



BAKER ELEMENTARY SCHOOL



Parent~Student Handbook 2026-2027

Lincoln School
10 West Center Avenue

Longfellow School
115 Lincoln Avenue

P.O. Box 659, Baker, MT 59313
(406) 778-2022
baker.k12.mt.us



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WELCOME TO BAKER ELEMENTARY SCHOOL

Our mission is to provide a safe, supportive, and intellectually stimulating environment built upon the foundation of a cooperative learning partnership of parents, staff, students, and community. Our emphasis is upon the individual learner's development of social, emotional, physical, vocational, and intellectual skills necessary to succeed as a responsible and productive citizen. We will focus on developing within our students a desire to seek their fullest potential by becoming lifelong learners, recognizing individual learning styles, and acquiring self-sufficient life skills necessary to succeed in an ever-changing global community.

Dear Parents and Students,

Welcome to the 2026–2027 School Year at Baker Elementary!

At both Lincoln and Longfellow Schools, we are proud to have dedicated teachers and support staff who are eager to welcome students into classrooms designed to be engaging, supportive, and inspiring.

We believe that parent involvement plays a vital role in each child's academic success and personal growth. We encourage you to stay actively engaged in your child's education, as building strong school-home partnerships is essential to supporting our students.

To help establish a positive and productive relationship between home and school, this handbook provides important information about our school's policies and procedures. Please take a moment to review it, sign the acknowledgment form at the end, and return it to the school.

Thank you for your continued support. We look forward to partnering with you and your child throughout the year. If you have any questions, don't hesitate to contact us!

Sincerely,

Kelli Carlson
K-6 Elementary Principal

Maranda Hastig
K-6 Assistant Principal

ATTENDANCE

Please call the school office by 8:45 EACH DAY your child is going to be absent or tardy.

School Board Policy (3122) explains that regular school attendance is essential for the student to make the most of his or her education in order to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. State law requires that a student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused.

A student absent from school without permission, from any class or from required special programs, is considered unexcused. Accumulating 9 or more absences within a semester, will result in a review of the student's progress and grades by the classroom teacher(s) and administration. Chronic absenteeism may lead to the recommendation for retention. Chronic absenteeism is defined as a student who is absent for more than 10% of school days, whether excused or unexcused.

The school will make every effort to support parents/guardians in ensuring their child attends class as scheduled. Parents will be informed of their child's absences as follows:

- **Quarter 1 & 3 Midterm:** *If a student has missed **2 or more** total days, a letter will be sent home with their mid-term report card notifying parents/guardians of absences and the importance of their child's attendance.*
- **End of Quarter 1 & 3:** *If a student has missed **4 or more** total days, classroom teachers will inform parents/guardians of student's attendance during parent-teacher conferences or a letter will be sent home.*
- **Quarter 2 & 4 Midterm:** *If a student has missed **6 or more** total days, a letter will be sent home with their mid-term report card notifying parents/guardians of absences and the importance of their child's attendance.*
- **End of Quarter 2 & 4/Semester 1 & 2:** *If a student has missed **8 or more** total days, administration will contact parents/guardians to schedule a meeting with school staff discuss attendance concerns and develop a support plan.*

*If a student accumulates **8 or more** absences prior to any of the outlined checkpoints, parents/guardians will be contacted for an attendance meeting immediately rather than waiting until the end of the semester.*

Any time a student leaves the building, regardless of the reason, the student must check out in the office. Truancy may also result in assessment of a penalty by a court of law (per MCA 20-5-106) against the student and his or her parents. The Baker Public Schools Truancy Plan will be implemented for unexcused absences in the elementary.

Please see Appendices B & C for more information.

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

BUSES AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by contacting the High School Principal. MEGAN MCKEIGHAN

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

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

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

TRANSPORTING STUDENTS WITH DISTRICT/PERSONAL VEHICLE

Any staff member transporting students in a personal vehicle must provide the District with proof of current driver's license and car insurance.

DISCIPLINE POLICY INFORMATION

Baker Elementary is a place where a safe and orderly learning environment is the daily expectation. Classroom and school rules are posted, taught and modeled by staff. If rules are not followed, staff will consider the following when working with students to decide consequences.

Posted Classroom Rules
Student Handbook
Board Policy

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in the school, on the way to or from school, or during intermission or recess. (Policy 3310)

Most discipline issues will be resolved with individual classroom teachers or paraprofessionals. Interventions used may include, but are not limited to; detention, loss of recess, referral to the office and/or meeting with parents should a desired change in behavior not occur. Detentions may also be issued for violation of playground and/or hallways behavior expectations. **All grades will serve detention after school with the issuing teacher, or designated staff member, and parents/guardians will be contacted.** Please contact the issuing teacher if you have any questions. As has always been the case, individual discipline problems diminish when the school and parents communicate effectively and work together.

Occasionally times will require a referral to the office. In these cases, each student and situation will be considered unique and when possible, natural consequences will be employed to encourage a sense of responsibility. Consequences are based upon several factors, including but not limited to, the severity of the act, the situation in which it occurred, the frequency of the behavior problem and the needs of the child. If it is determined through due process that any of the “Offenses” (pages 6 & 7) have been violated, then the student will receive consequences as listed in the Consequence Chart (page 5), as determined by administration. In all cases the administration reserves the right to modify and/or adjust consequences in each situation.

An issue that has been around for years, but is being considered in a more serious light, is teasing, name-calling and bullying. All of these are a result of an imbalance of power and studies show that the only thing that works is a change in climate and how students treat one another. These behaviors will be taken seriously by the school district and addressed as they occur. A copy of the Board Policy on Bullying is found in Appendix D of this handbook.

To achieve the best possible learning environment for all our students, Baker Elementary 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, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

CONSEQUENCE CHART

When a student chooses to engage in a school offense (listed on pages 6 and 7) the student may be assigned consequences as outlined on the chart below. The administration reserves the right to choose from the options listed and may adjust consequences accordingly in order to bring about the desired change in student behavior and may, in special cases, select an option not listed. Circumstances may warrant removal of a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere. Where several options are listed, the administration may choose any or all of the options, including options not listed.

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4
LEVEL 1	Office Referral, Counselor Referral, Verbal Warning, Detention, Contact Parent	Office Referral, Counselor Referral, Detention, Contact Parent	Office Referral, I.S.S., Detention, Contact Parent	Office Referral, I.S.S./O.S.S., Detention, Contact Parent
LEVEL 2	Office Referral, I.S.S./O.S.S., Contact Parent	Office Referral, I.S.S./O.S.S., Contact Parent, Counselor Referral	Office Referral, I.S.S., Behavior Contract, Contact Parent, Meeting with Parent or Guardian prior to returning	Office Referral, O.S.S., Contact Parent, Meeting with Parent or Guardian prior to returning
LEVEL 3	Office Referral, I.S.S./O.S.S., Contact Parent, Meeting with Parent or Guardian prior to returning	I.S.S./O.S.S., Contact Parent, Meeting with Parent or Guardian prior to returning	O.S.S., Contact Parent, Meeting with Parent or Guardian prior to returning, Loss of Class Field Trip	O.S.S., Recommend Expulsion, Contact Parent, Conference with School Board
LEVEL 4	Contact Law Enforcement, Contact Parent, Recommend Expulsion, Conference with School Board	N/A	N/A	N/A

SCHOOL OFFENSE LIST

The following list of offenses is representative, and may not be all-inclusive. The administration will decide which category a particular offense may fall into:

LEVEL 1 OFFENSES:

1. "Horseplay" or "Roughhousing"
2. Disturbance on school grounds, bus, or school property
3. Failure to attend an assigned detention by a teacher/administrator
4. Profanity (minor or major will determine consequence)
5. Leaving school grounds without permission
6. Cell phone violations
7. Internet use violation
8. Excessive Tardiness (3 or more in one week)
9. Unexcused Absences
10. Public Display of Affection
11. Dress Code Violation (see Appendix E)
12. Other Minor Offenses

LEVEL 2 OFFENSES:

1. Insubordination, Non-Compliance
2. Chronic Disruptive Behavior (classroom, bus, playground, etc.)
3. Minor Vandalism
4. Unexcused Absences (4 or more in one semester)
5. Cheating/Plagiarism/Forgery/Dishonesty
6. Disrespectful Behavior (minor)
7. Failure to fulfill an assigned consequence

LEVEL 3 OFFENSES:

1. Bullying/Harassment
2. Verbal Abuse
3. Assault
4. Verbal or Written Threat (direct or implied)
5. Physical Fighting
6. Destruction of Property (financial restitution also required)
7. Theft, less than \$500 (financial restitution also required)
8. Use or possession of alcohol or tobacco, or any nicotine delivery systems (e.g. e-cigarettes, vapes) Law Enforcement may be called

9. Sexual Harassment
10. Trespassing
11. Encouraging, Inciting, Aiding, or Abetting Violence
12. Disrespectful Behavior (major)
13. Extortion

LEVEL 4 OFFENSES:

1. Possession or Use of Weapons
2. Possession or Use of Explosives
3. Major Physical Assault
4. Death Threats
5. Sexual Assault
6. Felony Theft, greater than \$500 (financial restitution also required)

DETENTIONS

All grades will serve detentions after school with the issuing teacher or administrator. In some cases, lunch detentions may also be assigned at the discretion of school staff. Parents will be notified regarding any assigned detentions.

IN SCHOOL SUSPENSIONS (I.S.S.)

Parents will be notified and student will serve during the school day (week) as appropriately determined by school administration.

OUT OF SCHOOL SUSPENSIONS (O.S.S.)

Parents will be notified. Law enforcement will be notified if necessary.

CHEATING/PLAGIARISM

Cheating and plagiarism is taken very seriously at Baker Elementary. Students must produce original work of their own. If using other sources, it is critical that students correctly cite the information they are using.

- *1st Offense:* Disciplinary referral, phone call home and redo of alternative assignment at lesser grade
- *2nd Offense:* Zero on assignment, meeting with parent and disciplinary referral
- *3rd Offense:* Zero on assignment, drop of letter grade at quarter, meeting with parent and disciplinary referral
- *4th Offense:* Student will fail quarter and disciplinary referral

CLASSROOM AND HALLWAY BEHAVIOR

In the classroom, students will be asked to present themselves in an orderly manner, prepared to learn. Rules will be kept to a minimum, with good behavior positively reinforced. Students who continually disrupt the instruction and learning environment will receive disciplinary action. This includes arriving late to class and recurring tardiness which may result in a detention. Excessive disruptions will constitute an escalation of consequences.

Hallway behavior before school, during class changes, during lunch break and after school is expected to be orderly. Students will refrain from yelling, horseplay, public displays of affection, running or loitering in the hallway. Inappropriate behavior will result in disciplinary action related to, and in accordance with, the offense.

CAFETERIA BEHAVIOR

- Wait quietly in line
- Use acceptable table manners and remember to say please and thank you
- Use your inside voice

ITEMS BROUGHT TO SCHOOL

No toys, trading cards, etc. at school. If they are brought to school for Show & Tell, they must stay in the backpack until it is time to share and return to the backpack after sharing. Toy weapons are not acceptable at any time.

PLAYGROUND BEHAVIOR

- We are all friends at Baker Elementary and treat each other that way
- Keep our hands, feet, body and objects to ourselves
- Use playground equipment safely and properly
- What should be on the ground - stays on the ground.
- Stay inside the fence unless given permission to leave fenced areas
- Talk to playground supervisor if there is a problem
- Line up quickly when the bell rings
- Play by the rules with fairness and honesty
- Respect and obey the playground supervisors

PLAYGROUND DISCIPLINE

- Supervisors will use judgment in assigning consequences
- Consequences may include:
 - Walk with teacher on duty
 - Detention
 - Extended loss of recess
 - Alternate work center
 - Referral to the Principal's office

ARRIVAL/DISMISSAL TIMES

The following are the arrival, class start, and dismissal times for each building:

Lincoln

- Arrival: 7:30 A.M.
- Start: 8:15 A.M.
- Dismissal: 3:20 P.M.

Longfellow

- Arrival: 7:30 A.M.
- Start: 8:00 A.M.
- Dismissal: 3:40 P.M.

CHROMEBOOKS (school devices)

Students in grades 3-6 may be permitted to take their school Chromebook home on an as needed basis. When this is necessary parents will be first contacted by their child's classroom teacher. Additionally, students and parents must sign the iPad/Chromebook home use policy. See Appendix G.

DRESS/PERSONAL APPEARANCE

Student dress during school is expected to promote classroom learning. Dress that is unsafe, indecent, inappropriate or disruptive to the educational process will not be acceptable. The classroom instructor and Principal will assess the appropriateness of the dress. At no time will students wear hats or bandannas in the building. After several reminders, they may be confiscated and will be returned at the end of the school day. If an item is confiscated multiple times, parents will be asked to pick it up at school.

Parent cooperation is very important in this area. The school will make every effort to make the learning area comfortable. Parents and students must realize the necessity for a modified dress code if learning is our priority. The following are guidelines for appropriate dress:

- Clothing (including hats) displaying tobacco or alcohol advertising will not be permitted
- No indecent tops, no tube tops or tops that expose midriff
- Shorts and skirts should be an appropriate length
- Clothing should cover all undergarments
- Sag pants are considered inappropriate
- Gym clothes/dance attire are subject to the same guidelines
- Students will not wear hats, bandanas or sunglasses in the building. Hoods on sweatshirts need to be off of heads and will be treated as hats.
- Anything that creates a disturbance or interference in the educational environment is prohibited

DRILLS (earthquake, fire, and lockdown)

Practicing emergency exiting is required by law and is important for the safety of everyone in our school. Teachers will inform their students of designated exit routes prior to our initial drill of each type. Students will know the procedures for each type of drill. Then, periodically throughout the year drills will be conducted unannounced.

EARLY RELEASE DATES AND TIMES

Throughout the school year there are 9 early release days. All schools will release at 2:00 p.m. on these days. Please see our complete school calendar for these dates (Appendix A).

EMERGENCY DISMISSAL & SCHOOL CLOSING

The procedure upon notification of imminent emergency weather conditions will be as follows: The school will post notifications through school communication portals (Facebook, Class Dojo, See Saw). Parents will be notified by office staff or administration.

Should it become necessary to cancel school because of severe weather or other factors, the official announcement for the closing of school will be posted through school communication portals.

FEES

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

- Costs for materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.
- Fees for lost, damaged or overdue library books or classroom textbooks.

HEALTH & ILLNESS

Please keep your child home from school if he or she is exhibiting signs or symptoms of illness. The following are some guidelines to help you determine whether or not your child should remain at home:

- An elevated temperature (above 99.8) – Your child should remain at home for 24 hours after the temperature returns to normal.
- Vomiting or diarrhea – Your child should stay home until 24 hours after the last episode.
- Strep throat, pink eye, or other bacterial infections – Your child should remain home for 24 hours after starting medication.
- Unknown rashes

Should a child become sick during the day, parents will be contacted. Please provide the school with someone in the community that may be called in an emergency if you are unavailable.

****Prescribed medications to be taken during school hours should be dropped off in the office and accompanied by our district medication form, which you can receive at either Lincoln or Longfellow office.***

HOMEWORK

Homework assignments will vary depending on the grade level of students. Families are encouraged to establish good study habits and practices by providing a quiet study area and establishing a consistent time each night for homework and/or reading.

INCLEMENT WEATHER

Children are required to go outside during play periods except in inclement weather. We discourage the practice of sending notes to teachers requesting permission for a child to remain inside. However, we recognize the necessity of remaining indoors when a child is recuperating from an illness or injury.

If the temperature is -10, with or without a wind chill, the children will remain indoors and be allowed to come in when they arrive at school. On mornings where this may be a factor, the temperature and wind speed are closely monitored and will be throughout the day. K-2 students will take a bus to lunch at Longfellow when weather conditions warrant. Please make sure that your children are properly dressed for the weather.

LOST AND FOUND

Please mark all of your child's clothing and belongings with his/her name and check the lost and found regularly. These items are donated at the end of the academic school year. All lost and found is put out for display near the office at Lincoln and Longfellow.

LUNCH

Lunches are served at Longfellow Elementary. Students in grades K-2 walk two blocks with accompanying adults. In the event of inclement weather, we will have a bus take students to and from lunch.

While walking to and from lunch, students are expected to remain on the public sidewalks, respecting the property and privacy of our neighbors in the community. They should respect and obey the supervisors who are accompanying them, and are held to the same hallway expectations that they have in school.

The following are our scheduled elementary lunch times:

Lincoln Students – Students will have a 20-minute recess after eating.

- Kindergarten – 10:55-11:20
- 1st Grade – 10:55-11:20
- 2nd Grade – 10:55-11:20

Longfellow Students –

- 3rd & 4th Grade - 11:25-11:45 (20-minute recess after eating)
- 5th & 6th Grade – 11:50-12:10 (20-minutes before eating)

****Students are not permitted to leave school property during the lunch period without a signed permission form to leave campus during school hours.***

MEALS

For the 2026-27 school year students will be required to purchase breakfast and lunch. The cost for meals is as follows:

Breakfast

- Students - \$1.25 – approximately \$25/month
- Adults - \$2.00

Lunch

- Students - \$2.75 – approximately \$45/month
- Adults - \$5.00

**Each meal includes one milk. Additional milks may be purchased for \$0.25 each.*

Students may bring cold lunches from home. ****Please refrain from including any peanuts in the cold lunch meals as we have several students with severe allergies.***

Qualifying families are encouraged to apply for free and reduced school meals. Applications for free and reduced school lunches may be submitted throughout the school year, and can be picked up in the office or [completed online on Montana OPI's website](#).

PARTIES

Special days are set aside each year for classroom parties at the elementary level. These events are planned on or before Halloween, Christmas, and Valentine's Day. Parents wishing to supply special treats on their child's birthday may do so in cooperation with a respective teacher. ***We request that children not distribute birthday invitations at school, for a party out of school, unless every child in a classroom is to receive an invite.**

PHOTO RELEASE

Throughout the school year, various media representatives (i.e. newspaper, Baker Public School Facebook page) will cover newsworthy school events. Many time pictures or video will be taken and students may be identified. If you DO/DO NOT want your child(ren) to be photographed, please indicate this on the Parent Permission Form at the back of this handbook.

PARTICIPATION

If your child is unable to participate in physical education or recess due to an illness or injury, please provide a doctor's statement. If they are unable to participate in classroom activities of any kind due to religious reasonings, please communicate this with the classroom teachers accordingly.

PHYSICAL EDUCATION REQUIREMENTS

Separate gym shoes are required for P.E. in all grades, K-6.

5th & 6th graders may be required to change into P.E. clothes for class. Please note gym clothes are separate from school clothes. Students must bring a pair of shorts or sweatpants suitable for class, a t-shirt or similar top and a pair of gym shoes. The clothes should be taken home to be laundered. If students choose, they may bring a lock, preferably a combination lock, and may store their clothes in their assigned gym locker.

PICTURES

Individual student pictures and classroom group pictures will be taken in the fall. Picture packets will be sent home prior to picture days.

PLAYGROUND SUPERVISION

The Baker Elementary playground is supervised by an employee during scheduled playground activities and by district authorized noon supervisors during lunch periods. ***Be advised, there is NO SUPERVISION prior to 7:30 A.M. Please do not drop your children off, or allow them to leave home, prior to this time.** Children should arrive as close to 8:00 as possible. When the bell rings they are to line up at appointed door and wait for their classroom teacher. If students are late, they must check in at the office, prior to going to class.

Additionally, there is no supervision on the playground once buses have departed. Students who have not been picked up after bus departure at each school will be brought to the office.

Children eating breakfast should not arrive before 7:30 or after 8:00. After eating breakfast, children are to return to the playground until the bell rings. **Lincoln students eating breakfast should enter and exit through the playground doors, Longfellow students may enter the lunchroom through the building or from the South-facing outside door.** Breakfast students are the **only** students allowed in the building before school without a note or prior approval from a classroom teacher or coach.

SCHOLASTIC ELIGIBILITY

Elementary students participating in school based extracurricular activities will be required to maintain the same standards of scholastic eligibility as outlined in the Baker High School and Junior High Student Handbook. See Appendix C for the complete policy.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, the administration may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. The administration may search cell phones if it has reasonable suspicion that a search will reveal that school rules have been violated.

STUDENT DESKS

Student desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. Such procedures will be conducted without notice to parents or students. Parents will be notified if any prohibited items are found in the student's desk or locker.

SUPPLIES FOR SCHOOL

School supplies such as pencils, paper, crayons and glue will vary with each elementary instructor. Parents may wish to obtain a list of such supplies from the school office before purchasing these items.

TARDINESS

Chronic tardiness interferes with the teaching day. Every effort should be made to have your child at school on time by 8:15 A.M. In order that your child may receive all the instruction provided by the classroom teacher it is important that your son or daughter arrive to school on time, every day. Excessive tardiness may result in a conference with administration.

TELEPHONES & ELECTRONIC DEVICES

Students may use school phones with adult permission. ****Please try to arrange after school activities/plans with your child before he or she comes to school in the morning.*** Each phone message interrupts the learning process in the classroom. Please make phone calls as early in the day as possible.

We strongly discourage all students from bringing cell phones and personal electronic devices, including smartwatches, to school. If students elect to bring these devices to school, they must be off and put away at all times upon arrival on school grounds. Failure to comply will result in the electronic device being kept by the teacher or in the office until the school day ends. Parents of chronic offenders will be required to schedule a meeting with the principal to pick up the electronic device. Electronic devices may not be used while on school grounds.

VIDEO SURVEILLANCE

The Board authorizes the use of District 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.

VISITOR POLICY & DELIVERIES

Parents or other visitors to the school or playground area must first check in at the office and obtain a visitor pass.

Gifts, flowers, balloons, food, etc. will not be delivered to students during the school days. They will be delivered at lunch times or the end of the day so as not to interrupt instructional times.

WITHDRAWING FROM SCHOOL

If your family plans to move from our community, please let us know as soon as possible, prior to a child's last day of attendance. Students must return all school equipment and materials and clean out their desks/lockers. With ample notice, we are able to prepare transfer data for the new school more effectively. We are required to mail school records directly to the school the child(ren) will be attending. Therefore, please provide us a school name, state, mailing address, phone and/or fax number, if at all possible.

APPENDIX A

Baker Public Schools – 2026-2027 Calendar

10 – 14 PIR Days (Staff) Floating 1-day 17 – 18 PIR Days (Staff) NO SCHOOL 19 1st Day of School	AUGUST '26 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						JANUARY '27 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							1 Christmas Vacation 11 End of 2nd Quarter End of 1st Semester
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156 School Days

151 Regular School Days: Lincoln 8:15 a.m.-3:20 p.m., Longfellow & 7-12 8:00 a.m.-3:40 p.m.

5 Early Release (all schools release at 2:00 p.m.)

Revised 5.13.26, Adopted 3.23.26

APPENDIX B

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons explained below.

The following reasons are the only excuses for absences to school. When a child is absent for one of the following reasons, all school work must be kept current. Parents/guardians will receive notification of student absences as outlined on page 2.

1. Personal illness-the school may require the certificate of a doctor if it is deemed advisable.
2. Illness in the family.
3. Death of a relative.
4. Observance of a religious holiday - any student of any religion shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
5. In the event of pre-planned absences, please coordinate with your child's classroom teacher, giving as much advanced notice as possible.

Steps to follow when absent:

1. Parent or guardian will phone the school and inform the office of a child(ren)'s absence before 8:45 A.M. of the day of absence.
2. Students will ask all teachers for make-up assignments. Assignments that are not made up will be reflected in the student's grade. (Each student is responsible for seeing that make-up work is completed).
3. If absence is due to work, travel or some other reason, parent/guardian should notify the school prior to the absences.
4. The principal or designee will attempt to contact, by the end of the school day, any parent/guardian whose child(ren) is absent from school, but who has not reported the child(ren) absent for the school day, to determine whether the parent/guardian aware of the child(ren)'s absence from school.

APPENDIX C

BAKER PUBLIC SCHOOLS TRUANCY PLAN

Student Name: _____ **School:** _____ **Grade:** _____

Upon the third absence a Truancy Plan is to be initiated on the student as follows:

	Step 1	Call parent, document time, date, number, who was reached and response.		
Date:		Time:	Ph. No:	Contact Name:
Response:				
	Step 2	Call parent, document time, date, number, who was reached and response.		
Date:		Time:	Ph. No:	Contact Name:
Response:				
	Step 3	Call parent, document time, date, number, who was reached and response.		
Date:		Time:	Ph. No:	Contact Name:
Response:				
	Step 4	Referral to Law Enforcement for Truancy/Home Visit with administrator to parent/guardian/person responsible for child's truancy violation. ☐ First Visit – Administrator and Law Enforcement gives Truancy Violation form (Form D <i>only top half</i>) and obtains signature of parent/guardian/person responsible for receipt of violation. Date: Time:		
	Step 5	Letter sent home. In the letter home, it will specify that the parent has to make an appointment to meet with the school representative(s). ☐ A school/parent strategies contract will be completed at this time. (Form A) Date: Time:		
	Step 6	☐ Second Visit – Upon completion of the 2nd Home visit, parents are responsible for making an appointment with the School Administration to fill out the Expectation Form (Form C). The bottom of the original Form D is now signed. Date: Time:		
	Step 7	Continued truancy will result in a referral to the County Attorney office for possible prosecution.		

Baker Public Schools Truancy Violation Notice

Form D

Date: _____ **Time:** _____ **Officer:** _____

Student Name: _____

Address: _____

Parent/Guardian Name: _____

School: _____ **Grade:** _____ **Date of Birth:** _____

According to Montana Law (MCA § 20-5-106), this is your written notification that:

“The continued truancy of this child may result in the prosecution of the parent, guardian, or
other person responsible for the care of this child.”

Enforcement called for under this section may include a court-ordered fine and/or imprisonment in the County jail.

Any further absences without a doctor’s note will be unexcused and additional unexcused absences can result in a referral to the County Attorney for prosecution.

I ACKNOWLEDGE THIS TRUANCY VIOLATION.

Parent/Guardian Signature Date

School Administrator Date

Law Enforcement Officer Date

FINAL NOTIFICATION

You are now required to make an appointment with the building Principal to complete a final truancy intervention form. Call _____ immediately. Failure to comply with this directive within two (2) school days will result in a direct referral to the county Attorney for possible prosecution.

Parent/Guardian Signature Date

Building Principal Date

Baker Public Schools
Truancy High School Intervention Strategies Contract

Student Name: _____ **School:** _____ **Grade:** _____

The purpose of this form is to provide strategies/suggestions for schools and families to reduce unexcused absences. Please check the strategies that have been employed. Failure to comply with these strategies will result in referral to Law Enforcement.

STRATEGIES FOR SCHOOL

	Peer Mentor
	Provide alarm clock
	Detention (before school, after school,
	Positive Reinforcements
	Identify elements of school environment that might inhibit student's success
	Schedule Change

STRATEGIES FOR HOME

	Assist preparation of breakfast, clothes, homework, backpack the night before
	Work with student to set and use alarm clock for self
	Set consistent school night work/activity/social curfew
	Transportation arranged the day or night before, i.e., ride, bike, walk, etc.
	Call the school no later than 8:00 am when a student is going to be absent

Building Administrator Signature Date

Parent/Guardian Signature Date

Form C

Baker Public Schools
Parent/Guardian Expectation Form

Student Name: _____ **School:** _____ **Grade:** _____

	1. Attend all required meetings
	2. Plan student's appointments outside of school day
	3. Plan vacations outside of school days
	4. Walk student into the building
	5. Help student get adequate sleep (8-10 hours depending upon age)
	6. Communicate with school personnel
	7. Provide a valid doctor's note for any medical absences

IF TRUANCY CONTINUES AFTER COMPLETING OR PARTIALLY COMPLETING THESE EXPECTATIONS, THEN THE CASE WILL BE REFERRED TO THE COUNTY ATTORNEY FOR POSSIBLE PROSECUTION.

Parent/Guardian Signature

Date

School Building Administrator

Date

Law Enforcement Officer

Date

APPENDIX D

SCHOLASTIC ELIGIBILITY

Baker High School adheres to the regulations of the Montana High School Association. Article II, Section (2) ELIGIBILITY amended, states:

To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned incomplete or a condition in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be made-up in any way. In addition to adhering to MHSA guidelines Baker High School and Baker Junior High School (including 6th grade participation at Longfellow) will enforce the following eligibility rules/regulations:

1. Grade check will be conducted every three (3) weeks. At the end of the three (3) weeks any student with an F in any class will be marked ineligible.
2. The ineligible students will be checked weekly following the three (3) week grade check. If a student raises that F by the end of the week, they will become eligible the following Tuesday. At minimum a student could be ineligible for only one (1) week. Ineligible students will have grades checked every week following the three (3) week grade check for which they remain ineligible.
3. At the end of first and third quarter and the end of first and second semester if a student is failing based on the previous quarter and/or semester grades the student will be ineligible for eight (8) school days into the next consecutive quarter.
4. At the end of the 4th quarter, grades will be pulled and if there are any students with an F these students will be ineligible for eight (8) school days to start the following year.
5. Administration will be in constant communication with teachers regarding students with F's to verify grades.
6. Grades will be pulled on Monday at 3:30 p.m. Eligibility will run from Tuesday at 8:00 a.m. to the following Tuesday at 8:00 a.m.
7. A weekly D and F list will also be sent to advisors and coaches Tuesday mornings.

APPENDIX E

Baker K-12 Schools

R

STUDENTS

3225

page 1 of 2

Sexual Harassment, Sexual Intimidation and Sexual Misconduct

Sexual harassment, sexual intimidation, and sexual misconduct are forms of discrimination and are prohibited. An employee, District agent, or student engages in sexual harassment, sexual intimidation, and sexual misconduct whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, electronic or physical contact or conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies, deprives, or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Denying, depriving, or limiting the provision of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms "intimidating," "hostile," "misconduct," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation, and sexual misconduct include but are not limited to unwelcome or forceful physical touching, crude jokes or pictures, discussions of sexual experiences, pressure or requests for sexual activity or favors, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in light of all circumstances.

Students who believe that they may have been sexually harassed, intimidated, or been subjected to sexual misconduct should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment, intimidation, or misconduct may themselves be subject to discipline. The District will report any suspected child abuse or neglect to proper authorities in accordance with District Policy 5232. The District is authorized to report any violation of this policy to law enforcement that is suspected to be a violation of state or federal criminal laws.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment, intimidation, or misconduct will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment, intimidation, or misconduct will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy.

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

Any person who knowingly makes a false accusation regarding sexual harassment, intimidation, or misconduct likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

Cross Reference: 1700 Uniform Complaint Procedure
5232 Abused and Neglected Child Reporting

Legal References:	Art. X, Sec. 1, Montana Constitution – Educational goals and duties
	§§ 49-3-101, et seq., MCA Montana Human Rights Act
	Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
	34 CFR Part 106 Nondiscrimination on the basis of sex in
	education programs or activities receiving
	Federal financial assistance
	10.55.701(1)(f), ARM Board of Trustees
	10.55.719, ARM Student Protection Procedures
	10.55.801(1)(a), ARM School Climate

Policy History:

Adopted on: 5/12/2011

Reviewed on:

Revised on: 08/13/19

Miss Megan McKeighan is the Title IX Coordinator for the District, 406.778.3329

Harassment Reporting Form for Students

School _____ Date _____

Student's name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

- Who was responsible for the harassment or incident(s)? _____

- Describe the incident(s). _____

- Date(s), time(s), and place(s) the incident(s) occurred. _____

- Were other individuals involved in the incident(s)? ☐ yes ☐ no

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

- Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses. _____

- Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take? _____

- Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents. _____

Signature of complainant _____

Signatures of parents/legal guardians _____

STUDENTS

3226

page 1 of 3

Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment, or;
 - d. Substantially and materially disrupts the orderly operation of a school.

5. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 3225F Harassment Reporting Form for Students

Legal Reference: 10.55.701(2)(f), ARM Board of Trustees
10.55.719, ARM Student Protection Procedures
10.55.801(1)(a), ARM School Climate

Policy History:

Adopted on: 5/12/2011

Reviewed on:

Revised on: 09/09/15

APPENDIX F

Baker K-12 Schools

STUDENTS

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Student Dress

The District recognizes that a student's choice of dress and grooming habits demonstrate personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

Building administrators shall establish procedures for the monitoring of student dress and grooming in school or while engaging in extracurricular activities. Specific regulations shall be published annually in student handbooks.

Policy History:

Adopted on:

Reviewed on:

Revised on: 05/12/2004, 5/12/2011

APPENDIX G

Accredited by State Department of Public Instruction

Baker Public Schools

AARON SKOGEN, Superintendent of Schools
MEGAN MCKEIGHAN, High School Principal
DERYK VAN ZEE, Associate Principal/AD

1015 South Third West
P.O. Box 659
Baker, Montana 59313
High School Phone 406-778-3329
Elementary Phone 406-778-2022

KELLI CARLSON, Elementary Principal
MARANDA HASTIG, Associate Elementary Principal
JENNIFER METTLER, District Clerk

Greetings and Welcome:

Children need healthy meals to learn. Baker Public School's offers healthy meals every school day. Student meals are **\$2.75** each day, this includes one milk, (extra Milk's are **\$.25** each). It usually costs about **\$45.00** per child for lunch and **\$25.00** for breakfast per month. Please pay on the first day of school, if not before, you can put any amount of money in their account and as soon as your child runs out of money, we will mail you a letter to let you know your child needs more money. Please pay at the High School office, or mail payment to the Baker High School, PO Box 659, Baker, MT 59313 and make check's payable to BAKER HOT LUNCH. You can now pay your student(s) hot balance bill Online with a credit card or bank account using the Infinite Campus Parent Portal. The school district does charge a 4% convenience fee for this service. Thank You!

Children from households whose income is at or below the levels set by the federal government may be eligible for either free or reduced-price meals. Free & Reduced Hot lunch paper applications are available in the High school office or at Lincoln school office. We also have online applications for families to use. Please use this link for the online application: <https://dca.opi.mt.gov/FRApp?sponsorNum=0244> We encourage every family to fill this out. Our school benefits in many ways from Free & Reduced numbers outside of the benefit to the families. Free & Reduced prices start the day the application is submitted.

Breakfast for students K- 6

The School Breakfast Program is available to all students every school day. Your child can attend every day or occasionally. These supervised meals provide your child with one-fourth of their nutritional needs each day. School breakfast is tasty and nutritious. School breakfast is an ideal solution on mornings when kids are running late or parents have early commitments. It is also a wonderful way to make sure your children have a balanced meal to start each day.

School Breakfast Information

Students - \$1.50

7:45 - 8:10 a.m. @ Lincoln School (grades K-2)

7:30 - 7:55 a.m. @ Longfellow School (grades 3-6)

Starts 1st Day of School (Aug. 19th)

*Price is determined by your confidential application for free and reduced-price meals.

Also, if your child does attend the After School Program, their daily snacks will be taken out of their Hot Lunch Account as well. (\$1.00 each day), it averages to be about **\$16.00** per month.

APPENDIX H

School District Damaged/Lost Device

Charging Cord (\$25.00 each)
Damaged Chromebook (\$50.00 each).
Lost Chromebook (Full Replacement Cost)

Baker Public Schools Pledge for @ Home Device Use

I will take good care of my iPad/Chromebook.

I will never leave my iPad/Chromebook unattended.

I will never loan out my iPad/Chromebook to other individuals.

I will know where my iPad/Chromebook is at all times.

I will charge my iPad/Chromebook's battery daily.

I will keep food and beverages away from my iPad/Chromebook since they may cause damage to the device.
This includes taking the iPad/Chromebook to the commons during lunch break.

I will not disassemble any part of my iPad/Chromebook or attempt any repairs.

I will protect my iPad/Chromebook by only carrying it while in the case provided.

I will use my iPad/Chromebook in ways that are appropriate, meet Baker Public Schools expectations, and are educational.

I will not place decorations (such as stickers, markers, etc.) on my iPad/Chromebook or provided case; I will not deface the serial number iPad/Chromebook sticker on any iPad/Chromebook.

I understand that my iPad/Chromebook is subject to inspection at any time without notice and remains the property of the Baker Public Schools.

I agree to provide usernames, passwords, passcodes and other security information upon request of the Baker Public Schools. I will not change usernames, passwords or passcodes without Administrative approval.

I will follow the policies outlined in the *iPad/Chromebook Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.

I will notify Baker Public Schools in the event theft, vandalism, and other acts covered by insurance as well as report to the Baker Public Schools.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the iPad/Chromebook, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad/Chromebook Policies, Procedures, and Information, the Acceptable Use Policy, the iPad/Chromebook Protection Plan, and the Student Pledge for iPad/Chromebook Use.

I agree to the stipulations set forth in the above documents including the iPad/Chromebook Policies, Procedures, and Information, the Acceptable Use Policy, the iPad/Chromebook Protection Plan, and the Student Pledge for iPad/Chromebook Use.

Student Name (please print): _____

Student Signature: _____ Date:

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date:

Device S/N: _____

Device School IP Assignment _____

APPENDIX I

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- *Assignments*
- *Calendar*
- *Classroom*
- *Cloud Search*
- *Drive and Docs*
- *Gmail*
- *Google Chat*
- *Google Chrome Sync*
- *Google Meet*
- *Google Vault*
- *Groups for Business*
- *Keep*
- *Migrate*
- *Sites*
- *Tasks*

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- *YouTube*
- *Google Maps*
- *Google Earth*

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Specifically, your child may have access to the following “**Third Party Services**”:

- | | |
|---|---------------------------|
| • <i>Active Learning Las</i> | • <i>Blooket</i> |
| • <i>Adobe Products (Reader, Creative Cloud, Express)</i> | • <i>Bloomberg</i> |
| • <i>AET for CTE & Ag AET</i> | • <i>Boddle Learning</i> |
| • <i>American Heart Association</i> | • <i>Boom Learning</i> |
| • <i>American Psychological Association</i> | • <i>Breakout Edu</i> |
| • <i>Amplify / Desmos</i> | • <i>Canva</i> |
| • <i>Ancestry</i> | • <i>Class Dojo</i> |
| • <i>BAND</i> | • <i>Coffee & Fun</i> |
| | • <i>CommonLit</i> |

- *Conjugueurs*
- *Discovery Education*
- *Easel Activities*
- *Epic!*
- *ESGI*
- *Everfi*
- *Explain Everything*
- *FLAT*
- *GeoGebra*
- *GeoGuessr*
- *GimKit*
- *GoFormative*
- *Grammarly*
- *Happy Numbers*
- *HelperBird*
- *iCivics*
- *IXL*
- *Kahoot!*
- *Khan Academy*
- *Kodable*
- *Learning A-Z*
- *Make Music*
- *Math Facts Pr*
- *Microsoft Apps & Services*
- *Mix Craft (Acoustica)*
- *MobyMax*
- *Mystery Science*
- *Nessy Learning*
- *Noodle Tools*
- *NoRedInk*
- *OverDrive/Sora*
- *PBS Learning Media*
- *Pear Deck*
- *Pinterest*
- *Plickers*
- *Prezi*
- *Prodigy Education*
- *Quizizz*
- *Quizlet*
- *ReadWorks*
- *Renaissance Learning*
- *Scholastic*
- *Scuta*
- *Securly*
- *SeeSaw*
- *Spelling City*
- *SportsYou*
- *Starfall*
- *Turnitin*
- *Zanner-Bloser*

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Baker Public Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- *account information, which includes things like name and email address.*
- *activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.*
- *settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information*

about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.

- *location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.*
- *direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support*

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- *activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.*
- *apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.*
- *location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.*

How does Google use this information?

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Aaron Skogen, at Baker Public Schools. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Aaron Skogen at Baker Public Schools. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](#) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](#) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](#) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

To parents and guardians,

At Baker Public Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Baker Public Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. Please understand that without your approval, your student cannot use Google services and may need to use other methods to complete assignments or collaborate with peers.

I give permission for Baker Public Schools to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Technology Department, Baker Public Schools

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

APPENDIX J

BAKER SCHOOL LUNCH PERMISSION FORM

Permission to leave the campus during the lunch period is granted specifically to go home for lunch. To leave grounds at lunch, students must submit this parental permission form.

_____ has my permission to leave the school grounds
Student name to go home for lunch during the 2026-2027
School year.

Permission is granted: _____ on a daily basis.
_____ upon submission of a note from parents.
_____ only on days specified here:

Parent/Guardian Signature: _____ Date: _____

Baker Public Schools

AARON SKOGEN, Superintendent of Schools
MEGAN MCKEIGHAN, High School Principal
DERYK VAN ZEE, Associate Principal/AD

1015 South Third West
P.O. Box 659

Baker, Montana 59313
High School Phone 406-778-3329
Elementary Phone 406-778-2022

KELLI CARLSON, Elementary Principal
MARANDA HASTIG, Associate Elementary Principal
JENNIFER METTLER, District Clerk

2026-2027 Parent Permission Form

Student Name: _____ **Phone:** _____

Grade/Teacher: _____

This form will remain in force for the 2026-2027 school year at Baker Elementary School. If at any time you would like to make changes, please contact our office at 406-778-2022. We will be happy to assist.

PARENTS: Please read the 2026-2027 Parent Student Handbook and refer to the pages related to the topic below, before completing this form. Once you have read the information in the handbook, please mark your choices, sign this form and return to your child's homeroom teacher.

____ Yes ____ No

I give permission for Baker School to publish the name, schoolwork or picture of my child in District and School publications (newsletters, bulletins) on the school website and/or in the news media. (page 12)

____ Yes ____ No

I give permission to publish the name, photo and activities of my child in the Baker School yearbook, graduation programs, student directories, drama publications honor roll or other recognition lists and/or sports activity sheets.

____ Yes ____ No

I have read and understand and agree to the terms of the iPad/Chromebook Policy and understand that violation or misuse of District computers and/or networks may result in disciplinary action or revoked access. (Appendix G)

____ Yes ____ No

I have read and understand the Parent Student Handbook.

Parent or Guardian Signature

Parent or Guardian Printed Name

Date