



for the Bozeman Public Schools

"Bozeman Public Schools exist to provide an outstanding education that inspires and ensures high achievement so every student can succeed and make a difference in a rapidly changing world community."

Our Core Purpose is supported by essential and enduring principles that guide our school district. The Core Values of the Bozeman School District are as follows:

- **High Student Achievement:** We are committed to ensuring that all students achieve at high levels.
- **Committed, Quality Staff:** We employ and retain well-qualified and talented staff members who demonstrate commitment to the Core Purpose of the District.
- **Community and Family Engagement:** We believe that parents and the community are essential contributors in the achievement of our goals.
- **Climate:** We operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and open to change.
- **Fiscal Responsibility:** We are fiscally responsible in the management and expenditure of all District resources.
- **Decision Making:** We rely on best practices research to guide our decision-making.



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EDUCATIONAL PROGRAMS and SUPPORT SERVICES

Our Elementary Schools provide a variety of educational programs and support that help the classroom teachers meet the needs of their students. The following programs and support services are available in our elementary schools:



AFTERSCHOOL PROGRAMS

After school programs in our elementary schools are made possible through an effective partnership between Greater Gallatin United Way and Bozeman School District #7. The District provides staff, space, and oversight. Each of the programs, located at all eight Bozeman elementary schools, run from the time school gets out until 5:45 pm every school day, including early release days. With flexible, needs-based scholarships available to families in need, [GGUW kidsLINK](#) seeks to ensure that all families have access to out-of-school time care, regardless of their ability to pay.



CHILD ADVANCEMENT PROJECT (CAP)

The primary goal of the [Child Advancement Project \(CAP\)](#) is to provide one-on-one mentoring for students in our local schools with the objective of enhancing their academic and/or social skills. CAP has been a part of the Bozeman Public Schools since 1990 and is also a signature program of Thrive.

- Most students are referred to the program by their classroom teacher or by other school personnel: some are referred by their parents.
- The mentors are volunteers who are recruited, screened, and trained by CAP staff.
- A team consisting of the referring teacher, school principal, CAP staff, and other appropriate professionals reviews the goals set for each student and determines how best to achieve those goals. Care is taken in matching the student with a mentor who can best help that student achieve his or her potential.
- The student/mentor team meets at school weekly for the entire academic year.

COUNSELING SERVICES

Counseling services are provided in our schools for a variety of reasons. Each of our sites have school counselors who are there to support students and may provide whole class educational courses, social skills development activities, along with individual or small group support based on needs. The psychologist/counselor is trained to intervene in crisis situations or to help determine the most appropriate referral for therapy. Our schools also offer therapeutic support programs for qualifying students through outside partnerships. The parent or teacher may make referral to these programs. Participation in any counseling program requires signed permission from the parent.

HEALTH ENHANCEMENT



Health Enhancement teachers provide all students with instruction in the areas of physical fitness and health. Look for these standards [here](#).

INSTRUCTIONAL PARAPROFESSIONALS

Our Elementary Schools assign paraprofessional staff (paras) to assist teachers in supporting the needs of all students. These paraprofessionals are highly trained and assist our students in all content areas, provide



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supervision to our students during recess and lunch, as well as other site-based support to enhance learning opportunities for our students.

LIBRARY



The school library is a learning center where children are may come throughout the day with teacher permission. Each class is scheduled for a library time at least weekly which may include book checkout and instruction in a variety of [skills and concepts](#). WE ARE ALWAYS IN NEED OF PARENT ASSISTANCE SHELIVING BOOKS – PLEASE LET US KNOW IF YOU ARE INTERESTED!

MTSS (Multi-Tiered System of Support)

MTSS is a district [model](#) that provides high-quality, research-based instruction and behavior support based on learner needs. Needs are identified by monitoring students' progress; adjustments to instruction and provision of support are based on students' performance and rate of success.

♪ MUSIC

Musical instruction is an important part of every child's learning. All K-4 students participate in general music, and 5th grade students have an opportunity to participate in either band or orchestra. Our staff members are highly trained professionals licensed in the area of music instruction and provide a variety of experiences that meet the [Montana Standards for Fine Arts](#).



OLWEUS BULLYING PREVENTION PROGRAM (BSD7 Policy #[3226](#))

Bozeman School District has implemented the Olweus Bullying Prevention Program throughout our district. The goals of the program are to reduce existing bullying problems among students; to prevent the development of new bullying problems; and to achieve better peer relations at school. Expectations include:

- Class meetings will be held on a weekly basis at the start of each school year and at the least every other week thereafter;
- Filling out the appropriate paperwork in a timely and consistent manner;
- Responding to student behavior immediately as it is witnessed and/or reported and documented.



THRIVE LIAISON PROGRAM

The ability of parents to communicate and solve problems with schools and the ability of schools to engage parents as partners directly impacts the child's ability to succeed. The goal of the parent liaison program is to serve as the link between home and school to facilitate the development of this critical relationship. This program was developed by Thrive as a collaborative partnership with the Bozeman School District.

Our [School Parent Liaison](#) is a professional who works as part of a school team to establish positive and productive communication between parent and teacher, and other school staff. Parent liaisons build relationships with parents, which focus on the positive attributes present in every family and on the parents' critical role in their child's success. Our Parent Liaison also assists parents in accessing community resources, provides emotional support for parents dealing with complex issues, assists parents in developing effective parenting techniques, establishes positive learning environments for children and encourages parental involvement with schools. Liaisons support teachers by making them aware of the challenges parents face and assist teachers in finding the most effective approach to engage parents.



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GIFTED

In keeping with the Bozeman Public Schools' goal to offer instructional programs that address differences in abilities, needs, and learning styles of all students, the Bozeman Board of Education is committed to the identification of gifted students and to providing appropriate educational experiences for those students. [Gifted](#) is a district program that provides support for students who meet a variety of criteria.

SPECIAL EDUCATION

The Bozeman Public Schools special education program is designed to meet the needs of all students who have been identified with an educational disability. The main goal of the program is to provide for appropriate educational services, designed to allow individual students to grow as learners, and to prepare them for transition to life beyond K-12 education. The [program](#) is based on the federal Individuals with Disabilities Education Act (IDEA).



TECHNOLOGY (BSD7 Policies [#3612](#) and [#3630](#))

The Bozeman School District continues to work to provide students with access to effective, high-quality learning opportunities through the integration of technology across all content as well as instruction in the appropriate use of digital media and communication. For more information on the District's technology plan and standards as well as the AUA (Acceptable Use Agreement) required of all staff and students please visit [here](#). For information on how you can help your child be cybersafe visit [here](#).

TITLE III AND VII

Title III and VII, support for English Language Learners and Native American students respectively, are federally funded programs available to qualifying students. For more information about these programs visit [Federal Programs](#) on the BSD7 website.



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K-5 School Procedures

ABSENCE FROM SCHOOL (BSD7 Policies [#3122](#), [#3122P](#) and [#3123](#))

Students should not come to school when their attendance might be detrimental to their own health or that of others. More than ten absences per year is considered excessive and will result in action by the principal in accordance with the Bozeman School Board Policy.

ANIMALS AT SCHOOL

A student and/or parent must receive advanced approval from the classroom teacher and/or principal BEFORE bringing animals to school. Your school's Pet Visitation Form must be completed by the parent and approved by the school principal before any animal may be brought to school.

BEHAVIOR & DISCIPLINE REPORTING (BSD7 Policy [#3200](#) & Procedure [#3310P1](#))

The District's goal is to maintain uniformity in reporting behavioral infractions for students in grades K-12. We recognize that the consequences need to be adapted for elementary students in response to their ages and unique developmental needs. Young children need to be taught and, if necessary, retaught behavioral expectations. Consequences are designed to facilitate this process. Misbehaviors in the elementary grades are categorized as Level I, Level II, or Level III.

BIRTHDAYS, CELEBRATIONS AND INVITATIONS

Birthdays are exciting events for children and parents. Here's how we celebrate these special events in our schools:

- We welcome parents, grandparents, other family members or special friends to visit the classroom to read a book to the class. It can be a special one that the child has picked out or one that the reader has chosen. Please contact your child's teacher to arrange a time that is suitable for you both.
- Purchase a gift for the classroom, wrap it and the teacher will have your child unwrap the gift and share it with the class. Examples are a puzzle, book, or game for the classroom. Contact the teacher for other suggestions for the room. Your child will be surprised and the gift will be used over and over during the year!
- Goodie Bags filled with non-edibles such as: pencils, erasers, stickers, rings, little puzzles, books, small notebooks, crayons, yoyo's, bubbles, balls, etc. would be enjoyed.
- Have your child bring his/her favorite book to be read to the class. Your child or the teacher can read the book.
- Arrange with the teacher to play a game or do a special activity for a few minutes and provide the supplies for the activity.
- Please coordinate in advance with your child's teacher and please remember, no food!

To prevent hurt feelings and other awkward situations, we ask that you please mail invitations to children your child wishes to invite rather than sending them to school for distribution. Your sensitivity and cooperation in finding other avenues for delivery of invitations will be greatly appreciated. Please feel free to use the school directory (if available) to obtain student address/phone numbers. Addresses not listed in the school directory cannot be given out.

CLOTHING, LABELS, LOST AND FOUND

Please label the belongings your child brings to school. All clothing and equipment should be plainly



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marked with the child's first and last name. Unclaimed clothing and articles are kept in the lost and found. Please encourage your child to check school lost and found as soon as possible after an item has been misplaced. At the end of each month, we will remind students to check lost and found. Items not claimed, will be bagged and kept in storage for one month. At the end of that month, items still remaining will be donated to a charity.

CUSTODY ARRANGEMENTS

A noncustodial parent, who is not barred or otherwise restricted from access to his/her children by legal documents filed in the child's cumulative school folder, has the same rights of access as the custodial parent to the child during school hours. In order to comply with restraining orders and custody arrangements barring access to the child by one parent, the principal must have the appropriate legal documents on file in the child's records.

- During parent-teacher conferences we schedule one meeting for each elementary student to which we invite both of the student's legal guardians. In addition, we will send copies of their children's trimester report cards to noncustodial parents. We expect that legal guardians no longer living together in the same household will work out arrangements to ensure regular and full communication regarding their children's school career.

DAILY CLASS SCHEDULE

Morning call-in bell: 8:15 a.m.

Recess: Grades K-4, 15 minute recess a.m. and p.m.; Grade 5, 15 minute p.m. recess

Lunch: Schedules vary by school with a staggered schedule beginning at 11:00 a.m. and finishing by 1:00 p.m. - each class is provided 50 minutes for lunch and recess.

End of School Day: Grades K-5, Monday-Friday @ 3:15 p.m.

EMERGENCY PROCEDURES (reference BSD7 Policy [#8301P](#); [District School Safety webpage](#))

In the event of a bomb threat, earthquake, fire or civil emergency that requires an evacuation of a School building, each site has an Emergency Evacuation Plan detailing the expectations and procedures. To learn about your school's Evaluation Procedures, please go to your schools' webpage to review the specific expectations.

FIELD TRIPS (BSD7 Policy [#2320](#) and [2320P](#))

Philosophy: The district recognizes that field trips, when used as a device for teaching and learning, are integral to the curriculum and are an educationally sound and important ingredient in the instructional program of the school. It is our belief that learning has meaning when it is actively experienced, personal, and applied to content standards, and that our community - natural and human designed - is the initial place for learning about all places. Therefore, both day and overnight field trips into the surrounding community and the Gallatin River watershed are integral to our K-5 program. All field trips are designed in accordance with school board policy. Individual schools determine which field trips classrooms attend; therefore, specific information regarding field trips will be communicated to parents at the school level.

Field trips and parental permission: Trips beyond the school grounds generally fall into three categories: (1) Relatively brief walking excursions of no more than an hour into a nine square block area of the immediate neighborhood: You will be notified of these trips by teacher note; but you will not be required to sign a note giving your child permission to participate.



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(2) Field trips of longer than an hour, walking trips in which your child's class goes beyond the immediate school neighborhood, or trips of a school day or less in duration that require bus transportation: You will be asked to sign a field trip permission form, indicating your consent to your child's participation and allowing Bozeman School district employees or volunteers in charge of your child to obtain all necessary emergency medical treatment in the event your child is injured.

(3) Overnight field trips: These trips require the approval of both the principal and the deputy superintendent. They generally are limited to the 3rd, 4th, and 5th grades, and require parental signature of field trip permission form. Parents will be notified well in advance of any such trips and generally are involved in the planning.

Adult and parent chaperones and volunteers: Adequate supervision of elementary grades field trips generally is defined as one adult supervisor for every ten students. Therefore, these trips require that parent and other adult volunteers supplement the supervision of the classroom teacher. We greatly appreciate the donation of time and energy given by our parent volunteers. We require the following of all parent and adult volunteers:

(1) Volunteers must supervise for the full duration of the activity. Volunteers must let the teacher know if they wish to ride the school bus or walk with the class, or if they will meet the class at the field trip site.

(2) Volunteers must stay with the assigned group of students at all times. The teacher must approve any changes in the composition of the group or the supervisors of the group.

(3) Volunteers should help students in their assigned group be successful learners, whether this involves listening politely to a speaker, participating in an activity, or getting along with others.

(4) Volunteers must make arrangements to leave younger siblings, preschoolers, and infants at home or at school. All of a volunteer's energies and attention must be given to the students whom he/she is supervising.

(5) No pets may be brought on any field trip.

(6) Volunteers must let the classroom teacher know as soon as possible if their plans change.

(7) Volunteers who will not be directly supervised by a teacher or who will be overnight chaperones must have background checks completed.

HEALTH SERVICES (reference BSD7 Policies [#3410](#), [#3413](#) and [#3416](#) and [webpage](#))

- **ILL CHILDREN AND ATTENDANCE**

Children learn better when they feel well. [Here](#) are common recommendations to help you when you need to make decisions about your child's health care needs.

- **INJURY OR ILLNESS AT SCHOOL** (BSD7 Policy [#3431](#))

If your child becomes ill or sustains a minor injury at school, the classroom teacher or the school secretary will call you and ask you to take your child home. You may make the decision to pick up your child at school or arrange for another form of transportation. However, no child will be allowed to walk home if, in the school's judgment, the child is too ill, lacks the good judgment to get home safely, or will go home to an empty house.

- On those very rare occasions that a child is seriously injured at school, several things will happen simultaneously: we will call 911 and you and the staff will administer first aid. The EMTs will determine if the child will require emergency transportation. If you are at the scene of the accident, you may refuse emergency transportation for your child.



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- **MEDICATION** (reference BSD7 Policy [#3416](#))
The Bozeman School District strongly recommends that all medications be given at home by the parent or guardian whenever possible. All medications, prescription and over the counter, that are to be taken at school are required to have an order written by a healthcare provider. In addition, most medications to be taken at school will also need a school health care plan. Health care plans for diabetes, seizures, asthma and allergies are available [here](#) on the Bozeman School District website. For other health conditions, a specific health care plan will be written. Students that require emergency medication such as asthma or allergy treatments are allowed to carry their medication but must fill out *the MT authorization to possess or self-administer asthma, severe allergy or anaphylaxis medication* form. Please contact the school administrator and Rebecca Spear, RN, the Bozeman School District nurse (522-6057) for more information. The medication rules and policies also apply for those students that will be attending over-night field trips with the school.
- **STOCK EPINEPHRINE** (reference BSD7 Policy [#3416](#))
Stock Epinephrine is available in the form of auto-injectors and will be used for students or staff who may have an allergic reaction at school. This epinephrine is not intended to replace student specific epinephrine. Parents of students with known life threatening allergies should still provide the school with the student's school specific health care plan and the necessary medications for implementing the student's specific order.
 - Stock epinephrine will be kept in a secure, easily accessible location in each school. School staff will participate in annual training on recognizing anaphylaxis, emergency protocol, and school procedures. Anytime epinephrine is administered at school, 911 will be called. School employees will not be held liable for non-intentional injuries arising from administration of epinephrine. In addition, BSD will have allergy information available on their website under health services. For more information, contact Rebecca Spear, RN, Bozeman School District Nurse, at 522-6057.
- **IMMUNIZATION REQUIREMENTS**
Mandatory school immunizations are required at all grade levels in accordance with MCA 37.114.702. In order to register for school parents/guardians are required to supply their children's immunization records. All students provide documentation of immunization ***qualified for conditional attendance or possessing a medical or religious exemption as outlined in 20-5-4054 MCA.***

HOMEROOM PARENTS

Most classrooms have one or two parents who spend the year assisting the classroom teacher with things such as celebrations, field trips, etc. They are also called upon to help with some of their school's projects (including those sponsored by the parent association). *Interested parents are encouraged to notify their child's teachers if they are willing to be a homeroom parent.*

LUNCH PROGRAM

Each elementary school sponsors a hot lunch program and some schools have a breakfast program served on a daily basis.

- Breakfast, if available in the school, is served before the first morning bell.
- Hot lunch prices for the school year will be established by the start of the school year.
- Each Elementary School uses an automated system for collecting money for hot lunches. Parents who want their children to participate in the hot lunch or milk programs must deposit



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enough money in their children's accounts to purchase at least four hot lunches and/or four milks. Send a check to school in an envelope marked with your child's name.

- Only one complete lunch per day can be debited from a student's account; siblings may not use each other's accounts.
- Reduced lunch rates are available for those families with incomes at or below a specified level. If your income is greater than the specified amount, but you have
- unusually high medical bills, shelter costs in excess of 30% of your income, special education expenses due to mental or physical condition of a child, or disaster or casualty losses, your children may still be eligible. For information about this program call the Business Office at 522-6042 or visit [Food Services](#).

MAKEUP WORK

In most instances, students will not have significant homework/make-up work going home with them due to instructional practices in the classroom (e.g. collaboration, project-based learning, hands on approaches). Teachers often do not have sufficient planning time during the school day to prepare makeup work for your child on the day that you request it. Instead, plan ahead by notifying your child's teacher at least three days before you take your child out of school for doctor appointments, vacations, etc. If the child's absence is unanticipated, call the office early in the morning for makeup work. If your child's teacher has any planning time during the day, he/she usually will be able to provide some type of work for you to pick up at school after 3:15 P.M. Please pick up all homework *after school* in the office. Remember, makeup work is no substitute for attendance at school.

MESSAGES FOR STUDENTS

Because the number of phone messages to students and teachers can be excessive, school personnel may be unable to deliver them to students after 2:30 p.m. unless they are of an emergency nature. Reminders of doctor and dentist appointments and music lessons are not taken. Please remember to discuss your after-school plans with your children before they come to school in the morning. If you have a change of plans during the day and are unable to notify the office before 2:30 p.m., it will be your responsibility to inform your child personally when school is over.

PHONE USE (BSD7 Policy [#3630](#))

Students need to ask permission in order to use school telephones. **Cell phone use by staff and students will conform to the principles set forth in the Bozeman Public School Policy [#3630](#).** Cell phone use is discouraged while at school. If it is necessary for your child to have a cell phone at school, please make arrangements with your child's teacher prior to use. If cell phones are brought to school, with teacher knowledge, they must remain turned off and in the child's desk or locker. Permission to use them is at the consent of the teacher.

- Parents who choose to provide and/or allow students to possess and use cell phones acknowledge the risk of theft, loss and/or damage if they are brought to school. Bozeman Public Schools are not responsible for lost, stolen, or damaged phones and other electronic devices brought by students to school. Investigations into lost or stolen devices will be at the discretion of the building administrator.
- Parents making or receiving cell phone messages while on school grounds are expected to move to a location in the building or outside the school building where their conversation will not be a distraction to the learning environment. Please turn off all cell phones when visiting classrooms or attending school programs and performances.



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PLAYGROUND RULES

Specific Playground Rules and Expectations will be communicated to students and parents on the specific school website.

REMOVAL OF STUDENTS DURING SCHOOL HOURS (BSD7 Policy [#3440](#))

Removal of students from school during the school day must follow the following Bozeman School District Board policy and procedures:

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the superintendent or principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the principal approves the request.

Removal of Student During School Day - Procedures (BSD7 Policies [#4410P](#) and [#4411P](#))

The removal of a student during the school day may be authorized in accordance with the following procedures:

- Law enforcement officers, upon proper identification, may remove a student from school as provided in [#4410P](#) and [#4411P](#).
- Any other agencies must have a written administrative or court order directing the school district to give custody to them. However, employees of the Department of Public Health and Human Services may take custody of a student under provisions of [41-3-301 M.C.A.](#) without a court order. Proper identification is required before the student shall be released.
- A student shall be released to the custodial parent. When in doubt as to who has custodial rights, school enrollment records must be relied upon as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information. The school should always check with the custodial parent before releasing the student to a non-custodial parent. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver.

REPORTING STUDENT PROGRESS: REPORT CARDS AND CONFERENCES (BSD7 [#2420P](#))

Elementary schools host parent-teacher conferences. These will take place in late fall. Conferences are intended to focus on goal setting and to provide an opportunity for parents and teachers to discuss progress to date. In mid-April optional conferences will be scheduled to discuss student progress. Kindergarten teachers schedule fall and spring parent-teacher conferences for all students. Periodic progress reports are sent home throughout the school year.

At the end of each trimester, a report card will be sent home with your child. The final report card will be sent home on the last day of school. If your child must leave before the final day of school, you may leave a self-addressed, stamped envelope so that we can mail the report card to you.

SIGN IN / SIGN OUT

Parents are required to sign out their students at their school office when taking them out of school



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during the school day. If parents bring their students back to school before the end of the school day, they are required to sign them back in. Only parents or guardians of students may take them from school before the end of the school day.

STUDENT DRESS & GROOMING GUIDELINES (reference BSD7 Policy [#3224](#) and [#3224P](#))

All students are asked to come to school appropriately dressed for learning and for the weather. Standards of appropriate dress shall normally rest with the students themselves and their parent/guardian. Furthermore, it is school policy that no student, while at school, may wear any article of clothing that advertises or promotes alcohol, tobacco, or drugs. Articles of clothing which display lewd or coarse language or pictures are similarly prohibited. If your child comes to school in dress deemed inappropriate, we will call you to bring to school more appropriate clothing into which the child can change.

□ ***Students should dress according to the weather. All children need boots, mittens, hats, etc. during the cold months. We do go outside when there is light rain, so children should dress accordingly. During our few months of warm weather, shorts are acceptable.***

The following guidelines will be enforced:

- Appropriate footwear for Health Enhancement (P.E.) classes and that is not a safety hazard (flip flops are discouraged as students can easily stub their toes, etc.).
- Students must cover all private parts and are not allowed to cover their face to the point they can't be identified.

These guidelines are not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

STUDENT PLACEMENT

Placements of students advancing to the next grade are made in the late spring of each year by a team. The team may be composed of the principal, teachers in the grade level in which the students are currently enrolled, our special education teachers, and other specialists. The principal then assigns teachers at the next grade level to each of these classroom groupings. The team of teachers then examines the groups for any mismatches and moves students accordingly. For example, students who might not work well together may be placed in different classrooms. At this time, the team also considers parent input and will place students in the classroom environment that would best suit his/her student if that placement does not detract from the balance of students in all classrooms.

Parent observations in classrooms for the purpose of comparing teachers and choosing student placement is not part of our K-5 Elementary School procedure for the following reasons:

- This practice may not result in the best placement.
- Any competition between teachers undermines staff solidarity upon which the effectiveness of any school is based.
- Unrestricted parent choice of teachers may result in unbalanced classrooms.

Placement of students in a multi-grade class will follow essentially the same procedure as for placement of students in single-grade classes.



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Written parent input is accepted in the form of a preferred classroom environment description. These forms are available from the school office or on the individual school Appendix at the end of this parent handbook.

TRANSPORTATION (BSD7 Policy [#8110](#))

- **Bus** - Service is provided for those who wish to ride under terms established by law and district policy. ANY TIME BUSES ARE CANCELLED IN THE MORNING BECAUSE OF STORMY WEATHER, THEY WILL NOT BE RUNNING IN THE AFTERNOON REGARDLESS OF WEATHER CONDITIONS. This is true even if the weather clears up. For further information about bus service, questions or concerns, please call the District transportation office at 522-6041. After 4:30 p.m. you may call First Student at 556-8039 for assistance
- **Walkers** - all walking students go directly home from school and check in before returning to play on the playground.
- **Alternate Plans** - If you want your child to walk to another child's home, please make those arrangements in advance with that child's parents and send a note to school for your child's teacher letting her/him know where your child will be going after school. Students may not use the school phones during the day to make social plans with their friends.
- **Bicycle/Scooter** - ALL CHILDREN RIDING BICYCLES or SCOOTERS MUST WEAR A HELMET. We also recommend a bike chain and lock for your child's equipment. Please lock bikes/scooters only to the bike rack, not to trees or handrails. School staff will not accept responsibility for lost, stolen, or damaged bicycles. We recommend that Kindergarten and first grade students be accompanied by their parent(s) when riding their bikes to school.

VISITING STUDENTS

Visits by children not officially enrolled in our schools are not allowed.

VOLUNTEER/CHAPERONE/UNIVERSITY OBSERVER ([BSD7 Volunteer Handbook and Procedure #5430F1](#), BSD7 Policy [#5430](#)).



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DISTRICT POLICIES - a synopsis of each policy is provided along with the policy number which is a live link to the full text of the policy

ASBESTOS IN SCHOOLS ([Policy #9350](#))

The Bozeman School District, in accordance with recent federal law, has extensively inspected all of its facilities and located all forms of asbestos used as a building material in your child's school. Based on the findings of that inspection, a plan has been written for the management and control of the asbestos in your school. This plan is available for you to inspect in the office of the principal during working hours. You may obtain a copy from the Maintenance and Operations Office at 404 W. Main for the price of copying. Please direct all questions to the principal or go to the District Maintenance and Operations Office.

ATTENDANCE (BSD7 policy [#3122](#) and [#3122P](#)) (Please see Covid Attendance Addendum at the end of this manual)

Regular, on-time attendance is necessary for success in school. The student who is frequently absent misses valuable class instruction and discussion and finds it difficult to keep up with the class. However, parents should not send a child to school when his attendance might be detrimental to his own health or that of others. If your child is well enough to be in school, he/she will be expected to go outside. If there is some extenuating circumstance, please contact the office.

- Please call your school's attendance line by 9:00 a.m. of the day that your child(ren) will be absent or tardy. This is a 24-hour phone number.
- It is a state law that you inform the school of absences; but, in addition, we ask that you do this so that each student is safe and accounted for.
- If we have not received a call from you, the school office must call to confirm the absence.
- Students are considered tardy if they are not in their classrooms by **8:20 a.m.**

CANINE DETECTION ([Policy #3231](#))

To further safety and deter drugs and other illegal contraband in the schools, the Board of Trustees authorizes the use of specially trained, non-aggressive dogs to detect the presence of substances prohibited by law or district policy. Drug-detection dogs may be used periodically to monitor school premises as determined by the administration, including but not limited to, lockers, gym areas, common areas, vehicles, vacated classrooms (and items left in classrooms including book bags, gym bags, coats, jackets, purses, etc.), and perimeters of school property. Under Board Policy 3231, school officials have authority to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

CHAPERONE GUIDELINES ([Policy #5430F1](#))

When you volunteer to serve as a chaperone on a School District activity, you will be helping to extend the regular curriculum beyond the classroom and the school. Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities. These Chaperone Guidelines provide you with an overview of a chaperone's responsibilities and recommendations for appropriate responses to various situations that may arise during the course of a field trip. Should you require any additional information, or have any other questions or concerns, you are invited to meet with the activity supervisor or principal to discuss the matter.

EQUAL OPPORTUNITY (Policies [#3210](#) and [#4312](#))

The District will make equal educational opportunities available for all students without regard to race, creed, religion, gender, sexual orientation, marital status, color, age, physical or mental disability, national origin, or political beliefs. No student, on the basis of sex, will be denied equal access to programs,



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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 discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Review of Services of Staff or Program (Policy [#4312](#)).

GRADING AND PROGRESS REPORTS ([Policy #2420 and Procedure #2420P](#))

The district believes that the cooperation of school and home is vital in the education of the student and recognizes its responsibility to keep parents/guardian informed of student welfare and progress in school. The issuance of regular progress reports is the basis for continuous evaluation of the student's performance and for determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent/guardian.

- **Report Cards** ([Procedure #2420P](#))

Report Cards will be provided to parents/guardians at the end of every trimester in grades K-5. These will include information relative to the student's academic progress toward grade level standards, attendance, and Characteristics of a Successful Learner.

McKINNEY-VENTO ACT ([Policy #3116](#))

McKinney-Vento Identification:

A child who lacks a fixed, regular, and adequate nighttime residence may be classified as homeless under the law known as the [McKinney-Vento Act 42 U.S.C. 11434a\(2\)](#), which is also known as Title X, Part C, of the No Child Left Behind Act.

A child's living situation must meet one of the following criteria:

- Shelter resident;
- Shared housing (two or more families living in a home);
- Motel/hotel resident (because affordable housing is not available);
- Campground or tent;
- Unaccompanied youth (not living in the physical custody of a parent or legal guardian and lacking a regular, fixed, nighttime residence);
- Car or abandoned building;
- or Substandard housing (the home lacks electricity or running water).

If you have questions, please contact the principal or the Family/School Services Coordinator.

[3116 - Education of Homeless Children](#)

MEDICATION ([Policy #3416](#))

The Bozeman School District strongly recommends that all medications be given at home by the parent or guardian whenever possible. When this is not possible, trained school personnel who are designated by the school administrator may administer medication according to the following policy.

NONDISCRIMINATION OF THE HANDICAPPED ([Policy #3210](#))

(In compliance with Section 504 of the 1973 Rehabilitation Act) Bozeman School District #7 does not discriminate against any person on the basis of handicap in the educational programs or activities which it operates, in accordance with the requirements of Section 504 of the United States Rehabilitation Act of 1973. The Section 504 Coordinator for the district is Chad Berg. To contact the coordinator for information



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or to file a grievance, please go to the Special Services Office, 404 W. Main, Bozeman, MT or call (406) 522-6005

PREVENTION EDUCATION PROGRAM ([Policies #3300](#) and [#3310](#))

Parents and Students

Federal law states that parents and students must be told about alcohol and drug laws, health risks, school rules, and helping resources. The Bozeman School District is committed to keeping its schools free of tobacco, alcohol and other drugs. Student use of alcohol or drugs at school and/or school activities is illegal and harmful. Students may be suspended, expelled, or referred to law enforcement agencies.

Helping Resources

All school counselors are willing to talk with students and parents. Other helping resources include:

- *AA Hot Line..... 585-4079
- *Alcohol and Drug Services of Gallatin County.....586-5493
- *Cocaine Abuse Hotline.....1-800-222-0828
- *Help Center.....586-3333
- *NIA Information/Treatment..... 1-800-662-HELP
- *Tobacco Cessation Info.....1-800-LUNG-USA

PROTECTION OF PUPIL RIGHTS ([Policy #3202](#))

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted procedures regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

RIGHTS PERTAINING TO STUDENT RECORDS ([Procedure #3600P](#))

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. A parent of any student is allowed to view the footage but is not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the District's receipt of such request.

SEXUAL HARASSMENT/SEXUAL INTIMIDATION ([Policy #5012](#))



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Bozeman Public School District No. 7 is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or sexual intimidation of its employees or students, whether committed by a worker, co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior cause for disciplinary action. This policy applies to employees, students and volunteers on or off District property as they carry out their responsibilities. Persons wishing further information may contact the Personnel Director at 522-6006

STUDENT RECORDS ([Policy #3600](#))

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 directory information regarding their child. 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](#).

TOBACCO FREE POLICY ([Policy #5225](#))

In the interest of having healthy employees and positive health models for students, the Bozeman Public School District maintains tobacco free buildings and grounds.

VIDEO SURVEILLANCE (Policies [#3235](#), [#3600](#) and [#8124](#))

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras. The Superintendent will notify staff and students, through staff and student handbooks or by other means, that video surveillance may occur on District property.

COVID ATTENDANCE ADDENDUM

Expectations

We value student attendance in our classes, whether in-person or remotely. We also recognize and support the need for students to remain home if they are from a vulnerable population or if they or a household member are demonstrating symptoms or if they have been asked to quarantine. **Students should not attend in-person classes if they are feeling ill.** If students are unable to attend their classes and/or participate in all synchronous activities, the family is expected to communicate with the school to excuse the absence. The District asks that families and students be responsible, self-monitor, and keep track of daily contacts. Based on recommendation from the Gallatin City-County Health Department and the CDC, a close contact is considered an individual who has had close contact of 6 feet or less for 15 minutes or more.

All expectations regarding absences and make-up work not related to Covid 19 remain the same. 100% remote learning students must contact their remote learning teacher if they are unable to participate in synchronous activities.



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Quarantine Absence (C19Q) and Covid 19 Absence (C19) - Students who are absent due to Covid 19 illness or who are in quarantine must notify the attendance office or, in the case of a K-5 100% remote learning student, must notify their remote learning teachers. Student work that is missed due to Covid 19 will be made up in cooperation with the teacher(s) so that essential standards are met. For a quarantine absence, students will be required to utilize the on-line platform to remain engaged in their course load. Quarantined students will be expected to participate in synchronous learning opportunities made available by the teacher.

Documentation

When appropriate/necessary, administration may require medical documentation.

Tardies and Absences

As a school community, we will be forgiving and flexible with absences and tardies as they pertain to the challenges of this current situation.

PLEASE PROCEED TO THE BSD7 PARENT “ALL-IN-ONE FORM” TO SIGN OFF ON ALL PERMISSIONS. PLEASE NOTE THAT SIGN OFF THESE PERMISSIONS IS REQUIRED FOR STUDENT USE OF TECHNOLOGY AND WALKING FIELD TRIPS AMONG OTHER IMPORTANT ASPECTS OF THEIR PARTICIPATION AT SCHOOL. THANK YOU!