

2026-2027
THOMPSON FALLS EL-8



**STUDENT PARENT
HANDBOOK**

UNITY

COMPASSION

INTEGRITY

RESPECT

EXCELLENCE

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TO STUDENTS AND PARENTS:

The Thompson Falls EL-8 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.

Board of Trustees

Mrs. Sandra Muster, Chairperson
Mrs. Jeneese Baxter
Mr. Ryan Fields
Mr. Jake Helvey
Mrs. Mona Jacobson

Superintendent

District Clerk

Assistant District Business Manager and Lunch Clerk

Mr. Edward ‘Bud’ Scully

Mrs. Stacy Milner

Mrs. Lindy Cooper

Elementary/Junior High Principal

Junior High Supervising Teacher

Mr. Len Dorscher

Mrs. Rebecka Sawyer

Co-op Special Education Director

Mrs. Taylor Salmi

Co-op Psychologist

Ms. Pamela Gannon

Mrs. Nievécitas McGuire

Co-op Occupational Therapist

Mrs. Mary Russell

Co-op Speech & Language Pathologist

Mrs. Jordy Sorenson

Co-op Special Education Secretary

Ms. Jennifer McPherson

STAFF

Elementary Secretary

Mrs. Erica Franck

Junior High Secretary

Mrs. Melissa Wilson

Early Learning

Mrs. Angelene Rackham

Kindergarten

Mrs. Lacey Scharfe

Grade 1	Mrs. Sierra Lilly
Grade 2	Ms. Kim Milnor Mrs. Faith Wagoner
Grade 3	Ms. Lynette Elliott
Grade 4	Mrs. Amy Gilbert Mrs. Sarah Naegeli
Grade 5	Ms. Montana Franks Mr. Cory Kump
Grade 6	Mr. Brady Ovitt Mrs. Jessica Spangler
Grade 7/8	Mrs. Julie Detlaff Mr. Jase Miller Mrs. Rebecka Sawyer Mrs. Danice Toyias
Special Education	Ms. Nicole Erickson Mr. Chris Hart Mrs. Chris Kelly Mrs. Erin Traver
Literacy Instructional Coach	Mrs. Lindsey Franklin
Counselor STEPS / AWARE Therapists	Ms. Jessica Lewis Mrs. Chrisi Robinson Mrs. Tasha Steffens Ms. Vicky Zusi
Nurse	Mrs. Rebecca Beckman
Music and Choir	Mrs. Lisa Mickelson
Librarian	Mrs. Kaela Burgess
Physical Education	Mrs. Karli Thomas
Band	Mrs. Brittany Nichols
Technology Coordinator	Mr. Ray Buchanan
Paraprofessionals	Mrs. Melissa Adams Ms. Kely Alexander Mrs. Shannon Brown Mrs. Amber Cribbs Mrs. Mariah Davis Mrs. Laura Donaldson

Paraprofessionals

Mrs. Michelle Foyil
Mrs. Tori Helvey
Ms. Penny Hopkins
Mrs. Susan Jacobson
Ms. Hannah Johnson
Ms. Natausha Jones
Mrs. Sandra Kazmierczak
Mrs. Sherri Koskela
Ms. Emily Moore
Mrs. Rosa Torretta
Mrs. Shawni Vaught
Mrs. Allie Viviano

Nutritional Program Director
Assistant Cook
Servers

Mrs. Jessica Buchanan
Mrs. Patti Lyght
Mrs. Pam Brophy
Mrs. Michelle Foyil

District Maintenance

Mr. Josh Schmidt

Custodians

Mrs. Lisa Anderson
Mr. Jordan Fisher

Bus Service

Mosher Transportation

NOTICE OF NON-DISCRIMINATION

Thompson 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 the Boy Scouts and other 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:

Title XI Coordinators

EL-8 Mrs. Jodi Morgan

406-827-3561 206 Haley Ave. W. Thompson Falls, MT 59873

High School - Mr. Len Dorscher

406-827-3592 206 Haley Ave. W. Thompson Falls, MT 59873

ATTENDANCE

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

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3120, 3122.

When a student is absent from school, the parent/guardian must call the elementary school at 406-827-3592 or the junior high school at 406-827-3593 any time after 7:00 a.m. to notify the school of the absence or at least 30 minutes before the start of the student's school day if enrolled on a part-time basis. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth 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

Activities or Pre-planned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. The timeline for accepting student make-up work will be done at the building level by the school administrator.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event. Exceptions may be made by the administration.

Excused Absences

Montana law states that a student is excused when absent due to:

- ✓ Illness
- ✓ Bereavement
- ✓ Parent request due to instruction related human sexuality
- ✓ Other reasons prescribed by the policies of the Board, including medical or legal appointments. The school administrator will determine other exceptions that would be accepted as being an excused absence. School work missed during an excused absence can be made up at full credit; even those beyond ten (10) days (see Ten-Day Policy). Time allotted for make-up work is stated in each school's student handbook.

THOMPSON FALLS ELEMENTARY SCHOOL ATTENDANCE MATRIX

Number of Absences	Action
Every absence	Documented by school and call home from office if parent has not notified the school
10 total absences	Letter to parent/guardian from principal with copy going in student's file and given to counselor. Parent/guardian will be contacted for a meeting to discuss the cause of excessive absences and to develop an attendance plan.

THOMPSON FALLS ELEMENTARY SCHOOL TARDY MATRIX

Number of Tardies	Action
Every tardy	Documented by school and student sent to class with tardy slip
10 total tardies	Letter to parent/guardian from principal with copy going into student's file and given to counselor. Parent/guardian will be contacted for a meeting to discuss the cause of excessive tardies and to develop an attendance plan.

Field Trips

Instruction (2320) – Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Building principals have the authority to approve all field trips. Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with curriculum and coordinated with classroom activities which enhance its usefulness.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines, to the office prior to departure for the scheduled activity.

Human Sexuality or Identity Instruction Absence

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 toward the student's discretionary 10-day total.

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.

BELL SCHEDULES

EL-6 DAILY SCHEDULE

7:55	Playground supervision begins
7:55	Cafeteria opens for breakfast
8:10	1 st bell rings – classes begin
8:15	Tardy bell rings
9:45-10:00	Morning recess – Grade 3
10:00-10:15	Morning recess – Grade 1-2
10:15-10:30	Morning recess – Grade EL-K
11:00-11:35	Grades 1-2 Lunch / Recess
11:15-11:50	Grade K Lunch / Recess
11:30-12:05	Grades 3-4 Lunch / Recess
11:40-12:15	Grades 5-6 Lunch / Recess
1:30-1:45	Grade EL-K Recess
1:45-2:00	Grade 2 Recess
2:05	Early dismissal time – EVERY Friday
3:15	Regular dismissal time – EL – 6

7-8 DAILY SCHEDULE

7:55	Playground supervision begins
7:55	Cafeteria opens for breakfast
8:10 - 9:00	1st Period(Core)
9:04-9:54	2nd Period(Electives)
9:58-10:48	3rd Period(Core)
10:52-11:42	4th Period(Core)
11:42-12:20	Lunch
12:24-1:14	5th Period(Core)
1:16-2:06	6th Period(Electives)
2:10-3:20	7th Period(Electives)

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall 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.

For additional information, please see Policy 3225.

General Behaviors

Engaging in any (yet not limited to) of the following general behaviors may lead to building level consequences:

- Involved in any activity that constitutes disorderly conduct, an interference with school purposes of an educational function, or any disruptive activity.
- Leaving school grounds without obtaining permission at the school office
- Using a skateboard on school grounds during the school day or during school activities
- Using an electronic device in the classroom or other areas of the school without permission
- Cell phone violations, (see page 10)
- Not dressing appropriately as outlined in building level handbooks
- General classroom disruptions
- Insubordination
- Computer / internet violations

Peer Abuse

Engaging in any (yet not limited to) of the following per abuse behaviors may lead to building level consequences:

- Teasing and insults about possessions, clothes, looks, etc.
- False reporting of others behaviors
- Name calling, mean looks, excluding
- Hiding or taking items from others
- Making threatening or insulting gestures / pictures
- Pushing, shoving, poking, book checking, blocking someone's path, etc.
- Gossiping, starting / spreading rumors

The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function, or event; or
- Anywhere at any time during the calendar year, if the conduct may be considered to be a threat to the educational process at school by either harming staff or students (selling drugs, physically or mentally abusing staff / students, etc.).

Possible Consequences / Staff Responses

Disciplinary measures include, but are not limited to:

1. Expulsion
2. Suspension
3. Detention, including Saturdays
4. Clean-up duty
5. Student's grade (for unexcused absence, suspension)
6. Loss of student privileges
7. Recess and/or lunch detention
8. After school detention
9. Loss of bus privileges
10. Notification of juvenile authorities and/or police / school resource officer

11. Restitution for damages to school property
12. Conference held with parent and student to develop a plan to correct the behavior
13. Teacher and/or student and/or parent contact
14. Referral to office
15. Referral to the school guidance counselor to help the student develop a plan to correct the problem

Thompson Falls EL-8 Bullying Level Behaviors

Verbal Bullying	Non-Verbal Bullying	Physical Bullying	Possible Consequences
LEVEL ONE			
- Gossiping - Starting or spreading rumors - Teasing about looks, clothes, possessions, etc. - False reporting (in regards to other's behaviors) - Name calling	- Passing notes - Insulting gestures - Mean looks - Excluding others - Take or hide items from others	- Pushing/shoving/poking - In other's space - Blocking another's path - Mean gestures	- Reminder/warning/recovery - Time out on bench/wall/shadowing - Phone call home by adult/student - Loss of recess/lunch - Ask student to solve problem - Student picks Kelso Choice - Apologize
LEVEL TWO			
- Insults based on size, race, ability, disability, religion, or sexual orientation. - Fighting words or threats - Intimidation through continued teasing, gossiping, or destructive humor. - Threats - Chronic level one behaviors	- Playing tricks to embarrass others. - Threatening gestures - Intimidating posturing - Using internet/phone/other electronic devices negatively against others. - Chronic level one behaviors	- Starting fights - Threatening physical harm - Tripping/kicking/hitting - Purposeful scratching/spitting/headlocks/biting - Other physical altercations - Throwing another person to the ground - Holding someone against their will - Chronic level one behaviors	- Phone call home by adult - Loss of recess/lunch (could be consecutive) - After school time - Development of behavior plan - Parent/teacher/student meeting - Counseling referral if appropriate
LEVEL THREE			
- Prolonged verbal harassment - Encouraging total group exclusion of someone by threatening others if they don't comply. - Sexual harassment - Retaliation/retribution - Chronic level two behaviors	- Writing graffiti with a bias against others. - Making repeated or graphic gestures - Obscene gestures - Arranging public humiliation - Chronic level two behaviors	- Practicing extortion - Physical cruelty - Repeated acts of violence - Major physical assault - Retaliation/retribution - Threatening to keep someone silent - Chronic level two behaviors	- Office referral - Out of school suspension - Restitution - Law enforcement - Team meeting with parents/teacher administration/counselor - Expulsion

Thompson Falls EL-8 General Behaviors

GENERAL BEHAVIORS (not limited to this list)		MENU OF POSSIBLE CONSEQUENCES (not limited to this list)	
LEVEL ONE			
• Classroom disruptions such as running, noises or gestures, out of seat during instruction, visiting during instruction, or anything else that interrupts the learning. • Throwing items/rough housing • Unprepared for class • Not following teacher's classroom expectations • Disrespectful to others • Unproductive, passing notes or inappropriate pictures		• Reteach expectations • Reminder / warnings / recovery • Phone call home by adult or students • Loss of recess / lunch • Ask student to solve the problem • Student picks Kelso Choice • Apologize • Time out at recess on wall / bench / shadowing	
LEVEL TWO			
• Inappropriate language or tone with an adult or peer • Cheating / lying / stealing / vandalism • Computer / internet violation • Use of cell phone / electronic device without permission • Minor physical altercation • Non-compliance • Dress code violation • No assignment notebook (5th – 8th grade) • Chronic level one behaviors		• Phone call home by adult • Loss of recess / lunch (could be consecutive days) • After school time • Development of behavior plan • Parent / teacher / student meeting • Counseling referral if appropriate	
LEVEL THREE			
• Fighting (mutual) • Drugs / weapons / tobacco • Leaving school grounds without permission • False reporting (i.e. fire alarm) • Accessing inappropriate internet sites • Insubordination • Arson • Throwing dangerous objects • Disorderly conduct • Indecent behavior		• Out of school suspension • Restitution • Law enforcement • Team meeting with parents/teacher/administration/counselor • Expulsion • Office referral	

CELL PHONES AND ELECTRONIC DEVICES

The possession and use of cellular phones, smart watches, 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 are permitted to use the school phone for an emergency or **if the teacher has given permission for a legitimate reason**. Calls to request permission to stay with a friend, etc. will not be allowed. Please make all after school arrangements before sending the child to school.



Student cell phones, smart watches, and other electronic devices must be off and put away at all times during the school day, unless the classroom teacher has given permission for the student to use it. Failure to comply will result in the device being kept in the office until after school at which point the student may pick it up. A second offense of the phone/electronic device rule will result in the device being kept at the office until a parent can pick it up.

Students in grades 7-8 are required to check in the cell phones and personal electronics devices at the junior high office upon entering the building for the day. They can be retrieved after the final bell.

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.

Toys / Items Brought From Home

Items brought to school will be kept in the student's backpack or locker. The school will not be responsible for loss or breakage of any items brought to school. Toys of any kind, playing/trading cards, blankets, personal electronic devices should not be brought to school unless a teacher has given special permission through a note or a letter sent home. Toy knives, toy guns, or other articles that tend to incite dangerous play are not allowed and will be confiscated, and the student will be subject to discipline.

Students are prohibited from bringing energy drinks, coffee, soda pop, candy, unhealthy snacks, etc. during school hours

CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

COMMUNICABLE DISEASES

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	

CHILDHOOD ILLNESSES

- **FEVER** – exclude from school with re-entry 24 hours after fever has subsided
- **VOMITING** during the night – stay home the following day
- **STREP THROAT** – Symptoms are fever and sore throat. Treatment consists of antibiotics as prescribed by a physician. The child must remain out of school until 24 hours after medication is started.
- **PINKEYE** – (Conjunctivitis) is an inflammation of the thin, transparent outer tissue layer of the eyeball and the inner surface of the eyelids. The inflammation causes redness, tearing,

and occasionally the formation of a pus discharge. The student may complain of “itching or burning” eyes. The most common causes are bacteria, viruses, and allergies. If your child wakes in the morning with eyes “crusted and matted”, you should have him/her checked by a physician before sending him/her to school. Treatment consists of antibiotic eye drops or ointment obtained from a physician. The child should remain out of school for 24 hours after treatment has begun.

- **MONO** – exclusion is not indicated for cases or exposed students.
- **HEAD LICE** – Obtain “Nix” or “RID” from the store and follow specific instructions for treatment. Be sure to fine comb hair after treatment. The best way to get all nits out is by hand. It is necessary that your child be “Nit-free” before returning to school. You will need a note from the school nurse, clinic nurse, county health nurse, or any qualified professional stating your child is “Nit-free”.
- **HAND, FOOT, AND MOUTH DISEASE** – This illness can cause painful sores in or on your mouth, and/or on the hands, feet and sometimes buttocks and legs. The illness usually lasts 7 -10 days. Symptoms include fatigue, sore throat, or a high fever. In some cases, a rash appears before blisters do. The blisters may break open and crust over and usually last about a week. The disease is most likely to spread within the first week. Wash hands frequently and keep children home who have a fever or open blisters.
- **RINGWORM** – Ringworm appears on the arms, chest, abdomen, and more rarely, the face. It starts as a tiny red spot that slowly grows in a circular fashion, clearing in the center as it enlarges. The edges remain reddish and scaly. No scabs, pus, or crusts are formed. Treat with medications such as Tinactin or Lotrimin as prescribed by a physician. Student is non-contagious after 1st treatment and may be in school after 1st treatment while sores are healing.
- **SCABIES** – Scabies is caused by a mite too small to be seen by the naked eye. Since the mites live underneath the skin, contagion takes rather prolonged contact. All that is required for safety is washing the hands after touching a child with scabies. Typically, the scabies mite makes a white bump that causes intense itching, particularly at night. As a result of scratching, a scab appears on the skin. The scab tends to be linear rather than round. Scabies is commonly found on the backs of the hands, the webs between the fingers, the inner side of the wrist and forearms, and the chest and abdomen. It can also be found on the upper arms and legs, and the neck. It is practically never on the face, on the small of the back, between the shoulder blades, on the palms of the hands, or soles of the feet. It will often be found on more than one family member. Diagnosis is usually done by a physician. Treatment consists of a prescription medication with repeated application 7-10 days later. A child with scabies presents no immediate emergency and need not be kept home.
- **CHICKPOX** – Chickenpox is a highly contagious childhood illness. The child is contagious from 24 hours before the onset of fever until the drying of all crusts. Chickenpox first appears on scalp, face, chest, and abdomen, and spreads to the arms and legs. You will see a tiny, clear blister with redness around it. The blisters rapidly form crusts and scab over. Aveeno or oatmeal baths may help with itching. Tylenol is recommended for fevers. The child must stay out of school until all crusts are dry – usually 5 to 7 days.
- **FIFTH'S DISEASE** – This is a very mild skin disorder caused by a virus. A fine, red rash first appears on the face like a “slapped cheek”. It then spreads to the chest, abdomen, arms and legs. It is contagious 2 to 3 days prior to the onset of the rash. It is not contagious when the rash appears, therefore the child does not need to stay out of school unless he/she has a fever. If the child does have a fever, he/she should remain out of school until 24 hours

after the fever is gone. There is no specific treatment for the rash. Usually, a pain and fever reducing medication like Tylenol is all that is needed. The rash may last a week or more and will appear worse when the child is exposed to heat, cold, or sunshine.

- **CORONAVIRUS (COVID-19)** – Symptoms include: cough, fever or chills, shortness of breath or difficulty breathing, muscle or body aches, sore throat, new loss of taste or smell, diarrhea, headache, new fatigue, nausea or vomiting, congestion or runny nose.

The county health department may provide additional guidance and rules for conditions not listed. The school will notify parents in the event such conditions and rules arise.

COMPLAINTS BY STUDENTS AND PARENTS

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 1700) with the exception of complaints/concerns regarding 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 1700, available in any principal's and Superintendent's offices.

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

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website <https://www.thompsonfalls.net/> or any District or school office or by contacting a school secretary or building administration.

COMPUTER RESOURCES

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. See Appendices B (K-6) and C (7-12) for the forms. For additional information, see Policy 2168, 3612.

CONDUCT

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 of grooming and dress.

Obey all building and classroom rules.

Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Thompson 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 affects 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, including powdered alcohol.
- 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.
- Engaging in dishonesty in academic work, including but not limited to plagiarism, cheating, unauthorized use of artificial intelligence applications to complete school work, submitting work generated by artificial intelligence as original work, or any other form of academic dishonesty.

Gun-Free Schools/Firearms

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 of the incident.

Possession of a Weapon in a School Building or on School Grounds

Any person who possesses, carries, or stores a weapon in a school building or on school grounds, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" shall be defined as any type of firearm, a knife with a blade for (4) or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles. Knives of any blade length are prohibited.

CORPORAL PUNISHMENT

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

COUNSELING

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. Students who wish to meet with a counselor should contact the EL-8 School Counselor.

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 parent 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 a mental health screening.

DISCIPLINE AND DUE PROCESS

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 provided that 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

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 building administrator at least one week prior to the requested distribution.

DRESS AND GROOMING

Parents and students are responsible for student dress and appearance while attending school. Good grooming and personal hygiene are part of the students' education. Students are required to wear shoes at school. Students should not wear hats in the school building. **Shorts must have a 3" inseam when standing and skin may not be showing above the 3" inseam.** Students will not be allowed to wear any clothing displaying drugs, marijuana, alcohol or tobacco, vapor products, alternative nicotine products, expressing obscenities; displaying pornography / unlawful violence, exposing one's abdomen / buttocks, or improperly exposing one's chest or undergarments. **Tube tops, spaghetti straps and bandanas as head gear are not allowed.**

The administration and staff have the responsibility and right to judge individual cases as being in violation of these regulations. A student who violates the dress code will be asked to correct the situation with no penalty. Parents may be called to bring a change of clothing. The student may be asked to wear clothing provided by the school until parents arrive. If the student appears to be defiant in following this rule after several occurrences, then the student will be treated as one who constitutes open defiance of authority. This will result in discipline, which may include a suspension from school.

Students should have all coats, gloves, and other items of clothing clearly marked so that they can be identified. A **Lost and Found** is provided to assist students and parents in finding lost articles.

If at all possible, please send a pair of tennis shoes to school for Physical Education class. Students can perform much better with this type of shoe as well as have protection in the event of a fire drill. For health and safety reasons students must wear shoes at all times.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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.

Thompson Falls Junior High School offers the following extracurricular activities:

Fall: Boys and Girls Cross Country, Football, Volleyball, HS Soccer

Winter: Boys Basketball, Girls Basketball, HS Boys and Girls Wrestling

Spring: Boys and Girls Track and Field, HS Golf, HS Softball, HS Baseball

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 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 the Thompson Falls School District subject to the student's eligibility as set out in the **Student Activities 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 in order to establish residency. Parental permission must be obtained for the student to participate in the extracurricular activity.

Field Trips

Instruction (2320) – Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Building principals have the authority to approve all field trips. Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with curriculum and coordinated with classroom activities which enhance its usefulness.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines, to the office prior to departure for the scheduled activity.

FOOD SERVICES

Thompson Falls School District provides all students in grades EL through 12 free meals, both breakfast and lunch. As part of the “Healthy, Hunger Free Kids Act”, the new Community Eligibility Provision (CEP) allows high-need schools to serve free school meals to ALL students regardless of their household income. Milk may be purchased to drink with cold lunches [\$.65 per carton]. Parents will be notified upon 3 charges, and the administrator will be notified after 5 charges. The administrator has the power to extend the five (5) days based upon information received after talking with the parent about the charges. Students at the elementary school will not be denied lunch. Questions about lunch prices and policies should be directed to the school lunch clerk. Pop is not allowed in the elementary lunchroom. Children will also be discouraged from sharing lunches.

Please refer to Policies 2510 and 8205 for additional information regarding the District’s wellness program and its meal charging policy.

FUNDRAISING

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

Except as approved by the building administration, fundraising by non-school groups is not permitted on school property. Please refer to Policy 4210 for additional information.

GRADING GUIDELINES

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:

EL-4 Grading Scale

- 4 - Advanced
- 3 - Proficient
- 2 - Nearing Proficient
- 1 - Novice

Honor Roll 3 or 4 in all subjects

5-8 Grading Scale

All grades at the junior high are based on the following grading scale:

- | | |
|------------|---|
| 90% - 100% | A |
| 80% - 90% | B |
| 70% - 80% | C |

60% - 70%	D
Below 60%	F
Honor Roll	3.00-4.00 GPA

Grade and Point Value

1. A – 4
2. B – 3
3. C – 2
4. D – 1
5. F – 0
6. I - Incomplete Grade. Any work due must be turned in within ten school days following the end of the grading period. After that time no further makeup work will be accepted for credit, unless special arrangements have been made. the final grade will reflect the percentage that the student earned after considering all complete makeup work.

HOMELESS STUDENTS

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.

HOMEWORK

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

All students in grades 3-6 will have an assignment notebook detailing the day's assignments. Assignment notebooks should be signed by teacher and parent daily. Students with incomplete assignments may be kept after school. A 24-hour notice will be given to parents to give them time to make transportation arrangements. Doctor appointments will be accepted as a reason to delay after school time. Failure to stay may result in an out-of-school suspension.

IMMUNIZATION

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

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 3110.

LAW ENFORCEMENT

Questioning of Students

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 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

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have a 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.

For additional information, please see Policy 3416.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage 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 administrator.
- 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 elementary school office at 406-827-3592 or junior high school at 406-827-3593 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 a teacher or school secretary.
- 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 <https://www.thompsonfalls.net/>
- 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. Parent organizations include: PTO

PROMOTION - 8TH GRADE

In lieu of graduation activities, all qualifying 8th grade students moving to high school take part in a promotion parade where the EL-8 campus has a chance to say good-bye and wish those students luck as they move onto high school.

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 postsecondary institution. Parents have the right to opt their student into 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 postsecondary 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

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 parents 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 parents. 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

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

Conferences

One Parent-Teacher Conference will occur at the end of the first quarter. However, conferences are encouraged at any time throughout the year. Parents may request a conference on their child's progress or to communicate events at home that may impact their child's learning or behavior. This may be done by phone or by coming to school. Teachers can be reached at school between 8:00 AM and 4:00 PM daily.

Academic Success & Progress Reports

A **report card** is sent home for each child four times a year. Report cards are an overview of your child's performance for the prior quarter. Quarterly writing assessment results may be included with report cards. Mid-term reports may be sent home when students experience academic and/or behavioral difficulties.

Retention

Repeating a grade may be reasonable and an appropriate replacement when there is a good chance that retention will result in improving academic performance in the subsequent years of that student's school career. Although the probability of a successful retention is an important consideration, students will not be promoted solely for social or emotional reasons.

When a child is considered for retention, a child assistance team that includes the parents, counselor, principal, special education teacher or other specialist, and the classroom teacher will reach a team decision regarding retention or promotion. Board policy allows the final decision regarding retention to be made by the principal. Among those factors considered in making the decision are grade level, attendance, emotional and social stability, chronological age, language development, and academic skills. Positive parental attitude toward retention or promotion is an important ingredient for success, but parental opposition by itself will not reverse a decision for or against retention made by the child assistance team. A plan for retention or promotion to help support the student and ensure success will be developed for said students. Parents will be involved as a critical part of the plan

SAFETY

Cold Weather

Students are required to go outside for recess. Children need time out of the classroom. Parents are urged to dress children in warm clothing on cold and wet mornings. **If temperatures or wind chill factor is below zero (0) degrees, recess will be inside.**

Accident Prevention

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

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

Emergency Medical Treatment and Information

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

Drills: Fire, Tornado, and Other Emergencies

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

Emergency School-Closing Information

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:

Emergency school closing information will be sent out through School Messenger (Infinite Campus), posted on District social media pages, and on the Thompson Falls School District website, www.thompsonfalls.net

Personal Protective Equipment

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, 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.

SEARCHES AND SEIZURES

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 a disciplinary proceeding against the student.

SEXUAL HARASSMENT

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 homes.

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 GOVERNMENT

Both the elementary and junior high schools will form separate Student Councils composed of students meeting criteria spelled out in the selection criteria.

STUDENT RECORDS

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 expulsion 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

Specific parental and eligible student rights are Appendix A in this Handbook.

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.

TEXTBOOKS

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

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 that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living 3 or more 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 Mosher Transportation at 406-827-4794

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.

PARKING



When picking up and dropping off students:

The streets directly above (**3rd Avenue**) and below (**Haley Street**), our campus, are designated for pickup and/or drop off.



Please **DO NOT drive up Columbia, north of Haley Avenue**, for pick up and/or drop off. This is a serious safety issue.



Please park with the direction of traffic when dropping off and/or picking up students. **DO NOT park on the wrong side of the street.**



Please **DO NOT drive on the maintenance road** through the campus.



Please honor crosswalks.

Bicycles, Skateboards, and Scooters

Students are permitted to ride bikes, skateboards, and scooters to school. They are to be parked when students arrive at school, and at no time during 7:45 AM to 3:30 PM are they to be ridden on the school grounds or sidewalks. Helmets are recommended for all students as well as locks for their bicycles.

VIDEOTAPING OF STUDENTS

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.

VISITORS

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.

Parties

Teachers, parent volunteers, and students make arrangements for parties. Parents may take students home during classroom parties if they do not want their student to participate.

Parents may bring treats for the class on student's birthdays to be shared at the end of the school day. If you wish to be a room parent and help with the three scheduled parties, please let your student's teacher know. Valentine's Day deliveries are not accepted in the offices.

Animals

We ask parents to help in discouraging students from bringing family or neighbors' pets to school. Not only is there the possibility of students being harmed (by biting dogs, etc.), but the animals often create disruptions. Parents may bring animals to school only after making arrangements with the classroom teachers, *including consultation regarding allergies*. **Unfortunately, given the increase in allergies, classroom pets cannot be allowed.**

Receipt of Handbook and Acknowledgement of Rights

I acknowledge the Thompson Falls EL-8 Student Handbook for 2026-2027 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal by October 1 of this school year.

Name of Student

Signature of Student

Signature of Parent

Date

Appendix A – FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

Parents will receive annual notice of their FERPA rights. This appendix is intended only as a summary of such rights. Parents generally have the following rights:

16. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
17. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
18. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
19. Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

20. The District classifies the following as Directory Information: 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, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.
21. 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.
22. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Thompson Falls School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

APPENDIX B - EL-4 AUTHORIZATION FOR ELECTRONIC ACCESS

Parents and Students:

Please read together and after signing, return this document to the school.

Statement of Purpose:

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication¹ I promise not to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

Use of New Web Tools

As part of 21st century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

I understand that any use of artificial intelligence (AI) will be for school use and will access such tools responsibly. I will not use it to engage in academic dishonesty, violate the law, or access or disseminate harmful or inappropriate material.

¹ "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, pager, iPod, or other mp3 or audio-video players and cameras.

I will sign my name to show I understand and will follow the rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade ____ Date Signed _____

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____

APPENDIX C - 5-12 AUTHORIZATION FOR ELECTRONIC ACCESS

Parents and Students:

Please read together and after signing, return this document to the school.

Statement of Purpose:

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication² to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

² "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

Use of New Web Tools

As part of 21st century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that any use of artificial intelligence (AI) will be for school use and will access such tools responsibly. I will not use to engage in academic dishonesty, violate the law, or access or disseminate harmful or inappropriate material.
5. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade ____ Date Signed _____

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____