

At the Peak of Excellence!

OPHIR MIDDLE & LONE PEAK HIGH
STUDENT-PARENT HANDBOOK
2023-2024





We are excited to welcome everyone to Big Sky School District #72 for a new school year. It is our hope that this handbook will answer questions that you may have and serve as an important resource for students, parents, and staff throughout the school year. We look forward to working with you to provide an excellent education for your child. Please call if you should have any questions. Our school office number is (406) 995-4281.

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Big Sky School District #72

Mission and Vision

At the Peak of Excellence in All That We Do!

Cultivate, Engage, Empower

At Big Sky School District, we:

- **Cultivate** each student's potential
- **Engage** in globally minded education and experiential learning in the Greater Yellowstone Ecosystem
- **Empower** students to lead inspired lives of impact, resilience and authenticity

Cultivate:

- Meet each child where he / she is currently
- Provide access to an exceptional experience
- Welcome students and families from all backgrounds, experiences and talents

Engage:

- Provide academically challenging and rigorous curriculum and instruction
- Encourage creativity in our students
- Holistic approach to student learning

Empower:

- Innovative and entrepreneurial
- Build confidence
- Value respect, compassion, and accountability

Administration Directory

Superintendent

Dr. Dustin Shipman, dshipman@bssd72.org

Principal

Dr. Marlo Mitchem, mmitchem@bssd72.org

Counselor

Mrs. Janet Martinez, jmartinez@bssd72.org

Lone Peak High School Alma Mater

*Below the Rocky Mountains high
Snow-brushed peaks above Big Sky
Her rhyme and splendor strong and spry
Our Alma Mater hears our cry*

*Big Horns charging through and through
together honor you
With knowledge, friends, and pride in what we do,
Bright futures, we pursue.*

*We hail to thee!
The song we sing rings free!
For the white, blue, and our story true.
You're always here,
Forever near,
Eternally in view!*

Words and Music by Griffin House, LPHS Class of 2015

Daily Schedule

7:35 a.m.	Zero Hour classes start time
8:10 a.m.	Students may arrive at school
8:25 a.m.	Class begins promptly
11:30-1:00 p.m.	Lunch Hour (staggered lunch/breaks)
2:35 p.m.	Early Dismissal Fridays Only
3:35 p.m.	Dismissal Mon., Tues. Wed., Thurs.

Arrival at School: The bus drop off/pick-up area is for buses **ONLY**. Drivers are not allowed to drop students off in this loading/unloading area. **ALL students arriving in automobiles should be dropped off/picked up at the main STEAM entrance.**

Bus Pick-Up and Drop-Off: The bus driver is not permitted to release a student from the normal bus routines or drop-off points without written permission from a parent, indicating the date and the change. It is important to let the driver know beforehand if the child will not need to be picked up for school. In order for the bus driver to drop off a child at a location different from the regular route, the bus driver needs a written note.

During the ski program, no child will be permitted to remain on the mountain after the bus departs, unless the school receives indication on the online paperwork required or by sending a written note from the parent at least 24 hours in advance of the ski day, indicating that the child has permission to remain on the mountain. For the safety of the children, there is a strict procedure that must be followed for student dismissal on the mountain.

Bus/Cold Weather Conditions: The school bus will not run when the weather is -20°F or colder at the school. The school bus driver will determine the temperature and call the superintendent and notification of parents will occur. School will still be in session unless the temperature drops to -40°F or colder at the school prior to 7:00 a.m.

Food Services: The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Applications are available in the office or online. Applications must be renewed each school year although a person may apply at any time during the school year.

Lunch prices are as follows (all lunches include milk):

Grades	Price
6-12	\$4.00 (extra entrée \$1.70 w/lunch purchase)
Adults	\$4.50 (extra entrée \$1.70 w/lunch purchase)
Extra Entrée	\$1.70

Menus will be posted on the website, copies available in the office, distributed electronically in the newsletter and/or sent home upon request. Cash or checks may be used to make deposits to lunch accounts or use the payment option online by credit card (subject to processing fee). Checks should be made out to Big Sky School District. Students may also purchase a-la-carte items such as granola bars, yogurt, scones, cookies, fruit, etc., for an additional charge. Please discuss expectations with your child.

If a child has a food allergy, it is important to bring a **doctor's note** so that the allergy can be recorded for student safety.

School Calendar/Newsletters/Website: The Big Sky School District calendar is included in this handbook and is also posted on our website: www.bssd72.org. Also located on the school website are special events and notices, athletic schedules, and lunch menus. Our school website contains most of the information a parent needs to stay current with scheduled events at Ophir Middle School and Lone Peak High School. Friday's weekly BSSD Newsletter will also be posted on the website and emailed to parents. The school also utilizes Big Sky Facebook page, found at <https://www.facebook.com/bssd72.org>.

ManageBac: Parents should have an account and password to log on to the school district ManageBac database website. ManageBac can help you to access your child's grades, homework assignments and assessments. Please call or email the school secretary if you have questions regarding ManageBac. There is a link to log on to ManageBac on the Big Sky School District homepage.

Infinite Campus: Parents should have an account and password to log on to the school district Infinite Campus website. Infinite Campus is where student attendance is taken. Additionally, for LPHS students, transcripts are available via Infinite Campus.

Chain of Command for Addressing Concerns or Complaints: District staff will endeavor to respond to concerns promptly and equitably. An individual with a concern or complaint is encouraged to first discuss it with the staff member involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment. It is hoped that the vast majority of situations can be resolved by discussing matters informally with the individuals involved. However, if a complaint is not resolved at the informal level described above, the grievant may file a grievance in writing with the principal/superintendent within sixty (60) days of the event or incident or from the date the grievant could reasonably become aware of the occurrence. Policy #1700 outlines the District's Uniform Grievance Procedures. It can be found with other School District Policies on the District's website.

Pledge of Allegiance: The recitation of the Pledge of Allegiance will follow the law of the state of Montana (20-7-133). The Pledge will be recited daily in grades K-6 and to start the week in grades 7-12.

Academics

Entrance: Proof of identity and residency: birth certificate, immunization records, residency validation and certified transcript are required for students transferring from other schools or from home schooling. The Big Sky School Board has declared open enrollment for non-resident students within the parameters of the law and board policy. The District will accept applications per Policy 3141 which can be found on our website.

Attendance: If your child is absent from school, it is important that you call the school office (406) 995-4281 or email administration@bssd72.org to report the absence. In order to ensure the safety of your child, parents should call the office by **10:00 AM**. Parents will be emailed if we do not receive a call or note regarding the absence. Notes must be given immediately to the school secretary. Students will be given an admit slip for the classroom. When a student arrives late or after an absence, the student is required to report to the office. All absences and tardies will be recorded in Infinite Campus and are a permanent record.

Attendance is taken on a period by period basis for Middle and High school students.

Parents will receive a phone call from the office regarding any absence that is not previously excused.

Attendance Procedures:

Absences are recorded as either Excused, Unexcused or Extended Length as follows:

Excused

An excused absence is one in which the parent has called or emailed the front office the day of the absence and the student is either: 1. sick, 2. attending to a death in the immediate family, or 3. attending a medical/counseling appointment. A doctor's note is required for medical appointments and should be presented to the school within 24 hours of the appointment. An excused absence is short term in nature, as in an absence that cannot be avoided, and is day to day. Students will have one day for each excused absence due to illness, death in the family, or medical appointment, to make up missed work. Juniors and Seniors will be allowed up to 4 days total, not counting toward the cap of 10 allowed unexcused absences, for travels to visit colleges. This type of absence must be approved by the Principal prior to departure, and students should return with a signed college visit form.

School related/sponsored absences are any absences that are a result of the student being absent for school related activities. The student is responsible for missed work and will turn in all missed work within one school day of the return to school. (Example: student misses all afternoon Wednesday due to a school related activity; all school work from Wednesday is due Friday at the beginning of class.)

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school attendance for all class periods after lunch the date of the event or on the last school day prior to the activity if the activity falls on a non-school day. Exceptions may be made by the administration when requested by a parent or legal guardian/custodian.

Unexcused

Any absence that is not cleared as an officially "excused absence" by a parent within 1 school day of the absence.

Unexcused but verified

Any absence that is not cleared as an officially "excused absence"; however, the parent has notified the school of the student's absence. It is the student's responsibility to complete missed work.

A student will only be allowed ten (10) unexcused absences per class, per semester. At LPHS, any unexcused absence beyond that number will mean a loss of credit for those subjects missed. For OMS, students will be required to complete an academic task and/or service learning project as determined by the Principal and OMS teacher team. Students losing credit due to excessive absences may appeal to the Principal and Superintendent. Students must show extenuating

circumstances to reinstate credit. An appeal is a request for review of credit and is neither automatic nor guaranteed of replacing loss of credit. The approval or denial of this request lies with the recommendation from the Principal to the District Superintendent who has final discretion.

Skipped Classes

Skipped classes are considered unexcused and will result in a disciplinary action and a parent meeting. Three (3) unexcused skipped class absences per class in any semester will result in loss of credit (high school) in that class. No make-up work provided or accepted for a mark.

Extended Length Absences

Family trips or departures from school which will be longer than the 10 allowable absences per semester will be considered a situation where the district may choose to un-enroll the student. For this situation, teachers will not be required to provide the student with feedback or grades for any of the missed assignments. Students will be expected to pick up where the class currently stands upon the student's re-enrollment and return.

Notifications on Absences: Parents will be notified, via email, on unexcused absence number 6. Once 10 unexcused absences are reached in a semester of any type in OMS and LPHS, the parent/s will be required to attend a meeting with the Principal to discuss the process on how to appeal loss of credit (LPHS) and details for the make-up project (OMS).

Suspensions: Any student suspended from classes, whether suspended in or out of school, may not attend school activities, to include sports, and may not play in a competition scheduled on the same day as the suspension.

Tardies: Any student reporting to class after the start bell will be recorded in Infinite Campus as tardy. For each 3 tardies recorded in any class, students will receive 1 detention. Once 3 detentions have been assigned, the student will receive an In-School Suspension.

Student Placement: Shall be based on successful completion of the curriculum, attendance, performance based on criterion referenced assessment and/or standard achievement testing. A student shall not be promoted based on age or other social reason not related to academic performance. Placement of students, whether promotion or retention, is up to the Superintendent (policy #2421)

Student Participation in Non-School Sponsored Activities:

The Board of Big Sky School District #72 recognizes that student interests are varied and that some of its students attending Big Sky School District Schools (Ophir Elementary, Ophir Middle School and Lone Peak High School) participate in non-school sponsored activities that require significant commitment outside of school. The

Board also wishes to accommodate the educational needs of all students attending Big Sky School District. Consistent with these purposes, the Board will designate the absence related to a student's participation in non-school sponsored activities recognized by the Board as excused in accordance with the district's procedures. Non-School sponsored organization to which students attending Big Sky School District Schools belong and which seek excusal of participant absences from school shall submit an application to the board to be recognized annually. Parents of students participating in recognized non-school sponsored activities shall also submit written acknowledgement to the District regarding the student's participation in these activities. Student participants must complete the academic requirements of courses in which they are enrolled. Please see Appendix D.

Students with Special Needs: Parents or teachers who believe a student's lack of academic success is attributable to a learning disability may ask for an evaluation. No child will be formally tested without parent permission or without pre-referral strategies being implemented and documented.

Students receive special education services according to the student's Individualized Education Plan (IEP) and the guidelines set forth under the Individuals with Disabilities Education Act (IDEA). The District is part of the Gallatin/Madison County Special Education Cooperative. Support personnel work with OMS/LPHS to provide student services.

Grading System: In grades 6-12, students earn academic letter grades and comments. Formal reports are available at the end of each semester for all grades. Weekly reports are available every Monday. Parents are strongly encouraged to monitor their child's academic performance throughout the school year.

Grading Scale: The OMS/LPHS grading scale is below:

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
60-66	D
0-59	F

LPHS Weighted Credits: AP (1.25) and IB HL (1.25). All other designated courses will be weighted at 1.0.

LPHS Courses - Add/Drop: Students will be allowed to add or drop courses during the first 10 school days of each semester without grade and/or credit penalties. For the first semester, the 10-day grace period will begin after

students return from expedition. A parent or guardian signature must be obtained for dropping academic courses.

Academic Integrity: Any academic dishonesty will result in consequences per policy as approved by the Board of Trustees. Turnitin.com will be used as a classroom resource, as needed, to check the authenticity of student written work. Please see Appendix B and C for OMS/LPHS Academic Integrity Policies.

Homework: Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments can not only enhance student achievement, but also develops self-discipline, responsibility and good work habits. Our students should be able to do the homework independently. Specific questions regarding homework should be discussed with the student's teacher.

Late Work Policy: All work assigned to students is purposeful and intended to enhance their understanding of the content. Learning the important skills of time-management, self-advocacy, and organizational practices will aid students in their future academic and professional lives. To this end, our late work policy is built on these values and foundations with the aim of developing successful and engaged students.

All assignments are due on the assigned due date unless previously discussed with the instructor and an agreed upon new deadline is established. **Students are encouraged to be active learners in each class, and thus, it is expected that they reach out directly to the teacher prior to a deadline if they need an extension.**

Homework late assignments will be graded as follows: One day late will be graded at 50% of the earned score. Two or more days late will not be accepted for a grade. For each excused absence prior to, or on the due date, students will receive one additional day as an extension. If a student repeatedly misses homework assignments in a given class, the student will email the parents/guardians and the instructor to notify all parties of the student's detailed plan of action.

Projects, essays, presentations, and other significant assessments will be graded as follows: for each day late 10% will be taken off the assignment. For each excused absence prior to, or on the due date, students will receive one additional day as an extension. Additionally, if a deadline is missed, the student will email the parents/guardians and the instructor to notify all parties of the student's detailed plan of action.

End of Semester Assessments: Students are expected to attend school during final exam periods each semester. **Students not in attendance for final semester exams will not be awarded credit for any exams or projects**

given at that time. Only in cases of emergency will accommodations be made.

Honor Roll: Students in grades 9-12 are eligible for Honor Roll status at the end of each semester. A student must earn a minimum cumulative grade point average of 3.5 to be placed on the regular honor roll. A student must earn a minimum cumulative grade point average of 3.8 to be placed on the high honor roll.

LPHS Valedictorian and Salutatorian: Valedictorian and Salutatorian will be determined at the end of 7 semesters, with the 7th semester to be Fall of Senior year, and will be based upon cumulative GPA and administrative review of the students' academic coursework (i.e. advanced coursework). The student with the highest GPA will be designated Valedictorian. The student with the next highest GPA will be designated Salutatorian. Students must be in continual attendance at LPHS the 4 semesters prior to graduation to be considered for the title of Valedictorian or Salutatorian.

Awards: Student recognition assemblies, Grade 8 promotion, and LPHS graduation will be held to recognize students at OMS/LPHS for academics, activities, community involvement, and/or other accomplishments.

Graduation Requirements: Please see Appendix A.

Commencement Exercises: To be eligible to participate in the LPHS graduation ceremony a student must have documentation of completion of all the requirements for graduation. This must be turned in to the school administration on the senior's last week of school. Students must meet graduation requirements prior to **May 17th** to be eligible for graduation ceremonies. Participation in graduation ceremonies is a privilege not a right and may be revoked for disciplinary reasons.

Transcripts: Any LPHS student needing a transcript (official copy of grades and course load) for a college application must request one from the office at least one day prior to needing the transcript. Lone Peak High School uses www.parchment.com to disseminate official transcripts to colleges and universities. Students needing an official transcript should create an account with that provider and request transcripts via that portal with no fee for current or alumni to use the service.

Parent/Teacher Conferences: November 14th and 15th, 4:00 p.m. – 7:00 p.m. have been set aside for parent/teacher conferences.

Parental Involvement: The Big Sky School District Staff and School Board believe that the best educational result for each student occurs when all three partners are doing their best: the district staff, the student's parents, and the student. To strengthen this partnership parents are urged to:

- Review handbook information with your child, and sign the acknowledgement form included in the handbook.
- Contact the school if questions/concerns arise.
- Become familiar with all of the student's activities and academic programs. Discuss with the counselor or principal any questions.
- Monitor your child's academic progress and contact teachers as needed.
- Encourage your child to put a high priority on education and commit to making the most of the educational opportunities school provides.
- Participate in parental involvement opportunities such as the Big Sky Parent Teacher Organization (BSSD PTO) and Booster Club.
- Volunteer! There are always ways to help enrich learning experiences.

Field Trips/Activities Off-Campus/Permission Slips:

The school must have a permission slip signed by the student's parent/guardian before the student may participate in a school activity which takes place off school grounds. At times there might be a cost to the student for the field trip. Parents will receive information specific to the trip during the permission process. Permission slips include an insurance waiver and require contact information for emergencies. Health enhancement classes and some grade levels leave campus for local hiking or other local curriculum activities. Parents should receive notification from teachers regarding off-campus activities. Student safety is a concern as activities are planned for students.

Student Conduct & Discipline

General Principles: The students at Ophir Middle School/Lone Peak High School are expected to treat and be treated in a way that is conducive to a positive learning environment. The behavior described in this handbook states that respect is to be shown to other students, the staff, and school property. Above all, we are committed to providing a quality education to all students. If one student is affecting the education of others, that behavior deserves to be addressed. Most often, inappropriate behavior problems are handled within the classroom; however, the principal will be involved when it is deemed appropriate. Students are expected to be where they are supposed to be and on time, respect the rights of others, be responsible, and strive for excellence.

School discipline is directed toward assisting each student in developing self-discipline, the ability to judge the correct course of action in a given situation. It consists of encouragement to act in a positive way as well as progressive consequences, which naturally occur if a student chooses to do otherwise. The school district discipline policies are located on the school website. Parents/Guardians are encouraged to speak to teachers,

school staff, and/or administration should questions or concerns arise.

School district staff follow basic rules requiring the behaviors of safety, respect for property and other people, and responsibility. A safe, positive learning environment needs to exist at school and thus there are rules requiring appropriate behaviors.

We focus on proactive strategies versus reactive behaviors. An atmosphere of mutual respect helps teachers to teach and students to learn. Students are taught what behaviors are expected of them and how to think through inappropriate behavior. It is always our hope to keep the student in the classroom, but sometimes students are asked to leave class to discuss their decisions and actions with other staff, including the principal. In general, the consequences will be age appropriate and decided by the classroom teacher, parent and/or administration, depending on the severity of the incident.

Disciplinary Referrals 6-12: When a disciplinary referral is made, the students will be given a reasonable opportunity to express their views. If students continue to exhibit inappropriate behaviors after initial consequences have been issued, more severe consequences will be given. Staff members will notify parents if behaviors are of a serious nature. Consequences for behavior infractions may include low level interventions, conferences, parental involvement, loss of privileges, and/or detentions. Students may receive detention from teachers as a result of a referral. Referrals can be made for inappropriate behaviors, phone misuse, dress code violations etc. Detentions will be served after school from 3:40-4:10. For any detention skipped, a second detention will be added. Upon 3 detentions, the student will receive an In-School Suspension. This becomes part of a student's permanent school record.

More severe and repetitive infractions may result in immediate in-school suspension, out-of-school suspension, and/or for extreme violations, students may face expulsion. Any action that is illegal will result in the police being notified.

District Rules & Regulations: The mission of the District is to assure learning experiences help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. All students who attend the District shall comply with the written policies, rules and regulations, shall pursue the required course of studies and shall submit to the authority of teachers, principal, and Superintendent.

Accumulation of Various Offenses: If a child repeatedly violates school rules, more serious disciplinary action will be taken. (Policy #3300, #3310)

Playground Conduct: Students are expected to be kind to others and themselves. Playground rules include the following:

- Watch out for the safety of others and yourself.
- Use the equipment properly.
- ~~One person to a swing at a time and swing forward/back only.~~
- Stay a safe distance from playground equipment in use.
- ~~Go down the slide in a seated position, no jumping off or climbing up the slide.~~
- Play fairly and allow others to participate.
- Refrain from throwing snow.
- Bring in equipment after use. If you take it out, bring it in.
- Follow the instructions by the supervisor.
- Follow school rules when playing games.

Lunch Area Conduct

- Talk quietly; no shouting from table to table.
- Use appropriate table manners.
- Clean up your area.

Bus Conduct: Students are expected to follow the same guidelines for behavior on buses as they do in school. Safety is a major concern on buses. The following is a list of student expectations when riding the bus:

- Follow directions of the bus driver.
- Remain properly seated at all times (facing forward, and out of the aisles.)
- Students are not to eat or drink on the bus.
- Keep voices down (no yelling or squealing.)
- Must stay in the bus seat and have seatbelts fastened.
- Keep hands, feet and other objects to yourself.
- Inappropriate language is not acceptable.

Behavior infractions will result in consequences. Students may be assigned a seat in addition to the consequences listed below.

- First warning: the principal will be advised.
- Second warning: the parents/guardians will be notified.
- Third warning: the child is suspended from the bus for a period of time.

High School Students Leaving Campus: Only 12th grade students on Honor Roll may leave campus during lunch with written parental permission. Students must, as always, check in and out at the office, even with the permission slip signed, as well as always follow school conduct rules.

Students of Legal Age: Every student, 18 years of age or older, will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established, pursue

the prescribed course of study, and submit to the authority of teachers and others in authority over them. If eighteen-year-old students check themselves out, the parents will still be notified. If the parent will not excuse the check out, it will be marked as unexcused. The only exception is if the student has been emancipated.

Dress Code: Students are reminded that their appearance significantly affects the way others respond to them. While matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians, there are minimum standards that shall be observed by all students.

Students are expected to come to school reasonably groomed and dressed in modest clothing to support the learning environment

The following dress/appearances are not allowed at OMS/LPHS as they are considered inappropriate, distracting to the learning environment, and/or a safety hazard:

- Flip-flops with a single toe thong; fully covered feet are required for science lab.
- T-shirts advertising alcohol, tobacco, violence or inappropriate slogans.
- No halter tops, tank tops with straps less than 1 inch or tops showing navels.
- Undergarments showing.
- Skirts and shorts must be longer than extended hand length.
- Pajamas, swimsuits, and bedroom slippers unless approved for spirit days.
- No excessively “sagging and bagging” clothing will be allowed.
- No hats, hoods or beanies worn in school buildings during school hours. Recess and field trips are an exception to this rule.

Students who are dressed inappropriately will be asked to call home for a change of clothes or wear what the office has available. In all cases, questions regarding appropriateness of dress/appearance shall be at the final discretion of administration. **Failure to follow the dress code will result in one warning and the second violation will result in a disciplinary referral.**

Physical/Sexual Behaviors & Inappropriate Language:

Students are reminded that the school is a formal setting, where the work of learning occurs. For this reason, the same physically affectionate and sexual behaviors which would be deemed inappropriate in a place of business will not be acceptable on the school campus, bus, or at school activities. Faculty will address conduct of this nature and students will be held accountable for their actions in accordance with school discipline policies.

For these same reasons, students are also expected to refrain from the use of profane, obscene and indecent speech. A student who curses, voices obscenities or uses

language that would be considered indecent or profane at school, on the bus or at a school activity, will face disciplinary action.

The Big Sky School District recognizes that it is necessary that our students learn to be respectful, understanding, and maintain a positive attitude toward others in order to foster an atmosphere which allows optimum learning without distraction. Students are expected to engage in behaviors that are safe, respectful and responsible and are expected to work cooperatively with others.

Student Conduct Outside of School Hours or Away from School: The Big Sky School District provides a comprehensive program of educational services. The educational environment must be favorable if students are to take full advantage of these opportunities. Student discipline is essential to a productive and meaningful learning environment.

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the student to corrective action or punishment by the School District. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system (or their families).

Maintaining or posting materials to a website or blog or any other public venue that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extra-curricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

Corrective action or punishment may include but not be limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion from school. Corrective action or punishment will include appropriate due process safeguards as provided for by law and/or School District policy. (Policy 3300)

Weapons & Confiscation of Inappropriate Property at School: Items inappropriate for the school setting (laser pen lights and other electronic devices, skateboards, cigarettes, lighters, matches, noisemakers, knives, etc.) will be confiscated. Students may not bring weapons, facsimiles of weapons, BB or pellet guns, paint ball guns, toys that look like guns, ammunition, knives, etc. on school grounds. Per state law and Board Policy, students will be suspended and risk expulsion if they bring a “weapon to school.” (Policy #3311)

Cell Phones & Other Electronic Equipment (ALL STUDENTS): To protect teaching and learning, students may not use cell phones, earbuds, or headphones during scheduled class time unless

approved by the teacher for special circumstances. During assessments, teachers may collect phones to ensure academic integrity. Teachers may also collect phones during instruction to minimize distractions.

The unauthorized use of cell phones disrupts the instructional program and distracts the learning environment. Therefore, unauthorized use is grounds for confiscating the device by school officials, including classroom teachers and supervisory aides. Any unauthorized use of a cell phone during instruction will result in the student turning in their phone to the front office. Parents will be asked to collect the phone at the end of the day. Students with repeated violations should leave their phones at home or will be required to turn them in to the front office at the start of the school day.

Middle school students should have their phones at home, in their lockers, or in their backpacks for the duration of the school day. High school students may responsibly access their phones during non-instructional times—outside of class time and Flex time—only during the school day.

The administration may regulate the use of cell phones by parents and other adults while on school property. The District is not responsible for lost or stolen devices.

Card Playing & Gambling: Card playing and gambling are not permitted in school unless it is organized by a teacher for instructional purposes.

Hazing/Harassment/Intimidation/Bullying/Menacing: The District will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. (Policy #3226) It should be reported promptly to staff.

The district is committed to educating students about appropriate behavior. We are further committed to identifying instances of bullying or harassment in our schools and addressing it. We understand that children, from the youngest elementary students to high school young adults, will experiment with various social behaviors even negative ones. Students can make poor decisions at times. Students who find themselves to be targets and victims of bullying need support and assistance to put an end to the behavior.

Teasing, bullying, name calling and continually annoying another person are examples of what harassment may entail. There is no tolerance for mean behavior that demeans others. Staff will investigate charges of harassment. Students found to engage in harassment, will receive consequences which may include suspension(s) and/or a recommendation for expulsion.

The school guidance program works to assist students and staff in order to meet the emotional and social needs of

students. Teachers model appropriate and respectful behavior and provide a first response to inappropriate behavior as it is reported or witnessed. The District is committed to addressing behavior of this nature in proactive ways. In addition, the District is committed to helping students that are targeted by the behavior as well as help “bullies” learn alternative behaviors.

Sexual Harassment: It is the policy of Big Sky School District to provide its students/parents and employees with an environment free from sexual harassment. Sexual harassment is unwanted behavior of a sexual nature (either verbal, nonverbal, or physical) and sexual intimidation means unreasonable behavior verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of gender as cited in Title VII of the Civil Rights Act and Montana Human Rights Law. There is zero tolerance within the District for such conduct.

It is helpful for everyone to remember to treat others in the same manner that you would like to be treated. Remember there may be a difference between your intent and the impact of your behavior on others.

Reporting: It is not unusual for children to fail to report incidents of bullying, and it is not unusual for parents to sometimes be unsure as to how to respond or whom to contact when an instance of bullying occurs. If you feel that your child is involved in a bullying situation, either as the target or as the bully, you should contact the principal. If you feel that your child has been the target of sexual harassment, you should also contact the principal.

The school counselor can be a resource for students.

School Security & Student Safety

We care about where your child is and we worry when students are not in school.

Please note the following for student safety:

- **The Board utilizes video cameras on District property to ensure health, welfare and safety of all students, staff and visitors and to safeguard district property. (policy #3235)**
- Staff will contact parents when an unexcused student does not arrive at school, so it is imperative that you contact the school office to report your child absent.
- Only parents or individuals identified on the students' emergency contact information card may pick up a child from school. Students will only be released to the adults indicated in Infinite Campus as guardian, unless a written note is received in the morning or faxed with a signature in the early afternoon. If we do not recognize the adult who is picking up your child (possibly a visiting relative or friend), we may ask the person for a photo ID and to sign out your child.

- For the safety of our students, we need to know WHO is in the building at all times. Volunteers (classroom, lunch, etc.), sign in/out at the office.
- All tardy students must use the main entrance and report to the office so that we know who is at school.
- Parents picking up students at times other than regular dismissal hours must sign the student out at the office. LPHS students, who are leaving the building before the end of the day, must also sign out at the office with parent permission.
- Use the main entrance for parent pick up. Do not drive in the bus zone.
- Students and visitors may only use approved entrances and exits.

Visitors: Parents and others are welcome to visit OMS/LPHS. For the safety of those within the school, all visitors must first report to the front office and check-in/out. Visits to individual classrooms during instructional time are not permitted unless it's an emergency or you have an appointment with the teacher. The office will provide visitors and/or volunteers with a sticker or badge to wear while in the building. Non-enrolled students visiting campus must have prior administrative approval. Students wanting to bring visitors to school for the day need to get prior approval from the principal.

Emergency Procedures: If a personal injury occurs to a student, staff members will react as follows:

- Administer first aid
- Notify the parent
- Seek additional medical assistance if necessary.

Big Sky School District has a Crisis Procedure Manual that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of students in the event of a crisis and to see that the children get home safely by walking, riding a bus, or by transportation provided by parents.

It is impossible to foresee all potential emergencies, but the District has researched the most effective way to use our resources to respond immediately to emergencies that cannot be avoided. **In most emergencies your child will remain at school.** In the rare event of an emergency that prohibits re-entry to the school building (such as a broken gas or water main, fire or sudden loss of utilities in bad weather), students and staff will be moved to **Bucks' T-4**.

We ask parents to utilize the following procedure if there are rumors of any school emergency:

1. We will keep the parent community informed of any emergency via email.
2. Please do **NOT** telephone the school. We have limited phone lines. The school phone must be used to respond to the emergency.
3. **Please do not come to the school unless requested to pick up your child at school.** Any emergency

involving your child's school may mean that emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:

- If, for any reason, school must be evacuated during school hours, students will be taken to and cared for at Buck's T-4 (on Route 191- Gallatin Canyon – 1 miles north of the school).

Missing School Children: The school will post the list of missing children, received from the Office of Public Instruction, on a bulletin board accessible to staff. If a staff member suspects that a missing child is enrolled in the school, he/she shall notify the county attorney's office, the Superintendent/Principal, and the sheriffs' department.

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

Distribution of Non-school Materials: Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

Release of "Directory Information": Directory information may be given to anyone who requests it, according to federal law. Directory information includes: name, address, email address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most previous school attended. The Big Sky School District provides a directory to all parents containing each student's name, phone number, address, date of birth, and siblings. **Please let the front office know if you do not want any information printed in the school directory.**

Lost & Found: Items in Man will be located in the front office area. Parents and students are welcome to look through this area for lost items. Clothing and personal items should be clearly marked. Anyone finding lost articles should turn the article into the office. Items marked with the student's name will be returned. On a quarterly basis, items not claimed will be given away to families in the community who are in need or the items will be donated to charity.

Money & Valuables: Students should not bring large sums of money or other valuables such as electronic games or devices to school. Loss of these items are not the school's responsibility.

Care of School Property & Equipment: School property may be checked out by students and returned in good condition (normal wear and tear is taken into consideration).

Each student will be responsible for textbooks, equipment, technology, and library books checked out by or to him/her.

Parents and students are responsible for replacing any school property that is destroyed or abused by the child.

Except for books, **any school property checked out** by a student will not leave the school grounds unless written permission from the parents is received stating that the parents will take full responsibility for replacing damaged or lost materials and equipment.

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 responsible for keeping lockers orderly. No offensive material may be displayed on or in a locker. Only school sponsored signs of co-curricular activities are allowed on the lockers. Students are responsible for their own valuables. The school is not responsible for any item left in a classroom, locker, the gym area or any unattended place.

Board approved textbooks and educational materials are provided free of charge for each subject or class. Books must be treated with care. **Any student failing to return a book issued by the school or damaging a book will be charged a replacement cost.**

Vehicles parked on school property are under the jurisdiction of the school. Vehicles may be searched at any time there is reasonable suspicion. Students have full responsibility of his/her vehicle and must make certain that it is locked and that keys are not given to others. Students are required to park in designated areas only. If a student fails to park in the designated area, the student will receive one warning, and any failure to park in the designate area thereafter, will result in the revoking of parking privileges for a designated time.

Search & Seizure: The U.S. Supreme Court has ruled that the 4th Amendment allows school officials to search students without complying with strict "probable cause" standards imposed by law enforcement. Any student may be searched if there are reasonable grounds for suspecting the search will turn up evidence that the student has violated state/federal law or school rules. A student's person, pockets, handbag, backpack, locker, cars, etc. may be subject to search in the event that there is reasonable suspicion the student may possess anything harmful or illegal.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched. Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Restitution: Students are responsible for restitution. Damaged or stolen items are to be replaced or repaired. Student grades may be withheld until compensation has been received for book damage fees and in cases of destruction of school property or vandalism.

Student Health

Emergency Medical Authorization: In the event that reasonable attempts to contact parents/guardians by the telephone numbers provided by parents have been unsuccessful, parents are required to give consent for Big Sky School District Administration to seek treatment deemed necessary by a licensed physician or dentist. Parents must also give consent for the transfer of the child to Emergency Medical Services and/or Hospital.

Medication: All medication must be in its original container and must have a physician's instructions clearly stated. Medication, prescriptions, and over the counter drugs, are kept in the front office in a locked cabinet, except for asthma inhalers and epinephrine pens, and any other specific medication, as explained below (cough drops, aspirin, and throat lozenges are also considered medicine.) Paperwork may be obtained at the office for any student medication on school grounds.

Only staff members authorized by the Superintendent may administer medications.

Students with allergies or asthma may be authorized by the Superintendent/Principal, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. That student is authorized to possess and self-administer medication from the EpiPen or inhaler if:

- A written and signed authorization form from the parents or guardians and physician for self-administration of medication, acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication, is placed on file. Request this form from the office.

- The student has prior written approval of his/her primary health care provider, specifying the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours must be on file.
- These forms must be renewed each school year.

The authorization to possess and use an EpiPen or asthma inhaler may be limited or revoked by the Superintendent. Backup medication will be stored in the office. (Policy #3416 and #3416F)

“Special Needs”: Please notify your child's teacher and the front office staff if your child has a food allergy or other “special needs.” If a child has a physical disability or need, the parents or guardians should inform the school. Teachers should be aware of these special needs. When a child complains of illness during school hours, the parents/guardians are contacted and they determine the action. For use in case of serious accident or illness, up-to-date emergency contact information must be filed at the school for each student. The district contracts with Bridger Care for services such as maturation classes. Hearing tests are conducted annually through the Gallatin/Madison Special Education Cooperative.

Communicable Diseases: No child who has a communicable disease is allowed to remain in the classroom. **This includes pink eye.** A school staff member will report a communicable disease. A student may return to school following an illness with a communicable disease only after the danger of transmitting the disease to others has passed. If a child's parent/guardian has signed a religious or medical release from immunizations, the child will be dismissed from school at the outbreak of a communicable disease and will be readmitted when the danger has passed. (Policy #3417)

Immunizations: All students must be fully immunized against certain diseases or must present a certificate or statement that for medical or religious reasons, the student will not be immunized, before they may enter school. The immunizations include: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of Health and Human Services. Haemophilus influenza type “b” immunization is required for students under age five (5).

Copies of the child's immunization record and birth certificate are part of the child's permanent record. A TDaP (Tetanus, Diphtheria, and Pertussis) is required by prior to entering 7th grade. The records must be in the school no later than 30 days of a student transferring from another school.

If a student is not immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any family member. A medical exemption for immunizations is permanent unless changed by a physician. A religious exemption from immunizations must be signed, notarized and renewed every year. A student who is not immunized will be removed from school until 2 weeks after the last outbreak of the disease. (Policy #3413)

Contact Information: Parents are asked to update the contact information in the office whenever a change occurs. It is essential that school staff have current contact information on file in the event of an emergency.

Support Programs & Special Classes

Counseling Program: Counseling services are available and may include individual or group counseling, in-class activities/units, peer mediation, career and college information and planning, and coordination with outside agencies and resources. As part of the district's comprehensive counseling program, a counselor will be assigned to the K-5 section and a counselor assigned to the 6-12 section.

The school district has initiated a program partnering with Yellowstone Club Community Foundation and Women in Action to bring a program to the Big Sky School District. This program, developed and supported by **THRIVE**, is **CAP Mentorship** (Child Advancement Project) offering community members the opportunity to share their knowledge, empathy, support and encouragement to students on a one-to-one basis.

Library: Students in grades K-12 have library services. The Community library, located in the middle school / high school is also open to the public. Throughout the school year the library produces newsletters regarding special events and activities. Many of these activities are also noted on the website.

Music: Students in grades K-12 have music instruction. Music is a scheduled specials class for students. During the school year, there will be several evening events for the students to showcase their talents. In addition, there are enrichment opportunities for students. Information regarding the Big Sky School District Music Program will be communicated to parents through emails and newsletters.

Health Enhancement (HE): OMS and LPHS students will be required to take HE during grades 6-10. Students should be prepared to be physically active and have proper attire for activities. When students are on the gym floor, they need to have shoes that are not being worn

outside (street shoes). Outside shoes can be wet from recess and/or have rocks, bark, etc. embedded in the soles. Refinishing the gym floor is quite costly and in order to protect the playing surface and thus student safety, we require that students have a pair of athletic shoes at school. The shoes need not be "new." There are also times when students will be outside and should be dressed for the weather. Please call if you have questions regarding our HE program. Additional information regarding HE will be sent home with your child.

Title I: Big Sky School District is part of the State of Montana Elementary and Secondary Education Act Title I Program. This program can provide resources to the District in order to improve teaching and learning for increased achievement based on state and national standards. Title I funds help schools to reach high levels of student achievement, classroom instruction, and building leadership as determined by state and national standards.

Student Athletics & Activities

Off-campus Activities: The Big Sky School District believes in experiential "placed-based" learning. Throughout the school year, students are afforded opportunities to explore the world in which they live. Service learning projects, outdoor science, snow sports, fishing, hiking, etc. are some of the activities that have been embedded into our learning experiences for students. Expeditions (multiple day trips) are also included at specific grade levels. District school staff members will communicate with parents/guardians in regards to off-campus activities throughout the school year. Field trip permission slips are required for off-campus activities.

Student Activities: It is the position of the Big Sky School District that students should have the opportunity for meaningful participation in extra-curricular activities. It is the District's belief that participation in organized activities can contribute to the all-around development of successful young men and women. The District has commitment to provide high quality staff, facilities, and resources for all extra-curricular activities offered.

The District believes that participation in extra-curricular activities is a right extended to the students who are willing to make the commitment to adhere to the rules that govern the programs. Participation in extra-curricular activities requires a higher level of responsibility from participants in part due to the potential for off-campus experiences. All persons involved with the extra-curricular program should conduct themselves in a manner which sets a good example for the younger people in the community.

There is an additional handbook for Athletics and Activities. It is available on the District website. Please contact the **Activities/Athletic Coordinator** if you have

further questions regarding student participation in athletics.

Dances (LPHS & OMS): Dances are for the benefit of our students. People not enrolled at LPHS/OMS will need prior approval of the Principal to attend a dance. The OMS/LPHS student who will accompany the visitor must notify the Principal prior to the dance. Visiting students also must fill out a permission form and return it to the principal prior to the dance. Approval will not be granted to anyone who is not currently enrolled in high school and they must be in good standing. The administration may check references on people not attending LPHS/OMS to determine eligibility. Participants at the dance may not exit and return. School rules are in effect at all school functions, including dances. Administration may choose to use a breathalyzer to test participants in cases of suspected alcohol use.

Sportsmanship: It is expected that all athletes and fans demonstrate good sportsmanship, which is shown by handling both defeat and victory in a gracious and respectful manner. Poor sportsmanship is unacceptable and berating opposing players, using artificial noisemakers, making obscene cheers or gestures, or complaining about officials will be addressed per district guidelines.

Equal Opportunity: To comply with Title IX of the Education Amendment of 1972, the District provides equal opportunity in that “No person shall on the basis of sex, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any education program or activity of the Big Sky School District.” In order to answer any questions or complaints concerning the provisions of Title IX (Equal Education, Nondiscrimination and Sex Equity Policy 3210), contact the school office at (406) 995-4281.

Suspensions: Students who are suspended from school may not attend after school functions such as dances, sporting events, or other school sponsored activities while on suspension.

After School Hours/Public Events: When students are on school grounds, after regular school hours, they are still expected to follow school behavior rules. Any staff member employed by the District may ask a student to leave the school grounds if their conduct is not satisfactory and contact a parent/guardian for transportation. The privilege of attending public events, at school, may be revoked and a law enforcement referral made, should it be warranted.

Clubs: Big Sky School District offers our students a number of clubs for students to join on a voluntary basis. More information will be shared with students at the beginning of the school year about how to become involved with the various clubs and their eligibility rules such as enrollment in a departmental course or GPA requirements.

End of Day Departures: In the middle and high school, students are expected to know their after school routines; if that changes, please contact the front office.

Internet Access

District-Provided Access to Electronic Information, Services, and Networks Procedures Policy #3612P

Acceptable Use of Electronic Networks: All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions:

Computer Use: Students are to use the school computers for educational purposes. Students are to log in with a student ID and log out when done using a device. Violations may result in the suspension of computer privileges.

Acceptable Use: Access to the District’s electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate school business use.

Privileges: The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will report all suspected violations of policy or procedure to the Superintendent, and the Superintendent will make all decisions regarding whether or not a user has violated policy or procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;

- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes, but is not limited to, the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- Using another user's account or password;
- Posting material authored or created by another, without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all e-mail and have a duty to report suspicious or suspect e-mail to the Superintendent. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

Security: Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism: Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

- For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and the student.

Use of Electronic Mail:

- The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members on a case-by-case basis in fulfilling their duties and responsibilities and as an education tool.

- The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety: Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent.

The system administrator and Principal/administrator shall monitor student Internet access. (See Policy #3612 for additional information).

Acceptable Use: *Use of Big Sky School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by Big Sky School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled at Big Sky School District. This guide is provided to make all users*

aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities:

- Talk to your children about appropriate and responsible use of the device. Suggested topics for discussion will vary per household, but may include Internet browsing, social media, gaming, time limits, and location of device use.
- Should you want your student to opt out of taking a device home, you will need to work with your building Principal to indicate this and understand that your student is still responsible for meeting course requirements.

District/School Responsibilities:

- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials.
- Provide network data storage areas. These will be treated similarly to school lockers. Big Sky School District reserves the right to review, monitor, and restrict information stored on or transmitted via Big Sky School District-owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help ensure student compliance of the Acceptable Use Agreement.

Student Responsibilities:

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device/computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions.
- Evaluate all content for accuracy and quality obtained using their device.
- Help Big Sky School District protect our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitor all activity on their account(s).
- If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to a staff person immediately.
- If you witness inappropriate use of a device such as viewing or transmitting materials that are obscene, offensive, threatening, or otherwise intended to

harass/demean others you must notify a staff person... A bystander who fails to report may be subject to disciplinary actions.

- Return the device and accessories to the designated collection point for the school at the end of each school year. Students who transfer to an alternative school, withdraw, are suspended, expelled, or terminate enrollment at Big Sky School District for any other reason must return the device and accessories on the date of termination.

Student Activities Strictly Prohibited:

- Using devices for non-educational purposes during class times.
- Illegal installation or transmission of copyrighted materials.
- Any action violating existing Board policy, administrative rule, or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work.
- Use of personal messaging services during school hours.
- Use of outside data disks or external attachments without prior approval from tech support.
- Changing device settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming/sending mass or inappropriate emails.
- Gaining access to accounts, files, and/or data other than your own.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass/demean others.
- Bypassing Big Sky School District web filter or other security measures through a web proxy or other methods.
- Taking photos/video/audio of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. Photos, video

and audio taken with the device are for educational purposes only.

Devices:

For students in grades 9-12, we have a BYOD (Bring Your Own Device) policy. High school students may bring and use their own personal laptop instead of a school device for school academic purposes. Students that require a school computer will be issued one.

Device Care:

- Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- Devices may not be defaced with stickers or other markings; this is school property.
- No food/beverage on or near devices at all times.
- Only users assigned to the device can use them.
- Students should not share logon information.
- Devices should never be left unattended.
- When in use, devices should be upright and flat on a surface.
- Device batteries are expected to be charged and ready for school each day.
- Only labels or stickers approved by Big Sky School District administration may be applied to the device.
- Devices must be in a cover and transported in cases at all times.
- **Devices that malfunction or are damaged must be reported to tech support as soon as possible.** The school district will be responsible for repairing devices that malfunction.
- Devices that are stolen must be reported immediately to Big Sky School District and the Police Department.
- Extreme temperatures (hot and cold) may be harmful to your device. Devices should be stored at room temperature at all times.

Legal Propriety:

- Comply with trademark and copyright laws and all license agreements.
- Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by Big Sky School District.

Student Discipline: *If a student violates any of the user terms and conditions named in this agreement, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension / expulsion for students. When applicable, law enforcement may be involved.*

Please reference the TECHNOLOGY HANDBOOK for more information.

Handbook Review/Acknowledgement
--

I have reviewed a copy of the Big Sky School District #72 Student/Parent Teacher Handbook for the 2023-2024 school year. I understand that the handbook contains information that my child(ren) and I may need during the school year. I understand that all students will be held accountable for their actions and behavior and will be subject to the disciplinary consequences outlined herein and in Board Policies.

Parent/Legal Guardian (Print): _____

Signature: _____

Student's signature _____

Appendix A: Graduation Requirements starting with Class of 2021

LPHS Honors Diploma/IB Diploma Requirements*

Subject	Credits Earned
English	4 (2 must be IB course credits)
Math (no Pre-Algebra)	4 (2 must be IB course credits)
Social Studies	4 (2 must be IB course credits)
Science	4 (2 must be IB course credits)
World Language	2 (2 must be IB course credits)
IB Theory of Knowledge	1
IB CAS	2
IB Extended Essay	1
IB Group 6 Course	2
Art	1
Music	1
Health Enhancement	1
CTE	1

Total **28 Credits**

*In addition, all IB Diploma Program requirements must be met. If a student completes an IB SL course in one year in social studies and/or science, they do not need 2 IB course credits in that subject.

LPHS Standard Diploma Requirements

Subject	Credits Earned
English	4 (2 must be IB course credits)
Math (no Pre-Algebra)	4 (2 must be IB course credits)
Social Studies	4 (1 must be IB course credits)
Science	4 (1 must be IB course credits)
World Language	2 (Not IB required)
IB CAS	2
IB Group 6 Course	2
Art	1
Music	1
Health Enhancement	1
CTE	1
ToK/or Elective	1
Total	27 Credits

*If a student completes an IB SL course in one year in social studies and/or science, they do not need 4 course credits in that subject (3 will suffice).

LPHS Essential Diploma Requirements

Subject	Credits Earned
English	4 (<i>1 must be IB course credit</i>)
Math (no Pre-Algebra)	3
Social Studies	3 (<i>1 social studies or science course must be IB course credit</i>)
Science	3 (<i>1 social studies or science course must be IB course credit</i>)
World Language	1
IB CAS	2
IB Group 6 Course	1
Art	1
Music	1
Health Enhancement	1
CTE	1
Work/Study	1
General Elective	1
IB Course Elective	1
Total	24 Credits

APPENDIX B: OMS Academic Integrity Policy

OPHIR MIDDLE SCHOOL ACADEMIC INTEGRITY POLICY

Academic honesty is fundamental to our school values and our individual and collective pursuit of knowledge. In a concept-based, inquiry-driven educational environment, access to a wide range of information is essential in order to construct knowledge and acquire understanding. To this end, Ophir Middle School purposefully promotes academic integrity by teaching students about the merits and laws surrounding intellectual property, by standardizing a referencing system across all grades and subjects, and by scaffolding students in age-appropriate lessons and assessments on academic honesty, research skills, and referencing. This policy applies to online virtual environments as well as normal school in the building.

ACADEMIC MISCONDUCT

The most common forms of academic misconduct include the following:

1. **Plagiarism:** the intentional or unintentional use of another's ideas or work without giving proper credit with MLA in-text citation and/or a bibliography.
2. **Collusion:** copying another student's work or allowing your work to be copied by another student.
3. **Cheating on a Test:** speaking to another student during a test, using unauthorized notes/books/etc. on a test, or looking at another student's work during a test.
4. **Summary Books:** using summary books or websites like Spark Notes for assignments instead of the original text in an English assignment or test.
5. **AI Tools:** Using AI generated work and claims this as their own original work.
6. **Google Translate:** using Google translate, or any other translation application, for a 2nd language assessment unless explicitly permitted by the teacher.
7. **Sharing Test Information:** sharing test or quiz information with a student that has not yet taken the test.

STUDENT RESPONSIBILITIES

The student is responsible for submitting authentic and academically honest work, identifying the work and ideas of others using the **Modern Language Association (MLA)** referencing system. In order to adhere to the principle of academic honesty, an Ophir Middle School student is expected to:

- Review the Academic Honesty Policy regularly.
- Be principled when completing all school work.
- Reference the work of others using the MLA referencing system in all school assessments, including but not limited to, graphs, diagrams, charts, pictures, videos, interviews, magazines, periodicals, books, **AI tools**, websites, newspapers, and textbooks. The following website is a good source to assist with MLA referencing: [OWL Purdue MLA](#)
- Ask questions and seek feedback on his/her understanding of the MLA referencing system.
- Submit major school assessments to **Turnitin.com**, **allowing teachers to cross reference originality, sources, and AI generated work.**
- **Use basic grammar and spelling tools on written assignments in subjects other than a world language or a language acquisition class.**

TEACHER RESPONSIBILITIES

All Ophir Middle School teachers work together to promote and ensure academic honesty in all learning activities and assessments by teaching and modeling research skills and MLA referencing. Ophir Middle School teachers are expected to:

- Uphold the Academic Honesty Policy when administering all forms of assessment.
- Promote a culture of academic honesty.
- Develop lessons and provide instruction and support on research skills.
- Scaffold the research process by providing stages and/or a timeline for specific tasks.
- Give students exemplar work with examples of correct citations.
- Provide students with regular feedback on formative assessments.

- Review **Turnitin.com originality reports**.
- Follow MLA conventions on classroom materials.
- **Teach students how to responsibly use AI, how to cite AI, and when not to use AI.**
- Investigate promptly any instances of suspected malpractice by reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, speaking with the student, etc.
- Report suspected instances of academic malpractice to the Principal.

SCHOOL ADMINISTRATION RESPONSIBILITIES

The Ophir Middle School pedagogical leadership team is responsible for creating, implementing, and reviewing the Academic Honesty Policy. The leadership team is expected to:

- Inform students, parents, and teachers about the Academic Honesty Policy at school events and via media sources, including but not limited to, staff meetings, parent evenings, student tutorials, and school websites.
- Promote a school culture of academic honesty.
- Investigate promptly all instances of suspected malpractice by speaking with the teacher and/or student, reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, etc.
- Review the Academic Honesty Policy annually with the BSSD School Board.

PARENT/GUARDIAN ROLE

Ophir Middle School parents/guardians play an important role in supporting the Academic Honesty Policy. Parents/Guardians can support this policy by:

- Providing a quiet place for their student to work on school assessments.
- Encouraging their student to plan ahead their assignments with a weekly and monthly calendar.
- Reviewing the Academic Honesty Policy with their student.

CONSEQUENCES FOR ACADEMIC MISCONDUCT

In general, Ophir Middle School students will face consequences for academic misconduct on major school assessments. Utilizing a progressive discipline approach, the severity of the consequence increases with each instance of academic misconduct, as shown in the following chart.

Violation	Consequence
1st Violation	Failing grade on the assessment Opportunity to redo assessment for a grade Parent notification (letter/email) by teacher/Principal copied Student meeting with the teacher
2nd Violation	Failing grade on the assessment Opportunity to redo assessment for feedback only Parent notification (letter/email) by teacher/Principal copied Student/Parent meeting with the teacher
3rd Violation	Failing grade on the assessment No opportunity to redo the assessment Detention Parent notification (letter/email) by Principal Student/Parent meeting with the Principal
4th Violation	Failing grade on the assessment No opportunity to redo the assessment In-School suspension Parent notification (letter/email) by Principal Student/Parent meeting with the Principal

APPENDIX C: LPHS Academic Integrity Policy

LONE PEAK HIGH SCHOOL ACADEMIC INTEGRITY POLICY

The Lone Peak High School Academic Integrity Policy reflects the five fundamentals of cultivating a culture of academic honesty: honesty, trust, fairness, respect, and responsibility. Academic integrity is fundamental to our school values and our individual and collective pursuit of knowledge. In a concept-based, inquiry-driven educational environment, access to a wide range of information is essential in order to construct knowledge and acquire understanding. To this end, Lone Peak High School purposefully promotes academic integrity by teaching students about the merits and laws surrounding intellectual property, by standardizing a referencing system across all grades and subjects, and by scaffolding students in age-appropriate lessons and assessments on academic integrity, research skills, and referencing. This policy applies to online virtual environments as well as normal school in the building.

ACADEMIC MISCONDUCT

The most common forms of academic misconduct include the following:

Lack of referencing in school assessments and IB DP assessments: Students submit work for school assessments and IB DP assessments in a variety of media that may include audio-visual material, text, graphs, images and/or data published in print or electronic sources. If a student uses the work or ideas of another person, the student must acknowledge the source using a standard style of referencing in a consistent manner.

Too much assistance and collusion: Although group work is a key element in components of certain subjects, students are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred.

However, there are other ways in which a student may be in breach of regulations. For example, if he or she:

- Duplicates work to meet the requirements of more than one assessment component
- Fabricates data for an assignment
- **Uses AI generated work and claims this as their own original work**
- Takes unauthorized material into an examination room
- Disrupts an examination by an act of misconduct, such as distracting another student or creating a disturbance
- Exchanges, supports, or attempts to support the passing on of information that is or could be related to the examination
- Fails to comply with the instructions of the invigilator or other members of the school's staff responsible for the conduct of the examination
- Impersonates another student
- Uses Google Translate, or any other translation application, for a 2nd language assessment unless explicitly permitted by the teacher
- Uses summary books or websites like Spark Notes for assessments instead of the original text
- Steals examination papers
- Discloses or discusses the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

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STUDENT RESPONSIBILITIES

The student is responsible for submitting authentic and academically honest work, identifying the work and ideas of others using the **Modern Language Association (MLA)** referencing system. In order to adhere to the principle of academic integrity, a Lone Peak High School student is expected to:

- Review the Academic Integrity Policy regularly.
- Adhere to the principle of academic integrity in all forms of assessments (formative and summative, IB DP and school-based assessments).
- Plan projects and research accordingly in order to avoid procrastination on major school assessments and IB DP assessments. Completing work at the last minute can increase the likelihood of plagiarism, intentional or not.

- Reference the work of others using the MLA referencing system in all school and IB DP assessments, including but not limited to, graphs, diagrams, charts, pictures, videos, interviews, magazines, periodicals, books, **AI tools**, websites, newspapers, and textbooks. The following website is a good source to assist with MLA referencing: [OWL Purdue MLA](#)
- Cite all electronic sources with the URL and the Date Accessed.
- Ask questions and seek feedback on his/her understanding of the MLA referencing system.
- Submit major school and IB DP assessments to **Turnitin.com**, **allowing teachers to cross reference originality, sources and AI generated work.**
- **Use basic grammar and spelling tools on written assignments in subjects other than a world language or a language acquisition class.**
- **Sign a declaration of originality** upon the submission of major school assessments and IB DP assessments.

TEACHER RESPONSIBILITIES

All Lone Peak High School teachers work together to promote and ensure academic integrity in all learning activities and assessments by teaching and modeling research skills and MLA referencing. Lone Peak High School teachers are expected to:

- Uphold the Academic Integrity Policy when administering all forms of assessment (formative and summative, IB DP and school-based assessments).
- Promote a culture of academic integrity.
- **Teach students how to responsibly use AI, how to cite AI, and when not to use AI.**
- Develop lessons and provide instruction and support on research skills.
- Scaffold the research process by providing stages and/or a timeline for specific tasks.
- Give students exemplar work with examples of correct citations.
- Provide students with regular feedback on formative assessments.
- Review **Turnitin.com originality reports**.
- Follow MLA conventions on classroom materials.
- Investigate promptly any instances of suspected malpractice by reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, speaking with the student, etc.
- Report suspected instances of academic malpractice to the IB Curriculum Coordinator and the Principal.

IB DP COORDINATOR AND/OR SCHOOL ADMINISTRATION RESPONSIBILITIES

The Lone Peak High School pedagogical leadership team is responsible for creating, implementing, and reviewing the Academic Integrity Policy. The leadership team is expected to:

- Inform students, parents, and teachers about the Academic Integrity Policy at school events and via media sources, including but not limited to, staff meetings, parent evenings, student tutorials, and school websites.
- Know the rules and procedures that govern the IB Diploma Program.
- Promote a school culture of academic honesty.
- Investigate promptly all instances of suspected malpractice by speaking with the teacher and/or student, reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, etc.
- Report instances of academic malpractice to the IBO if found on IB DP assessments.
- Review the Academic Honesty Policy annually with the BSSD School Board.

PARENT/GUARDIAN ROLE

Lone Peak High School parents/guardians play an important role in supporting the Academic Integrity Policy. Parents / Guardians can support this policy by:

- Providing a quiet place for their student to work on school assessments and IB DP assessments.
- Encouraging their student to plan ahead their assignments with a weekly and monthly calendar.
- Reviewing the Academic Integrity Policy with their student.

CONSEQUENCES FOR ACADEMIC MISCONDUCT

In general, Lone Peak High School students will face consequences for academic misconduct on major school assessments and IB DP assessments. Utilizing a progressive discipline approach, the severity of the consequence increases with each instance of academic misconduct, as shown in the following chart.

Violation	Consequence
1st Violation	Failing grade on the assessment Opportunity to redo assessment for a grade Parent notification (letter/email) by teacher/IB DP Coordinator copied Student meeting with IB DP Coordinator
2nd Violation	Failing grade on the assessment Opportunity to redo assessment for feedback only In-school suspension Parent notification (letter/email) by DP Coordinator/Principal copied Student/Parent meeting with Principal
3rd Violation	Failing grade for the current grading period No opportunity to redo the assessment In-school suspension Parent notification (letter/email) by Principal Student/Parent meeting with IB DP Coordinator and Principal
4th Violation	Failing grade for the current semester No opportunity to redo the assessment Parent notification (letter/email) by Principal Out-of-school suspension Student/Parent meeting with Principal, IB DP Coordinator, and Superintendent
5th Violation	The issue is brought to the attention of the School Board in a closed session. The BSSD School Board determines the extent of the student suspension.

***NOTE:** Some IB DP assessments can only be done once. If malpractice is found after an investigation on such assessments, the work will not be submitted to the IBO. As a result, a course grade will not be awarded by the IBO.

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POLICY REVIEW

The Academic Integrity Policy is reviewed annually by the pedagogical leadership team, DP teachers, and the BSSD School Board. Revisions are adopted as necessary and appropriate.

Reviewed: 7/7/2023

APPENDIX D: Non – School Sponsored Activity Parent / Guardian Consent Form



Non – School Sponsored Activity Parent / Guardian Consent Form

Student Information:

Name: (First) _____ (Last) _____
Date of Birth: _____ Grade: _____

Parent / Guardian Information:

Parent / Guardian Name: _____
Address: _____
Email: _____ Phone: _____

Big Sky School District recognized Organization which student is a member / participant:

Explanation of student's participation and organization's expectations:

Student's Courses for the 20__ - 20__ School Year:

Course	Teacher

By Signing this form, my child and I acknowledge and agree to the following:

- My child will complete all requirements for courses in which the student is enrolled.
- My child will maintain academic eligibility requirements as outlined in the Big Sky School District Activities Handbook.
- My child and I will notify the school in advance regarding activity related absences. Absences not related to participation in the non-school sponsored activity are subject to the District's policy regarding absences and will not be excused unless otherwise meeting excusal conditions.
- My child will turn in work in advance of non-school sponsored activity related absences or my child will turn in all missed work within one school day of the return to school. (Example: student misses all afternoon Wednesday due to a non-school sponsored activity; all school work from Wednesday is due Friday at the beginning of class.). Tests will be completed prior to the non-school sponsored activity absence or within 1 day of returning to school. Students are encouraged and responsible to send in course work and communicate with teacher(s) through email and other online resources.
- My child and I will regularly communicate with the District and Teachers regarding my child's absences and work completion.
- If my child fails to satisfy the requirements of courses in which he or she is enrolled or fails to will maintain academic eligibility requirements as outlined in the Big Sky School District Activities Handbook, the privilege of excusal or absences for non-school sponsored activity participation will be revoked.
- I am responsible for all transportation and costs relating to my child's participation in a non-school sponsored activity and the district is not responsible for any costs related to my child's participation.
- The District is not obligated to agree to excusal of my child's absences if my child's needs require regular attendance.
- The District is not responsible for providing tutoring for my child to enable he or she to participate in the non-school sponsored activity. If my child requires tutoring or other support while absent from school to participate in a non-school sponsored activity, I am solely responsible for arranging and paying the costs associated related to this.
- My child's participation in the non-school sponsored activity is voluntary and not required or mandated by the district.
- The Board of Trustees has the sole right to recognize the non-school sponsored organization in which my child participated and has the right to revoke recognition at its discretion.

Parent / Guardian Signature:

Date:

2160 - R

INSTRUCTION

Revised on: 1/04, 3/31/16, 1/11/22

Title I Parent and Family Engagement

The District endorses the parent and family engagement goals of Title I and encourages the regular participation of parents and family members (including parents and families of migrant students if applicable) of Title I eligible children in all aspects of the program to establish the agency's expectations and objectives for meaningful parent and family involvement. The education of children is viewed as a cooperative effort among the parents, family members, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent and family engagement policy. This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

At the required annual meeting of Title I parents and family members (including parents and families of migrant students if applicable), parents and family members will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities to fulfill the requirements necessary to address the requirements of family engagement goals shall be presented.

In addition to the required annual meeting, at least three (3) additional meetings shall be held at various times of the day and/or evening for parents and family members of children (including parents and families of migrant children if applicable) participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.

1 Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through
2 payment of transportation and childcare costs.

3
4 The parents and family members of children (including parents and families of migrant children
5 if applicable) identified to participate in Title I programs shall receive from the school principal
6 and Title I staff an explanation of the reasons supporting each child's selection for the program, a
7 set of objectives to be addressed, and a description of the services to be provided. Opportunities
8 will be provided for the parents and family members to meet with the classroom and Title I
9 teachers to discuss their child's progress. Parents will also receive guidance as to how they can
10 assist at home in the education of their children.

11
12 Each school in the District receiving Title I funds shall develop jointly with parents and family
13 members of children served in the program a "School-Parent Compact" outlining the manner in
14 which parents, school staff, and students share the responsibility for improved student academic
15 achievement in meeting state standards. The "School-Parent Compact" shall:

- 16
17 1. Describe the school's responsibility to provide high quality curriculum and instruction in
18 a supportive and effective learning environment enabling children in the Title I program
19 to meet the state's academic achievement standards;
20
21 2. Indicate the ways in which each parent will be responsible for supporting their child's
22 learning, such as monitoring attendance, homework completion, and television watching;
23 volunteering in the classroom; and participating, as appropriate, in decisions related to
24 their child's education and positive use of extracurricular time; and
25
26 3. Address the importance of parent-teacher communication on an ongoing basis with, at a
27 minimum, parent-teacher conferences, frequent reports to parents, and reasonable access
28 to staff.

29
30 The activities authorized under this policy may include establishing a parent advisory board
31 comprised of a sufficient number and representative group of parents or family members served
32 by the district to adequately represent the needs of the population served by the district for the
33 purposes of developing, revising, and reviewing the parent and family engagement policy.

34
35 Legal Reference: Title I of the Elementary and Secondary Education Act
36 20 U.S.C. §§ 6301-6514
37 § 1116 Every Student Succeeds Act
38
39
40

Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2160P - R

INSTRUCTION

Revised on: 1/04, 3/31/16

page 1 of 2

Title I - Equivalency/Comparability

A. To assure that state and local services are provided in Title I schools at least equivalent to such services in non-Title I schools, these policies will be observed in the School District.

I. Salary Scales

The District-wide salary scales will be applicable to all staff whether assigned to Title I or non-Title I schools.

2. Assignment of Teachers, Administrators, and Support Personnel

Assignment of teachers, administrators, and support personnel will be made in such a way to assure that the numbers of students per staff person in Title I schools shall be equivalent to the average number of students per staff person in relevant comparison schools (i.e., non-Title I or other Title I schools).

3. Curriculum Materials and Instructional Supplies

Curriculum materials and instructional supplies will be provided to schools with the same grade spans on a per-pupil cost factor to assure that all children have access to the same level of state and local resources regardless of whether they attend a Title I or non-Title I school.

Title I Parent Involvement

In order to achieve the level of Title I parent involvement desired by District policy on this topic, these procedures guide the development of each school's annual plan designed to foster a cooperative effort among parents, school, and community.

Guidelines

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for the child's education;
- Parent participation in school decision making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

Roles and Responsibilities

Parents

It is the responsibility of the parent to:

- Actively communicate with school staff;
- Be aware of rules and regulations of school;
- Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
- Utilize opportunities for participation in school activities.

Staff

It is the responsibility of staff to:

- Develop and implement a school plan for parent involvement;
- Promote and encourage parent involvement activities;
- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement;
- Send information to parents of Title I children (including parents of migrant children if applicable) in a format and, to the extent practicable, in a language the parents can understand.

Community

Community members who volunteer in the schools have the responsibility to:

- Be aware of rules and regulations of the school;
- Utilize opportunities for participation in school activities.

Administration

It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Involvement Policy and Plan;
- Provide training and space for parent involvement activities;
- Provide resources to support successful parent involvement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate and work with parents as equal partners;
- Send information to parents of Title I children (including parents of migrant children if applicable) in a format and, to the extent practicable, in a language the parents can understand.

Big Sky School District #72

Adopted on: 2/00

Reviewed on: 3/31/16

2161 - R

INSTRUCTION

Revised on: 1/04, 5/28/09

Special Education

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Legal Reference: Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
 Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq.
 § 20-7-Part Four, MCA Special Education for Exceptional Children

Big Sky School District #72

Adopted on: 7/9/01

Reviewed on:

2161P - R

INSTRUCTION

Revised on: 11/10/03, 5/14/07,
10/08/07, 12/08/08, 3/31/16, 11/17/19

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Special Education

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

1. Procedures used to annually inform the public of all child find activities, for children zero through twenty-one;
2. Identity of the special education coordinator;
3. Procedures used for collecting, maintaining, and reporting data on child identification;
4. Procedures for Child Find Activities (including audiological, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:
 - A. Infants and Toddlers (Birth through Age 2)
Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.
 - B. Preschool (Ages 3 through 5)
Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.
 - C. In-School (Ages 6 through 18)
Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.
 - D. Post-School (Ages 19 through 21)
Individuals who have not graduated from high school with a regular diploma and

who were not previously identified. Describe coordination efforts with other agencies.

E. Private Schools (This includes home schools.)

Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-up procedures for referral and evaluation.

F. Homeless Children

G. Dyslexia

The School District shall establish procedures to ensure that all resident children with disabilities, including specific learning disabilities resulting from dyslexia, are identified and evaluated for special education and related services as early as possible. The screening instrument must be administered to:

(A) a child in the first year that the child is admitted to a school of the district up to grade 2; and

(B) a child who has not been previously screened by the district and who fails to meet grade-level reading benchmarks in any grade;

The screening instrument shall be administered by an individual with an understanding of, and training to identify, signs of dyslexia designed to assess developmentally appropriate phonological and phonemic awareness skills.

If a screening suggests that a child may have dyslexia or a medical professional diagnosis a child with dyslexia, the child's school district shall take steps to identify the specific needs of the child and implement best practice interventions to address those needs. This process may lead to consideration of the child's qualification as a child with a disability under this policy.

Procedures for Evaluation and Determination of Eligibility

Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.301-300.311 and the following state administrative rules:

10.16.3320 - Referral;

10.60.103 - Identification of Children with Disabilities;

10.16.3321 - Comprehensive Educational Evaluation Process;

Procedural Safeguards and Parental Notification

The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 - 300.530.

A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- Upon initial referral or parent request for evaluation;
- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (.on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must provide the parents the procedural safeguards notice); and
- Upon request by a parent.

A public agency also may place a current copy of the procedural safeguard notice on its internet website, if a website exists. [34 CFR 300.504(a) and (b)J [20 U.S.C. 1415(d)(1)J

The referral for special education consideration may be initiated from any source, including school personnel. To initiate the process, an official referral form must be completed and signed by the person making the referral. The District shall accommodate a parent who cannot speak English and therefore cannot complete the District referral form. Recognizing that the referral form is a legal document, District personnel with knowledge of the referral shall bring the referral promptly to the attention of the Evaluation Team.

The District shall give written notice to the parent of its recommendation to evaluate or not to evaluate the student. The parent will be fully informed concerning the reasons for which the consent to evaluate is sought. Written parental consent will be obtained before conducting the initial evaluation or before reevaluating the student.

The recommendation to conduct an initial evaluation or reevaluation shall be presented to the parents in their native language or another mode of communication appropriate to the parent. An explanation of all the procedural safeguards shall be made available to the parents when their Top of Form relative to granting the consent.

Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with A.R.M. 10.16.3321.

Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled, and special classes, separate schooling, or other removal of children with disabilities from the regular class occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is available as required in 34 C.F.R. 300.551.

Children in Private Schools/Out-of District Placement

Children with a disability placed in or referred to a private school or facility by the District, or other appropriate agency, shall receive special education and related services in accordance with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private school or facility by parents do not have an individual right to special education and related services at the District's expense. When services are provided to children with disabilities placed by parents in private schools, the services will be in accordance with the requirements and procedures of 34 C.F.R. 300.130 through 300.144, and 300.148.

Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

Special Education Records and Confidentiality of Personally Identifiable Information

A. Confidentiality of Information

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

B. Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District. Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

C. List of Types and Locations of Information.

A list of the records maintained on disabled students shall be available in the District office. Disabled student records shall be located in the Special Education Office, where they are available for review by authorized District personnel, parents, and adult students. Special education teachers will maintain an IEP file in their classrooms. These records will be maintained under the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet in each special education file will specify the District personnel who have a legitimate interest in viewing these records.

D. Safeguards

The District will identify in writing the employees who have access to personally identifiable information, and provide training on an annual basis to those staff members.

E. Destruction of Information

The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. Medicaid reimbursement records must be retained for a period of at least six years and three months from the date on which the service was rendered or until any dispute or litigation concerning the services is resolved, whichever is later. The parent will be advised that such information may be important to establish eligibility for certain adult benefits. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

F. Children's Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

Legal Reference:	34 CFR 300.1, et seq.	Individuals with Disabilities Act (IDEA)
	§ 20-1-213, MCA	Transfer of school records
	10.16.3122 ARM	Local Educational Agency Responsibility for Students with Disabilities
	10.16.3220 ARM	Program Narrative
	10.16.3321 ARM	Comprehensive Educational Evaluation Process
	10.16.3340 ARM	Individualized Education Program and Placement Decisions
	10.16.3560 ARM	Special Education Records
	10.60.103 ARM	Identification of Children with Disabilities
	37.85.414 ARM	Maintenance of Records and Auditing (Medicaid)
	Chapter 227 (2019)	Montana Dyslexia Screening and Intervention Act

Big Sky School District #72

Adopted on: 2/00

Reviewed on:

2162 - R

INSTRUCTION

Revised on: 1/04, 3/31/16

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.

Legal Reference:	Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
	ADA Amendments Act of 2008
	34 C.F.R. §104.1 <i>et seq.</i> Purpose
	34 C.F.R. §104.35 Evaluation and Placement
	34 C.F.R. §104.36 Procedural safeguards

Big Sky School District #72

Adopted on: 2/00
Reviewed on: 3/31/16
Revised on: 1/04

2162P - R

INSTRUCTION

page 1 of 2

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

- (1) Impartial Due Process Hearing. If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set forth herein.
 - A. The District shall provide written notice to the parent or legal guardian of a Section 504 student, prior to initiating an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;
 - B. Upon request, the parent or legal guardian of the student shall be allowed to examine all relevant records relating to the child's education and the District's identification, evaluation, and/or placement decision;
 - C. The parent or legal guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing shall identify with specificity the areas in which the parent or legal guardian is in disagreement with the District;
 - D. Upon receipt of a written request for an impartial due process hearing, a copy of the written request shall be forwarded to all interested parties within three (3) business days;
 - E. Within ten (10) days of receipt of a written request for an impartial due process hearing, the District shall select and appoint an impartial hearing officer who has no professional or personal interest in the matter. In that regard, the District may select a hearing officer from the list of special education hearing examiners available at the Office of Public Instruction, the county superintendent, or any other person who would conduct the hearing in an impartial and fair manner;
 - F. Once the District has selected an impartial hearing officer, the District shall provide the parent or legal guardian and all other interested parties with notice of the person selected;

- 1
2
3
4 G. Within five (5) days of the District's selection of a hearing officer, a prehearing
5 conference shall be scheduled to set a date and time for a hearing, identify the
6 issues to be heard, and stipulate to undisputed facts to narrow the contested
7 factual issues;
8
9 H. The hearing officer shall, in writing, notify all parties of the date, time, and
10 location of the due process hearing;
11
12 I. Anytime prior to the hearing, the parties may mutually agree to submit the matter
13 to mediation. A mediator may be selected from the Office of Public Instruction's
14 list of trained mediators;
15
16 J. At the hearing, the District and the parent or legal guardian may be represented by
17 counsel;
18
19 K. The hearing shall be conducted in an informal but orderly manner. Either party
20 may request that the hearing be recorded. Should either party request that the
21 hearing be recorded, it shall be recorded using either appropriate equipment or a
22 court reporter. The District shall be allowed to present its case first. Thereafter
23 the parent or legal guardian shall be allowed to present its case. Witnesses may
24 be called to testify, and documentary evidence may be admitted; however,
25 witnesses will not be subject to cross-examination, and the Montana Rules of
26 Evidence will not apply. The hearing officer shall make all decisions relating to
27 the relevancy of all evidence intended to be presented by the parties. Once all
28 evidence has been received, the hearing officer shall close the hearing. The
29 hearing officer may request that both parties submit proposed findings of fact,
30 conclusions, and decision;
31
32 L. Within twenty (20) days of the hearing, the hearing examiner should issue a
33 written report of his/her decision to the parties;
34
35 M. Appeals may be taken as provided by law. The parent or legal guardian may
36 contact the Office of Civil Rights, 912 2nd Avenue, Seattle, WA 98714-1099;
37 (206) 220-7900.
38
39 (2) Uniform Complaint Procedure. If a parent or legal guardian of the student alleges that
40 the District and/or any employee of the District has engaged in discrimination or
41 harassment of the student, the parent or legal guardian will be required to proceed
42 through the District's Uniform Complaint Procedure.
43

44 Legal Reference: 34 C.F.R. 104.36 Procedural safeguards
45
46

Big Sky School District #72

Adopted on: 2/00
Reviewed on:

2132 - R

INSTRUCTION

Revised on: 1/04, 3/31/16

Page 1 of 3

Student and Family Privacy Rights

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or

2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information From Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). There/ore, MTSBA recommends that, at a minimum, Boards speci/ically note this on their meeting agendas and request public comment prior to adoption.

Cross Reference: 2311 Instructional Materials
 3200 Student Rights and Responsibilities
 3410 Student Health/Physical Screenings/Examinations

Legal Reference: 20 U.S.C. 1232h Protection of Pupil Rights

Big Sky School District #72

Adopted on: 2/14
Reviewed on: 3/31/16

2158 - R

INSTRUCTION

Revised on:

Page 1 of 2

Family Engagement Policy

The Big Sky School Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and

6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, , etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - < Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - < Providing access to educational resources for parents/families to use together with their children.
 - < Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

Legal Reference: 10.55.701(m), ARM Board of Trustees

Big Sky School District #72

Adopted on: 6/24/09
Reviewed on: 3/31/16

2510 - R

INSTRUCTION

Revised on: 3/15/12

School Wellness

The Big Sky School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn, by supporting healthy eating and physical activity. Therefore, it is the policy of the Big Sky School District that:

- The School District will engage students, parents, teachers (especially teachers of physical education), food service professionals, school health professionals, and other interested community members in developing, implementing, monitoring, and reviewing District-wide nutrition and physical activity policies and procedures.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- The School District will inform and update the public every three years, at a minimum, (including parents, students, and others in the community) about the content and implementation of the local wellness policies. The District will also measure periodically and make available to the public an assessment of the local wellness policy, including:
 - The extent to which schools are in compliance with the local wellness policy;
 - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
 - The progress made in attaining the goals of the local wellness policy.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and the OPT School Nutrition Program.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods which meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in the District will participate in available federal school meal programs, including the School Breakfast Program and the National School Lunch Program (including after-school snacks).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs and with related community services.

Maintaining Student Wellness

The Superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, school food service program, the school Board, school administrators, health education staff, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The Superintendent shall measure how well this policy is being implemented, managed, and enforced. The Superintendent shall report to the Board, as requested, on the District's programs and efforts to meet the purpose and intent of this policy.

Legal Reference	P.L. 108-265	Child Nutrition and WTC Reauthorization Act of 2004
	P.L. 111-296	The Healthy, Hunger-Free Kids Act of 2010

Big Sky School District #72

Adopted on: 12/02

Reviewed on:

3125 - R

STUDENTS

Revised on: 3/21/16, 1/11/22

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. To further ensure that the District is removing barriers to the educational access and success of children and youths who are homeless, and to ensure that Title 1 funding is expended in an appropriate manner, the District has adopted the dispute resolution form at 3125F.

Cross Reference: 1700 Uniform Complaint Procedure
3125F McKinney-Vento Homeless Educational Assistance Dispute Resolution
Form

Legal Reference: 42 U.S.C. §§ 11301 *et seq* 11431, *et seq*.
McKinney Homeless Assistance Act
§ 20-5-101, MCA Admittance of child to school

Big Sky School District #72

Adopted on: 10/24/2017
Reviewed on: 10/06/2017
Revised on:

3125F

STUDENTS

**MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE
DISPUTE RESOLUTION FORM**

School District _____ Liaison _____
Telephone _____

Date of first contact by homeless individual, guardian, or representative _____

Homeless Student's Name _____

Describe the issue(s) in question _____

School District Contact _____ Telephone _____
(Superintendent/Principal)
Date _____ (within 7 business days)

Resolution of Liaison/School District Level (*describe below*) _____ or
Forwarded to OPT Homeless Coordinator [*please contact at (406) 444-2036*] _____

Date _____ (within 15 business days)
Resolution to OPT Homeless Coordinator Level (*describe below*) _____ or
Forwarded to Superintendent of Public Tnstruction _____

Describe Resolution Results _____

Homeless Coordinator Signature _____

This form must be filed with Heather Denny
Homeless Coordinator
Office of Public Tnstruction
Po Box 202501
Helena, MT 59620-2501

Big Sky School District #72

Adopted on: 02/00

Reviewed on: 3/21/16, 10/06/17, 10/20/20

Revised on: 12/02, 02/15, 10/24/17, 11/17/20

3210 - R

STUDENTS

Equal Educational Opportunity, Nondiscrimination, and Sex Equity

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status, No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Title IX Coordinator - James Miranda _____
Office address: 45465 Gallatin Road, Gallatin Gateway, MT _____
Email: jmiranda@bssd72.org _____
Phone number: 406-995-4281 _____

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Title: Superintendent - Dustin Shipman _____
Office address: 60 Windy Pass Trail, Big Sky, MT _____
Email: dshipman@bssd72.org _____
Phone number: 406-995-4281 _____

Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

- Cross Reference: 1700 Uniform Complaint Procedure
3200 Student Rights and Responsibilities
3225 Sexual Harassment/Intimidation of Students
3226 Bullying/Harassment/Intimidation/Hazing
- Legal Reference: Art. X, Sec. 7, Montana Constitution- Nondiscrimination in education
§ 49-2-307, MCA Discrimination in education
24.9.1001, et seq., ARM Sex Discrimination in Education
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

Big Sky School District #72

Adopted on: 02/00
Reviewed on: 3/21/16

Big Sky School District #72

Adopted on: 12/8/02

Reviewed on: 3/21/16

Revised on: 1/11/22

3233

STUDENTS

Student Use of Buildings: Equal Access

Non-curricular groups of students not previously recognized as curricular student organization under Policy 3510 or 3550 gather on school premises under the following guidelines without restriction on the basis of the religious, political, philosophical, or other content of the meeting. Students wishing to form curricular groups or organizations recognized by the school administration may do so in accordance with policy 3510 or 3550.

The following guidelines must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school district, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school district are present only in a capacity outside of their official duties.
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Cross Reference: Policy 3510

Legal Reference: 20 U.S.C. 4071 Equal Access Act
Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Big Sky School District #72

Adopted on: 02/00

Reviewed on: 3/21/16

Revised on: 12/02, 03/14

3410

STUDENTS

Student Health/Physical Screenings/Examinations

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

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services.

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

In general the District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted as well as notification of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy, which is:

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

Parents or eligible students will be given the opportunity to opt out of the above-described screenings.

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

Legal Reference: § 20-3-324(20), MCA
 20 U.S.C. 1232h(b)

Powers and duties
General Provisions Concerning Education

Big Sky School District #72

Adopted on: 02/00

Reviewed on:

Revised on: 08/08, 3/21/16

3600

STUDENTS

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Legal Reference:	Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
	§ 20-1-212, MCA Destruction of records by school officer.
	§ 20-5-201, MCA Duties and sanctions
	§ 40-4-225, MCA Access to records by parent
	10.55.909, ARM Student Records

Big Sky School District #72

Promulgated on: 02/00

Reviewed on:

3600P

STUDENTS

Revised on: 12/02, 08/08, 11/12,
3/14, 12/14, 3/21/16, 11/17/19

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Student Records

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student - a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

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

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.

In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or

support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.
6. The District will grant access to or release information from a student's records pursuant to a court order.
7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.
8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.
10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into

consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.
15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:
 - a. Information released or made accessible.
 - b. Name and signature of the records custodian.
 - c. Name and position of the person obtaining the release or access.
 - d. Date of release or grant of access.
 - e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Date and place of birth
Major field of study
Dates of attendance
Grade level
Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees
Honors and awards received

Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education/Government Agencies

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

The Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;

- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R. 99 (2011), 34 C.F.R. 99.20-22
	§ 20-5-201, MCA Duties and sanctions
	§ 40-4-225, MCA Access to records by parent
	§ 41-3-201, MCA Reports
	§ 41-5-215, MCA Youth court and department records - notification of school
	§ 20-7-104 Transparency and public availability of public school performance data -- reporting-- availability for timely use to improve instruction.
	10.55.909, ARM Student records
	10.55.910, ARM Student Discipline Records
	Chapter 250 (2019) Electronic Director Photograph Repository

Big Sky School District #72

Adopted on: 11/12
Reviewed on:

3600F

STUDENTS

Revised on: 3/21/16

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Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days,

arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to

any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Date and place of birth
Major field of study
Dates of attendance
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Honors and awards received
Most recent educational agency or institution attended

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

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

6. **The right to request that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

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

Student Directory Information Notification

Please sign and return this form to the school within ten (10) days of the receipt of this form **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

Date

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for _____.

Student's Name

Following is a list of items this District considers student directory information.

Please review School District Policy 3600P for complete information.

-Student's name	-Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
-Address	-Participation in officially recognized activities and sports
-Telephone listing	-Weight and height of members of athletic teams
-Electronic mail address	-Degrees
-Photograph (including electronic version)	-Honors and awards received
-Date and place of birth	-Most recent educational agency or institution
-Major field of study	
-Dates of attendance	

If you do NOT want directory information provided to the following, please check the appropriate box.

- ☐ Institutions of Higher Education, ☐ Potential Employers, ☐ Armed Forces Recruiters,
☐ Government Agencies ☐ Other

NOTE: If information such as a student's name, grade level, or photograph, and other listed information is to be withheld, the student will not be included in the school's yearbook, program events, and similar School District publications or other statewide programs related to student safety, research, and scholarship. Please review School District Policy 3600P for complete information.

Parent/Eligible Student's Signature

Date