



**GREENFIELD SCHOOL DISTRICT
STUDENT HANDBOOK**

To Students and Parents:

The Greenfield Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents Facebook and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Greenfield School District’s policies can be located by asking at the District. The district is working on updating policies now and when finish, they will be able to be found on a web address that will be determined.

Parental Rights

Greenfield School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the above determined web address and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student’s education:

Student and Family Privacy Rights – Policy 2132

Parent/Family Engagement and Involvement in Education – Policy 2158

Student Health Instruction – Policy 2335

School Activities and Clubs – Policy 3233 and Policy 3510

Student Records and Confidentiality – Policy 3600

Student Health – Policy 3410

Student Immunization – Policy 3413

STAFF ORGANIZATION

Administration

Principal	Jamie Sieler
District Clerk	Rachelle Pearson

Certified Staff

Early Learning/Kinder	Jenny May
1 st /2 nd Grade	Beth McWilliams
3 rd /4 th Grade	Sara Lee
5 th /6 th Grade	Suzanne Currey
7 th /8 th Grade & Librarian	Lisa Bedord
7 th /8 th Grade	Jamie Sieler
Spanish, 8th Math Teacher	Meagan Brady
Flex Teacher	Shelley Sauder
Flex Morning Teachers	Alyson Freeman
	Dani Hinderager
Music	Laura Toeckes

Classified Staff

Secretary	Cindy Dauwalder
Para Professionals	Kelli Bakken
	Janette Diem
Bus Drivers	Rose Cooley
Bus Maintenance	Ken Holmes
Food Service Director	Haven Murphy
Assistant Cook	Cindy Dauwalder
Custodian	Scott Charpentier

THE “DON’T” PAGE

1. Don’t go outside without being properly dressed for the weather.
2. Don’t bounce balls or throw playground equipment on the outside of the school building.
3. Don’t slide on the sidewalks or basketball courts.
4. Do not use the swings inappropriately.
 - . No standing up in the swings, twisting, or side swinging is allowed.
 - a. No “underdogs” or “bailouts” are allowed.
2. Do not litter in the bathrooms or hallways during class time.
3. Do not take playground equipment from another room without getting permission from the teacher.
4. Don’t chew gum or eat candy without your teacher’s permission in the school building, on the school bus, or on the school grounds.
5. Don’t behave inappropriately in the lunchroom while standing in line or eating.
 - . When you have finished eating, quietly remove your tray from the table.
 - . Don’t bang your tray on the side of the garbage can or throw your silverware into the pan.
 - . Scrape your tray with the scraper provided, and place your silverware in the pan.
 - . Put your milk carton, and napkin(s) in the garbage.
2. Students are not allowed to walk around the oval without permission.
3. Do not use hard balls when playing baseball or softball games.
 - . Hard balls can be used for playing catch.
2. Riding bicycles to school is not permitted unless permission has previously been granted by the principal.
3. Profanity of any kind is not tolerated.
4. There will be absolutely no fighting among students.
5. No student is allowed in the office at any time unless accompanied by a teacher, secretary, or principal.
 - . If students need to enter the office, they should knock on the door and wait to receive permission before entering.
2. The possession, use, or consumption of alcohol or illicit drugs on the grounds or in the school building of the Greenfield School District is prohibited.
 - . Any student who fails to comply with Greenfield School District’s Drug Free Policy will be subjected to disciplinary action (consistent with local, state, and federal law.)
 - . This may include expulsion and criminal prosecution.
 - . Disciplinary action may also include completion of an appropriate rehabilitation program.
2. Tobacco products are not allowed on school grounds or in the school building.
 - . This includes all forms of smokeless tobacco, e-cigarettes, and/or vaporizers.
2. Electronic toys are not allowed.
 - . Other toys are allowed, but the school is not responsible for breakage.

THE “DO” PAGE

1. Be quiet in the halls, bathrooms, and lunchroom.
2. Students must have permission from the classroom teacher to stay in at recess or lunch.
 - . Stay quietly at your own desk if you do stay in.
3. Take off snow boots before coming down the hall to classrooms.
 - . Mats are placed by the doors for cleaning off boots and shoes.
 - . Be sure your feet are clean before entering the building.
 - . Place boots neatly in the locker provided with the toes pointing out.
4. Be polite and courteous to everyone at all times.
5. Students must bring a note from home if they need to use cough drops or other medications at school.
 - . All medications must be stored with the classroom teacher or in the office.
 - . Students need to bring a note from their doctor if they are not, for legitimate health reasons, allowed to actively participate in PE classes for an extended period of time.
6. When dismissed, students will leave their classrooms in a neat, orderly, and quiet manner.
 - . Use the swings and all playground equipment safely and properly.
7. Be sure to ask teachers for help if it is needed.
8. When the recess or noon bell rings, students should”
 - . Stop playing and head for the school IMMEDIATELY.
 - . Line up at the door, and wait for a teacher to let them in.
 - . Wait quietly in line.
 - . Walk on the *right* side of the hallway.
 - . Go quietly to his/her classroom.
9. Students need to take proper care of books and other school property.
 - . Students will be liable for all damages other than normal wear and tear.
 - . If damage does occur, students will be liable for replacement costs, not current value.
10. All students will refer to teachers and all school personnel by “Mr., Mrs., Miss, or Ms.,” as appropriate. This includes all teachers, bus drivers, staff, etc.
11. A written excuse or phone call must accompany a student when he/she comes back to school after an absence.
 - . An unexcused absence will be considered a failure for the subjects missed that day.
 - . In the case of older students staying out of school for work, a parent must call the office. The student will be allowed to make up his/her work and receive credit for it, provided the exception is not abused.
12. Library books are checked out for a period of one week with the opportunity to renew one time. A fine of \$0.05 per day can be charged for overdue books.
13. When school functions occur in the evening, all students are expected to have a ride home immediately after the close of the function.
14. All students are expected to wear proper attire to school in wet or cold weather.

- . The bus driver has the authority to refuse transportation if a student is not dressed properly.
15. Students are responsible for the same type of behavior on the bus as they are at the school. All students riding the bus at night must do so unless there is written permission or a call to the school office allowing otherwise.
 16. Students are expected to have some type of athletic shoes to wear while participating in activities in the gym.
 - . These shoes are only to be worn *inside* during PE classes.
 17. Student lunches are available for \$2.75/day for K-5 and \$3.00 for 6-8, or approximately \$55.00 to \$60/month per student.
 - . Plan to pay “ahead” to keep money in your lunch account.
 - . Families will be notified when the account is within a week of reaching a \$0.00 balance. And will be notified monthly of negative balances.
 18. All students shall demonstrate respect for one another.
 19. Students are expected to maintain regular attendance through the final day of school.

EQUAL EDUCATION, NONDISCRIMINATION

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.

• Release of “Directory Information”

*“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s [name, 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 recent previous school attended]. **This information needs to be consistent with Policy 3600P, 3600FI, and 3600F2.** In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.*

Rights concerning a Student’s School Records

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

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

Students who miss 10 days or more of school per semester are considered excessively absent. Further action must be taken in order for excessively absent students to earn credit.

CAFETERIA 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. See the school secretary to apply.

Lunch prices for K-5 are \$2.75 and 6-8 for \$3.00 for student lunch and \$ 0.25 for a milk.

Meal Charge Policy

The District strongly discourages meal charges. However, if a student has a zero or negative balance on their account, they will be served the regular menued meal.

The District complies with federal USDA policies on meal charging and debt collection. All meal charges must be paid back to the District. Uncollected meal debt will be sent to collections per Federal guidelines.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school office principal so that other students who **may** have been exposed to the disease can be alerted.

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to the office or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

Further information may be found at policy 3417 in the District's Policy Manual

COMPLAINTS BY STUDENTS / PARENTS

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Additional information can also be found in the designated Board policy, 1700, available on the website, in the office.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement, separate from this handbook, regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — email — using District computers are not private and may be monitored by District staff. [For additional information, see policy 3612, 3612P]

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.

- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

Non-Disciplinary Measures

The Principal or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be

permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

CORPORAL PUNISHMENT

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

DISTRIBUTION OF MATERIAL

School Materials

All school publications are under the supervision of a teacher, sponsor, and the principal.

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.

DRESS AND GROOMING

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of disruption. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health. Students and staff are responsible for managing their personal distractions.

Requirements:

1. Shorts and skirts should be approximately to the bottom of fingertips of mid thigh. Tops must have shoulder straps that cover any undergarments. Tops must cover the mid section.

2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for all school activities approved by the principal.)
3. Headgear including hats, hoodies, and caps are not allowed unless approved by principal.
4. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.

ELECTRONIC DEVICES

The Greenfield Board will be addressing this and adopting policy in the next few months. New adopted policy relating to electronic devices will be sent home at that time.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A message will go out through the school's message service and on the District's Facebook page informing the public of closures and alterations to normal openings/dismissals.
(Refer to Policy 2221)

FIREARMS AND WEAPONS

It is the policy of the Greenfield School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing

bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon
(Refer to Policy 3311)

HOMEWORK

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

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

MEDICINE AT SCHOOL

A school employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Details regarding self-administration of medication are available at the office as outlined in Policy 3416, 3416F, 3416F1]

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

- Review the information in the student handbook with his or her child and sign and return The acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the Principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the principal any questions, such as concerns about placement, assignments, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher or principal, please call the school office for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Become a school volunteer. Participate in the school's parent organization. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance. [Policy 2421]

PROTECTION OF STUDENT RIGHTS [Policies 3200, and 2132]

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Parents are required to sign their student out in with the office before the student may leave the building.

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Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Absences and student grades in each class or subject are available through Infinite Campus. Report Cards are given at the end of each quarter.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231. The parent will be notified if any prohibited items are found in the student's desk or locker.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. [See Policy 3226]

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*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes

on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student's name, 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 recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if expired, the material will be deleted from the records but the records will be maintained until the time has expired.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION**School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

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

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

Regulations for Pupils Riding School Buses

THE RIGHT OF ALL PUPILS TO RIDE IN THE SCHOOL BUS IS CONDITIONAL ON THEIR GOOD BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE WILL BE REPORTED TO THE SCHOOL PRINCIPAL.

1. The driver is fully in charge of the bus and the children. Children shall obey the driver cheerfully promptly.
2. The drivers must devote their energies and skills to driving. They cannot act as disciplinarians for the children riding the bus. Occasional minor infractions may be handled by the drivers.
3. Children should form a line before entering the bus.
4. There should be no pushing or scuffling while the bus is loading.
5. Children should keep arms, hands, head, and all parts of the body inside the bus at all times – never out the window.
6. Children should not throw objects out of the bus while it is moving or parked.
7. Children should keep books, packages, equipment or other objects out of the aisles at all times. Property of students should be kept under the bus seat or held in laps.
8. Scuffling, playing, or fighting on the bus may distract the driver and cause an accident. This may endanger the lives of all the other riders. These behaviors are strictly forbidden.
9. Older students should help look after the safety and comfort of other children, especially the younger students, and not encourage misbehavior.
10. All students are expected to wear overshoes or proper attire to school in wet weather. Be sure to wear adequate clothing in cold weather. The bus driver has the authority to refuse transportation if you are not properly clothed.
11. Children shall observe the following:
 - . Stand on the sidewalk or side of the road, out of the roadway while waiting for the bus.
 - a. Clean footwear before entering the bus.
 - . Spitting on the bus is against health and safety rules. Such conduct will be reported to the principal.
 - a. Papers or other garbage items should not be thrown on the bus floor.
 - . Do not damage or deface the bus in any way.
 - . Students should not enter the bus if feeling ill, or have a family member with a contagious illness.
 - . Students should avoid unnecessary conversation with the bus driver.
 - . When the bus is in motion students shall remain seated. There will be no standing, changing seats, or getting on or off the bus at this time.
 - a. Students may not leave the bus without the driver's consent except at the assigned bus stop or at the school. Parents must send a note stating anything different.
 - b. Courtesy and respect must be shown to fellow students' and the bus driver. Profanity on the bus will not be tolerated.
 - c. Walk on the left side of the road when walking to and from the bus stop.
12. **IT IS IMPORTANT THAT PARENTS POINT OUT TO THEIR CHILD/CHILDREN THE DANGERS INVOLVED IN MISCONDUCT ON THE BUS.**

13. Any complaints of drivers, students, or parents, not specific in the above regulations. Shall be reported promptly to the principal.
14. Should the conduct of any student on the bus endanger the lives or morals of other people and the offending child fails to cease such conduct when requested by the bus driver to do so, with the permission of the principal, the offender may be removed from the bus. This will be done only in extreme cases as a last resort to protect the safety of other children.
15. **SHOULD ANY CHILD PERSIST IN VIOLATING ANY OF THESE REGULATIONS, IT SHALL BE THE DUTY OF THE DRIVER TO NOTIFY THE PRINCIPAL. THE PRINCIPAL MAY THEN DENY THE DISOBEDIENT CHILD THE PRIVILEGE OF RIDING THE BUS UNTIL PERMISSION TO RIDE AGAIN HAS BEEN GIVEN.**

VIDEOTAPING OF STUDENTS

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the main office and check in. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher ahead of time and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

• **Receipt of Handbook**

"I have read the Greenfield Student Handbook for 2025-2026. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____