

*Frenchtown Elementary/Intermediate*  
Grades K-5

Parent – Student Handbook  
2021-2022

K-5 Mission Statement

Because we care, we will provide a safe environment where each individual has an opportunity to learn and contribute to the school community. To ensure success we will maintain high expectations for achievement. These expectations will be supported by a standards-based curriculum and data-driven instructional decisions. This mission will be accomplished through a partnership with parents and community.



*Colts' Creed*

*As a member of Frenchtown Elementary/Intermediate School, it is my job to be honest, respect and care for others, be responsible for myself, show fairness, and be a good citizen.*

**Table of Contents**

Staff list	3	Its Programs, Policies, or Personnel	8
Letter from Principals	4	Computer & Internet Use	8
Accident Insurance	5	Curriculum Offerings	9
Assignment Notebook	5	Daily Schedule	9
Attendance Procedures	5	Discipline	9
Bicycles	5	Special Education / 504 Services	10
Books	6	School-Wide Matrix	12
Breakfast Program	6	Dress Code	13
Bus Transportation	6	Dress Requirements for PE	
Cell Phone Use	8	13	
Complaints against the School District,	8		
Due Process for Students	13	Parent – Teacher Conferences	
Emergency Closing of School	14	19	
Excused non-participation in PE	14	Parent Visitation	20
Field Trips	14	Parent Notifications	20
Food and Beverage	15	Personal Items at School	20
Gifts at School	15	Pets at School	20
Grades	15	Phone Calls to School	20
Homework	16	Playground Rules	21
Honor Roll	17	Playground Discipline Procedures	22
Lice Infestation Policy	17	Pledge of Allegiance	22
Lockers (Grades 4 and 5 only)	17	Security	22
Locker and Personal Search	17	Slough – Slew	22
Lost and Found	17	Student Health and Safety	22
Lunch & Breakfast Fees	18	Student Records and Directory	23
Medical Practices at School	18	Student Sign in and out	23
Nondiscrimination Policy	19	Student Visitors	23
Out of District Student Attendance	19		

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**TRANSPORTATION**

John Peterson-Mechanic

Dear Frenchtown Students and Families,

Welcome to the 2021-2022 school year, our hope is that the activities and experiences you find here are enjoyable and help your child grow in academics and social interactions. Our dedicated staff is committed to providing every child with the best educational opportunity and to help guide this amazing journey.

The handbook will give you and your child the information you need to help guide towards success. Our goal is to have a responsible, respectful, and safe learning environment. Our caring staff will help students continue to grow in character and who they want to be as a person inside and out. The Olweus theme for the 2021-2022 school year will be announced upon the return of school. Please take the time to read through the handbook to gain an understanding regarding our policies and procedures here at Frenchtown Elementary/Intermediate School.

Here are a few important things you can do to make sure your child gets off to a good start this year:

- Get to know your child's teachers. You know important things about your child that you can share with the teacher to help the year run more smoothly. Open communication with your child's teachers and/or building administrator will aid in academic/behavioral success.
- Let your child know that homework is important. Set a regular homework time. Have your child find a place to study and try to be available to help, if needed.
- Let your child know that he or she can succeed. Talk about school every day. Praise good work and encourage your child when he or she is struggling.

We are looking forward to a successful year. If you have any questions or concerns, please contact your child's teacher(s), counselor, and/or building principal. Please let us know how we are best able to support you and your family.

Best Regards,

Jodi Hall, Elementary Principal (Grades K-3) 626-2620  
Riley Devins, Intermediate Principal (Grades 4-5)626-2622

### **Accident Insurance**

The Frenchtown School District does not provide accident insurance to cover injuries that occur at school. An optional insurance policy will be distributed to all students during the month of

September. You are encouraged to review, compare to your own health insurance and purchase if necessary. We will have extra copies available in the office. This is a private policy, not part of the School District. We distribute the forms as a service to our families.

### Assignment Notebook

Beginning at third grade, the school provides an assignment notebook to each child. This notebook is to teach and encourage good organizational skills. Students will be expected to keep a daily account of all assignments made and homework to be completed. Teachers will provide instruction on the proper use of this assignment notebook. It will become a communication tool for the teacher, the student, and the parent to share information regarding classroom assignments and any other necessary communication between the school and home. Parents are asked to check with their children, on a nightly basis, for this notebook and review assignments. Assignment notebooks will be distributed on the first day of class. If students lose their notebook, they may purchase a replacement for \$3.00 at the office.

### Attendance Procedures

*Students are expected to attend school on a regular basis.* Any absence from the classroom deprives children of the opportunity to take advantage of the curriculum offerings.

Whenever it is known that a student is going to be absent from school, parents are asked to contact the school. State law requires schools to verify students' whereabouts whenever they are absent from school. A quick phone call, or a note from the parent brought with a brother or sister, to inform us of the absence will help us to satisfy the legal requirement as well as make the office more efficient. If it is known a student will be absent ahead of time, as on a trip, arrangements can be made and the office will make the necessary notations.

*The office automatically sends an 8 day letter after the student has accumulated 8 absent days. At 15 and 25 days another letter will be sent. These letters are for your information. Should the teacher have a concern about the impact of absenteeism with your child, you will be contacted.*

**Report absences by calling 626-2620 for students in grades K-3 and 626-2622 for students in grades 4-5.**

### Bicycles

Bicycles are to be parked in the designated area when students arrive at school. Bikes are not to be ridden during the school day. **It is recommended that students who ride a bike to school wear a safety helmet.** When the students enter the school campus they are to walk the bike to the bike rack. Students are encouraged to bring a lock and secure the bike during the school day. Bike racks are off limits during the school day.

### Books

Library books are purchased for student use. Students are encouraged to take books home and read them as well as use them at school. They should handle the books with special care, keeping them away from younger children and not leaving them where pets can damage them. Books should be returned promptly so others can use them. Students are responsible for replacement

costs of lost books. Students will not be able to check out more books until they return books from home or pay for lost books. Students may be assigned library consequences to encourage return of late/missing books.

Textbooks are checked out to the students and we expect the students to take good care of them. Students will be assessed a charge at the end of the year for unduly damaged or lost textbooks.

### **Breakfast Program**

The school breakfast program is open from 7:55 A.M. to 8:15 A.M. The cost is posted on the district website. Breakfast is grab and go or dine-in.



### **Bus Transportation**

The school district furnishes bus transportation to students in accordance with state law. District transportation policies provide for established procedures when difficulties arise on the buses. Parents are encouraged to support the district in maintaining discipline on the buses because distractions to the driver during travel time can be dangerous.

The bus driver is in full charge of the bus and the students. Students must obey the driver promptly and willingly, and classroom conduct must be observed on all buses.

If it becomes necessary to discipline students because of minor misconduct on the bus, the bus driver may conference with the student, assign a homework task, change assigned seating, consult with other school personnel, and contact the parents. Ongoing behavior incidents will result in a bus conduct report, present action & recommendations outlined below. Disciplinary problems, or a major incident that could distract the driver and therefore jeopardize the safety of the students, may result in a suspension of riding privileges for a period of three to thirty days. In such cases, the parents of the student become responsible for getting the child to and from school safely. **(Board Policy 8124)**

### **Bus Present Action & Recommendations:**

- 1<sup>st</sup> Referral: Refer to principal, drivers call home, in school consequence
- 2<sup>nd</sup> Referral: Refer to principal, student denied bus privileges for 3 day (K-8) and 5 days (9-12)
- 3<sup>rd</sup> Referral: Refer to principal, student denied bus privileges for 10 days
- 4<sup>th</sup> Referral: Refer to principal, removal from bus/student contract

- **Belligerent Misconduct: Immediate bus suspension following a conference with school officials**

### **Bus Rules:**

1. Bus driver is in charge at all times
2. Remain in assigned seat at all times BUCKLED UP (if the bus has seat belts)
3. Keep your feet and arms out of the aisle
4. No loud talking or yelling

5. No littering
6. Respect other people's space
7. No food or drink on the bus
8. No skis, skateboards, balloons, or other bulky items on the bus
9. No animals on the bus
10. No tobacco products on the bus
11. No use of cell phones while on the bus

**Important Note:**

**Students are NOT ALLOWED to ride any bus except the bus that takes them to and from their home. The only exceptions to this rule are that the district will transport younger students to their daycare provider and the district will bus students from the south campus to the north campus for various school-related activities, with arrangements made ahead of time in the office. Students will NOT be transported to a friend's house to study, play, spend the evening or attend a party.**

**Parents may contact the principal for alternatives to this policy and the final decision rests with the principal. Any changes must be made prior to the date requested for consideration. Only emergency transportation request changes will be taken into consideration by administration.**

Frenchtown District #40 has made a commitment to keep the schools open during inclement weather if at all possible. We believe that it is in the best interest of the district and the individual families.

During the school year classes will be held even if some school bus routes have to be cancelled. School will be closed only under the most extreme weather conditions due to the loss of electricity, heating systems, and building freeze up. If a student is unable to attend school because the buses aren't running the routes, then his/her absence will be excused. The student will have the opportunity to make up all work for that day and will not be penalized in any way for his/her absence.

On buses with seat belts, it is required that all students wear their seatbelt at all times. If they choose not to, or take it off mid-route, they will be written up. The district follows bus referral procedures regarding school discipline. When students do not wear seatbelts on a bus that has seat belts it will be handled as a discipline issue and be handled with a write-up. Students' safety is important at Frenchtown School District and the district is taking steps to make transportation as safe as possible.

**ALL students who walk or ride a bike will NOT be dismissed from campus until the buses have left the area. This rule pertains to ALL exits of the school. If a parent wants a child released earlier, they must come to the office and sign the child out. Students may be picked up or dropped off in the designated lots: Kindergarten- west end loop 1-5th grade- east end loop. This is for the safety of all students.**



### **Cell Phone Use**

Children are **discouraged** from bringing cellphones to school. If parents feel it is necessary for a child to have a cell phone during the school day, the phone must remain off and put away (in student backpacks, lockers, cubbies, or other teacher designated area) during school hours. If a student chooses to use the cell phone during the school day, the phone will be confiscated and held at the office for parents to retrieve.

### **Complaints against the School District, Its Programs, Policies, or Personnel**

The Board of Trustees recognizes that situations may arise in the operation of the school system which may cause concern to parents or the public. The board strongly believes all concerns should be resolved at the lowest possible level of decision making by the individual's closest to the concern or complaint. All complaints and concerns are best dealt with through communication with the appropriate staff members and through the chain of supervision. Parents are asked to talk with the child's teacher first.

Board members can direct patrons and parents to the person best able to solve the problem and request information on the disposition of a particular problem. However, the Board members cannot act in their official capacity as individuals, but only within the setting of a Board meeting and generally, only after all avenues of appeal have been exhausted.

Any complaints or comments a patron desires to make may be presented or referred in writing to the Superintendent of Schools, who may then bring them before the Board of Trustees.

All concerns and complaints will be in writing and signed by the individual registering the complaint or concern. The complaint should contain all pertinent information as to who is involved and a description of the concern. **Please refer to Board Policy 1700 for Complaint Procedure.**



### **Computer & Internet Use**

The use of computers and the internet shall be consistent with the District's goal of promoting educational excellence. Board policy 3612P provides a definition of use for these technologies.

Students will sign and return to the office an internet policy that stipulates computers will be used for educational purposes only. The district provides a restricted access filter for the school

system. Occasionally, students find ways of circumventing the system. The signed policy is a student's promise to view only educational websites or to do research for assignments. **Students found violating this policy will be banned from ALL computer use for a specified amount of time at the discretion of the principal. (Board Policy 3612 & 3612P)**

### Curriculum Offerings

The curriculum at Frenchtown is based on the guidelines established by the Montana Office of Public Instruction. The core subjects of science, mathematics, reading, language arts (including spelling, grammar, creative writing, and punctuation), social studies, library, physical education, music, art and computers are taught to all students in grades K-5. For those students who qualify, the district offers a Title One program in reading and math, and Special Education at all levels.

### Daily Schedule

**Doors Open:** The doors open daily at 8:10 AM for the students to enter the building. Until that time students are required to remain outside because teachers are not available to provide supervision. On extremely cold days (0 degrees Fahrenheit) students will be allowed inside to sit on the steps by the office. **Please do not drop children off at school before 8:00 A.M. There is no supervision prior to that time.**



**Buses Arrive:** Buses normally arrive at school at about 8:10 AM. Students are not to enter the school building until they hear the 8:10 bell.

**Classes Begin:** Classes begin at 8:15 A.M. This gives the students time to get to their rooms, get their books and visit briefly with friends before classes begin.

**Lunch Schedules:** Lunch begins for the elementary grades at 10:30 AM. The grade levels sit together as a homeroom class at assigned tables. Lunchroom monitors are hired by the District to supervise students as they eat. Teachers are assigned to lunchroom monitoring duties. Students are encouraged, but not required, to eat all their lunch before leaving the lunchroom. **Sharing or trading of food with other students is not allowed.**

**School Ending:** The regular school day ends at 3:15 PM for bus students/car riders and approximately 3:20 for all other students. **Walkers and bike riders are NOT to leave the campus until the buses have left the area.** Early out days, for teacher professional development, occur on every other Thursday each month and school is dismissed at 12:30. On Early Release (days before a holiday) the students are dismissed at 12:30. Early-out and Early-release days are indicated on the school calendar.

**Office Hours:** Regular office hours are from 7:30 AM to 4:00 PM for the convenience of the public. There is always a secretary or the principal available to answer the telephone and help parents.

### Special Education / 504 Services

**Special Education / 504 Services:** The Frenchtown School District regularly conducts activities to locate, evaluate, and identify children who have a disability and need special education, related services, and/or accommodations. *Parents, if you feel your child may qualify for services and/or accommodations, please contact the special services coordinator.*

### **Discipline**

*Discipline should not be confused with punishment. The goal of discipline is to help students evolve into self-disciplined individuals with mature attitudes and socially acceptable behaviors. A self-disciplined student is one who makes the right decision when there is an event that asks for a right or wrong choice to be made! The principal has the discretion to determine the appropriate action to take for each individual incident.*

Students are expected and encouraged to be on their best behavior while at school. High expectations are set to aid students in developing good relations with peers and staff, and to help them grow socially and emotionally. Students are expected to be polite to others, keep their hands and feet to themselves, respect the rights of others, follow classroom, playground, bus rules, lunch rules, and be good citizens while at school. Appropriate actions from teachers, paraprofessional aides, office staff, bus drivers, and administration will be taken when necessary to help students in their relations with others. These expectations remain in effect when students are in attendance at school activities such as sporting events, social events, concerts, and plays.

School and classroom rules and expectations are posted in each classroom and throughout the buildings. Students who do not follow these rules will receive a consequence which may include any of the following actions:

- Loss of privileges
- Report made to the parent by student or teacher
- Refocus in designated area
- Time out in another classroom for a short period of time
- Removal from the area for a period of time
- Visit to the principal's office
- Detention
- In School Suspension (ISS)
- Out of School Suspension (OSS)

**Important: A major infraction resulting in immediate referral to the office will result in a student discipline determined by the building administrator.**

Specific behaviors that can result in ISS or OSS include the following:

- Physical aggression against other students
- Threats of physical aggression, intimidation, or bullying
- Verbal or physical assault of an adult
- Possession or use of a weapon
- Possession or use of illegal substances
- Malicious destruction of or on school property
- Disruptive outburst, either physical or verbal (i.e, yelling, screaming, throwing things, tantrums)

- Willful defiance of adult authority
- Possession of visually offensive material (i.e. pornographic materials)
- Swearing or making obscene gestures, sexual comments

Other behaviors which have been identified as unacceptable, but are first addressed in the classroom are:

- Taking someone else’s possessions
- Cheating
- Bullying, teasing others

These behaviors may result in ISS or OSS depending upon the severity and frequency of occurrence.

If a student has an OSS, a parent or guardian must come in for a re-entry conference prior to the student’s return to school.

Legal Statement about School’s Right to Discipline Students for Off-Campus Behaviors:

*“State courts have routinely held that schools may discipline students for conduct that has a direct effect on the discipline and order of the school – regardless of whether it took place on or off campus... The fact that misconduct by a student occurs off-campus does NOT render a district powerless to act... Moreover, Montana law does NOT restrict the ability of school officials to discipline a student who ‘harms or threatens to harm another person or person’s property’ off of school property... Courts have generally upheld the discipline of a student for off-campus fighting or other acts of violence.”*

Frenchtown Elementary/Intermediate School-Wide Matrix

	Hallway	Assembly	Bathroom	Classroom	Playground	School Bus	Lunchroom	Lockers/Cubbies	Lining Up
Respect	*Walk on right at a reasonable speed *Silent Voices *Friendly, cooperative *Admire others work w/o touching *Remove headgear in building	*Sit on bottom so others can see *Keep eyes and ears on guest speaker	*Let others have privacy *Talk in quiet voices *Paper towels in trash *Keep water and soap in sink	*Be on time *Walk in the building	*Be kind to others *Take care of equipment *Include all students in games	*Follow bus rules *Respectful voices and actions ALWAYS	*Polite to workers and students *Clean up area and garbage *Eat with your mouth closed	*Take care of your property by placing carefully in locker/cubbies	*Follow directions *Use personal space
Organization	*Class stays together *Use a hall pass (3 <sup>rd</sup> -6 <sup>th</sup> grade)	*Stay in spot *Come in and Leave in quiet fashion *Watch for teacher directions	*Wait quietly for your turn	*Go directly where you should be *Be quick at lockers/cubbies *Take everything you need to	*Take turns *Share equipment *Agree on rules of game	*Be ready to load and unload bus *Get to the bus on time	*Remember utensils and milk	*Keep floors clean and safe *Take everything with you to class	*Smooth transition between classes

				class					
Attitude/Safety	*Zero Voices *Be courteous *Go quickly w/o running *Prevent traffic jams *Be cooperative	*Use good manners *Appropriate voice level during assembly *Kind clapping *Be on time and use designated black	*Leave others alone *Take care of your needs and leave right away	*Greet others with a smile *Enter with a learning attitude	*Play by the rules *Kindness to all	*Be happy with everyone on the bus *Use kind language and words *Use low enough voices so to not startle the drivers	*Keep a peaceful lunchroom *Use appropriate voice level during lunch	*Cooperate with those around you *Have pride in your school	*Self-control *Compliance *Calmness
Responsibility	*Consider others *Manage your own behavior	*Go to bathroom before assembly *Pay close attention *Quiet before and after	*Wash hands *Make sure water is off *Flush toilets	*Keep track of belongings	*Return equipment to appropriate place *Accept consequences *Make a good apology, if necessary	*Be on time to bus *Work on homework *Get off at the right stop	*Keep hands and feet to yourself *Only eat off of your tray	*Keep clean *Use quiet voices to increase class time	*Self-control *Self-awareness

**Be Responsible, Be Respectful, Be Safe – We ARE Frenchtown!**

**Dress Code**



A reasonable guideline to follow is that shorts should not be shorter than mid-thigh and should reach the fingertips when hands are extended at the side. Short shorts are not appropriate at school. Shirts, blouses, and pants that leave the midriff exposed are not allowed. Tops with spaghetti straps or shirts that drop off

the shoulder should not be worn. Loose fitting muscle shirts that don't fit snugly around the arms are also prohibited.

No clothing with alcohol, drug logos, inappropriate comments or illustrations will be allowed. In the event the school decides clothing is improper, the student will be asked to call home to get more appropriate items for wear, or clothing will be provided for temporary use during the day.

**Dressing for cold weather:** Students are encouraged to dress for cold weather. They are outside during recess, at lunch, and during PE times on occasion. For their protection, students may be denied recess opportunities if they are not dressed properly. Students are encouraged not to wear shorts from Oct. 1<sup>st</sup> through April 15<sup>th</sup> or per administrative discretion. The weather is too

unpredictable and what was warm enough in the morning may not be warm enough at recess.

**Footwear:** Children are encouraged to be physical and run and play while at recess. Flip-flops and slip-on shoes can be a hazard and restrict your child's play activities.

### **Dress Requirements for Physical Education**

Students are required to have a pair of gym shoes that are not worn in other classes. They will use these for P.E. Students are not allowed to wear jewelry (including earrings) during participation in P.E. classes and activities. Such items can result in personal injury to themselves or others.

### **Due Process for Students**

Students and parents have the right to appeal disciplinary actions or school procedures to the principal. Refer to the section on complaints and concerns of this handbook for the procedure to follow.

Students who believe they have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. **(Board Policy 3225)**

It is the goal of Frenchtown Elementary to provide an orderly, positive learning environment for all students. Your comments and concerns are welcome and should be addressed to the principal.

### **Emergency Closing of the School**

Schools may be closed due to bad weather or other situations. Also, the opening of school may be delayed for two hours because of bad weather or poor road conditions.

In these instances, please tune your radio or TV to the local stations for information. All school closures will be announced via radio or television. Our Infinite Campus alert system will be used to send out phone calls, text messages, and/or emails to keep parents updated on school closures. **(Note-Frenchtown SD #40 is its own entity and not affiliated with Missoula County Public School District.)**

### **Excused non-participation in PE**

In the interest of protecting the health and safety of all students and in the interests of the District, a doctor's excuse is required whenever a parent feels that their child should be excused from participation in PE for medical reasons. If the condition is so severe that the student should not participate, the District feels that an opinion from a licensed medical authority is prudent to protect the interests of all parties.



### Field Trips

Field trips of various types are part of the curriculum and serve a valuable purpose in that students actually get to see first-hand the things they have been studying in the classroom. They also can serve as a motivator for student learning. Parents may be asked to come and help monitor field trips. Parents acting as chaperones are not to bring preschool siblings on the trip.

Students are expected to be on their best behavior on field trips because of the added supervision problems that accompany this type of event. Should problems arise, disciplinary measures may include denial of the privilege to participate in similar events. If students are denied the privilege of attending a field trip, they are expected to be in school and working on appropriate studies on the day of the event. A field trip is a school event and cell phone use is prohibited.

**School district field trip permission slips must be signed and returned to the school for all field trips. Handwritten notes and/or phone calls will not be accepted. Students without the district form will not be allowed to attend the field trip.**

Students will be required to ride the field trip bus. Parent pick-up at the event must be prearranged. **Students will NOT be allowed to ride with another parent or adult.**

### Food and Beverages

Food and beverages other than for lunch or scheduled snack purposes are discouraged. Please arrange with the teacher if treats are sent to celebrate birthdays. It is recommended that fresh vegetables or fruit trays and other healthy snacks be sent in lieu of items high in sugar or fat content. This helps in our efforts to teach students good nutritional habits.

### Gifts at School



**Do not** have gifts delivered to students while at school. Balloons, flowers, and other items are cumbersome and difficult to transport. We also encourage you to be sensitive to the feelings of all the children in your child's classroom when issuing party invitations.

### Grades

At grades K-3 students receive a grade of S, N, or U. **S** stands for **satisfactory** work in the class. **N** stands for **Needs Improvement** in an area, and **U** stands for **Unsatisfactory**. A grade of S in grade 3 could equate to an A, B, or C when students reach 4<sup>th</sup> grade. An N would be comparable to a D and a U would be comparable to an F.

Students will earn letter grades at 4<sup>th</sup> and 5<sup>th</sup> grade, according to the following guidelines.

**A Superior . . . 90-100%**

Work is superior in nature; ideas are fully developed, with evidence of superior understanding of

the material being presented.

**B Above Average . . . 80-89%**

Work is above average and complete. Higher than average understanding of ideas represents some room for further development of ideas.

**C Average . . . 70-79%**

Work is average in completion with some context errors that demonstrate an incomplete understanding or careless application of the concepts.

**D Below Average . . . 60-69%**

Work is below average in completion and demonstrates a considerable lack of understanding and application of the concepts.

**F Failing . . . 59% and below**

Work does not meet completion standards and demonstrates little or no understanding or application of the concepts.

**Teachers also use + or – with grades to demonstrate more specific student progress.**

If students are involved in cheating on assignments or tests they will receive an F for that assignment or test and may receive disciplinary action for this behavior. The teacher will notify parents in both instances, and a conference with parents and students may be necessary.

Grades will not be changed with the exception of computation or recording errors.

Parents and students can access grades through the Infinite Campus Portal system for grades 3-5 by accessing our website ([www.ftsd.org](http://www.ftsd.org)). This system gives you the ability to look at your child's grades, attendance, and other records. This support system allows you to see how your child is doing each week.

To look at your child's records, contact the school by phone, **626-2622 or 626-2620** or e-mail [blandchardT@ftbroncs.org](mailto:blandchardT@ftbroncs.org) (4-5), or [StefniGurr@ftbroncs.org](mailto:StefniGurr@ftbroncs.org) and [MandiKreis@ftbroncs.org](mailto:MandiKreis@ftbroncs.org) (K-3). The secretaries will then give you your child's Portal **login and pin** number to go to our website, click on the Infinite Campus Portal, type in your child's **login and pin** number, and you are into your child's list of grades/notes/missing work. If you have any questions, please contact your child's teacher.

### Homework

Homework is an integral part of school and is encouraged because it helps students form consistent work habits, can improve learning, gives opportunities for practice, and develops a high sense of responsibility. Parents are encouraged to help students' complete assignments by providing a comfortable study environment and to also supervise the study time. Establishing a set time each day for homework will help form a routine that quickly becomes a regular part of the day for the student. This time can profitably be spent reading or studying even if there is no assignment that needs completing. It is helpful to keep a box of school supplies at home.



In the event an extended absence is planned, parents are requested to contact the school far enough in advance to enable the students to get all assignments and complete some of them prior to the absence. It is a good idea to ascertain at this time whether the absences will be excused or unexcused under the Frenchtown School's Attendance policy.

Students may make up work missed for excused absences and have one day for each day of excused absence. The option to make up work for unexcused absences is at the teacher's discretion.

### **English Language Learners**

Title III supports students identified as English Language Learners (ELL). It is a federally funded program available to qualifying students. For more information about this program contact the EL coordinator.

### **Lice Infestation Policy**

Lice infestation is a communicable public health disease and no student who is infected by lice will be allowed to attend school.

Any student infected by lice may not return to school until they have documented treatment and are nit free. That is to state: all nits (larva/egg sacs) have been removed from the student's head. Any student not in compliance with this policy will be sent home and may not return to school until they are "nit free". **(Board Policy 3420)**

### **Lockers (Grades 4 and 5 only)**

4th and 5th grade students will be issued a locker at the beginning of the school year. Each student will be responsible for the condition of the assigned locker. 5th grade students will also be issued a padlock by the school. In the event the lock is lost, a replacement lock will have to be purchased from the Intermediate office. 4th graders are not to have locks on their lockers. Personal locks are not allowed.

### **Locker and Personal Search**

School officials have broad powers to search student lockers, backpacks and desks by reason of their duty to protect other students and maintain discipline and control. Principals and other school officials may search if they have some reason to suspect that these areas may contain something that poses a danger to others or is a violation of law or school rules. School administrators do not need "probable cause" to search as required by law enforcement officers. **(Board Policy 3231/3231P)**

### **Lost and Found**

The school keeps lost and found areas on the second floor landing by the elementary office and near the office in the intermediate building. A large number of items are misplaced by students each day during school and find their way there. If your child has lost something, please encourage him/her to check this area, or you may choose to come in and check.



Many valuable items such as coats, shirts, hats, shoes, lunch boxes and thermos containers are left in Lost & Found at the end of each year. We have no way of knowing whom these items belong to and periodically must clear the collection out to make way for the latest accumulation. We donate these items to charity

### **Lunch & Breakfast Fees**

**Lunch and breakfast must be paid in advance. Lunch can be bought daily or paid for on a weekly or monthly basis.** Frenchtown School District now has the ability to accept online payments for school meals for students. Parents can make deposits into the lunch account of their children using a credit card, debit card, or a routing number from a regular checking account. Even if you do not want to use the online deposit feature, parents can use the system to check the balance of a student lunch account. To ensure a safe online transaction the website is secure and credit card numbers are not stored by RevTrak or Frenchtown School District. If you would like to set up an account you will first need to get the school lunch account numbers for your children. Many students already know their number so you can get it from them or you can call the school lunch accounting people at the numbers listed below.

Elementary Kitchen: (406) 626-2645

High School Kitchen: (406) 626-2726

Parents can use the link on the main page of the Frenchtown District website ([www.ftsd.org](http://www.ftsd.org)) to access the PaySchools site.

Lunch prices are \$2.40 per day and breakfast is \$1.30 per day. Items such as cookies and extra milk are not included in the meal price. That is an additional fee. Adult prices are \$3.55 for lunch and \$1.80 for breakfast.

We are not able to allow children to charge lunches except on an emergency basis. **When a charge reaches \$5.00, a call will be made to the parent.** Look for the balance slips to come home each Tuesday in the Tuesday Envelope. The school cannot end the school year with negative lunch balances. The school will make every effort to keep parents informed, but it is your responsibility to assure your child has enough money to eat lunch.

Parents can apply for Free or Reduced Lunch Status. Application forms are sent home with every student at the beginning of the school year and can be requested from the office or downloaded from the district web site ([www.ftsd.org](http://www.ftsd.org)). Return the completed application to the elementary or intermediate office.

### **McKinney-Vento Students**

Students eligible for support are those who lack a fixed, regular, and adequate nighttime residence and includes.

- Those living on the street, in a car, in an abandoned building, etc.

- Those living in shelters and in transitional housing programs
- Those living in campgrounds, motels and hotels
- Those doubled up with family/friends due to the loss of housing or economic hardships
- Those recently placed in a foster home (within the past six months)
- Those who have run away or otherwise are not accompanied by a legal parent or guardian

Students in the above living situation may continue to attend school where they last enrolled (prior to losing their housing) or may immediately enroll in the district where they are temporarily staying (even if they lack enrollment documents such as birth certificates, immunizations, and proof of residency).

Please contact building principals, school counselors, or Aaron Griffin (Middle School Principal/FTSD Homeless Liaison at 626-2650).

### **Medical Practices at School**

The School District has contracted for the services of a licensed public health nurse for the protection of student health, maintenance of records, administration of medications, and health education. When it is necessary for students to receive medication during the day the school nurse will administer it, or direct another competent adult to do so.

Prescription medication, in its original container, **must be hand delivered to the school by the parent or legal guardian. Under no circumstances should the student bring these medications to school.**

**When medications are brought to school, they must be in the original container, with full instructions including the time and proper dosage.** If students are on a cycle of medication where the doses can be given at home rather than at school, it is recommended. This will prevent forgetting medicines at school and the problems with transporting them back and forth.

Parents are also required to sign permission statements before any medications can be given to their child at school. Please consult (**Board Policy 3416**) for further definition of our medication policy.

Students may be excused from recess if they have a doctor's note requiring they not attend recess. We do not have in-school supervision for students at recess. If a student is not well enough to attend recess, please consider whether your child is ready to return to school for the day.

The health room is provided by the school for the purpose of emergency treatment of students who become ill or are injured during the school day. Parents or other designated persons need to be available to remove those students from the school environment to facilitate further care for injured students and to prevent contagious infections from spreading to other students. Parents

must arrange to take home children with temperatures of 100 or greater.

Parents are reminded the health services are provided for the maintenance of school health, not the diagnosis of injury or illness. Injuries that do not occur at school cannot be diagnosed or treated by the school nurse. If a student is injured at home to the extent a diagnosis is required, parents are urged to take their child to their family physician for treatment.

### **Nondiscrimination Policy**

No student in the Frenchtown School District shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in any phase of the instructional program or activity on the basis of race, color, religion, national origin, sex, disability, marital or parental status, or sexual orientation. If you feel you have been the subject of discrimination contact the district office and they will connect you with the compliance office for Section 504 (Discrimination on the basis of Handicap) and Title IX, (Discrimination on the Basis of Sex).

### **Out of District Student Attendance**

FTSD #40 accepts applications for out of district student's attendance. There are specific rules about the acceptance of nonresident students. An application must be completed (which includes a request for student records). Admission to the District as a nonresident student is a privilege. The Board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, has established criteria for the discretionary admission of nonresident students. There is a one-time \$50.00 application fee for each family applying for admission of any nonresident students. **(Board Policy #3141)**

### **Parent – Teacher Conferences**

Parent – Teacher Conferences are an important part of school activities. Parents are encouraged to communicate with the school often and to set up conferences with teachers to discuss their child's status. Regular parent-teacher conferences are held twice annually, once at mid-term of the first quarter and again at mid-term of the third quarter. At these times an appointment will be set up for each student's parent to meet with the teacher to discuss his or her child's academic and social progress.

**November 3-4            1:30 – 7:00 PM**

**March 2-3            1:30 – 7:00 PM**

### **Parent Visitation**

Parents are always welcome to visit the school and their child's class to confer with the teacher or volunteer their help. All visitors must present an Identification Card at the office. Frenchtown School District uses the Raptor Visitor Management System in the Elementary and Intermediate Schools to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system allows us to do that. The Raptor system will better allow the Frenchtown School District to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit Frenchtown schools simply to drop off an item in the office or pick up paperwork.

Volunteers must complete a **Volunteer Approval Form** to work in the classroom, chaperone a school activity, or accompany a class on a field trip. That form will be located in the front office of each building. The use of parent volunteers is the decision of the classroom teacher. There may be times when teachers prefer to not have other adults in the classroom. Thank you for your help in volunteering at school and for your support of our school programs. All volunteers must be approved prior to the volunteering date.

#### **Parent Notifications**

**Informational flyers, handouts, and school notices are sent home on Tuesdays.** The students are given a "Tuesday Envelope" to contain these materials. Parents should review the materials each week and have the child return the envelope to school.

Frenchtown K-6 also uses Remind 101 to communicate events and announcements to parents. This is an automated phone program that allows administration to communicate information.

#### **Personal Items at School**

Students are **NOT** allowed to use personal items such as toys, toy guns, collection cards, iPods, DS players, Cell Phones, Fidget Spinners, Game Boys and other items at school. E-readers may be brought to school. Please note that there is a chance of theft or breakage of such items. If they are being brought to school for use in a class project, field trip or bus ride, they should be stored in the student's backpack, brought to the office or given to the teacher for safekeeping until needed. Frenchtown School District is not responsible for lost or stolen personal items at school. **Money at school for purposes other than lunches or payment of fees is also not recommended.** Students are not to use the school as a place to trade items or sell items to each other.

There are times when lockers, locker rooms, and classrooms cannot be monitored to prevent theft. Every effort is made to prevent theft and every effort is made to apprehend the culprit in these situations, but determining the responsible party is not always possible.

Dangerous personal items such as knives, throwing stars, laser pointers, etc. are not allowed at school and will be confiscated by the principal and will result in disciplinary action.

### Pets at School

Due to the possibility of students interacting with sick or diseased animals, and to eliminate the possibility of injury to students or the pet, **animals are not to be brought to school**. This includes Show & Tell times in the classrooms.

### No Dogs or Cats on Campus:

**Dogs or Cats: Dogs or cats of any size are not permitted on campus at any time. This includes extra-curricular events.**

### Phone Calls to School



**The office will not be able to accept end of day transportation changes made after 2:00 p.m. on regular days and 10 a.m. on early out/ early release. Please have your after school arrangements made in advance, and send a handwritten note to school with your child. E-mails are not an option in the event your child has a substitute teacher. Please DO NOT message your child's teacher through Dojo, Remind, or email, all messages need to go through the office.** Please avoid calling your child on their cell phone during the school day. Student use of cell phones is not allowed during the school day.

### Playground Rules

#### **GENERAL RULES:**

1. Walk up and down the hill
2. No foul language or gestures
3. No wrestling or rolling on the ground
4. No piggy back rides
5. No rough playing or tackling
6. No spitting
7. No hard ball on the playground
8. No throwing or bouncing ball behind the building or on the hill
9. No food on the playground
10. No umbrellas on the playground
11. Students must stay within the mowed areas of playground
12. Off limits areas include dugouts, bushes, irrigation pipes, slew
13. No sliding on the ice

#### **SLIDES:**

1. Sitting down only
2. No running up the slide
3. One person at a time sliding down
4. No twirling over or hanging on the bar at the top

**SWINGS:**

1. One person on a swing at a time
2. No twisting of the chains
3. No parachute jumping
4. No pushing from front or underneath
5. Swings may only go front & back

**SAND AREA AND TIRES:**

1. No throwing sand on another person
2. No “King of the Mountain” on the tires
3. No jumping from tire to tire
4. Do not dig in the sand outside the designated areas.
5. Stay off the butterfly garden

**MONKEY BARS:**

1. No kicking
2. No pulling each other off
3. No walking on top of the monkey bars

**BALL GAMES:**

1. No tackle games
2. No shoving or pushing

**COMBINED PLAYGROUND EQUIPMENT:**

1. One person in tube at a time
2. Use climbers and stairs to climb up and down from platform
3. Do not jump from the platforms
4. Do not climb UP the slides
5. Do not climb over railings
6. If too many students are on the apparatus at one time, the teacher or aide will ask some of the students to leave the area

**Playground Discipline Procedures**

Students not following playground rules may receive the following consequences:

1. Time out on the fence or wall
2. Walk with the playground supervisor
3. Conference with playground supervisor
4. Pick up the playground
5. Practice correct behavior
6. Removal from activity
7. Problem solving with others

Students who have repeated minor infractions or a major infraction will receive a disciplinary referral.

**Important: A major infraction resulting in immediate referral to the office will result in a**

**student going immediately to the Third Disciplinary Referral step.**

### **Pledge of Allegiance**

The Pledge of Allegiance will be recited in all classrooms, K-5 on a daily basis according to the State's requirement *MCA 20-7-133*. Students will have the option of standing and participating based on family beliefs. If you do not want your child to participate, please contact his or her teacher.



### **Security**

All doors will be locked during the school day to increase security within the buildings. All parents/visitors will need to enter the building by the main office and sign in at the office.

**ALL visitors must wear a visitor badge.**

### **Slough – Slew**

The slough (slew) is off limits to all students unless a teacher or an adult accompanies him. If the students are doing an outdoor project in this area, they must have a supervisor with them.

### **Student Health and Safety**

We are required by state law to report to the Child and Family Services any suspected or possible cases of child abuse or neglect. If a student shares with us any home incident that could possibly fit this category, we must report it. It is not our intent to investigate these situations in-house. Our major concern is for the safety and health of all our students.

### **Student Records and Directory Information**

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. Parents wishing to restrict the release of directory information should send a written notification to the school. Should circumstances change; the parent can contact the principal to indicate his or her desire to change the original request. **(Board Policy 3600F2)**

***The 2019 Montana Legislature passed Senate Bill 40 requiring the Office of Public Instruction to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children.***

- 1. Parents must opt-in for their child's photograph to be included in the repository by signing as such in the Frenchtown School District Directory withholding document sent out each year to every student at the beginning of the year***
- 2. Your child's photograph will only be used by law enforcement for the express***

*purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.*

3. *Photos will be updated annually; if the photo is not updated and the parent doesn't opt-out, the photos will be purged after two years*
4. *Photographs can be removed from the repository upon request by contacting your student's principal or building secretary, or by calling the District Office.*

### **Student Sign in and out**

Whenever parents are taking their children out of school earlier than the normal dismissal time, **they must come to the office to sign them out. We will make the call from the office to the classroom.** If the student returns before the end of the day, the return time is to be logged on the sign in/out form also. This procedure helps us keep track of attendance and also who is taking students from school.

### **Student Visitors**

We **DO NOT** allow students from other school districts to visit during the school day. These visits cause a disruption to the instruction taking place in the classroom and it also represents a liability risk to the school district.

### **Student Pick-up and Drop-off**

The east end cul-de-sac is reserved for student pick-up and drop-off only. Vehicles are to follow the circle, pause to drop off or pick up students, and immediately move on through the circle. Parking is prohibited within the cul-de-sac. If you must leave your vehicle, please use the parking lot.

### **Title IX Grievance Procedures**

The Frenchtown School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. The Frenchtown School District does not discriminate on the basis of sex in its education programs and activities. All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or

treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment.;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence or sexual misconduct. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion. Sexual misconduct may also include dating violence or stalking.

### **Title IX Coordinator**

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Beth Terzo

Title IX Coordinator

626-2670

Inquiries involving staff members should be referred to the building level principals. Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

### **Filing a Complaint**

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally. An individual wishing to make a complaint will be provided with a copy of these procedures.

### **Informal Resolution**

The decision to invoke the informal resolution process is voluntary. The District may determine that the matter is not appropriate for informal resolution. If determined to be appropriate, both the individual alleging sex discrimination by an employee, student or third party and the individual(s) who is(are) the subject of the allegation(s) must agree to informal resolution.

If appropriate and both parties are in agreement, a school representative will be available to assist. Either individual may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution.

Either individual has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time.

### **Formal Complaints**

An individual may make a formal complaint of sex discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

#### *Investigation*

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred).

Parties (the individual making the complaint and the individual(s) who is (are) the subject of the complaint) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the complaining and responding individuals to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

During the pendency of any investigation, the District may take appropriate interim measures that are individualized based upon the circumstances present. Interim measures may include, but are not limited to, counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of certain areas on a school campus, or other similar accommodations.

#### *Notice of Outcome*

Both the complaining and responding individuals shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in sex discrimination when that sanction directly relates to the individual.

### *Time Frames*

The District shall complete its investigation within a timely manner upon receipt of the complaint or knowledge of allegations of sex discrimination.

### *Appeals*

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the non-appealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the non-appealing party may present an argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the non-appealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

### **Remedies**

The District shall take all reasonable and necessary steps to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.