

# Evergreen Crossroads Program 2025-2026



## Student Handbook

Our Mission: To enable students to become responsible citizens  
and lifelong learners by ensuring quality instruction in a  
nurturing environment

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## INTRODUCTION TO STUDENTS AND PARENTS

The Evergreen School District Student Handbook contains information that students and parents are likely to need during the school year. 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 note that references to policy codes are included to help parents confirm current policy. The District’s policies are available on our website [www.evergreensd50.com](http://www.evergreensd50.com).

## SUPERINTENDENT’S MESSAGE

Welcome to the Evergreen School District. This handbook is to acquaint you with the organization, policies, and procedures of your school. The rules governing our school are a result of the combined efforts of the Board of Trustees, administration, faculty, staff, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

Dr. Laurie Barron, Superintendent

## BOARD OF TRUSTEES 2025-2026

The Board of Trustees would like to extend an invitation to students, parents or guardians, and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Tamara Williams	Board Chair
Dave Lowitz	Board Vice Chair
Jim Waggener	Trustee
Paul Wigle	Trustee
Jon Wilson, Sr.	Trustee
Zach Bernheim	Trustee
Chris Goodwin	Trustee

## SCHOOL BOARD MEETINGS 2025-2026 (1400)

Regular School Board Meetings are generally scheduled for the second or third Wednesday of each month, or at other times and places determined by a majority vote. The meetings are held in the Boardroom of the District Administration Office. All School Board Meetings are open to the public. The 2025-2026 meetings are scheduled for the following dates:

Month	Board Meeting	Board Work Session
	2 <sup>nd</sup> Wednesday 5:30 p.m.*	4 <sup>th</sup> Wednesday 7:00 a.m.*
July	No Meeting	No Meeting
August	13* (4:30 p.m.) (Budget Hearing)	No Meeting
September	10	17* (Retreat 5:30 p.m.)
October	8	22
November	12	19* (3 <sup>rd</sup> Wed.)
December	10	17* (3 <sup>rd</sup> Wed.)
January	14	28
February	18* (3 <sup>rd</sup> Wed.)	25 (Class Visits)
March	11	18* (3 <sup>rd</sup> Wed.)
April	8	15* (5:30 p.m. ACE Expo/Student-Led) 22 (7:00 a.m.)
May	13, 19* (8:00 a.m.)	27* (Retreat 4:30 p.m.)
June	10* (4:30 p.m.)	No Meeting

In the event a School Board Meeting must be rescheduled or a special meeting held, official notices will be posted in the school buildings for staff members’ information.

### NOTICE OF NON-DISCRIMINATION

The Evergreen School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

The Evergreen School District #50 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, such as designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA coordinator, Melissa Hardman [mhardman@evergreensd50.com](mailto:mhardman@evergreensd50.com), 18 W. Evergreen Drive, Kalispell, Montana 59901, (406) 751-1111. Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

# EVERGREEN SCHOOL DISTRICT LEARNER PROFILE



## SCHOOL OFFICES

Each of the Evergreen schools has an office staff whose purpose is to help teachers, students, parents or guardians, and visitors. Please feel free to contact the office staff for information relative to the operation of the schools. The office staff also is your point of contact when you wish to communicate with administrators and teachers. Also, when visiting the building, please use the intercom system to access entry and sign in at the office. Please inform the office personnel what your nature of business is. Building Administrators have a direct responsibility for everyone in their buildings. They need to be aware of who is in the buildings at all times.

The office staff for Evergreen School District is as follows:

East Evergreen Elementary School	(406) 751-1121	Jessica Bauer Roni Corpron
Evergreen Junior High School	(406) 751-1131	Sandi Patera Melissa Hendrix
Superintendent's Office	(406) 751-1111	Gina Bilyeu
Business Office	(406) 751-1111	Samantha Vastbinder Hunter Vastbinder
Special Services Office	(406) 751-1111	Pam Renfro
Registration Office	(406) 751-1111	Lisa Mey
Crossroads Principal	(406) 751-1141	Sherry Odegard

## SCHOOL HOURS

Early Learning	8:25 am - 2:55 pm
Kindergarten	8:25 am - 2:55 pm
First Grade	8:25 am - 3:00 pm
Second Grade	8:25 am - 3:00 pm
Third Grade	8:25 am - 3:05 pm
Fourth Grade	8:10 am - 3:05 pm
Fifth-Eighth Grades	8:15 am - 3:15 pm
Crossroads	8:15 am - 3:00 pm

**EVERGREEN CROSSROADS PROGRAM  
2025-2026**

<b>FLATHEAD CROSSROADS STAFF</b>				
<b>Teachers</b>	<b>Paraprofessionals</b>	<b>Behavior Specialists</b>		<b>Administration</b>
Ashley Neumiller (K-2)	Megan Hoskin	Cliff Thorson		Principal: Sherry Odegard
Vacancy (3/4)	Jeanne Karlstad	Dan Anderson		Director: Melissa Hardman
Brooke Weaver (4/5)	JoDee Quay	Colton Hackley		Superintendent: Laurie Barron
Alex Myers (6)	Amy Boyce			
Brandan Barnett (7/8)	Brenda West			

<b>FLATHEAD CROSSROADS PARTICIPATING DISTRICTS and Advisory Board Members*</b>					
<b>#</b>	<b>Dist.</b>	<b>School</b>	<b>Authorized Representative</b>	<b>Phone</b>	<b>Email</b>
1	38	Bigfork	Matt Porrovecchio*	837-7400	mattp@bigfork.k12.mt.us
2	10	Cayuse Prairie	Amy Piazzola*	756-4560	apiazzola@cayuse.k12.mt.us
3	6	Columbia Falls	Michelle Swank* (Vice Chair)	892-6562	m_swank@cfmthschools.net
4	9	Creston	Cheryl Peterson*	755-2859	cpeterson@csd9.org
5	2	Deer Park	Charlie Wiest*	892-5388	charles.wiest@deerparkedu.org
6	50	Evergreen	Laurie Barron*	751-1111	lbarron@evergreensd50.com
7	3	Fair-Mont-Egan	Tina Blair*	755-7072	tblair@fmemontana.net
8	15	Helena Flats	Andy Maheras*	257-2301	supt@helenaflds.k12.mt.us
9	5	Kalispell	Lacey Cole*	751-3421	lacey.cole@sd5.k12.mt.us
10	20	Kila	Liz English*	257-2428	lenglish@kilaschool.com
11	54	Marion	Julia Maxwell*	854-2333	jmaxwell@marionschoolmt.com
12	58/68	Olney/Bissell	Trevor Dahlman* (Chair)	862-2828	tdahlman@olneybissellschool.com
13	89	Smith Valley	Dawn Matt*	756-4535	dmatt@smithvalleyschool.org
14	29	Somers/Lakeside	Alex Ator*	857-3661	alex.ator@somersdist29.org
15	4	Swan River	Josh Lee*	837-4528	leejosh@swanriverschoolk-8.org
16	8	West Glacier	Kristen Hebert*	888-5312	khebert@westglacierelementary.org
17	1	West Valley	Richard Gross*	755-7239	rgross@westvalleyschool.com
18	44	Whitefish	Sara Mueller*	862-8655	muellers@whitefishschools.org
Director			Melissa Hardman	751-1111	mhardman@evergreensd50.com
County Superintendent			Marcia Stolfus	758-1852	mstolfus@flathead.mt.gov
Evergreen School District Clerk			Samantha Vastbinder	751-1111	svastbinder@evergreensd50.com
Flathead Sp. Ed. Cooperative			David Brown	257-1852	director@fsecoop.com

<b>EVERGREEN SCHOOL DISTRICT BOARD OF TRUSTEES</b>	
<b>Name</b>	<b>Title</b>
Tamara Williams	Trustee (Chair)
Dave Lowitz	Trustee (Vice Chair)
Jon Wilson, Sr.	Trustee
Paul Wigle	Trustee
Jim Waggener	Trustee
Zach Bernheim	Trustee
Chris Goodwin	Trustee

<b>2025-2026 FLATHEAD CROSSROADS ADVISORY BOARD MEETING DATES</b>	
August 13, 2025, 12:00 p.m.	February 18, 2026, 11:00 a.m.
October 8, 2025, 11:00 a.m.	April 8, 2026, 11:00 a.m.
December 18, 2025, 8:30 a.m. - Winter Concert	May 21, 2026, 8:30 a.m. - Spring Concert
Location for All Meetings: Evergreen School District	



**Evergreen School District Certified Staff 2025-2026 (66 total)**  
**Superintendent: Dr. Laurie Barron**

East Evergreen Elementary (34)	Evergreen Junior High (21)	Evergreen Special Services (1)
<p><b><u>Principal</u></b> Henry Mack</p> <p><b><u>Assistant Principal</u></b> Jesse McFarland</p> <p><b><u>Instructional Coach</u></b> Kathy Skinner Lauren Cullen (K-2 Literacy)</p> <p><b><u>School Counselor</u></b> Michelle Mitchell</p> <p><b><u>Preschool</u></b> Stephanie Bilodeau</p> <p><b><u>Early Learners</u></b> Lisa Lake Debbie Wright</p> <p><b><u>Kindergarten</u></b> KA Carrie Starkey KB Sabrina Collins KC Rebekah Toth</p> <p><b><u>First Grade</u></b> 1A Aleesha Cowan 1B Craig Fickle 1C Melissa DeShaw 1D Britney Lavina</p> <p><b><u>Second Grade</u></b> 2A Tailer Kemper 2B Samantha Varner 2C Nikki Kaup</p> <p><b><u>Third Grade</u></b> 3A Eric Kron 3B Ava Daley 3C Cara Hingiss</p> <p><b><u>Fourth Grade</u></b> 4A Kaylee McCracken 4B Lisa Mitchell 4C Marie Corriveau</p> <p><b><u>Special Education K-4</u></b> Abby Barnett Lauryl Himsl Natalie Mayhew Kathy LeDuc</p> <p><b><u>Special Services</u></b> Psychologist Melissa Fahrney SLP Johanna Nolin SLP Stasia Plympton</p> <p><b><u>Health Enhancement/PE</u></b> Ethan Bailey</p> <p><b><u>Library</u></b> Teresa Makela</p> <p><b><u>Music</u></b> Rachel Bendon</p>	<p><b><u>Principal</u></b> Jennifer Doss</p> <p><b><u>Assistant Principal</u></b> Jim Thompson</p> <p><b><u>Curriculum Coordinator/Instructional Coach</u></b> Lynda Boepple</p> <p><b><u>School Counselor</u></b> Lorien Cortez</p> <p><b><u>Fifth and Sixth Grades</u></b> Chris Peterson Jean Crofts Veronica McAchran Kari Skelton</p> <p><b><u>Seventh and Eighth Grades</u></b> Alex Aiken Vic Dalla Betta Jennifer Corbett Pam Doty Kara Gronley</p> <p><b><u>Special Education 5-8</u></b> Yvette Jordan Johnny Peña Kenny Ross Vacancy</p> <p><b><u>Health Enhancement/PE</u></b> Ross Darner Shawn Peltier</p> <p><b><u>Library</u></b> Cynthia Thorsen</p> <p><b><u>Music</u></b> Kurt Weber</p>	<p><b><u>Special Services Director</u></b> Melissa Hardman</p> <p><b><u>Crossroads (9)</u></b></p> <p><b><u>Principal</u></b> Sherry Odegard</p> <p><b><u>Behavior Specialists</u></b> Dan Anderson Colton Hackley Cliff Thorsen</p> <p><b><u>Teachers</u></b> K-2 Ashley Neumiller 3-4 Vacancy 4-6 Brooke Weaver 4-6 Alex Myers 7-8 Brandan Barnett</p>

**Evergreen School District Classified Staff 2025-2026 (56 Total)**

<b>East Evergreen Elementary (20)</b>	<b>Evergreen Junior High (9)</b>	<b>Evergreen District Services (21)</b>
<u><b>Secretaries</b></u> Jessica Bauer Roni Corpron  <u><b>Paraprofessionals</b></u> Tiffany Floden Jolene Mahoney Kaleena McNeil Darlene Nunn Alyssa Olson Tracy Park Jillian Roos Aubray Ryce-Martinez Terri Street Katie Van Kempen Constance Wolfe Krissy Yorba Kurt Wambaugh  <u><b>Family and Community Engagement Liaison</b></u> Shannon Black   <u><b>CONTRACTED SERVICES</b></u>  <u><b>Greater Valley Health</b></u> Marsha Solak, SBOT Therapist  <u><b>Special Services</b></u> OT Cassidy Norick PT Sarah Olsen PT Samantha Modderman	<u><b>Secretaries</b></u> Sandi Patera Melissa Hendrix  <u><b>Paraprofessionals</b></u> Jay Aiken Hillery Eastman Rania Hammergren Megan Hoskin Rob Treat   <u><b>CONTRACTED SERVICES</b></u>  <u><b>Greater Valley Health</b></u> Vacancy, SBOT Therapist  <u><b>School Resource Officer</b></u> Nicole Coblentz   <u><b>Crossroads (6)</b></u> <u><b>Paraprofessionals</b></u> Amy Boyce Amy Probert Jeanne Karlstad JoDee Quay Brenda West   <u><b>CONTRACTED SERVICES</b></u>  <u><b>Greater Valley Health</b></u> Tazia Wisdom, SBOT Therapist	<u><b>Admin. Asst. to the Superintendent</b></u> Gina Bilyeu  <u><b>Admin. Asst. to the Special Services Director</b></u> Pam Renfro  <u><b>Director of Business and Human Resources/Clerk</b></u> Samantha Vastbinder  <u><b>Admin. Asst. to the Director of Business</b></u> Hunter Vastbinder  <u><b>Admin. Asst. for Information Systems</b></u> Lisa Mey  <u><b>Technology Director</b></u> Chris Swadener  <u><b>Operations and Facilities Director</b></u> Jerick Graves  <u><b>Maintenance &amp; Custodial Services</b></u> <u><b>EAST</b></u> Paul Amundson, Operating Engineer Dianne Parks, Head Operating Engineer  <u><b>JUNIOR HIGH/CROSSROADS/ADMIN</b></u> Brayden Green, Operating Engineer Ryan LeDuc, Head Operating Engineer Edward Heckel, Part Time Operating Engineer  <u><b>Food Services Director</b></u> Joan Jepsen  <u><b>Food Services</b></u> Gayle Braun Alicia Coursey Robin Frehse Lori Kaufmann Denise Knaff Connie Langton Anna McCoy  <u><b>Crossing Guard</b></u> Chrystal Shue

# EVERGREEN SCHOOL DISTRICT 2025-2026 CALENDAR

**\*Approved 3-18-25\***

## Evergreen School District 2025-2026 School Calendar

### August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	PIR	PI	TOTAL
Aug	2	3	5
Sept	0	21	21
Oct	3	20	23

### November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov	2	16	18
Dec	0	15	15
Jan	1	19	20

### February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Feb	1	18	19
Mar	0	17	17
Apr	0	21	21

### May

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May	0	20	20
Jun	0	8	8

**9 178 187**

	New Teacher Orientation
	PIR - No School for Students
	First Day of School K-8th
	First Day of School Preschool and Early Literacy
	Last Day of School
	School Closed/Holiday
	Open House
	End of Quarter
	PTC - No School for Students
	PTC/Full Attendance for Students
	Early Release-East/Crossroads 1:00/JH 1:15

#### SCHOOL HOURS

Early Literacy/Kindergarten	8:25 - 2:55
Grades 1-2	8:25 - 3:00
Grades 3	8:25 - 3:05
Grade 4	8:10 - 3:05
Grades 5-8	8:15 - 3:15
Crossroads K-8	8:15 - 3:00

#### NOTE:

In lieu of any needed make up days, a remote school day may occur when school would otherwise be cancelled due to inclement weather or any other school closure.

Aug 21,22	New Teacher Orientation
Aug 25,26	PIR Days - No School
Aug 26	Student Experience Day (Preschool-8th Grade)
Aug 27	First Day of School (Kindergarten-8th Grade) - Full Day No Early Release
Aug 27	Student Experience Day (Preschool and Early Literacy)
Aug 28	First Day of School (Preschool and Early Literacy)
Sep 1	Labor Day Holiday - No School
Sep 3,10,17,24	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Sep 16	Junior High Open House - 6:30 pm
Sep 17	Crossroads Open House - 6:30 pm
Sep 18	East Open House - 6:30 pm
Oct 8	Interagency Child Find 8:30 - 11:30 am
Oct 1,8,15,22,29	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Oct 16,17	Optional PIR - No School (Statewide Professional Learning)
Oct 30	End of 1 <sup>st</sup> Quarter (44 days)
Oct 31	PIR Day - No School
Nov 5,12,19,25	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Nov 5	Parent/Teacher Conferences - 4-7pm - Regular Student Attendance Day
Nov 6	Parent/Teacher Conferences - 8:30-11:30 am, 12-4 pm, 5-7 pm - No School
Nov 25	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Nov 26 - 28	Thanksgiving Break - No School
Dec 3,10,17	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Dec 22 - Jan 2	Christmas Break - No School
Jan 7,14,21,28	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Jan 19	PIR Day - Martin Luther King, Jr. Day Observance - No School
Jan 23	End of 2 <sup>nd</sup> Quarter (45 days)
Feb 4	Parent/Teacher Conferences - 12-4 pm, 5-7 pm - No School
Feb 11,18,25	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Feb 16	President's Day Observance - No School
Mar 4,11,18	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Mar 23 - 27	Spring Break - No School
Apr 1,8,15,22,29	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
Apr 6	End of 3 <sup>rd</sup> Quarter (44 days)
Apr 16	Early Literacy/Kindergarten Roundup and Child Find 1-7 pm
Apr 24	No School
May 6,13,20,27	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
May 25	Memorial Day Observance - No School
June 3	Early Release - East and Crossroads 1:00 pm, Junior High 1:15 pm
June 10	Last Day of School/Early Release - East and Crossroads 1:00 pm, JH 1:15 pm
	End of 4 <sup>th</sup> Quarter (45 days)

## EVERGREEN CROSSROADS PROGRAMS

### School Wide

Evergreen School District participates in a Schoolwide Title I program under the Elementary and Secondary Education Act (ESEA). A Schoolwide program uses its Title I Part A funds, coupled with other Federal education funds, to supplement the school's entire educational program rather than to target services for identified children.

### General Education Programs

In addition to the regular basic academic programs, the Evergreen School District provides instruction in Art, Music, Physical Education, and Library. Programs at the Junior High also include Algebra, Spanish, Band, Choir, Vocational Arts, Guitar, Core Connections and a variety of extracurricular activities.

### Special Programs

Qualified students may participate in the Gifted and Talented Program and/or the Special Education Program.

### Physical Education

The Evergreen School District provides Physical Education for all grades. It is important that school officials be notified immediately of any medical or other reasons why a child should not participate in planned physical education activities. In the absence of such notification to the contrary, it is assumed that your approval is given for your child(ren) to participate in all planned physical education activities.

### Lunch Program

Evergreen School District serves "Class A" lunches and breakfasts to its students each day. Start time for breakfast is 7:45am for elementary and 7:45am for junior high. A wide variety of food is served in quantities established by the Federal government. Please see the following Meal Pattern options:

All meals will include these 5 food groups: Meat or Meat Alternatives; Vegetable; Fruits; Bread or Bread Alternatives and Milk.

Student breakfast and lunch will be offered at no charge to each student every day. Milk, if purchased separately from the meal, will cost \$0.50.

The Evergreen School District participates in the Community Eligibility Provision (CEP) for Free Meal Reimbursement. Through CEP, a school district, a group of schools or a single school may offer meals at no charge to all students. This eliminates the procedure of distributing and processing free and reduced meal applications.

For more information on this meal option, please call (406) 751-1111 ext. 1331. Students bringing a sack lunch are required to eat in the lunchroom with those students eating hot lunch.

### Field Trips (2320)

An important aspect of a child's education in the Evergreen School District is the opportunity for participation in scheduled field trips. Field trips are scheduled to local areas of interest for the grades PK-8th. Field trips are well organized and planned and are taken in compliance with District Policy as approved by the Board of Trustees. Some field trips have a fee attached to them (refunds will only be made in emergency situations). Please see your school principal if your child needs assistance with fees associated with field trips.

It is of the utmost importance that students realize their responsibility for maintaining good conduct and behavior away from school in the same manner as while they are in school. Evergreen students have developed a strong tradition of representing their schools in a highly positive way, and much of this is due to the interest and cooperation of the parents. Students may be denied the opportunity to participate in field trips if their behavior and/or academic work has not met acceptable standards.

During enrollment or enrollment verification, parents will be notified of each field trip that includes their child's participation and will be asked to confirm their permission for their child's participation.

### Extracurricular Activities

Crossroads program students are permitted to participate in Evergreen School District extracurricular activities while attending the program.

Students participating in extracurricular activities must provide evidence of accident insurance. A parent signature on the Participation Contract is evidence of such insurance.

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations.

The Evergreen School District offers the following school curricular and co-curricular activities:

Achieving Content Extensions (ACE)

Basketball - Boys and Girls

Chess Club

Cross Country - Boys and Girls

Drama

Fitness Team

Football

Leadership Club

MCTM Math Contest

Missoula Children's Theatre

Music, Band, Choir

Special Olympics

Volleyball

Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. A consent form is included in the digital registration and verification process each year. Parents also have the right to withdraw their child from any club or extracurricular activity.

**Please note:** Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Evergreen School District subject to the student's eligibility as set out in Evergreen School District Coaches/Advisors/Directors Athletics/Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Any nonpublic or home school student seeking to participate in an extracurricular activity shall be required to provide proof of identity and residence in the same form as a student enrolling in school in order to establish residency. Parental permission must be obtained for the student to participate in the extracurricular activity.

## **IMMUNIZATIONS**

In compliance with Montana Law, Evergreen School District officials require the following immunizations:

- Haemophilus influenza Type B (Hib)
  - Preschool - 1 dose (given on or after the 1st birthday, unless child is older than 59 months)
  - Kindergarten - 12th grade - None Needed
- Diphtheria, Tetanus, and Pertussis (DTaP, Tdap)
  - Preschool - 4 doses
  - Kindergarten - 12th grade - 4 doses (one dose must be given on or after 4th birthday)
  - Plus 1 dose of Tdap (prior to entering 7th grade)
- Polio (IPV or OPV)
  - Preschool - 3 doses
  - Kindergarten - 12th grade - 3 doses (one dose must be given on or after 4th birthday)
- Measles, Mumps, and Rubella (MMR)
  - Preschool - 1 dose (dose must be given on or after 1st birthday)
  - Kindergarten - 12th grade - 2 doses (first dose must be given on or after 1st birthday, and spacing between doses is 4 weeks)
- Varicella "chickenpox" (Var)
  - Preschool - 1 dose (dose must be given on or after 1st birthday)
  - Kindergarten - 12th grade - 2 doses (first dose must be given on or after 1st birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 13 years)

If you have questions regarding your child's immunization schedule, please contact the Flathead City/County Health Department at (406)751-8110 or visit [www.flatheadhealth.org](http://www.flatheadhealth.org) for further information.

The Board requires all students to present evidence of students having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the department. Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles (rubella), mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except that Haemophilus influenza vaccine is required only for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

#### Emergency Information

When a student is enrolled in school, it is necessary that the school offices have information which enables school officials to locate parents or persons designated by parents in case of emergency. An emergency could be anything from a student illness or injury to a volcanic eruption or snowstorm. It is, therefore, of vital importance that parents provide accurate telephone numbers for this purpose. In the event that a change in this information occurs, the appropriate school office must be notified immediately and the parent shall make the change in the Infinite Campus Parent Portal. With regard to the State Law on attendance, (page 11) it is vitally important that parents furnish (to the appropriate school office) a telephone number where they may be reached during school hours.

#### Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release.

Directory information will be limited to:

- Student's name
- Grade level
- Most recent previous school attended
- Dates of attendance
- Photographs (including those on District website)
- Diplomas/Awards received
- Participation in school activities and sports

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

### **ATTENDANCE**

#### Regular Attendance (3122)

Regular attendance at school is important for student success. It is essential that parents or guardians ensure that their children arrive at school on time and attend school regularly. Students are considered chronically absent when they miss 10% or more of a school year (or approximately 17 days in one year). The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's or guardian's request.

If your child is ill, please do not send your child to school. If your child will be absent due to a scheduled appointment or vacation, please notify the child's teacher and school office in advance. The school must receive from the parent or guardian written or verbal communication indicating that the parent or guardian is aware of the absence along with an explanation for the absence. Nonpublic or home school parents or guardians should report their children absent at least 30 minutes before the start of the student's school day if enrolled on a part-time basis.

Students are expected to attend all assigned classes each day. Teachers will keep a record of absence and tardiness. State

law requires that school officials attempt to make contact with the parents or guardians of any regularly enrolled child who is absent from school. We are requesting that you call the appropriate school office at the earliest possible moment upon determining your child will not be attending school on a given day. This will assist school officials in making the contact necessary to be in compliance with the law. Before the end of the school day, each school will attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

For the purpose of this policy, "truant" or "truancy" means the persistent non-attendance without excuse, as defined by this policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103. "Habitual truancy" means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in one school year.

Students will be released, with a parental request in writing, for the purpose of receiving religious instruction for up to one hour per week.

#### Student Attendance and Excessive Absence

School attendance has a dramatic effect on a student's current and future academic performance. Excessive tardiness and absenteeism puts most students at a serious disadvantage. Children need to be in school and parents or guardians need to work with school officials to impress upon their children the value of regular attendance.

The office personnel must receive from a parent or guardian written or verbal confirmation that the parent or guardian is aware of the tardy or absence and that clearly states the reason for the tardy or absence. Failure to provide this information will result in an unexcused absence and the possibility that the absence will be regarded as truancy.

School officials will determine if an absence is excused or unexcused. Excused absences under the law are: illness, bereavement, parent or guardian request due to instruction regarding human sexuality, parent or guardian excuse from instruction/assemblies/events that offend the parent's or guardian's beliefs or practices, and any other reasons prescribed by the Board, including doctor appointments and religious reasons.

The following are **unexcused** absences: vacation, truancy/skipping school, suspension, leaving early to beat traffic, or failure to provide reason for absence. Sanctions may apply depending on the circumstances involved and the grade/age of the student. In cases where school officials determine that special circumstances warrant making exceptions to the above procedure, they shall have the latitude to do so. Examples include: A history of excessive absenteeism, failure by parents or guardians to account for absences, unacceptable excuses, evidence of deceit on the part of the parent, guardian, or child, etc.

For any absence, call the school office within 48 hours of the absence to notify the school of the child's absence, whether the absence is excused or unexcused. If the school is not notified of an excused absence within 48 hours, the absence will be determined to be unexcused.

For out-of-district students, as noted in Policy 3141, a student who is truant as defined in MCA §20-5-106 in the last school district attended is at risk of not being approved for out-of-district attendance for the current or future school year.

Once a student has reached 15 total days of absence, school officials will contact the parents or guardians to discuss the status of their child's absences from school.

Upon the 20th absence, if, in the opinion of the building principal, the parents or guardians continue to violate Montana compulsory attendance laws (MCA 20-5-103), the parents or guardians will meet with the principal to explain the rationale for their child to be absent from school. At that time, the principal will determine what necessary action is appropriate to ensure that the student is in regular attendance. This may include prosecution of the parent or guardian as permitted under Montana Statute and contacting Child and Family Services to report potential neglect.

Upon the 20th absence, there shall be an IEP meeting for students eligible for services under IDEA. Included in this meeting will be a management program to help the student make up missed assignments. This would include, but is not limited to, an extended school day for additional help until all past due work is completed.

Should a student be absent for 10 consecutive school days, for (a) unknown reason(s), and (b) there has been no response to daily phone calls to parent(s)/guardian(s), and (c) no record request from another school has been received, then the following action will be taken: With superintendent approval, upon the 11th consecutive day of absence, a letter will be sent via CERTIFIED US MAIL to the parent(s)/guardian(s) at their last known address(es). The letter will provide notification that the student's enrollment at the Evergreen School District will be terminated after 10 school days following the date the letter was mailed if no further communication is received by the Evergreen School District Registration Office from the parent/guardian.

#### Human Sexuality or Identity Instruction Absence

A student may be withdrawn or absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for human sexuality instruction. Human sexuality instruction is instruction that has the



goal or purpose of studying, exploring, or informing students about intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, abstinence, contraception, or reproductive rights and responsibilities. These absences do not count toward the student's discretionary 10-day total.

Written consent from the parent or legal guardian is required prior to any student attending identity instruction. Identity instruction is instruction that has the goal or purpose of studying, exploring, or informing students about gender identity, gender expression, or sexual orientation. A student is excused from not attending identity instruction unless the student's parent/guardian provided written consent for the student to be in attendance prior to the instruction.

The District will provide parents/guardians with at least five (5) school days' notice (but not more than 14 school days notice) before human sexuality or identity instruction is scheduled to occur.

#### Transportation

The Evergreen School District does not provide daily bus transportation for students to or from school based on the small geographic size of the District. Districts of residence are responsible for transportation of students to the Crossroads program. Transportation will be provided if a student is required by law to be transported.

#### Head Lice

Administration will determine if a student needs to be sent home and when the student may return. It is not recommended to exclude children from school: <https://www.cdc.gov/parasites/lice/head/schools.html>.

#### Removing Children from School

Taking students out of school on a regular basis impacts the student's academic success. Please try to schedule appointments and other activities that take children out of school after school hours.

Parents desiring to pick up their child(ren) for medical or other appointments during the school day must do so through the appropriate school office. It is helpful if the office and/or teacher are notified in advance by email, Remind message, or telephone. This enables the office to inform the appropriate teacher who can then ensure that the student will be ready when the parent comes to pick up the child. When returning the child to school following an appointment, please bring the child to the office. Office personnel will see that the child gets back to the appropriate classroom and/or activity.

#### Withdrawal from School

When withdrawing from school or changing school districts, parents are requested to come to the appropriate school office and withdraw the child from school. Official school records will be sent directly to the new school of enrollment upon the request by the school.

#### Inclement Weather

Students will be required to be indoors when the temperature outside is 5° or lower (this includes a wind chill factor at or below 5°). School personnel will make a determination for outdoor activities when air quality reaches the "unhealthy for sensitive groups" category as deemed by [DEQ Today's Air](#).

Once school is in session, the Evergreen School District will make every effort to stay in session during the regular hours. If parents or guardians wish to come to school and take their child home early, they may do so; however, the student will be released only to the parent, guardian or his/her designee. If the weather is so bad that parents are unable to travel to the school to pick up their child(ren), the District will provide food and shelter during the state of emergency. We work very hard to avoid school closure, as it is very difficult on students, families, and staff. However, just in case, we would like to remind you of our emergency school closure procedures and protocols.

#### Precautions

- Please be sure your child is dressed for colder weather. Students will be required to be indoors when the temperature outside is 5° or lower (including a wind chill factor at or below 5°).
- On very cold days, if your child typically walks to school, it is advised that you drive your child to school if at all possible. If your child will be walking to school, please make sure that he or she has the appropriate cold weather clothing. If you need assistance with winter clothing, please contact your school's office.

#### School Closures

While some surrounding school districts may choose a delayed or late start, we do not intend to use "late starts" in the Evergreen School District due to the significant disruption to learning that occurs and the hardship it places on families. (Therefore, a surrounding school district may start two hours late, while the Evergreen School District may have a regular, full day of school.) School Closures are announced through the following methods:

- Local radio and television stations
- Email to the email address we have on file
- Emergency phone call to the primary phone number we have on file
- Notices posted on the District website and on District social media sites (Facebook, Instagram, and Twitter)

Decisions regarding school closure are made by 6:00 a.m. each school day and are communicated to families and staff as soon as possible, usually no later than 6:15 a.m.



### Remote Learning

If the decision is made to close school buildings due to inclement weather or another emergency, we will transition to a remote learning day (all students will learn from home remotely) in lieu of a make-up day at the end of the year.

- Teachers will reach out to students the morning of a school building closure via email, Google Classroom, and/or other platforms.
- Students with a device and internet access should login to their Google Classroom by 8:30 am.
- Students will attend virtual classes, and teachers will provide online office hours for students.
- Students without a device and internet access will complete other work assigned by the teacher.
- Teachers will mark student attendance based on student work completed and/or attendance in online class.

### Emergency Treatment of Students

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden illness or injury; however, further medical attention is the responsibility of a parent or guardian.

**The District requires that every parent or guardian provide a telephone number where a parent or designee of a parent may be reached in case of an emergency.**

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The District will employ its normal procedures to address medical emergencies without regard to the existence of a do not resuscitate (DNR) request. A principal or designated staff member will call a parent or parental designee so that the parent may arrange for care or treatment of an injured student.

When a student develops symptoms of illness while at school, a responsible school official will do the following:

- Isolate the student from other children to a room or area segregated for that purpose
- Inform a parent or guardian as soon as possible about the illness and request the parent or guardian to pick up the child; and
- Report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day.

When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital. Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

### Families In Transition (FIT) Student Rights

Our school district provides equal access and comparable services to all students. A student meeting Families in Transition (FIT) status is based upon whether the parents/guardians are individuals who lack a fixed, regular, and adequate nighttime residence. Evergreen School District and Kalispell Public Schools collaborate to ensure that students who meet FIT status are able to access school services and sustain their affiliation with their school of origin. The following website provides further information regarding services for Families in Transition: [The McKinney-Vento Homeless Assistance Act](#). Please contact our Families in Transition Liaison and Activity Director for further assistance.

Natalie Molter  
Families in Transition Liaison  
Evergreen School District #50  
(406) 751-3630

### Students in Foster Care

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The child welfare agency will provide the District with a current address, updated emergency contact information, and any legal status or no contact orders necessary to support the safety and well being of the child. The District will collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

Please contact our Foster Care Point of Contact for further assistance.

Melissa Hardman  
Special Services Director  
Evergreen School District #50  
18 West Evergreen Drive  
Kalispell, Montana 59901  
mhardman@evergreensd50.com  
(406) 751-1111

### Personal Protective Equipment

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

## **STUDENT EXPECTATIONS**

### Student Conduct

In order for a student to receive a good education, there must be a climate that is conducive to learning. The behavior and conduct of the students indicates whether or not a good climate for learning exists. While school officials have a direct responsibility for student conduct in school, it is the parents and students themselves who carry the greatest responsibility for ensuring that there is a minimum of disruptive behavior in the schools. The following represents District Policy as approved and adopted by the Evergreen Board of Trustees:

Pupils attending Evergreen schools shall comply with regulations, pursue the required course of study, and submit to the authority of teachers, administrators, and the governing Board (School Board) as appropriate. Teachers and school administrators have the authority to hold students to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess. Continued open defiance of authority, habitual profanity or vulgarity, destruction/defacing of school property and conduct that is disruptive to educational processes shall result in disciplinary consequences up to and including suspension and expulsion.

A pupil's conduct is expected to contribute to the general welfare of his/her school and the orderliness of the school program. Pupils are expected to respect the authority of the teachers, the rights and privileges of other pupils, and public and private property.

### Violation of Student Code of Conduct

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling marijuana (including medical marijuana).
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into 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.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- 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 dishonesty in academic work, including but not limited to plagiarism, cheating, unauthorized use of artificial intelligence applications to complete school work, submitting work generated by artificial intelligence as original work, or any other form of academic dishonesty.

### Student Safety

The personal safety of students while in school is a top priority of the Evergreen School District. While schools and school grounds are not considered to be hazardous, students may be injured on the way to and from school or on the school grounds, due to their own carelessness or thoughtless acts by fellow students.

To further increase student safety, a bicycle/pedestrian path has been designated between the two schools, and crossing guards are provided at the intersection of Highway 2 and Evergreen Drive. All students will travel on the North side of Evergreen Drive and will cross Evergreen Drive at the light under the direction and authority of the crossing guards.

Once students are delivered to the school and enter the school grounds, they may not leave without special permission of school authorities or until such time as school is dismissed. Parents, of course, may pick up their children for special appointments after notifying the appropriate school office officials.

### Student Personal Items

Toys, money, valuables, laser pointers, portable gaming systems, and/or anything that hinders the learning environment, may not be brought to school unless specifically arranged with the appropriate classroom teacher or school administrator. Under no circumstances are students to bring to school pocket knives or any other item capable of inflicting bodily injury to themselves or other students.

Students may not use electronic devices including, but not limited to, cellular phones, smart watches, iPads, portable gaming systems or other electronic signaling devices on campus during the instructional day unless it is an approved instructional tool. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, bus, or other location where such operation may violate the privacy right of another person.

Building-level administrators may grant permission for individual students to use and/or possess cellular phones if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student. We also realize that there are applications and opportunities when the use of electronic devices can enhance classroom learning. Building principals have the right to determine a classroom plan that incorporates the use of this type of technology as an instructional tool.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. (If an electronic device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with district policy 3231 and administrative regulation 3231P). Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the education environment (repeated violations shall be considered "substantial disruption"). Confiscated devices will only be returned to the parent/guardian.

### Child Safety GPS and Audio Child Tracking/Monitoring Systems

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

### Pets

Students are not allowed to bring pets of any type to school unless expressly approved by the principal and appropriate classroom teacher. No pet may be brought to school unless properly contained in an appropriate cage or container. Parents should make certain that family dogs do not follow their children to school, as the County animal warden is notified immediately to pick up dogs found on School District property. This is done in the interest of the health and safety of all the students attending schools in the Evergreen School District.

Dogs are not allowed on campus while students are present. This includes inside or outside events and athletic competitions.

### Bicycles, Scooters, and Skateboards

All bicycles or scooters must be parked in the racks or bicycle parking area provided for that purpose by the School District. Bikes, scooters, and skateboards must be walked at all times while on school grounds. Students who display carelessness in the use of their bicycles, scooters, or skateboards on school grounds may have them impounded by school officials until such time as parents can pick them up or it is deemed safe for the students to take them home. The privilege of having a bicycle, scooter, or skateboard on school property may also be revoked. Students are encouraged to wear bicycle helmets and to lock bicycles or scooters to a bike rack while at school. Skateboards are to be checked in at the office.

As hazardous winter weather approaches, school officials highly encourage parents to monitor weather reports and road conditions to determine if it is safe for their children to ride their bicycle, scooter, or skateboard to school. Students must walk their bicycles, scooters, or skateboards in all crosswalks and on all school campuses.

## **ADDITIONAL PARENT AND STUDENT INFORMATION**

### **Buzz-In Entry to School Buildings**

For the health and safety of our staff, students, and visitors, we are limiting visitors entering school buildings unless they have a school-specific need that requires them to enter the building. Office staff or administration will properly screen guests before they are allowed entry. For many visitor needs, office staff will meet the person at the door and meet the need without having someone enter the building. For parents dropping off an item or lunch for a student, office staff will meet the person at the door to retrieve the item. Visitors with appointments or other school business, once screened, will be allowed entry and asked to sign-in using our current School Pass visitor badge system.

### **Visitors**

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

All students being picked up early or arriving late must be escorted to and from the office by their parent or guardian. No student will be released to the parking lot without an escort.

Conferences with teachers should be held outside instructional school hours or during the teacher's conference or preparation time.

### **Procedures for School Visitations**

1. Upon arriving at the building after 8:30 am and prior to 3:00 pm, all visitors are required to stop at the front building entrance.
2. When checking in at the office, visitors will be asked to explain the purpose of the visit. If the visit is authorized, the visitor will be issued a guest badge that must be worn on an area of the body that provides for immediate visibility (e.g., shirt or coat pocket). The badge must be worn throughout the visit regardless of the purpose or duration of time.
3. If the visitor wants to observe a class, he or she will be required to schedule the visitation by providing advance notice of the intent to visit. To schedule a class observation, visitors must notify the building principal a minimum of one school day in advance of the classroom visitation. The building principal will confer with the teacher in setting the date and time for the classroom visit.
4. Visitors who are observing classes will not be allowed to bring children into the classroom during the scheduled observation time. This is to ensure minimal disruption of the teaching-learning process.
5. Individuals who observe classes may be asked to provide feedback (share their thoughts/ comments) following the visit.
6. Building administrators have the discretion to modify these procedures based on the circumstances surrounding individual situations.

### **Pledge of Allegiance**

The Montana State Legislature requires the recitation of the Pledge of Allegiance at the beginning of the first class each school day for students in Grades K through 12. The recitation must be conducted by each individual classroom teacher or the teacher's surrogate or over the school intercom system by a faculty member or person designated by the principal.

A school district shall inform all students and teachers of their right to not participate in recitation of the pledge. Any student or teacher who, for any reason, objects to participating in the pledge exercise must be excused from participation. A student or teacher who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

There will be no disciplinary action taken against a student who refuses to recite the Pledge provided the refusal is communicated in an appropriate manner.

### Religion and Religious Activities (2332)

In keeping with the United States and Montana Constitutions and judicial decisions, the District may not support any religion or endorse religious activity. At the same time, the District may not prohibit private religious expression by students. This policy provides direction to students and staff members about the application of these principles to student religious activity at school.

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. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. 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. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements.

### Reporting to Parents

The Evergreen School District reports student progress to parents in four basic ways:

1. Unscheduled reports primarily by telephone or email to advise parents of concerns that need to be shared. Parents should also feel free to contact their child's teacher by these methods.
2. Scheduled conferences whereby parents and teachers meet to discuss the status of the child's progress. Either the teacher or parents may initiate such conferences.
3. Quarterly report cards will be available electronically through the Infinite Campus Parent Portal. Students with individual education plans also have quarterly progress reports affiliated with the quarterly report card. At times, students may be identified for progress reporting/written reports in the form of mid quarter progress reports or other requested communication such as points earned or communication journals.
4. Students' grades and attendance may be accessed via the Infinite Campus Parent Portal. Teachers update grades weekly to help parents monitor student progress. Parents are highly encouraged to activate their accounts and check their students' grades and attendance on a regular basis.

Parents or guardians are requested to notify appropriate school officials of any circumstance that might be causing difficulty for their child in school. Communication between the home and school has a positive impact on students.

Finally, parents are encouraged to call appropriate school officials for information they feel is necessary for them to better understand their child's education and how they and the school can better serve their child.

### Make-up Work Due To Absence

In the event of a planned absence, please contact us in advance. This will allow for planning in regard to academic assignments, lectures, labs, etc., that will be missed. Advanced assignments will be provided if appropriate and as time allows. If advanced assignments are requested, **expected completion of assignments will be on the student's first day back**. If advanced assignments are not requested, missing work can be made up after the student returns to school.

It is the student's responsibility to inquire about make-up work. It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment, especially when performance based activities or experiences are used.

### Grades

1. Standards will be reported on a 4-0 point scale: Advanced, Proficient, Nearing Proficient, Novice, or No Evidence.
2. Incomplete grades must be made up. Failure to do so will result in a no evidence grade.
3. Report cards will be available via Infinite Campus, at the end of each quarter. If parents would like a paper copy they may request one from the classroom teacher.
4. Mid-term progress reports will be available via Infinite Campus, at the midpoint in the quarterly grading period. Parents may request a paper copy from the classroom teacher.
5. Late work will be accepted as long as it is completed per teacher requirements. Late work may not be accepted the last week of each quarter.
6. Any student suspended will be required to make up all work accrued during the suspension.

### Disaster Drills

The Evergreen School District conducts a number of disaster drills each year. Additionally, the Evergreen Volunteer Fire Department conducts inspections and fire drills. Students will be instructed in advance relative to the escape route and exits they will be using. Once established, students must follow the assigned route. Alternate routes of escape shall be established for students in the event the primary route is blocked. Once clear of the building, students shall move away from the building as directed by staff. The building may not be re-entered until the "all-clear" signal is given.

### Student Insurance

Student insurance is available, at no cost to the District, through a selected insurance carrier. For a nominal annual premium, parents may purchase either school-day-only, 24-hour accidental injury insurance, and/or dental insurance for their students. Please note that this insurance covers accidental injury only. The Evergreen School District does not pay costs associated with accidents incurred by students while attending school or participating in school programs. You will be notified of the date the insurance becomes available and the amount of the annual premium for the desired coverage. See <https://www.evergreensd50.com/page/student-accident-insurance> for more information.

### Administration of Medication (3416)

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (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.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications used as provided in this policy.

A building principal or other administrator may authorize, in writing, any school employee:

To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student’s parent or guardian; and

To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent or guardian.

Forms to allow medications to be administered are available at the respective school office. **A parent must come to the office and fill out a Health Care Change Form whenever there is a change of medical condition or medication.**

Except in an emergency situation, only a qualified healthcare professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

### School Provided Over-the-Counter Medication

The school will provide various medicines (Acetaminophen, Ibuprofen, topical antibiotic, or topical pain relief) with parent authorization. The dosage given will be administered per age on the medication container. These medications will be administered on an as-needed basis. All medications will be kept in the school's office and may be given by authorized personnel. If a student utilizes district provided over-the-counter medication regularly, families may be requested to provide their own supply.

### Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student’s private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse licensure requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student’s cumulative health folder.

In case of suspected opioid overdose or risk of suspected overdose and in accordance with protocols developed and standing order of the licensed health care provider, a school nurse or delegate may administer an opioid antagonist to any student in need thereof on school grounds, in a school building, or at a school function.

### Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

A physician or dentist provides a written order for self-administration of said medication; written authorization for self-administration of medication from a student’s parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and a principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a pre-filled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

#### Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met: A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.

The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use. Documentation must also include that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication. Documentation must also include a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

#### Administration of Glucagons

School employees are not required to administer glucagon to students. School employees may voluntarily agree to administer glucagon to a student pursuant to 20-5-412, MCA only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the school district as required by 20-5-412(2) and (3) the employee has filed the necessary written documentation of training with the school district as required by 20-5-412(4).

#### Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and non-prescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

### Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven (7) day period of notification by school authorities.

### Communicable Diseases

***Note:** For purposes of this policy, the term “communicable disease” refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Coronavirus	

In all proceedings related to this policy, the District will respect a student’s right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child’s attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

Students who complain of illness at school may be referred to a school nurse 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 reserves the right to require a statement from a student’s primary care provider authorizing a student’s return to school.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, will determine which additional staff members, if any, have a need to know of the affected student’s condition.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation will be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

### Bullying/Harassment/Intimidation/Hazing (3225)

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

1. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus



stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - c. Creating a hostile educational environment, or;
  - d. Substantially and materially disrupts the orderly operation of a school.
2. Bullying is a repeated, intentional misuse of power within relationships through repeated verbal, physical and/or social interactions that intend to cause harm physically, socially, and/or emotionally to others.
  3. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.
  4. Bullying does not include the determination after an investigation that the students used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

### Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

### Responsibilities

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

### Consequences

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

### Retaliation and Reprisal

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

### Corporal Punishment

No person who is employed or engaged by the District may inflict or cause 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.

### Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact their school's office.

**Please note:** The district may engage in screenings related to developmental, academic, emotional, and physical needs such as hearing and vision. Parent/guardian notification will occur regarding consultation specific to an individual student with a specialist such as a therapist, psychologist, or counselor. Written parent/guardian consent is required for any individual student psychological examination, assessment, or treatment related to intervention, special education, or therapy. The school will notify the parent or guardian of the right to opt a student out of a mental health screening and will be notified of any issues or concerns resulting from a mental health screening.

### Sexual Harassment/Intimidation of Student (3225)

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, nonverbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;

- c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
- d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” or “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in a complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the District’s discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidations are given an appropriate opportunity to defend themselves against such accusations. To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against the offender.

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

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure. Names, office location and phone numbers of the District Equity Coordinator (as designated by the District), and others designed to provide information and assistance include:

#### **Coordinator for Equity and 504 Issues**

Melissa Hardman, Special Services Director  
mhardman@evergreensd50.com      District Office, 18 W. Evergreen Drive      (406) 751-1111

#### **Building Contacts:**

Principal	Evergreen Elementary, 535 E. Evergreen Drive	(406) 751-1121
Principal	Evergreen Junior High, 20 W. Evergreen Drive	(406) 751-1131
Principal	Crossroads, 18 W. Evergreen Drive	(406) 751-1141
Special Services Director	District Office, 18 W. Evergreen Drive	(406) 751-1111
Clerk	District Office, 18 W. Evergreen Drive	(406) 751-1111

State Human Rights Agency      Montana Human Rights Commission  
P. O. Box 1827  
Helena, Montana 59624  
1-800-542-0807 OR 1-406-444-2884

U.S. Dept. of ED office for Civil Rights, Regional Office  
OCR Denver Office  
Federal Building  
1244 Speer Blvd.  
Denver, Colorado 80204-36582  
1-303-844-2991 or TDD 1-303-844-3417

State Department of Education, Office of Public Instruction  
Gender Equity Office or Legal Counsel  
P. O. Box 202501  
Helena, Montana 59620-2510  
1-406-444-1952, Legal: 1-406-444-4402

#### **Texting of an Inappropriate Nature**

Talking about, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any student taking, disseminating or sharing obscene, pornographic, lewd or

otherwise illegal images or photographs may be subject to disciplinary action and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in the arrest, criminal prosecution and lifetime inclusion on sexual offenders registries.

### Student Records

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

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

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

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

### Rights of Privacy of Students and Parents

Parents and eligible students shall be notified annually of their right to inspect and review students' records as applicable. Notification may be made through the Student-Parent Handbook, District Newsletter or by means of a Principal's bulletin to parents and students. Included with the notification shall be copies of District Policy dealing with student records.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. FERPA gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
  2. Make copies of the records;
  3. Receive a list of all individuals having access to the records;
  4. Ask for an explanation of any item in the records;
  5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
  6. A hearing on the issue if the school refuses to make requested amendments; Be represented by an attorney.
- If there are questions, please feel free to contact our Special Services Director Melissa Hardman at (406) 751-1111.

### 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 parents/guardians, 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 complete all forms in the required enrollment/verification of student information and annual acknowledgments. A parent with questions is encouraged to contact their child's building administrator.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, 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.
- Become a school volunteer. For further information, contact your child's school.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website [www.evergreensd50.com](http://www.evergreensd50.com).
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

### Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. 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.

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

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

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student. Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers ), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.
4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.
6. The District will grant access to or release information from a student's records pursuant to a court order, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.
8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.
10. Prior to release of any records or information under items 5, 6, 7, and 8, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will

notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

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

Parents and eligible students may request to amend or correct records when they believe information in the records is inaccurate or misleading. Such requests will be made to the appropriate Building Principal having custody of the records. If the request to amend or correct is acted upon favorably by the Building Principal, the amendment or correction shall be made part of the student record. If the request to amend or correct is refused, the parents or eligible student shall be notified of the refusal and advised of his right to a hearing.

#### District-Provided Access to Electronic Information, Services, and Networks (3612)

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing School-provided Internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise the use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

### PROTECTION OF STUDENT RIGHTS

#### Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

#### Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation that does not require the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a postsecondary institution. Parents have the right to opt their student in to a survey or data collection that requires the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a postsecondary institution.

#### Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

#### Collection of Personal Information from Students for Marketing

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any federally-funded survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations
- Mental and psychological problems

- Illegal, antisocial, self-incriminating, and demeaning behavior
- Criticism of other individuals with whom the student or the student's family has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program

### Curriculum

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

Students will be taught appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

### Acceptable Use

All use of the District's electronic network must be:

1. In support of education and/or research, and in furtherance of the District's stated educational goals; or,
2. For a legitimate school business purpose.
3. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

### Unacceptable Uses of the Network

Using the District Network in the following ways is prohibited:

1. Activity that violates the law or encourages others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading any materials deemed inappropriate by the District Administration; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information or unauthorized copyrighted materials.
2. Activity that causes harm to others or damages their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful forms of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
3. Activity that jeopardizes the security of student access and of the computer network or other networks on the Internet.
4. Use of the network for commercial activities by for-profit organizations, product promotion, or political lobbying. Students may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

### Internet Safety (3612)

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:  
to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Terms and Conditions

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual

or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

1. Educating students to be "Net-smart";
2. Using recognized Internet gateways as a searching tool and/or home page for students, in order to facilitate access to appropriate material;
3. Using "Acceptable Use Agreements";
4. Using behavior management practices for which Internet access privileges can be earned or lost; and
5. Appropriate supervision, either in person and/or electronically.

District administrators, teachers, and/or the technology coordinator shall monitor student Internet access.

#### Internet Access

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and building principals shall monitor student Internet access.
5. By acknowledging receipt of this handbook the student agrees to the terms for internet access.

#### Confidentiality of Student Information (3612)

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

#### Warranties/Indemnification:

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its Trustees, Administrators, Teachers, and Staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school initiating an investigation of a user's use of his/her access to its computer network and the Internet.

#### Violations

If any user violates this policy, the student's access will be denied, and additional disciplinary action may be taken. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

#### Acceptable Use of Electronic Networks

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

#### Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be for: (a) the purpose of education or research and consistent with the educational objectives of the District; or (b) legitimate use as authorized.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. If a student violates this policy, the District will deny the student access or will withdraw access and may subject the student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or

- transmitting any material in violation of any federal or state law.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused, or reconfiguration of network components.
  - c. Downloading copyrighted material for other than personal use.
  - d. Using the network for private financial or commercial gain during school hours. Note – Use of the network for any type of private gain is strongly discouraged and must be approved by the District Superintendent in advance.
  - e. Wastefully using resources, such as file space.
  - f. Hacking or gaining unauthorized access to files, resources, or entities.
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
  - h. Using another user's account or password.
  - i. Posting material authored or created by another, without his/her consent.
  - j. Posting anonymous messages.
  - k. Using the network for unauthorized commercial or private advertising.
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Do not use all caps to submit messages. Use appropriate punctuation.
  - c. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - d. Do not reveal personal information (with the exception of Student Directory information), including the addresses or telephone numbers of students or colleagues.
  - e. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f. Do not use the network in any way that would disrupt its use by other users.
  - g. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors/omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the System Administrator, Superintendent, or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, any other network or computer equipment. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the web or on District websites or file servers, without explicit written permission.
- a. For each republication (on a website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
  - b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
  - c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - d. Student work may only be published if there is written permission from both the parent/guardian and the student.

### Possession of Weapons (3310)

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; 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.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in any setting that is under the control and supervision of the school district, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer a parent or guardian of any minor for possible prosecution related to violating this policy on the grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

The Board grants the District Superintendent the discretion to allow an individual(s) to possess or carry weapons on school grounds for educational presentations only under conditions outlined by the school administration. In such circumstances, the Superintendent shall notify individual board members of the decision as-soon-as-possible. This policy does not apply to law enforcement officers acting in his or her official capacity (45-8-361 (3a))

#### Possession of Firearms (3310)

For the purposes of the firearms section of this policy, 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). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Evergreen 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.

However, the Board of Trustees through this policy authorizes the Superintendent to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. The Superintendent shall notify the Board of Trustees as soon as possible if he/she decides to modify the expulsion requirement. In the event the presiding officer or any two members of the trustees determine that Board involvement is warranted, the Trustees will convene a hearing to review the underlying circumstances and confirm the Superintendent's decision, further modify the expulsion requirement or expel the student in accordance with Montana law.

When a student violating this policy is identified as a student with a disability under IDEA or Section 504 of the Rehabilitation Act of 1973, the student may be disciplined in the same manner as students without those rights. In these cases lawful procedures regarding manifestation determination and changes in placement must be followed.

#### Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects.

School Property and Equipment as well as Personal Effects on School Grounds:

School property shall remain under the control of school officials and shall be subject to search. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left on school grounds, without notice or consent of the student. This applies to student vehicles parked on school property. Building Principals may require each student, in return for the privilege of parking on school property, to consent in writing to school searches of his/her vehicle, and personal effects therein, when reasonable suspicion of wrongdoing exists.

School lockers and desks are and shall remain the property of the School District. School authorities can inspect student lockers and desks when they have reason to believe this property is being used to store contraband. Contraband is any substance or object that is illegal to possess or consume or any material which poses a hazard to the safety and order of the schools. Periodic, random, general inspections of school property, announced or unannounced, falls within the discretion of school authorities.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A “pat down” of the exterior of the student’s clothing;
2. A search of the student’s clothing including pockets;
3. A search of any container or object used by, belonging to or otherwise in the possession or control of a student; and/or
4. Devices or tools such as metal detectors.

The “pat down” or “search” of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

School authorities may request the assistance of law enforcement officials and/or utilize qualified contraband detection agencies to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, including medical marijuana, weapons, or other illegal or dangerous substances or material. Searches may be conducted through the use of specially trained canines.

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#### Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school.

Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District’s policies, rules or guidelines, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### Administrative Guidelines

The following rules shall apply to searches and the seizure of property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any locker, or container and to seize any such item or substance of any kind on school premises without notice or consent.
3. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
4. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
5. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

#### Canine Searches

1. Areas to be searched include lockers, hallways, bathrooms, gymnasiums, locker rooms, libraries, classrooms, and possibly other areas including parking lots.
2. Students are to be present during the search of a locker that has been alerted on, if they are in attendance.
3. The canine handler will be responsible for conducting a reasonable inspection of the locker or area once an alert has been confirmed. The student will be summoned to the area of the alert with a school official present. The canine handler will utilize appropriate interview techniques attempting to determine the potential possession of contraband items. The inspection will be conducted in the presence of both the student and school official.
4. If no contraband is found in the alerted-upon area, the canine handler and school official will proceed with inspection of the student's personal effects (e.g., book bag), and possible search of the student if reasonable suspicion exists. If no contraband is found, the student will be excused. The school official will inform the parents that nothing had been found although the dog had alerted on the student locker (area).
5. If contraband is found, any items found are sealed in an evidence bag and reviewed with both the student and school official. Chain of custody for all suspected contraband substances will be maintained at all times. The canine inspection agency may provide field presumptive testing of the suspected substance at the request of the District. Any disciplinary or other action taken as a result of the items found will be the responsibility of the School District. School policy for drug and alcohol possession and use, as well as Student Handbook procedures, will be followed.
  - a. Parents will be contacted.
  - b. If illegal drugs or alcohol are found, law enforcement will be notified. Law enforcement will conduct their investigation. School disciplinary procedures will be followed.
  - c. If prescription medication is found, it will be determined if the substance is legal for the student to possess. If yes, current school procedures will be checked. If no, the substance will be treated as contraband.
  - d. If other substances or items are found during the physical search, they will be dealt with by normal school procedures.
6. The use of canine search procedures on campus will be preceded by education programs for students, faculty, and administrators. In addition, a parent/community education program will be provided. The purpose is to establish a solid foundation for implementation of the program, reduce concerns, and provide an initial deterrent impact.

#### Drugs and Alcohol Use (3310)

"Drugs" as used in this policy refers to alcohol, intoxicants and all illegal drugs, including the unauthorized use of prescription drugs.

The possession, use or selling of drugs and/or drug paraphernalia on school grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action and referral to law enforcement officials and to the student's parents or guardians. This policy is in effect during all school functions on school premises any time (day or night). The policy also applies on student trips under school sponsorship.

In order to maintain a quality educational atmosphere and promote the safety and security of students, all school property is subject to search. This includes student lockers, desks, and personal property of the student when there is reasonable suspicion. This authority to search is extended to members of the staff, including those who accompany students on out-of-town activities for school-related purposes.

#### Tobacco Use

The use or possession of tobacco products on school grounds or while representing the District in extracurricular activities/field trips, etc., at other locations is a major offense and will not be tolerated. Continued violation will result in suspension or expulsion from the District.

Violation of the Tobacco Policy will result in the removal of the student from any extracurricular team or activity for the remainder of the season. Students will be referred to law enforcement authorities for consequences associated with any applicable statutes.

#### Video Surveillance (3235)

The Board of Trustees authorizes the use of security and surveillance video cameras on the District property to ensure the health, welfare, and safety of all staff, students, and visitors to the District property and to safeguard the District buildings, grounds, and equipment. The Superintendent or designee will approve appropriate locations for video cameras. Students may be videoed at events and practices open to the public, including but not limited to public performances, dress rehearsals, athletic practices open to the public, and athletic competitions.

The Superintendent or designee will notify staff and students, through staff and student handbooks or by other means that video surveillance may occur on the District property. A notice will also be posted at the main entrance of all the District buildings, and on all buses, indicating the use of video surveillance. A consent form seeking permission to record during extracurricular activities for coaching or instruction and for students to be included in audio and video recordings in classrooms during the year so that teachers may use these videos to reflect on and continue to improve instructional practices is included in the digital registration and verification process each year.

Audio and video recordings are made of all classroom and educational spaces within Crossroads when students are present. The purpose of such recordings is to support the learning environment and to provide quick response to incidents fairly and accurately. These are critical for the Crossroads program because student behaviors can occur quickly and without warning, and Crossroads needs to be able to respond appropriately to all incidents.

Except when a recording of your child is used for educational purposes specifically related to your child, classroom recordings are not maintained as part of your child's educational record and are only kept for 30 days unless needed for other purposes. Unless a recording is an educational record for your child because it is being used for educational purposes, parents do not have the right to view recordings of classrooms due to the privacy concerns of other students.

Parents and guardians enrolling their child in Crossroads consent to their child being audio and video recorded in all classroom and educational spaces within Crossroads for the full time their child is enrolled in the Crossroads program for the purposes listed above.

## **NOTIFICATION OF NON-DISCRIMINATION**

Section 504 is an Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities. A major life activity may include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. has a record of such an impairment; and/or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Evergreen School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will be knowingly permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent, guardian, or employee disagrees with the determination made by the professional staff of the school district, s/he has a right to make their disagreement known by writing a dissenting opinion and sending it to the 504 Compliance Officer. The school district will make every attempt to work with the parent/employee in resolving any dissenting opinions which are filed. If the parent/guardian or employee continues to disagree with the school district, s/he has a right to a hearing with an impartial hearing officer and to be represented by legal counsel if s/he so chooses.

## **CROSSROADS PROGRAM PHILOSOPHY**

### Crossroads Mission Statement

The Evergreen Crossroads Program is a nonresidential special educational program for children and adolescents with serious behavior challenges. It is a collaborative program between the school districts of Flathead County.

The goal of the Program is to provide a positive environment to meet the unique needs of students with disabilities, grades K-8, who are experiencing behavioral challenges.

The Program is designed to promote and encourage maximum participation from family members in order to enhance the student's potential for success. The focus of the Program is to provide behavior management intervention and build the skills necessary for the child to have a successful reentry into their neighborhood school.

Students in the Program may receive counseling services for themselves and their families, special education and related services, academic instruction, and transitional services during the time that they are preparing to leave the Program. An Individual Education Plan (IEP) shall be developed for each student by a team that consists of the student's parents, community agencies, professionals, educators, and others with expertise pertaining to the student's needs.

### Crossroads Program Goals

It is the goal of the Program for each student to:

- Increase his/her self-esteem through participation in success-oriented experiences.
- Learn appropriate behaviors, self-expression and social-adaptive skills.
- Develop awareness that he/she is responsible for his/her behaviors. As a result, the student will learn to understand that it is his/her behaviors that will determine the amount of privileges and responsibilities he/she has earned.
- Learn problem-solving skills that will assist him/her in following through on solutions that he/she determines workable.
- Develop successful peer relationships and social skills through the use of artistic, recreational, and experiential types of social emotional learning, counseling, and educational interventions.
- Learn to know the importance of understanding their family and their own role within the family.
- Develop an awareness of what is available in the community, including agencies, organizations, sports, recreation, cultural opportunities, and community-school activities.
- Be provided with an IEP containing specific goals and objectives.
- Develop skills for successful transition back to the regular school environment.

## **CROSSROADS PROGRAM OVERVIEW**

### Administration

The Evergreen Crossroads Program is an Evergreen School District Program and the Evergreen School District #50 Board of Trustees is the governing body. The Evergreen Board of Trustees works closely with the Crossroads Advisory Board which consists of member districts. Any school district within Flathead County is eligible to be a member of the Advisory Board and eligible to place students in the Crossroads Program through individual District Board of Trustees approval of the Interlocal Agreement.

### Program Team

The Program Team is composed of the on-site staff consisting of a principal, five teachers, three behavioral specialists, paraprofessional assistants, and a school based outpatient therapist (SBOT). This Team is responsible for developing and implementing the Crossroads Program including academic instruction, behavioral coaching, and access to counseling. The team is supported, guided and assisted by the Special Education Director, Principal, and the Advisory Board from the participating districts.

### Academic Program

The purpose of the educational program is to provide educational and behavioral opportunities in compliance with each student's IEP. In order to implement the goals and objectives agreed upon in the IEP, educational services are provided in a classroom with the following characteristics: Students are provided access to grade level curriculum and Montana Content Standards. Instruction is individualized, but delivery of instruction occurs in one-on-one, small group, and large group settings. Group activities provide opportunities for learning appropriate social skills required in the regular education environment.

### Parent's/Guardian's Role

Family participation is an important part of meeting the child's needs. The child's opportunity for success is greatly enhanced by family members taking an active role in the child's program.

Parents will participate in developing the IEP, identifying the family's needs for support services, communicating with team members about family issues, and supporting the program designed for their child. Family counseling with the behavior specialist or SBOT team may be an integral part of their child's plan.

The parents/guardian will receive the Student Handbook upon enrollment into the Program. Any questions or concerns will be discussed and agreed upon before the student begins the Program.

### Support of Program Agreement

Crossroads believes that guardian/ parental involvement and support is critical in the education of your child. Your involvement is an essential factor in whether or not your child improves emotionally, behaviorally, and academically. Consistent communication between staff and parents can provide crucial structure necessary to help your child develop greater emotional health. Parents are expected to follow through on agreements arranged cooperatively with Program staff.

## **CROSSROADS PROGRAM ADMISSIONS AND EXIT/TRANSITIONAL PLANNING**

### Placement Criteria

In order for a student to receive services through Evergreen Crossroads School, the student must meet the following criteria:

- The student must be at least 5 years old and no older than 14 on September 10<sup>th</sup>, of the current school year. Students who turn 15 years of age while enrolled in the Program may complete the school year.
- The student must be enrolled in a district within the boundaries of Flathead County.
- The student's district of residence must have elected to participate with Crossroads through an Interlocal Agreement.

- The student must be identified through the Individuals with Disabilities Education Act (IDEA) by the resident district PRIOR to referral to Crossroads. In addition, a minimum of two least restrictive interventions must have been attempted with the student PRIOR to their referral.
- A Placement Request Form must be submitted by the Special Education Director.
- Documentation should suggest that a student has the cognitive ability to fully participate in Crossroads social emotional learning activities and the behavior management system. The student must be able to benefit and understand both the individual and group interventions, and apply them to their individual treatment plan at Crossroads.
- All students attending Evergreen Crossroads should be enrolled full-time unless approved by Crossroads and Home district..
- Transportation to and from Crossroads is the responsibility of the resident district. The form of transportation is agreed upon at the initial IEP with admission to the Program.
- In order to place a student at Crossroads, an IEP meeting must be held and include:
  - o Administration / related services from the resident district.
  - o Special education teacher from the resident district.
  - o Parent(s) and or Guardian(s).
  - o Director or assigned authorized representative.
  - o Teacher from Crossroads.
  - o Behavior Specialist from Crossroads.
  - o Outside agencies may be included per request of the parent.
- It must be the decision of the IEP team that Evergreen Crossroads is the least restrictive setting in which the students' needs can be met.
- During the initial placement at Crossroads (1-6 weeks) the Team will gather data to ensure that the placement is appropriate and may request that the full IEP team reconvene and consider placement concerns.
- The Program can appropriately serve approximately 46 students.

### Referral Procedure

Any school district electing to participate in the Program is eligible to place a child in the program. Students must be determined eligible for special education services. All responsibilities pertaining to eligibility will be completed by the resident district. Once the Program has been determined to be the least restrictive environment, and placement at Crossroads has occurred, Crossroads is responsible for those services related to the development and implementation of an Individual Education Program (with exceptions regarding transportation, occupational therapy, physical therapy, and individual paraprofessional support as outlined in the Interlocal Agreement).

A formalized referral procedure (placement request form) has been developed by the Special Education Directors to insure that all students being considered have met the criteria as established by Montana and Federal regulation governing schools. This referral procedure will be given to all participating school districts and mental health representatives. It is the responsibility of the respective Special Education Directors to make sure that individuals within their respective districts are informed as to the referral procedure.

## **CONSULTATIONS, INTAKES, AND EXIT PROCEDURES**

### **Consultations**

1. The resident school Special Education Director contacts Evergreen Special Services Director about a consultation request from a given school.
2. Resident staff have parents sign the Consent to Consult form. The form is sent to Evergreen Special Services Director and Crossroads Principal.
3. Evergreen Special Services Director or Crossroads Principal notify staff during a staff meeting about the request for consultation, and staff agree upon which staff will visit the school as the consultant.
4. The consultant contacts the school to set up a time to observe the student, review records, and talk with staff about the student.
5. The consultant makes a visit to the school and gives support as the school and student needs dictate (i.e. follow up visits, written suggestions for interventions, etc.).
6. The consultant reports in a staff meeting what findings or results he/she had with the school. This process will support school planning if the student becomes a referral at a later point in time. A summary and copy of any interventions is sent to the resident Special Education Director and Evergreen Special Services Director.

### **Intake Referrals**

1. The resident Special Education Director contacts Crossroads Principal about referral for the program.
2. Resident Special Education Director and District School staff fill out a Consent to Consult form and have parents sign the form.
3. The resident Special Education Director and District School staff fill out the referral packet and send the completed packet to the Crossroads Principal.
4. Crossroads staff review the packet to ensure the records are complete.
5. The Crossroads Principal notifies staff during a staff meeting about referral and staff agree on which staff to lead the referral and observation process.
6. Crossroads staff contact the resident school to set up a time to observe the student, review records, and talk with staff

- about the student.
7. Crossroads staff presents his/her findings with the Crossroads staff, and the staff make a decision on whether the referred student meets criteria for placement.
8. The Evergreen Special Services Director or Crossroads Principal will notify the resident Special Education Director of the team's decision for placement.
9. The resident district staff schedules with the student's family to visit Crossroads for a tour and to familiarize the family with the Crossroads program.
10. The resident district Special Education Director and Special Education staff plan a placement meeting with all team members.
11. During the placement meeting a Crossroads Case Manager is assigned, change of placement/transfer documentation completed, the IEP is amended, transportation is arranged, procedural safeguards are put in place, resident district is encouraged to bring Cumulative file and IEP file, and start date is set.
12. The Crossroads Principal and Crossroads staff will support parents with the enrollment process and FP-14 before parents leave the placement meeting. The student is not allowed to attend Crossroads until Evergreen enrollment is completed.
13. The student begins attendance at Crossroads following enrollment on the agreed upon date and plan in place.

#### Exits

1. Crossroads Staff review data, discuss, and agree, in staff a meeting, that the exit of a given student is appropriate.
2. The Crossroads Principal contacts resident Special Education Director to inform him/her of Crossroads desire to reintegrate the student back to his/her home district.
3. A Behavior Specialist contacts parents to discuss possible transition back to the student's home district.
4. The Case Manager sets a date and time to meet as a team with Special Education Directors and parents (parents are encouraged to invite anyone they would like to have present at the meeting).
5. The team meets to discuss and plan possible reintegration back to the student's home district. If the team agrees on reintegration they develop a detailed plan to help facilitate the most successful transition for that student (i.e. multiple visits, sit in on classes, partial school day attendance, etc.).
6. Crossroads staff are assigned to facilitate the transition and oversee the transition process to ensure success (i.e. communication with necessary school staff, setting up visits, making sure all team members are aware of the overall plan and specific steps).
7. Crossroads staff assigned to facilitate the transition ensure the home district makes a request for records.
8. Crossroads staff assigned to facilitate the transition send all records (student information not included in the Crossroads file) to the home district and documents the file sent by filling out the Document sent form.
9. Crossroads staff may follow up from time to time to assist the home district with any student adjustment issues that may arise. Crossroads staff may also set meetings with the student to follow up directly regarding his/her progress.

### **CROSSROADS PROGRAM BEHAVIOR MANAGEMENT PROGRAM**

- Crossroads students earn points during their daily schedule. Students earn points for staying on task and completing their academic work. Students earn points for meeting the assessment team "targeted" personal goals.
- The points earned by the students are recorded.
- The points the students earn help them learn to accept responsibility for their academic performance and behaviors. The students may utilize earned points to acquire activities throughout the school year. This includes daily activities of choice or off campus learning activities associated with local history, post secondary education or employment, recreation, and community volunteerism.
- The Crossroads behavioral management program will result in students learning to internalize social norms and demonstrate acceptable behaviors. Students will utilize anger and conflict management skills, social skills, self-regulation, and other skills developed by the student and facilitated by the intervention team that will lead to a successful transition back to their residential school.

#### Self-Control Monitoring

Students are taught and encouraged to appropriately manage their behavior and express their feelings in a variety of ways. Strategies learned include voluntary time-outs, ranging from moving away from a difficult situation to the elective use of the Behavioral Specialist room. Students may also express their feelings through journaling, art expression, or engaging in conversation with a team member.

#### Program and Activity Restrictions

At the time of admission to the program, participants and their families shall be informed of the restriction guidelines. Since the Program must provide a safe environment for all students and staff members, varying degrees of restrictions shall be used as consequences for unacceptable behaviors when less restrictive interventions have been tried and have failed to modify the problem behavior.

Staff members have the responsibility to use sound judgment in deciding the safest and most beneficial response to address the student's needs.

When a student engages in one or more of the following behaviors he/she may be restricted from activities of the program as soon as possible following the behavior warranting the restriction: These behaviors are referred to as "Flagrant Violations."

- Verbal or Physical Aggression towards staff, peers or others
- Destruction of property
- Possession of contraband
- A significant accumulation of minor infractions leading to escalating behavior
- Running away from school or classroom
- Serious non-compliant or disruptive behavior
- Sexual acting out
- Profanity
- Dishonesty
- Creating divisiveness between students and or staff

An activity restriction (AR) will be completed within the program setting and will restrict the student from participating in Art, Specials, movies and recess activities for six school hours. The student will complete a problem solving form, pay \$100 Crossroads cash, and demonstrate behaviors that are under control. In order to fulfill activity restriction guidelines, a student will need to meet with a staff person for an exit interview. An AR begins when the student shows they are in control of their behavior.

Two activity restrictions during a six-hour period may result in a program restriction or suspension from school. A program restriction will be carried out at the school or home depending which one has the greatest effect on changing the behavior. Parents will be notified promptly of the situation. A parent/guardian may be expected to accompany the student upon return to the Program and together they will meet with a staff member. Program expectations and rules will be reviewed. The student will be expected to make a plan on how to avoid a recurrence of the problem behaviors.

The Team is ultimately responsible for the determination of the need for a program restriction and will review alternatives. The Team, consisting of the Teacher, Behavioral Specialist and/or SBOT staff, and the Principal or designee will be responsible for reviewing all restrictions as a means of assessing whether the Program is meeting the needs of the students. The staff will document each program restriction.

#### Removal from the Classroom

A student may be asked to leave the classroom when his/her behaviors interfere with the other student's rights to an environment conducive to learning. He/she will be asked to leave the room if he/she jeopardizes the safety of self, other students or staff. At the discretion of the Team, the student will be expected to comply with one or more of the following choices:

- Move to a Behavioral Specialist's room or safe space and provide adult supervision to support processing emotions and committing to behavior change.
- Conference with an available staff member.

#### Physical Intervention Procedures

Although the use of physical interventions is not routinely used in the Program, these methods shall be used when a student's behavior is so severe that he/she is a danger to him/herself or others.

A student may be physically removed from the classroom or restrained through the use of a standardized system, which ranges from minor assistance through full physical restraint. Some behaviors, particularly those of an aggressive nature, may lead to a phone call to police followed by a visit from an officer(s) who will speak to the student. When deemed appropriate by the Team, the Flathead County Sheriff's Office dispatch may be contacted. We will make every attempt to contact parents in the event that law enforcement are called.

Parents, having signed this handbook, give written informed consent for the use of all physical intervention procedures at the time the student is admitted to the Program. Refusal of the parent to give consent may result in the determination that the Crossroads Program is not an appropriate placement.

### **CROSSROADS PROGRAM TRANSPORTATION**

Transportation to and from the Program is an arrangement made between the resident school district and the parents/guardians. Behavior on the bus ride provided by a school district follows the same guidelines as in Crossroads placement. Serious misbehavior can result in loss of bus privileges, or temporary suspension from riding the bus. It is the responsibility of the student and or parent to have their son or daughter at Crossroads on time and picked up on time.

Passenger safety is our top priority. These regulations are necessary to achieve this goal. Parents and school administrators will be notified if a student violates bus rules. Disciplinary action may include an assigned seat or riding privileges may be revoked as decided by school administration and the Transportation Office.

1. The driver is in full charge of the bus. Students will comply promptly with any request and will have no part in the operation of the bus.
2. Student seats may be assigned at the discretion of the driver.
3. Unnecessary conversation with the driver is prohibited.
4. The bus is an extension of the classroom. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct such as fighting, or using inappropriate language or abusing or



showing disrespect toward the driver or other pupils may be restricted or prohibited from riding the Program bus or resident district bus transportation.

5. Littering is prohibited (in the bus or out through windows).
6. Safety dictates that no portion of the body will be extended out the bus window.
7. Students will not get on or off or be out of their seats while the bus is in motion.
8. Weapons of any kind will not be allowed on the bus.

#### **Bus Restriction Step System**

##### **First Infraction**

- Warning
- Driver report to the resident school district transportation office and Crossroads
- Call home from school staff and a letter may be sent home

##### **Second Infraction**

- Driver report to the school district transportation office and Crossroads
- Call home from school staff and a letter may be sent home
- May result in 1-day suspension from the bus
- Parent required to bring the student in

##### **Third Infraction**

- Driver report to the resident school district transportation office and Crossroads
- Call home from school staff and a letter may be sent home
- May result in 3-day suspension from bus
- Meeting at Crossroads with staff regarding behaviors of concern and problem solving

##### **Fourth Infraction**

- Driver report to the resident school district transportation office and Crossroads
- Call home from school staff and a letter may be sent home
- May result in one week suspension from bus
- Parents are required to meet with the student's educational team before the student may ride on the bus.

##### **Fifth Infraction**

- Driver report to the resident school district transportation office and Crossroads
- May result in one week suspension from school and long-term suspension from the bus
- Parents are required to meet with the student's educational team before the student returns to school

#### **Severe Clause**

Behavior that causes physical harm to other students, physical harm to the driver and/or bus assistant, or physical damage to the bus will result in automatic suspension of bus privileges. Suspension from the bus does not mean that a student is suspended from school. The parent/guardian will be responsible for transporting the student to and from school.

### **CROSSROADS PROGRAM FAMILY CONSULTATION**

Families are encouraged to participate in family consultations at Crossroads. Consultations assist in developing consistent and comprehensive approaches to addressing the emotional, behavioral and academic needs of the student. When parents/guardians come in for family sessions, please enter through the administration building or lower hallway and use of the north stairway. If you would like to talk to your child, a staff member will go and get the student. This procedure will help the students to stay focused and reduce unnecessary disruptions in the classroom.

### **CROSSROADS SUMMER PROGRAM**

The Summer Program is available to currently enrolled Crossroads students requiring an extended school year (ESY). Students participating in the Crossroads Summer Program require additional services in order to minimize skill regression, practice critical emerging skills, and learn to generalize skills to other social settings. Opportunities for learning take place both in and outside the classroom. Activities in the classroom include academics, art, and games, which create opportunities to work on peer interactions, self-expression and problem solving. Field trips are scheduled daily to include community experiences.

The Summer Program runs for three weeks, four days per week, Monday-Thursday, 8:30 a.m. – 3:00 p.m. The summer schedule will be available in May. Transportation to the school remains the responsibility of the resident school district or parent, just as it is in the regular school year.

The Summer Program is offered for students, but participation is not required. Students with significant safety concerns may require ESY services that are customized to address their needs. Students who have not attended the Program but are being placed in the Program the following school year are not eligible for the Summer Program.

### **CROSSROADS PROGRAM AND PARENT COMMUNICATION**

1. Communication is essential between school and home. The Program will attempt to return your call within the business day. If the school calls your home or cell phone, please return the phone call to the school within 24 hours.
2. Meeting cancellations should be made no later than 24 hours before the scheduled meeting time.

3. Please notify the school immediately of the following changes and enter changes in the Parent Portal or Infinite Campus:
  - Change in student name or the name of parents
  - Change in medication
  - Custodial changes
  - Change in address or phone number
  - Changes in people on the pick-up list
  - Changes in behavior at home or stresses that may contribute to emotional difficulties.
  - Changes in related community services (Youth Dynamics, Sunburst, Intermountain, or Counselor) and releases of information
4. Nothing from home comes to school unless prior arrangements are made and permission is obtained from the Program staff/classroom teacher. On holidays, such as Christmas or Valentine's Day, treats may be brought with prior consent from your child's classroom teacher. Evergreen Crossroads will notify parents if students need extra clothing or supplies for field trips. We require that all items are visible. Clear backpacks may be utilized.
5. Parental consultation with an on-site behavioral specialist or SBOT staff is strongly recommended. To be beneficial, these consultations need to occur on a regular basis either over the phone or preferably in person.

### **CROSSROADS PROGRAM DRESS CODE**

It will be the responsibility of parents to ensure their children wear modest and appropriate attire. Clothing should be neat, clean, and suitable for school. Acceptable clothing items are those that cover a student from directly under his or her armpits and extend beyond the fingertips when arms are straight at the side of the body (including shirts, shorts, skirts, dresses, and pants with rips or holes).

Tank tops, spaghetti straps, and excessively form fitting clothing (including shirts, skirts, dresses, leggings, tights, shorts, or pants) are not permitted. Clothing exhibiting language or symbols which suggest the use of alcohol and/or drugs, reference Satanism and/or nudity, have sexual innuendos, are profane, or promote violence are not permitted.

Hats and hooded sweatshirts are permitted on school grounds but must be removed from a student's head immediately upon entering any school building.

### **EIGHTH GRADE PROMOTION CEREMONY**

A Ceremony is conducted annually for all 8<sup>th</sup> grade students. Participation in the ceremony is a privilege and not a right. Students may be excluded from the ceremony for academic, behavior, or attendance concerns. Parents or guardians will be notified if their child is at risk of not being able to participate in the 8<sup>th</sup> grade ceremony. If a student is at risk of not participating in the ceremony based on academic, behavior, or attendance concerns, a contract with specific criteria to be completed will be put in place. School day dress code guidelines will be enforced at the ceremony.

### **ATHLETICS**

#### Interscholastic Activities:

##### Philosophy

The goal of our athletic programs shall be the development of sportsmanship, the teaching of fundamental skills, and the opportunity for participation. Fair playing time for 7<sup>th</sup>/8<sup>th</sup> grade participants will be an objective based on the effort, attitude and ability exhibited by each individual participant.

There will be no cuts allowed in the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade programs. Cuts will be allowed at the 8<sup>th</sup> grade level in volleyball and basketball; final team rosters for 8<sup>th</sup> grade volleyball and basketball will be determined by the coach in consultation with the athletic director and principal. Equal playing time will be the goal for all participants at the 5<sup>th</sup> and 6<sup>th</sup> grade for those who meet practice expectations (exceptions in equal playing time may occur when students are returning from a period of suspension). Guidelines for practice expectations shall be developed by the Athletic Director in consultation with the building principal and the coaching staff.

##### Seasons

Football will normally have 7<sup>th</sup> and 8<sup>th</sup> grade teams and will begin early practice up to a week before the first day of school. Students who are unable to attend early practice will not be penalized for their inability to start early. Students must, however, meet the required number of documented practices in order to compete in any sport (see definition of practices below). Football players will practice at least eight times prior to any games.

Volleyball will normally have 7<sup>th</sup> and 8<sup>th</sup> grade teams and will begin practice the first day of school. Students must, however, meet the required number of documented practices in order to compete in any sport. Volleyball players will

practice at least five times prior to any games.

Boys Basketball will normally have 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade teams with practice beginning following the completion of volleyball and football. All Boys Basketball players will practice at least five times prior to any games. 5<sup>th</sup> and 6<sup>th</sup> grade teams may begin practice earlier in October to help determine the number of teams. Volleyball gym requirements will take priority. 7<sup>th</sup> and 8<sup>th</sup> grade teams cannot begin official practices until Football is concluded. This allows all participants equal time to prepare for basketball. Informal open gym basketball for 7<sup>th</sup> and 8<sup>th</sup> grade boys may be scheduled. Boys Basketball season will conclude with the various tournaments in early-to-mid December.

Girls Basketball will normally have 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade teams and may begin practice after school resumes in January following the Holidays. All Girls Basketball players will practice at least five times prior to any games. Girls Basketball season will conclude with the various tournaments in early-to-mid March.

Girls and Boys Cross Country will normally have Kindergarten through 8<sup>th</sup> grade teams and may begin practice in the late winter/early spring. All runners will practice at least five times prior to any meets. Cross Country is a spring sport with approximately six cross country meets.

*Practice defined – practice shall be defined as two or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of an Evergreen District approved coach, and receiving instruction in game skills and techniques. The individual practices required prior to game participation cannot consist of more than one practice per day and must take place on five different days. There are no practices on Sundays. All 8<sup>th</sup> grade teams and 7<sup>th</sup> and 8<sup>th</sup> grade football may practice on Wednesdays. This will be an optional practice. Wednesday practice will end by 5:00 pm (unless approved by the Athletic Director) and will require an Evergreen District approved coach to conduct the practice. Coaches who are Evergreen teachers/staff members will be required to attend scheduled staff meetings usually convened on Wednesdays.*

#### Additional Teams:

Additional teams will be created when participation levels warrant (to be determined by the athletic director in consultation with the principal and coaching staff). The determination will be based on whether students have physicals and signed contracts on file, in addition to the previous year participation levels, i.e., if 18 students participated in 6<sup>th</sup> grade girls basketball last year one can expect a similar number of participants this year for the 7<sup>th</sup> grade. The composition of additional teams at 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades shall be made to form teams that are equal in terms of ability grouping.

There will be no additional teams in Football. Normally each team should have 20 to 30 players. Evergreen allows participants from other schools (out of district) to make up the two football teams. Evergreen participants will take priority to make up to a maximum of 60 players total for both teams. Augmentation of 7<sup>th</sup> graders to the 8<sup>th</sup> grade football team (and in some cases 8<sup>th</sup> to 7<sup>th</sup> grade team) will be allowed if the number of participants is too low to effectively field a team. Players' safety will be the determining factor, if and when augmentation is allowed. Any augmentation will require the approval of the Principal, Athletic Director, Football Coordinator/Head Coach, and parent/guardian.

Additional teams in Volleyball will be determined by the number of participants in each grade. An additional Volleyball team may be created when the number of participants *is at or exceeds* 16 players for a grade level. A third Volleyball team may be added when the number of participants exceeds 30 players for the grade level. The Principal and Athletic Director will determine if any additional teams will be formed. In some cases, 7<sup>th</sup> graders can augment the 8<sup>th</sup> grade or a combined 7/8 team may be formed if the numbers of players do not allow a complete team or teams to be formed (see below for Augmentation guidelines).

Additional teams in Basketball will be determined by the numbers of participants in each grade. An additional Basketball Team may be created when the number of participants *is at or exceeds* 16 players. A third team may be added when the number of participants exceeds 29 players. The Principal and Athletic Director will determine if any additional teams will be formed. Augmentation of basketball players to other teams will require approval of the Principal, Athletic Director, Coaches, and parents/guardians.

Participants must have their sports physicals, concussion awareness form, parent consent, and medical release form, and a signed contract completed prior to any participation (practice or games). Participants must attend practice as scheduled by the coaches. Once a team has completed its minimum practices prior to the first game (cut-off date) no additional participants will be allowed to play. Illness or other factors (and if parents have notified the school Principal or Athletic Director) will be considered to allow a student to participate after the cut-off date. New students to Evergreen Junior High School may be allowed to play. This will be determined on a case-by-case basis. If complete teams are formed and the number of players is substantial enough to allow Evergreen to participate in games then no additional participants will be added to the teams once the regular games have started. Any other situation will be resolved by the Principal and/or Athletic Director on a case-by-case basis.

#### Augmentation:

1. Augmentation may occur when there are multiple teams and the number of players on a team is too low to form a team for a particular game (see above for Football).
2. No augmentation will occur if a Volleyball team has eight players ready to play in a game.
3. No augmentation will occur if a Basketball team has seven players ready to play in a game.
4. Only players at the same grade level will augment another team. Lower grade players may augment higher grade

teams if the higher grade team eligible players are reduced below the number of players specified in 1, 2, and 3 above.

5. Teams will be augmented to the number of players specified in paragraph 3 and 4 above. For example: Red team has 5 basketball players, only two players can augment the Red team.
6. Players augmented from one team to another will be rotated equally to allow equal playing time. For example: Player X from the Black team has been selected to augment the Red team. Player X cannot be used again until all other players from the Black team have augmented the Red team. This may be modified with the approval of the Athletic Director.
7. The opposing team will be notified prior to a game if a player is going to play for another team.
8. Players selected to augment another team cannot start the game nor can they play more than the original team players. They can start if the augmented team has less than the required numbers to field a team.
9. Combined 7/8 teams may be formed in Volleyball if the number of players does not allow a complete team or teams to be formed.

#### Number of Sporting Events:

Normally, Evergreen plays its games on Mondays, Tuesdays, and Thursdays. Friday and Saturday games are permitted and will be scheduled based on the number of teams, tournaments, and if the schedule allows. The number of games for each sport and each grade is as follows:

1. Football will have approximately 6 or 7 games for each team, not including jamborees.
2. Volleyball will have approximately 8 to 10 games for each team not including tournaments.
3. Basketball will have approximately 6 games for the 5<sup>th</sup> and 6<sup>th</sup> grade teams and 10-12 games for the 7<sup>th</sup> and 8<sup>th</sup> grade teams. This does not include tournaments.
4. Cross Country will have approximately 6 events throughout the course of the season.
5. Additional teams in any sport will reduce the number of games because of gym space, transportation availability, and whether or not other schools can play additional games. Every effort will be made to make the number of games equal if there is more than one team. Normally games will not be made up if they are canceled for any reason unless the two schools agree and it does not interfere with other scheduled events.

#### Coach's Responsibility:

1. Each head coach shall provide the parent of participants with a written design of the program. This design shall provide as a minimum:
  - a. The practice schedule;
  - b. The game schedule;
  - c. Player rules, regulations and expectations;
  - d. Eligibility requirements.
2. The coach shall immediately attempt to contact the parents of any participant who is either temporarily suspended or removed from the team. No team member shall be removed or suspended without cause. Violations of the published rules and regulations, failure to maintain required participation, or poor attitude and/or sportsmanship shall constitute cause.
3. The coach shall comply with all guidelines as established by the Principal, Activities director and/or coordinator.
4. All coaches will be required to attend Parents Night as designated by the Athletic Director.
5. Supervision of students must be priority for all coaches. This includes all areas that team members and students assistants/managers have access to both at home facilities, when traveling and when visiting other school facilities. While transporting students via bus, the coach will sit in the middle or back of the bus to ensure maximum visibility. If there are multiple coaches and/or adult chaperones they will be positioned at multiple locations throughout the bus.

#### Participant Responsibility/Eligibility:

1. Participants will display a cooperative attitude toward the coaching staff, a willingness to learn and to participate, and to work with other team members.
2. Participants shall be required to display good sportsmanship while participating in practice and games. Participants may be removed from practice or games if they exhibit poor citizenship or engage in acts of unsportsmanlike conduct.
3. Participants will attend all practices and games at the times designated by the coach unless otherwise excused by the coach at the request of the parents, or one of their teachers, or themselves.
4. Participants must be in the proper uniform for practice and games as stipulated under the rules and regulations formulated by the coach and provided to the participants and their parents.
5. A participant with an unexcused absence from a practice or a game may be declared ineligible to participate in the next game. A second unexcused absence may result in dismissal from the team for the remainder of that season. A participant who skips an after-school requirement (detention, etc.) to practice or participate in a game will be required to fulfill his/her detention requirements prior to participating in the next game. If there are no additional games, the student will be disciplined in accordance with District policies and/or regulations.
6. Eligibility will be determined based on behavior in the classroom. Students who receive an Activity Restriction will not be allowed to participate in extracurricular activities for seven days following the restriction. A player may practice during the initial 7-day suspension if approved by the parent/guardian and the Principal. After the 7 days have elapsed, if the player has not received another activity restriction the player shall be reinstated only as long as he/she is continuing to meet the criteria as stated above. If a student receives an additional Activity

Restriction the 7-day minimum suspension shall repeat itself until he/she is eligible. A player may not practice during the second suspension and will be removed from the team if failing for the third time.

7. A participant discovered to be using drugs (alcohol, intoxicants and all illegal drugs, including the unauthorized use/possession of prescription drugs) will be removed from all extracurricular activities in which he/she is currently participating.
8. Substantiated “off school” violations will be treated in the same manner as “on school.”
9. Violation of the Tobacco Policy will result in the removal of the student from any extracurricular team or activity for the remainder of the season.
10. Any major offense that results in a suspension from school is just cause for removal from a team for the remainder of the season.
11. A physical examination is required for each student in order to be considered eligible and to be approved for participation in athletics. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1 is not valid for participation the following school year. Certification of the examination must be documented in a form acceptable to Evergreen School officials and signed by the appropriate medical personnel. NOTE: Whenever specified that physical examinations shall be required or that doctors shall be present at certain events or that reports or physical examinations or certificates of physical fitness shall be furnished, the rules and regulations shall be deemed complied with if the services are performed within the scope and limitations of his/her practice. This complies with Section 33-22-111 of the Laws of Montana which provide for freedom of choice of practitioners.
12. Involvement in extracurricular activities presents the possibility of injury due to the participation itself, and/or incidental mishaps/accidents (including those that occur during travel). The School’s position is to provide the extracurricular service, but it cannot share the responsibility of expenses due to accidents. All participants must be covered by accident insurance. A parent signature on the Parent Consent & Medical Release Form and the Participant Contract is evidence of such insurance.
13. Participants must read, understand and comply with all safety rules specified by their coaches
14. All students in any capacity with the team will travel to and from games on the team bus (however, in limited instances, student athletes may be transported by the student’s parents/legal guardians when written notice is provided to school officials by the parent/legal guardian prior to transporting the child. Students may not be transported to and from games by anyone other than their parent or legal guardian, unless prearranged with administration at least one day in advance).
15. Any player who is absent from school all day will not be eligible to practice or play in a game on that day (this includes Saturdays in the event the absence occurs on a Friday). Players who violate this expectation will be suspended from participation in games/practices for a minimum of 5 full school days. Players who miss part of a school day (less than half) due to a documented appointment can participate in activities if that player attends at least four class periods in a school day. Students who miss part of a school day due to illness will not be allowed to participate in games or practices on that day (time spent in the school “sick/recovery room” will count as time absent for the purpose of this policy). This policy pertains to all students (players and managers included) who want to attend sporting events, dances, or other activities. Exceptions to this rule may be approved by the principal or athletic director due to extenuating circumstances (family emergencies, funerals, etc.).
16. Students who demonstrate unsportsmanlike conduct will be immediately removed from the game. Future incidents may constitute a longer suspension or removal from the team.