structured physical education class. This is part of the Manhattan Elementary School's curriculum and students must participate. All students will receive grades for this class. Students need a clean pair of rubber-soled shoes that will not mar the gym floors. A separate pair of PE shoes is preferred but not required. The shoes must be clean in order to participate. Any student not having the proper footwear will be required to sit out during PE (no stocking feet). Mr. McCartney our PE instructor.

Computer Classes

Another class that is part of our curriculum is computer/digital media class. This class is also graded and all students are required to attend. Kindergarten through second grade students receive computer instruction from Mr. O'Brien during a combined library/computer class once a week. Third and fourth grade students have separate computer and library classes with Mr. O'Brien once a week. Fifth grade students will attend library class once a week with Mr. O'Brien.

Music Classes

As per Montana Accreditation Standards, all K-5 students must attend music classes. Music classes are taught by Ms. Becky Frank. All grade levels will have music two times per week. Concerts and/or programs are generally held in the evenings so that parents can attend. Special programs or class plays that involve the music program are generally held during the school day.

Second Step Counseling Program

The Second Step Program is part of our anti-bullying education which is taught to all classes K - 5 for one semester one time per week. This course, taught by our elementary school counselor, teaches students to work on ways to solve interpersonal problems.
The basic premise of the program is listed below.

- What is the problem?
- What are some solutions?
- For each solution ask:
    - Is it safe?
    - How might people feel?
    - Is it fair?
    - Will it work?
- Choose a solution and use it.
- Is it working? If not, what can I do now?

DRILLS

Fire Drills and Warning Signals

- Our fire alarm system informs students that they need to exit the building during a fire drill or actual emergency.
- Students should take the designated route from the building in an orderly manner.

Earthquake and Lockdown Drills

- The earthquake drill will be announced over the P.A. system. At that time or during an actual earthquake, students should take cover under a desk or in a doorway.
- When the shaking has subsided or when the second announcement over the P.A. system is made, students should exit the building through designated routes.

- Teachers will know the day and time of our first lockdown drill. This gives them a chance to discuss the procedures and reduce student anxiety. In addition, a note will be sent home to parents asking them to discuss the drill with their child.
- All instructions will be announced over the P.A. system.

School Safety and Emergencies

The safety and welfare of every student is Manhattan Public School's top priority and everyone's responsibility. Basic emergency response procedures are provided to the school from Montana's Disaster and Emergency Services Division. At the local level, procedures are modified by school safety teams to meet individual school needs. These procedures are reviewed with staff on a regular basis and available in each classroom and school office. All classrooms have posted evacuation procedures that are communicated to our students. Our schools collaborate with appropriate local emergency response services (police, sheriff, fire, ambulance, mental health) to address school safety.

STUDENT CONDUCT AND RULES

Student Conduct

Please …

be prepared and ready to learn.
be respectful to teachers, staff and other students at all times.
follow directions of the person in charge.
keep hands, feet and objects to yourself.
keep unkind words and profanity to yourself.
use all school materials correctly.
respect school property.
act in a safe manner.

Please …

do not bully other students.
do run in the building.
do not cheat on your work.
do not steal from the school or other students.
do not forge your parent's signature.

<u>Playground Rules Including Sledding Hill/s</u>

Please …

enter the building using voice level 0.
be kind to everyone.
listen to the playground supervisor the first time.
stay in the playground boundaries.
share equipment and space with others.
leave wood chips, sand and gravel on the ground.
use proper language.
dress for weather conditions.
wear snow pants when sledding.
sled on knees or bottom one at a time.
walk to the side to go back up the sledding hill.
play with your own age group.
use the ladder to climb the slide.
have one person, facing forward, sliding down at one time.
stay off the top of the climbing bars.
sit down on swings and swing front to back.
allow 6 students at one time on the merry-go-round and
rotate turns on the merry-go-round.
use **<u>one hand touch</u>** when playing touch football.

Please do not …

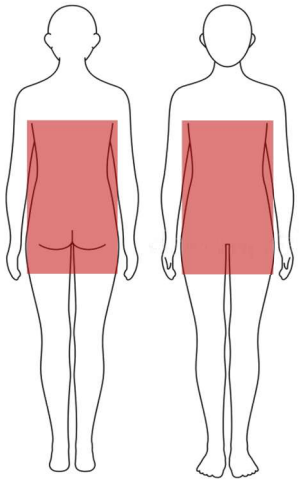
tackle when playing **one hand touch** football.
fight, bully, talk mean to one another or play rough.
drag or push on the merry-go-round.
twist, give underdogs or jump off swings.
go into the school until the bell rings without permission.
throw snowballs anywhere on school property.
run or jump on sleds when sledding.

Dress Code and Personal Appearance

Students are expected to have appropriate student appearance. The following expectations must be met in terms of student appearance. The school shall also govern dress and appearance for participants in extra-curricular activities.

The following is considered unacceptable and may not be worn to school:

- Any clothing revealing the body covered by the shaded area in the diagram to the right (clarification below):
  - *shorts, skirts, dresses and any other attire worn on the lower half of the body should extend to a minimum length reaching mid-finger when the student's shoulders and arms are relaxed and resting at the student's side.*
  - *strapless tops will not be allowed*
- Apparel and jewelry that displays messages or illustrations of a profane or questionable nature, including advertisements for any kind of drugs, alcohol, tobacco, illegal substances, sexual materials or connotations, violence, weapons or gang affiliations.
- hats and hoods



Bullying

Manhattan Schools District Policy 3226 states: The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation or hazing by students, staff or third parties is strictly prohibited and shall not be tolerated. This includes bullying, harassment or intimidation via electronic communication devices ("cyber-bullying"). The complete policy and definitions of bullying, harassment, intimidation, hazing and cyberbullying can be found in the Manhattan School District's Policy Book, Policy 3226.

Behaviors such as using hurtful names, making fun of others, starting false rumors, physical aggression, sending notes, trying to get others to dislike a person, etc. can all be forms of bullying or harassment. At Manhattan Elementary School,, we strive to provide an atmosphere that is safe and positive for everyone. Therefore, if a student's name comes up in regard to a bullying or harassment incident, (witness, victim, perpetrator or just general knowledge of the situation) that student will be interviewed by school personnel**.**

Bullying does not include the determination after an investigation that the student used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack. **The Chain of Command model will be used when investigating bullying issues. Classroom teachers are often in a position to make changes that halt bullying behavior quickly. Communication is a key to halt bullying behavior and by trying to obtain the "whole story" we can do a better job of providing a bully free environment.**

Harassment/Intimidation/Sexual Harassment/Hazing

Students shall not engage in any act that intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator or member of the school staff through written, verbal, electronic or physical means or gestures. If a student is aware of, or a victim of harassment, he or she should report this immediately to a teacher or the principal. (Board Policy 3225, 3225F and 3226 – Bullying /Harassment) Mr. Ayers is the Title IX Director for the Elementary. He can be reached at bayers@mhstigers.org, 406-284-6460.

Hate Speech / Discriminatory Speech / Harassment – Use of derogatory, threatening, or demeaning language, gestures, symbols, or digital content directed at an individual or group based on race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability is strictly prohibited. This includes—but is not limited to—verbal, written, or electronic use of racial slurs, homophobic or sexist remarks, hate symbols, or targeted harassment that creates a hostile or unsafe environment for students or staff. Such behavior is a violation of Board Policies 3225 and 3226 and may result in disciplinary consequences including suspension, referral to law enforcement, and loss of extracurricular eligibility per MHSA guidelines. Hate speech will be taken seriously, even if claimed to be "joking" or "not intended to harm."

Electronic Devices

Student possession and use of electronic devices, including but not limited to cell phones, earbuds, and smart watches, on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which shall be permitted only under the circumstances described herein. The school is not responsible for lost or stolen devices. Manhattan Public Schools supports responsible use of electronic devices, provided use is during appropriate times and students are following school expectations.

1. Off & Away during the school day! - Students may NOT use electronic devices in classrooms, bathrooms, during passing times, lunch, or lunch recess.
2. Students may use their cell phones outside of the designated school hours. Permission must be granted for students to be on their phones.
    a. Any use of electronic devices in classrooms requires administrative approval and may be granted for instructional purposes only.
3. Students who need to make personal phone calls may use the school phone in the office.
4. **Illegal acts including illegal photographs, recordings, and using these devices for hazing or bullying may be referred to law enforcement for prosecution. Please note that Montana law requires that any person being recorded must give their consent. Use of these items is absolutely banned from restrooms and locker rooms at all times. Students found using a phone or electronic device in a restroom or a locker room will be dealt with on a case by case basis. Law enforcement may become involved in those instances.**

Students not adhering to this policy will have the item confiscated. The item will be returned at the end of the school day after the first incident. A second incident will require a visit with parents and the item returned to the parent. Any further incidents may result in the requirement that students check the device into the office each day and check it out after school.

Search and Seizure

All desks and lockers in the school building are the property of the Manhattan School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for storing school books, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers and desks may be searched for location and discovery of items of contraband including drugs, drug paraphernalia, alcoholic beverages, tobacco, weapons, poisons and stolen property. Such items should never be placed in lockers or desks and never be on school grounds. Students found with such items are subject to seizure by school authorities and disciplinary action, which may include the contacting of law enforcement authorities and/or suspension from school for the remainder of the school year.

No locks may be placed on the desks or lockers except those issued by the school administration. Unauthorized locks will be removed or cut off.

For a complete and detailed listing of the Manhattan School District's Search and Seizure Policy please see our web site at **https://www.rollontigers.org/Page/1** (Board Policy 3231 and 3231P).

K-5 BEHAVIOR AND DISCIPLINE REPORTING (Board Policy 3310P(2))

A principal, teacher or school staff member may hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by the district, on a school bus to or from school, or during an intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct.

The purpose of the Manhattan Public Schools Behavior and Discipline Reporting Plan is to provide students and parents with a clear understanding of the concrete principles that guide administrative determinations with regard to discipline. These guidelines were developed to align with best practices on developmentally appropriate discipline and what is known to increase the probability of positive outcomes for both the student and the school environment. Consideration was taken in order to minimize discipline's impact on student participation, maintain positive relationships with students and families and ensure fairness, uniformity, and consistency in all disciplinary practices.

Whenever disciplinary action is taken, school teams are also evaluating the need for additional resources and supports to build the student's social-emotional/behavioral skill set so that the conduct resulting in the discipline is less likely to reoccur.

The policies defined in the current document are in accordance with Montana State statutes and regulations, including the legal requirement that schools *maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student (10.55.910)*. These policies also include practices that are known to promote safe, nurturing environments for all students.

Misbehaviors in the elementary grades are categorized as Level I, Level II or Level III. These infraction levels are defined below. Administration reserves the right to modify consequences at their discretion pending determination of special circumstances.

LEVEL 1
Minor misbehaviors that can be adequately corrected at the time they occur and do not require documentation.
LEVEL 2
Misbehaviors that, while not requiring immediate administrative involvement, do require documentation because: 1. The reporting staff member wants/needs administrative input on the incident (e.g. a teasing incident that may be harassment). 2. The reporting staff member feels the administrator should be aware and/or have a record of the situation (e.g. a Level 1 misbehavior that is becoming chronic).
LEVEL 3
Serious misbehaviors that require administrative involvement, written documentation and parent contact. Level 3 incidents include behaviors that are illegal, physically dangerous or demonstrate gross insubordination.

Consequences and Corrective Measures

Specific behaviors do not always warrant specific disciplinary action. For example, the developmental level of the student may be taken into consideration when selecting consequences. A choice of consequences is listed on the following page.

AVAILABLE MEASURES
Re-Do
Guided Reflection for Problem Solving
Contracting
Restorative Conferencing
Restitution

Targeting Instruction
Parent Phone Call or Conference
Individualized Behavior Plan
Restructured Recess or Alternative Recess
Time-In
Re-Teach
Meaningful Work
Processing Activity/Form
Restriction of Non-Curricular Related Activities
Referral to Principal ↴

PRINCIPAL'S ONLY
Suspension (In School or Out of School)
Referral to Law Enforcement
Recommendation for Expulsion

Level 2 and Level 3 infractions included but are not limited to:

- Willful disregard for safety/threat/assault
- Vandalism and/or property damage
- Disruption and/or willful disobedience
- Use of profanity
- Possession of (non)firearm weapon
- 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)
- Attendance and/or tardies
- Dishonesty and/or cheating
- Bullying and/or harassment 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
- Theft

More information regarding Level 2 and Level 3 infractions can be found in Manhattan's Board Policy 3310. Revised: 7/12/2022

STUDENT RIGHTS AND AWARDS

Student Directory and Release of Information

Manhattan Schools comply with the Family Education Rights and Privacy Act (FERPA). Parents have the right to inspect their student's records upon request. The district does not collect or maintain social security numbers.

The Manhattan School District makes available directory information to the public. The following are designated as directory information: participation in officially recognized activities and sports, photos, awards received. The District may

disclose any of these items without prior written parent/guardian consent, unless notified in writing to the contrary by September 5, 2023. (Board Policy 3600, 3600P, 3600F, and 3606)
Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity. 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.

Section 504

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance as well as extra-curricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding discrimination should be directed to the Manhattan School Psychologist.

POLICY CHANGES

The policies and procedures in this handbook may change without notice. Students and parents will be notified of these changes in a timely manner.

CHAIN OF COMMAND AND/OR COMPLAINT RESOLUTION PROCEDURE

The Board of Trustees has established a Uniform Complaint Procedure. This policy can be read in its entirety in the School Board Policy Manual available in each school building and in the Superintendent's Office. The purpose of this policy is to resolve complaints without resorting to formal measures. Each individual has the right to a prompt and equitable resolution to a complaint beginning at the level at which the complaint begins.

In other words, parental complaints concerning teachers begin with the parent discussing the problem with the teacher before moving on to the principal, the superintendent and then the board. These complaints include all complaints except those challenging educational material and those governed by the collective bargaining agreement. Those areas (educational materials and collective bargaining agreements) are handled in similar manner but under other policies.

The General Chain of Command

1. Student/parent
2. Staff member
3. Activities Director (for activities only)
4. Building-level administrator (principal)
5. Superintendent
6. School Board

WELCOME TO kidsLINK TIGERS AFTER SCHOOL!

Manhattan Public Schools (MPS) and Greater Gallatin United Way kidsLINK (GGUW) have partnered to offer kidsLINK Tigers After School. This after school program provides fun-filled activities for students in a safe and engaged environment while allowing parents to complete their work day. Students can also participate in the program when families need the flexibility to attend after school medical or dental appointments. Mrs. Hutchison is the After School Program Coordinator and is the main contact. She works closely with Mr. Kragt and the school staff to ensure a successful and enriching program.

This program is available to all students enrolled in grades K-5 at Manhattan Elementary. The same school policies and procedures outlined in the school handbook will be followed, with some modification, as this will be after school hours. There will be no school nurse available after school for medications. The program coordinator will have access to the nurse's cabinet in the event of an emergency.

The program runs Monday-Thursday 3:40-5:30 PM during the school year *excluding pre-scheduled early release days, PIR days, school holidays or other school closures.*

For pricing and availability please email: AfterSchool@mhstigers.org

INTERNET USE AND RESPONSIBILITIES FOR STUDENTS

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior online. The same general rules for behavior apply to student's misuse of District provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. (District-Provided Access to Electronic Information, Services and Networks 3612.) In order to comply with the Children's Internet Protection Act (CIPA), Manhattan School District has installed filtering software. Other requirements of CIPA prohibit students from using email or chat rooms without prior administrative approval.

- Do not access the Internet without permission and presence of an approved instructor.
- All use of the Internet must be in support of education and research consistent with the educational policies and practices of the Manhattan Elementary School.
- Use appropriate language. Use of vulgar language, harassing language, discriminatory remarks, hate mail or other antisocial behaviors is strictly prohibited.
- Use of the Internet to access or process pornographic or obscene materials, inappropriate text files and/or files dangerous to the integrity of the local network is prohibited.
- Use of the Internet for commercial or for-profit purposes is prohibited.
- All communication and information accessible via the Internet should be assumed to be public in nature. Copyrighted material should not be intentionally uploaded or displayed without written approval from the source. Abuse of this rule will result in suspension of all privileges and disciplinary and possible legal consequences.
- Do not make unauthorized copies of software found on school computers either by copying them onto diskettes, memory sticks or onto other computers. Abuse of this rule will result in suspension of all privileges and disciplinary and possible legal consequences.
- Electronic mail is not guaranteed to be private. System operators do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Protect yourself. Do not reveal telephone numbers, bank account numbers, credit card numbers, addresses or any other personal or financial information.
- Do not use the network in such a way to disrupt the use of the network by others. Any malicious attempt to harm or destroy data of another user will be considered vandalism and will not be tolerated. Any questionable action will result in suspension of user privileges.

Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary and/or legal actions.

STUDENT HANDBOOK INFORMATION

Manhattan Schools comply with the Family Educational Rights and Privacy Act (FERPA). Parents have the right to inspect their student's records upon request. The District does not collect or maintain social security numbers. Manhattan School District does make available directory information upon request as directed by federal law. Once student directory information is released to one agency it is easily shared from agency to agency and the school district can no longer control access to this information. Examples of requesting agencies and publications are newspapers, television stations, colleges and universities, and military recruiters as required by federal law. The following are designated as directory information: student's name, parent's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, photos, dates of attendance, awards received, and GPA's. The District also reserves the right to use photos of students for school publications such as: athletic programs, district newsletters, yearbooks, and the District website.

The District may disclose any of these items without prior written parent/guardian consent. However, parents, guardians, and students over 18 years of age may choose to withhold student directory information.

Please send a signed written request to the Manhattan K-5 office by **Thursday, August 27th, 2026**

NONDISCRIMINATION/TITLE IX/SECTION 504

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities.
Discrimination in education because of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Building Principals, Title IX/Section 504 Coordinators, Manhattan Public Schools, Box 425, Manhattan, MT 59741 (406) 284-3250.

POLICY 3600F

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name	Parent's name	Telephone listing
Dates of attendance	Photograph (including electronic version)	GPA's
Honors and awards received	Participation in officially recognized activities and sports	Weight and height of members of athletic teams

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.

Manhattan Elementary Handbook & Permissions Sign Off Sheets

Annual Handbook Acknowledgment and Required Forms

As part of the online registration process, parents/guardians are required to review the Student Handbook and complete all annual permissions, acknowledgments, and required forms through the Infinite Campus Parent Portal. By completing the online registration process, parents/guardians acknowledge that they have received access to the Student Handbook, reviewed its contents, and understand the policies, procedures, and expectations outlined therein. **Parents/guardians are encouraged to review the Student Handbook annually, as policies and procedures may be updated from year to year**

Because these forms are completed electronically during registration, **no paper signature pages or permission forms need to be printed, signed, or returned to the school** unless specifically requested by the district.

The following pages contain the wording of the electronic acknowledgments, permissions, and consent forms that are completed during the online registration process for your reference.

Receipt of Handbook

I understand the Student/Activity Handbooks for 2026-2027 are available on the District website (www.rollontigers.org). I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students are required to comply with the policies, rules, regulations, and discipline practices of the Manhattan School District.

Internet Permission

Please mark the appropriate box indicating your preference on your student's internet usage. Refer to the "Computers and Internet Usage" section for more information.

- ☐ YES, I give my child permission to use the Internet at school in accordance with the district Internet policy outlined in this handbook.
- ☐ NO, I DO NOT wish to have my child use the Internet at school.

State of Montana Photo Repository

The 2019 Montana Legislature passed Senate Bill MTSB40 requiring the OPI to create and maintain an electronic directory photograph repository of all Montana public school students. The purpose of this photo repository is solely for assisting law enforcement officials in locating a student that has been identified as a missing child.

- ☐ YES, I "Opt-In" to have my child's photo included in the state repository.
- ☐ NO, I do not want my child's photo included in the state repository.

Manhattan School District Photo Release

Manhattan School District utilizes photos of students participating in school and classroom activities or functions on the school website and school-owned social media. Name and other personal identifying information will NOT be used.

- ☐ YES, I give permission for my child to be included in such photos.
- ☐ NO, I do not want my child to be included in such photos.

Continued on next page

Internet Access Conduct Agreement

Every student, regardless of age, must read and sign below.

I have read, understand, and agree to abide by the terms of the Manhattan School District's policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Status: **Student** ____ I am 18 or older ____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: (If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District–Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

These Agreements are valid for the 2026 - 2027 school year only.