

Gallatin Gateway School  
Student and Parent Handbook  
2024-2025



The Core Purpose of Gallatin Gateway School

*The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.*



Dear Families and Students,

On behalf of the Governing Board and Gallatin Gateway School staff, I would like to welcome you to the 2024-2025 school year and our Gator family. We are so excited to share the school year with you.

The purpose of this handbook is to serve as a reference for all students and their families. This handbook provides students and parents/guardians with information related to the educational environment.

Should you find you need additional information, please contact our school site office staff. They will be happy to assist you.

Sincerely

Kelly Henderson  
Superintendent/Principal

## Stay Connected

### Phone

Parents and students can call their child's teacher by calling 406-763-4415. If you are calling during instructional time, your call will be directed to voicemail. If it is urgent, call the front office, and we can get a message to the teacher.

Kindergarten Herron ext. 27

Kindergarten Barnes ext. 35

First Grade ext. 31

Second Grade ext. 26

Third Grade ext. 18

Fourth Grade ext. 19

Fifth Grade ext. 20

Sixth Grade ext. 16

Seventh Grade ext. 15

Eighth Grade ext. 21

Tech/Math ext. 23

Library ext. 22

Music/PE ext. 30

Learning Lab ext. 12

Special Education ext. 29

Business Manager-District Clerk ext. 25

### Website

[www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)

### Classroom Newsletters/Announcements

Classroom Newsletters are distributed from the teacher to parent emails. Schoolwide Announcements are sent through email and posted on our school website.

### Infinite Campus

Parents have the opportunity to log in to a secure area and view their child's progress in each class. Teachers can also provide parents with comments on their child's progress on each assignment and attendance. You can log into this secure site by visiting the school website ([www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)) and clicking on the Infinite Campus icon. For your future reference, you can enter your unique username and password here.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

If you don't have or have forgotten your username and password, please contact the front office for assistance.

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## Contact Information

Attendance  
406-763-4415 ext. 11

Main Office  
406-763-4415 ext. 10

Superintendent  
406-763-4415 ext. 13  
E-MAIL: [super@gallatingatewayschool.com](mailto:super@gallatingatewayschool.com)

Counselor  
406-763-4415 ext. 28

Title I/Learning Lab FAX: 763-4415 ext. 24  
406-763-4886

**Website:** [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)

[www.facebook.com/Gallatin-Gateway-School\\_108233230594139/](https://www.facebook.com/Gallatin-Gateway-School_108233230594139/)

Mailing Address:  
PO Box 265  
Gallatin Gateway, MT 59730

Physical Address:  
100 Mill Avenue  
Gallatin Gateway, MT 59730



## School Calendar

Gallatin Gateway School K-8 2023-2024												
<b>July</b> 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			<b>August</b> 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			<b>September</b> 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			<b>Holidays &amp; School Closures -- No School</b> Sept. 4 Labor Day Nov. 10 School Closure Nov. 22-24 Thanksgiving Break Dec. 20-Jan 2 Christmas Break Feb. 16 School Closure Feb. 19 President's Day March 11-15 Spring Break May 27 Memorial Day			
<b>October</b> 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			<b>November</b> 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			<b>December</b> 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			<b>PIR Dates and Conferences -- No School</b> Aug. 21-25 PIR Oct. 19-20 PIR Nov. 8-9 PIR -- Parent Teacher Conferences Jan. 3 PIR April 11 PIR -- Parent Teacher Conferences			
<b>January</b> 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			<b>February</b> 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			<b>March</b> 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			<b>Midterm</b> <b>End of Quarter</b> Sept. 29      Oct. 27 Dec. 1      Jan. 19 Feb. 2      March 29 May 3      June 6			
<b>April</b> 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			<b>May</b> 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			<b>June</b> 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			<b>Early Release</b> <b>Special Dates</b> Oct. 27      Dec. 14 Winter Program 6pm Nov. 8-9      June 6 Graduation 6pm Dec. 19 Jan. 19 March 29 June 6			
□ First/Last Day of School for Students      □ Vacation- No School      □ Pupil Instruction Related (PIR)- No School / Early Release        End of Quarter      / First Day of School for Kindergarten												

## School Day/Hours

The school day for grades K-8 is from 8:00 am to 3:23 pm. Office hours are from 7:30 am to 3:50 pm Monday-Thursday, and 7:30 am to 3:23 pm on Fridays. The playground is supervised between 7:40 am to 7:55 am when school is in session. Breakfast is available for students in the cafeteria from 7:30 am to 7:55 am.

## School Board Policy

The Gallatin Gateway School Board of Trustees generates policies to govern the school. These policies are dynamic in nature and are reviewed and revised yearly to ensure that they continue to closely address the changing needs of the students and the district. A copy of the Gallatin Gateway School District Policy Manual is on the District Website. The procedures in this handbook are developed from policies addressing areas of interest for students, parents, and community members.

## Philosophy

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making being assumed by the Board of Trustees. The Board will lead in creating,

maintaining, and improving the school for the children’s educational needs. Organization, staffing, programming, teaching, and funding will all be developed with a focus on the Core Purpose of Gallatin Gateway School. The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

## **Core Values of Gallatin Gateway School**

**Individualized Success:** We value a commitment to success from each board member, each staff member, and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student’s success. **Student-Centered:** The focus of all decisions is based first and foremost on the best interests of every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.

- **Sense of Community:** We believe that engagement with and respect for our community is vital to our success.
- **Accountability:** We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- **Culture of Collaboration and Support:** We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

## **Equal Opportunity**

Every student has the right to the same education, regardless of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

All opportunities shall be allowed for every student, including all educational and extracurricular activities. A student with a problem about equal opportunity should contact the Gallatin Gateway School District Clerk who acts as the District’s Title IX Coordinator.

## **Parental and Family Engagement**

Gallatin Gateway School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website at [Gallatin Gateway School Home](#) and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

- Uniform Grievance Procedure – Policy 1700
- Student and Family Privacy Rights – Policy 2132

- Parent/Family Engagement and Involvement in Education – Policy 2158
- Student Health Instruction – Policy 2335
- School Activities and Clubs – Policy 3233, Policy 3510, Policy 3550
- Student Health – Policy 3410
- Student Immunization – Policy 3413
- Student Records and Confidentiality – Policy 3600

## Gator Graduate Profile



### **Self-Directed and Resilient**

The student demonstrates a positive work ethic through an understanding of how to manage time and priorities. Students can set and achieve goals. The student can reflect on their actions and decisions. Through persistence and a growth mindset, the student can overcome adversity.

### **Citizenship**

The student will impact the community responsibly, embrace diversity in person and thoughts, demonstrate civic responsibility, and show respect and empathy for others. Student positively impacts the community.

### **Academic Proficiency**

Achieving their highest potential academically to meet their personal goals as an adult.

Students embrace learning and academic challenges. The student is a lifelong learner and persists through difficulties.

### **Collaborator**

The student demonstrates leadership skills by effectively listening and interacting with others to accomplish a goal. The student understands the roles and responsibilities of the collaborative processes and can lead, formally or informally.

### **Healthy in Mind and Body**

Student demonstrates an awareness of wellness for mind and body through healthy habits.



Being a Gator – by Alexandria McConville

## **School Support**

### **Parent Involvement/Volunteering**

Gallatin Gateway School District is committed to providing opportunities for parental involvement in every aspect of a student's education. We ask that parents help in our efforts to create and maintain a safe and positive learning environment for our students, as well as, a safe and positive working environment for our staff. We are implementing our school volunteer program for the 2023-2024 school year. Please consider volunteering some time to support

our students. We have a variety of opportunities to be involved. The Volunteer Handbook is located on the district website for more information.

### **Parent Teacher Organization (PTO/PIE)**

Partners in Education is making a transition to an organized PTO. This is a partnership of community members, parents, teachers, students, and administration working together to provide educational opportunities for Gallatin Gateway School students.

### **Booster Club**

The Booster Club is an organization headed by parents and community volunteers and supports the Gallatin Gateway athletic programs. Fundraising efforts of the Booster Club support our students' athletic endeavors. The Booster Club is supported solely through donations and volunteers.

### **Gateway Youth Group (GYG)**

The Gateway Youth Group is an independent 501(c)3, which provides fun, educational programs and opportunities that enrich the lives of Gallatin Gateway youth.

### **Gallatin Gateway School Foundation**

The Gateway School Foundation is an independent 501(c)3 dedicated to preserving and expanding Gallatin Gateway's commitment to excellence in public education. Mission: The Gallatin Gateway School Foundation provides resources to inspire learning, enrich teaching, and create opportunities for students through community support.

Contact information for all of the above-named organizations can be obtained by contacting the Gallatin Gateway School office and/or visiting the school website at [gallatingatewayschool.com](http://gallatingatewayschool.com).

### **Later Gators**

Later Gators, an afterschool program through the United Way, runs from 3:20-5:30 Monday through Friday. The program provides extended learning opportunities for students in grades K-5.

## **General Information**

### **Learning Lab**

The Learning Lab is available for students to complete or receive assistance on homework when school is in session. Learning Lab hours are from 3:23 pm to 3:50 pm, M-Th. The

Learning Lab is not available after school on Fridays. At the end of the day, parents should be on time to pick up their children. Parents who do not pick up their children by 3:50 pm will not be eligible to utilize the services in the Learning Lab.

## **Telephone**

Students may use the school office phone in case of an emergency. Students will be allowed to use the office phone after school for parent transportation. Students may use the classroom phone upon permission from the teacher during non-instructional times to phone parents.

## **Visitation**

Parents and guardians are always welcome to visit their child's classroom to observe the educational process, provided it does not disrupt the learning environment. Please prearrange a visit with the teacher. Parents or guardians having particular concerns to discuss with the teacher should arrange a conference time with the teacher. Students may bring guests to school after receiving approval from the Superintendent and their teacher(s).

For everyone's safety, we ask: When arriving at the school...

1. Stop at the school office
2. Sign in
3. Obtain visitor badge from Office staff listing Name, Date, and Destination
4. Display your visitor badge so it is visible to students and staff

When departing from the school...

1. Stop at the school office
2. Sign out
3. Return your visitor badge to the office staff for disposal

## **Lost and Found**

All items found in the school that have been left by students will be placed in the lost and found. At the end of each quarter, items remaining will be taken to a community charity.

## **Report Cards**

The assessments for students are distributed quarterly (approximately every nine weeks). Quarterly report cards will be mailed at the close of each quarterly grading period. Progress Reports will be issued midterm to keep parents and students informed of academic progress and will be accessible through Infinite Campus. Classes are weighted depending on instructional time. Core classes (math, science, English, and social studies) meet every day and are worth one credit per year. Other classes, based on instructional time, may be valued at less than one credit per year.

## Standards-Based Grading

What is standards-based grading?

The purpose of standards-based grading is to show the student's level of mastery of the standards. This process of grading provides assists the teacher in identifying what a student knows or can do, concerning the academic standards over the course of a grading period. Unlike traditional grading systems, a standards-based grading system measures a student's mastery

Why did we move from traditional grading to standards-based grading?

Utilizing standards-based grading systems, we can communicate effectively the student's progress in learning particular standards. With this system, parents will know whether their child is on target with district and state standard learning. Many education researchers consider standards-based grading far more fair to students and the best educational practice.

What are the benefits of standards-based grading?

Standards-based grading ensures that students within a grade level receive similar instruction and are assessed on the same expectations. This will allow teachers to better communicate individual student progress. Parents and students can see which learning targets have been mastered and which ones still need practice. The conversation moves from what do I need to do to get an A to what learning still needs to happen.

### Grading Scale: (K-8)

Letter

AP Advanced

P Proficient

NP Nearing Proficient

N Novice

Using the rubric, the following scores would equate to the letter grade for students:

Rubric Score	Grade Equivalent
4.0	A+/A
3.5	A-
3.0	B+/B
2.5	B-
2.0	C+/C-
1.5	C-
1.0	D+/D-
0.0	

## School Services

### School Counseling Services

Gallatin Gateway School offers school counseling services. The purpose of the school counselor is to address issues that may affect students' academic growth. This can include a variety of needs to include a student's mental, emotional, social, and academic development. Our counselor also facilitates Section 504 meetings.

Our counselor can assist your family in obtaining services through a variety of agencies. GGS partners with Care Solace to assist families interested in counseling services find a compatible therapist. The link to Care Solace is available on the district website. Below is a list of local resources available to families and students:

- AWARE – Adult & Children's Behavioral Health Services: 406.587.1181
- Community Health Partners – Counseling & Behavioral Health: 406.585.1360
- Eating Disorder Center of Montana: 406.451.7370
- Gallatin Mental Health Center, Outpatient Services, Day Treatment, Drop-in Center: 406.556.6500
- Greater Gallatin United Way – Variety of Services: 406.587.2194
- Help Center – 24-Hour Crisis Line and Suicide Outreach: 406.586.3333
- Information & Referral Network, dial 211
- Hope House Crisis Stabilization Inpatient Crisis Stabilization: 406.585.1130
- HRDC – Housing and Energy Help, Various Train Programs: 406.587.4486
- L'esprit – School and Community Treatment: 406.222.7641
- Mental Health America of Montana: 877.927.6642
- Montana Mental Health ([montanamentalhealth.org](http://montanamentalhealth.org))
- Montana Independent Living Project: 406.522.7300
- Montana Peer Network: 406.551.1058
- Montana Suicide Prevention Lifeline: 800.273.8255
- Montana Warm Line, Non-crisis support line, M-F 4 pm-10 pm & Sat-Sun 10 am-10 pm: 877.688.3377
- MSU Human Development Clinic – Low-Cost services Adults, Children, Couples & Families: 406.994.4113
- MSU Counseling & Psychological Services (MSU students, staff & faculty): 406.994.4531
- National Alliance for the Mentally Ill: 406.443.7871
- Bozeman: [namimt.org](http://namimt.org), 406.585.8959
- Find other Montana affiliate programs
- Open Arms Drop-in Center Peer-to-Peer Support: 406.556.6500
- M-F 12 pm-4 pm · Doors are locked for 1 pm Recovery Group that is open to all
- Salvation Army: 406.586.5813
- Sexual Assault Counseling Center: 406.586.3333
- State Addictive & Mental Disorders Information Line: 888.866.0328
- State Mental Health Ombudsman: 888.444.9669
- Substance Abuse & Mental Health Services Administration: 877.726.4727
- Veteran Administration (Psychiatric and Medications):



800.827.1000 (Local number 406.582.5300)

- VOICE Center – MSU Sexual Assault Crisis Line: 406.994.7069
- Winds of Change Mental Health Center, Adult & Child Case Management, Psychiatry, Therapy: 406.541.4673
- Women in Action – Big Sky Community Counseling: 406.570.3907
- Youth Dynamics, Inc. – Children’s Behavioral Health Services: 406.585.9402

## **Title I**

Gallatin Gateway School has a federally funded targeted Title I program. The program offers services for students with academic needs as well as services for students who are homeless. If you believe that your student requires additional intervention services for academic skills, please contact the main office.

## **Special Education**

The District provides services for students with special needs through the Special Education program. IDEA is a federal program that requires students with special needs to have access to a Free and Appropriate Public Education that meets their individual needs.

We participate in Child Find screening in the fall for any child, from birth through five years of age. Our resource room teacher, paraprofessionals, and the Gallatin Madison SPED Co-op service children meeting the specific criterion required by law. Parents may request that their child(ren) be screened or tested by contacting the school Superintendent.

## **Section 504 Services**

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

## **Child Find Services**

Gallatin Gateway Schools partners with the Gallatin Madison Special Education Cooperative for a variety of services, including Child Find. Child Find is a voluntary, free assessment of all children ages 0-5 years.

From the GMSEC Program Narrative:

Within each member district boundaries, the public is annually informed of Child Find activities for children 0-5 years through newspapers, radio public service announcements, school publications, and newsletters, posters in locations frequented by the public, and ongoing communication and cooperation with private and public agencies which routinely serve families and children with possible disabilities. These efforts are overseen by the Special Education Director for the Gallatin-Madison Special Education Cooperative and implemented by administrators, teachers, and support staff

specialists specific to the targeted age group.

Following ARM 10.55.805 Special Education, each school has a structured support and assistance process in place to use before referral for comprehensive educational evaluation. Member districts/Director of Special Education provide education to general education staff/ special education staff as part of annual orientation regarding prereferral and referral process as well as providing families with procedural safeguards before the evaluation process.

The methods for collecting, maintaining, and reporting data on child identification are consistent throughout the age levels. Records are established and maintained confidentially in compliance with Sections 300.560-300.576. Data is reported through the December 1 child count format, as well as a summary included in the appropriate project narratives.

### 3.a. Infants and Toddlers (Birth through Age Two)

The Gallatin-Madison Cooperative and its member districts have established an interagency agreement with Family Outreach, the regional Part C provider. Through this agreement, the Cooperative and Family Outreach collaborate in child find activities, referral, evaluation, and transition of children from Part C (0-3 years of age) to Preschool (3-5 years of age) services. The interagency agreement specifies that Family Outreach will initiate transition activities with the appropriate member school of the Gallatin-Madison Cooperative at least 90 days before the child's 3rd birthday. Additionally, the Agreement stipulates that Family Outreach provide the Gallatin-Madison Cooperative with an annual census of eligible children under Part C.

### 3b. Preschool (ages 3 Through Age 5) Frequency and Location of Screenings

The Child Find Screening is an interagency cooperative program with the Gallatin-Madison Cooperative, Family Outreach, and member schools to advertise and conduct formal screenings for children aged 0-5 every year. Child Find screenings typically occur within the first quarter of the school year during October, and November and upon request/referral of parent and/or agency. Child Find screenings occur at member schools as space allows or at an identified location closest to the member district included in advanced advertisement to the public.

The procedures utilized for child find activities by Family Outreach and member district staff in coordination with designated specialists from the Gallatin-Madison Special Education Cooperative, (which may include but are not limited to the Family Outreach staff, Region IV audiologist, the county health nurse, the school psychologist, the speech-language pathologist, the kindergarten teacher, and the special education teacher), include the following:

- Health and Nursing Assessment through referral to the county health nurse
- Audiological/ Vision Screening and Evaluation
- The Alperin-Boll Developmental Profile
- The Battel Developmental Inventory
- The Developmental Indicators for the Assessment of Learning-Revised (DIAL-R):
- Motor
- Concepts

- Language/Phonological Awareness Behavioral Observations
- Vision/Hearing
- Parent report/history

Response to Individual Referrals: If a parent and/or agency initiates a screening request outside of the screening dates, the special education teacher or Cooperative staff member assigned to that school will conduct the screening on an individual basis with child find team members as needed and use of screening tools identified above as appropriate to the referral. Individuals/agencies may contact the Special Education Director to request an intake meeting with appropriate professionals of the member school present. Prereferral and referral for comprehensive educational evaluation policies and procedures are applied as is documentation of results from these efforts.

It is the purpose of the Preschool Child Find to identify and define the preschool population of children with disabilities to assist local districts in the early intervention of these children as well as in planning and budgeting for future services.

Part C Transition Planning Conferences: Through an interagency agreement, Family Outreach, the regional Part C provider, notifies the member school of the Gallatin-Madison Special Education Cooperative and initiates a transition meeting at least 90 days before an eligible child's third birthday. The agreement also stipulates that a Child Study Team (CST) and an Individual Education Plan (IEP) meeting will be completed on or before the child's third birthday.

Coordination with Other Agencies: The interagency agreement established between the Gallatin-Madison Cooperative and Family Outreach is designed to assist with the transition, coordinate child find, and share information and resources in the delivery of services to preschool-aged children with disabilities. Family Outreach will notify the Gallatin-Madison Cooperative at least 90 days before the third birthday of any child with disabilities who may be eligible for special education services. A transition meeting will be scheduled between Family Outreach, the receiving school, and other appropriate professionals to begin planning for the child's transition into Preschool services. Other agencies would also be involved as needed including but not limited to Headstart, PLUK (Parents Let's Unite for Kids), Aware Case Management Services, Youth Dynamics, and Community Mental Health.

Follow-up Procedures for Referral and Evaluation: Parents voluntarily bring their children to the preschool child-find screening sites. An intake interview explaining procedures and an exit interview regarding the child's performance are afforded to each parent. The parents of any child whose screening indicates possible concerns are apprised and appropriate interventions are offered. Member schools receive screening results as part of prereferral documentation for the permanent record when referral for a comprehensive educational evaluation is indicated. Referral and evaluation policies and procedures are implemented for this age population as with the in-school-age child.

## **Student Information**

### **Athletic Eligibility Guidelines**

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of a student's total education experience. Responsibility for this rests through the active participation of students, parents, and school staff. Please see the Athletic Handbook for eligibility and attendance requirements.

Participation in the athletic program offered by Gallatin Gateway School is a privilege available to all students and carries with it responsibilities to the school, other participants, and the community. The athletic program is designed to teach students the fundamentals of a variety of sports and to provide experiences that will assist each participant in developing athletic skills and a positive self-image, emotional maturity, sound moral values, social competence, discipline and responsibility, and the ability to deal with success and adversity.

- All students enrolled full or part-time are eligible for participation in all sports.
- Any student who resides in the Gallatin Gateway School District, but is not actively enrolled in Gallatin Gateway School, and wishes to participate in any sports activity must write a letter addressed to the Superintendent stating his/her reasons for wanting to join a team. This request must be provided to the Superintendent at least seven days before any regular School Board meeting. The Board shall make the final decision on the acceptance of such students. The District will not admit any students when it causes overcrowding or discipline concerns in any sports program. One year's acceptance does not guarantee another year's acceptance.
- All students outside the district who are not academically enrolled are not eligible to participate in any sports.
- Students will be allowed to join a team after the first two weeks of the season unless they obtain prior approval from the Athletic Director and/or Superintendent.
- All student participants should plan to start practice on the scheduled first day of practice.

### **Conduct/Sportsmanship**

Participants and fans in the athletic program are expected to conduct themselves in an exemplary manner at all times. They must follow the conduct outlined in both this handbook and the GGS Athletic Handbook. Their actions should reflect favorably on themselves, their teammates, and the school.

If a special incident arises, which may not be covered in the Athletic Handbook, the issue shall be submitted to the Superintendent, who will follow the District's Grievance Procedure for a determination and resolution.

### **Valuables and Money**

Unless necessary for a school-sponsored event, students are asked not to bring valuables or

money to school. If necessary, they may ask the office to hold such items. The school is not responsible for valuables/money left in lockers, classrooms, or locker rooms. Students are encouraged not to bring items such as electronic devices, cell phones, skateboards, etc. to school. However, if these items are brought to school they are to be promptly placed in the student's locker or backpack and not removed until the end of the day.

## **Student Dress Expectations**

The good judgment of students and parents/guardians should suffice in matters of dress, modesty, and cleanliness. When decorum is in question, the following standards are applied:

- Clothing should be neat and clean.
- Clothing should be free of slogans or advertisements promoting drugs, alcohol, tobacco, or violence.
- Clothing should be free of sexual, derogatory, or vulgar connotations.
- Undergarments are to be completely covered.
- Strapless shirts are not allowed unless the garment is worn underneath another appropriate top.
- Skirts and shorts should appropriately cover the student's body and not show undergarments.
- Shirts and pants must cover the stomach, even when arms are raised.
- Sandals and open-toed shoes are allowed. Remember, there can be a risk of toe injury by wearing open-toed shoes or sandals.

Any violations of the above rules and procedures will result in removal from the class if the student is unable to find a way to meet the dress expectations. The student will wait in the office until parents bring suitable clothing or the student is taken home to change clothing.

Proper hygiene should be paid close attention to for both student health and social acceptance, for example, daily use of deodorant, brushing teeth, bathing, wearing of clean clothing, and regular changing of feminine hygiene products. If a student's lack of proper hygiene is offensive to others, parents will be notified.

## **Dress Appropriately for the Weather**

Students are expected to dress appropriately for the seasonal conditions. Students should consistently wear hats, warm coats, socks, gloves, and boots during rain or snow conditions. Please label these garments with the child's name. Shorts may be worn year-round, but all children will be expected to go outside at recess time if weather permits. Seasonal outdoor clothing is not permitted in the classroom. Students in K-4 will wear snow boots when there is snow on the ground. They will wear snow pants to play in the snow or to play on any equipment that is wet or snow-covered. Students without snow pants will be required to stay on the paved areas of the playground.

## **Lockers**

Students are responsible for the care and condition of the locker. If the locker needs repairs due to student misuse, the student will be billed. Personal combination locks are not allowed. Carabiners (without locking ability) are allowed.

Searches of Student and school property. School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks) without notice or consent of the student. School authorities may search a student, and a student's personal effects when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of a student and the nature of the suspected infraction.

## **Textbooks**

Board-approved textbooks and instructional materials are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student who damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades may be withheld until restitution is made by payment.

## **Technology**

### **Technology**

The use of technology to provide educational material is a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

### **Children's Internet Protection Act Policy**

Internet access is available to the District's students and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science-related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network.

Students utilizing school-provided Internet access are responsible for good behavior online, just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. The District may provide filtering software for

computers accessing the Internet.

The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

### **Privacy/Confidentiality**

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted. Any violation of District rules will be reported to school administrators.

### **Copyright**

Users shall not:

- Copy and forward;
- Copy and download; or
- Copy and upload

to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or other school administrator. Copyrighted material is anything written by someone else, such as an e-mail message, a game, a story, or software. Plagiarism is not allowed.

### **Inappropriate Sites**

The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off-limits to users.

### **E-mail/Chatting**

Students are prohibited from using e-mail, including District e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms unless it is a teacher-sponsored activity.

### **Hacking**

Users shall not infiltrate or "hack" outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash). Nor shall users do any of these things to the District computer system.

### **Inappropriate Use**

Users shall not use the District computer network to:

1. Purchase goods, solicit sales, or conduct business (e.g., by posting an advertisement to a newsgroup). Users shall not set up web pages to advertise or sell a service.
2. Transmit obscene, abusive, sexually explicit, inappropriate, or threatening language.

## **Gallatin Gateway Children’s Internet Protection Act Policy Contract**

### ***Acceptable Use***

*Parents and Students:*

Please read together and after signing, return this document to the school.

### ***Statement of Purpose***

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### ***Terms of Agreement***

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- To use all computer equipment carefully and not damage, change, or tamper with the hardware, software, settings, or the network.
- To use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
- To print only when my teacher tells me to print.
- To use my file or my folder on the student server.
- Do not view, send, or display inappropriate messages or pictures.
- To never use any form of electronic communication to harass, frighten, or bully anyone while at school.
- To tell a staff member if I read or see something on the computer that is inappropriate.
- To obey copyright laws.

### ***Use of New Web Tools***

As part of 21st-century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts, and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.



## **Chromebook User Agreement**

### ***Chromebook Student/Parent Agreement and Contract***

To ensure that students are equipped with the tools necessary for success as 21st Century Learners, GGS has adopted a 1:1 Chromebook program for students. The document below explains this program and the responsibilities of both parents and students. Please read through this document with your child and sign at the bottom.

### **Why Chromebooks**

A Chromebook is a type of laptop that runs on the web-based Chrome OS. Chromebook features include:

- Unlimited access to Google Apps for Education, a free web-based suite of programs including collaborative tools such as Drive, Docs, Drawing, and Sheets.
- Documents and apps are cloud-based with an immediate Auto-save function and near limitless cloud data storage.
- Personalized learning experiences from grade to grade, and student to student.
- Affordability and ease of management.

### **Costs**

Students/Parents are responsible for reasonable costs of repair for a deliberately damaged device, or damage interpreted as neglect. Damages and other incidents must be reported to the Superintendent's office right away. Lost, stolen, or questionable damage will be reviewed by the administration on a case-by-case basis to determine fees. Estimated fees for Chromebook parts and replacements:

Full replacement: \$355 Chromebook

+ \$35 Google Education License  
\$390

### **Expectations, Responsibilities, and Care**

- Student will secure Chromebook in the Homeroom Chrome Cart at the end of every day.
- Student will disinfect Chromebook daily, and will not write or place any stickers on the Chromebook.
- Students will take measures to protect the Chromebook from damage or theft.
- Students will not leave the Chromebook unattended.
- Student will use Chromebook in compliance with the Acceptable Use Agreement
- Student will not let others use their assigned Chromebook.
- Students will protect Chromebook screens by not touching them too hard or with any object.
- Students will carry Chromebooks properly to ensure safe handling.
- Student will avoid placing or dropping heavy objects on the Chromebook.

- Students will use Chromebooks on a table or desktop.
- Students will refrain from drinking or eating while using the Chromebook.

**At Home Expectations**

Should the student need to check out their Chromebook for use at home: Chromebooks are configured to minimize online access to inappropriate material. Regardless, it is the full responsibility of the parent or legal guardian to ensure that their child does not access any inappropriate online material when Chromebooks are not at school.

**Violations**

- Students must follow the Gallatin Gateway School Acceptable Use Policy at all times while using their Chromebook.
- Violations of the Acceptable Use Policy or items stated in this document will be addressed by the school administration to determine the proper course of action.
- School Administration and Faculty have the right to view the contents of the Chromebook at any time.

*\* Required*

Please sign this form and return it to your child’s homeroom teacher on the first day of school.

*Student Agreement \**

**YES:** I have read or had the Chromebook Student/Parent Agreement and the Acceptable Use Policy read to me. I understand the rules, guidelines, and procedures contained in both of these documents and agree to fully comply with all of them. I understand that I will be held accountable for my actions should I violate any of these rules, guidelines, and procedures at any time.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Parent or Guardian Agreement \****

**YES:** As the parent or legal guardian of the minor/student signing above, I grant permission for my child to access Gallatin Gateway School technology resources, including Internet accessibility and my child’s assigned Chromebook. I understand that my child, or the child in my care, may keep his/her network access and Chromebook as long as the procedures and rules described in the Gallatin Gateway School’s Acceptable Use Policy and the Gallatin Gateway School’s Chromebook Student/Parent Agreement are followed. Should my son or daughter, or the child in my care, violate any of the previously cited rules or procedures, they will be held accountable for their actions by the Gallatin Gateway School.

**YES:** I fully understand the costs and responsibilities associated with the Gallatin Gateway School's Chromebook Student/Parent Agreement:

Parent or Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Bark**

When schools give students access to devices and online accounts, an incredible world of learning opportunities opens up — as well as potential dangers. Digital safety is critically important to Gallatin Gateway School, which is why we are now using Bark for Schools to help us protect our students both online and in real life.

Bark monitors for signs of potential issues like:

- Cyberbullying
- Suicidal ideation
- Sexual predators
- Threats of violence
- And more

Alerts at the first signs of danger

When possible dangers arise on school-issued accounts, Bark for Schools sends us alerts so we can address the situation promptly. These alerts also give us insights that help us promote the well-being of the entire student body.

## **Cyberbullying**

Cyberbullying is, but is not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums, and mailing lists, or other District-owned property, and using an individual's electronic media and equipment.

## **Social Media**

Students may not utilize social media sites during the school day. Posting of pictures, videos, and other student work is prohibited during the school day.

## **Cell Phones and Other Electronic Equipment**

Student possession and use of cellular phones, wearable communication devices, including smartwatches, and other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege that will be permitted only under the circumstances described herein. School-sponsored activities include but are not limited to field trips, fundraisers, and overnight trips. Cell phones are used during specific classroom activities in Tech (manipulation of robots/drones or during

classroom guided activities).

Parents, please do not call your child during school hours on their cell phone. The phone call disrupts instruction and class time. If you would like to leave your child a message, please call the school office. Except in emergent cases, students will return your call after instruction.

At no time will any student operate a cell phone, wearable communication device, or other electronic device with video or audio capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. These devices must be kept in lockers or backpacks and turned off during the instructional day. The use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, the use of these devices is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent/guardian at the end of the day by the Superintendent/Principal. Repeated use of such devices will result in disciplinary action (see disciplinary actions).

### **Video Surveillance**

Policy 3235. Video surveillance with audio takes place through the security camera system at GGS.

## **Parent Information**

### **Attendance Procedures**

PLEASE DO NOT SEND YOUR STUDENTS TO SCHOOL IF THEY ARE SICK OR HAVE SIGNS OF ILLNESS.

In the event of illness or other unavoidable absences, please notify the school office by phone by 8:30 a.m. If a child is not at school and the school does not receive a phone call, the Administrative Secretary will phone to make certain the child is home. This helps us ensure the safety of the children.

### **Procedure for leaving during the school day**

The student must report to the school office secretary for approval to leave school for any reason. Final permission to leave will be granted contingent upon the nature of the request as well as parent/ guardian consent by note or phone call to the attendance secretary before leaving. Failure to check out properly will result in a consequence according to the discipline matrix. Parents must sign their students out of the school.

### **Procedure for Checking in/out of School**

If a student must leave during the school day, he/she must check out at the attendance office. Parent approval is required for a student to leave school or when a student is coming late to school (via phone call, signed note, or in-person communication). A student must check in at the office when he/she returns to school when the student begins school later than their first period.

### **Parent/Guardian Responsibilities**

When a student must be absent from class for illness, or other foreseeable emergencies, parents must inform the school office of the absence. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy. The principal may make exceptions to this general policy and excuse the absence, after consultation with the teacher, and students who are involved, and after considering the circumstances related to the failure to notify and to the frequency of the student's absences. In cases where the validity of an excuse is in question, the administration may require verification from other sources.

### **Attendance Policy**

Regular attendance is basic to meeting the educational needs of students. Optimal classroom instructional benefits are only possible when the student is in attendance. It follows that students, parents, and educators need a clear understanding of rights and responsibilities relating to attendance. Students have the right to an appropriate education. Parents have the right to expect competent instructors and a school climate conducive to learning. Educators have the right to expect reasonable cooperation from students and parents. Students are responsible for participating in the educational opportunities given to them and are legally required to attend until they are 16 years old and have completed the eighth grade. Parents are responsible for supporting policies and programs of the school district including attendance laws. The school is responsible for providing a significant curriculum, competent teachers, and adequate facilities and programs. The school is also responsible for maintaining accurate records and practicing diligence in reporting these.

Students are allowed 9 excused or unexcused absences (per class) per semester (quarters 1 & 2 or quarters 3 & 4). An absence is considered excused when a parent/guardian has notified the school that the student will be absent. Absences due to medical appointments may be waived when a note from the medical provider is submitted to the attendance office. A student absent for more than 3 days must have a doctor's note to return to school. After a student has accumulated 6 absences in any given class, a letter will be sent out to inform parents about student absences. The content of the letter will include the specific class or classes in which the student has reached 6 absences. This letter will serve as the establishment of an official attendance contract for the student for the identified class or classes listed.

### **Absence Policy:**

- If a student accumulates 9 or more total absences (excused and/or unexcused) per

class period during a semester, he/she violates the absence limit. If the student is passing the class, he/she will receive credit; however, the letter grade will be reflected as a "P-A."

- Students who are failing will not receive credit. If a student accumulates 9 or more total absences (excused and/or unexcused) during a semester, a "Loss of Letter Grade" notice will be mailed home.
- A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in any class during the subsequent semester. Students will need to complete an attendance violation appeal within two weeks before the end of that semester. Appeal forms are located in the office.

\*Students will be allowed two (2) Pre-arranged Absences per semester that will not count towards the 8-day attendance policy. Students must have parent/guardian approval, fill out a Pre-arranged Absence Form, make up all assignments (or make arrangements with the teacher to make up assignments), and turn in the Pre-arranged Absence Form at the attendance office before missing school to meet the criteria for a Pre-arranged Absence (PA). Students are still encouraged to fill out a Prearranged Absence Form for planned absences after fulfilling their two Pre-arranged Absences as a way to communicate with their teachers regarding the assignments they will need to make up due to an absence. These absences will be recorded as Excused Absences (EA).

Only those absences allowed by Montana State Code 20-5-103 will be allowed, which states: 20-5-103. Compulsory attendance and excuses.

Except as provided in subsection (2), any parent, guardian, or other person who is responsible for the care of any child who is 7 years of age or older before the first day of school in any school fiscal year shall cause the child to attend the school in which he is enrolled for the school term and each school day therein prescribed by the trustees of the district until the later of the following dates:

1. the child's 16th birthday;
2. the date of completion of the work of the 8th grade.
3. The provisions of subsection (1) do not apply in the following cases:
  - The child has been excused under one of the conditions specified in 20-5-102.
  - The child is absent because of illness, bereavement, or other reasons prescribed by the policies of the trustees.
  - The child has been suspended or expelled under the provisions of 20-5-202.

Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies.

Verification should be available before requesting an admit slip. The time allotted for make-up work is stated in each teacher's grading and discipline policy. Accommodations for Individual Education or 504 Plans will be made when appropriate with 504 Coordinator, School Counselor.

### **Truancy/Unexcused Absences**

Unexcused and truancy absences are not acceptable at Gallatin Gateway Schools. An unexcused/truant absence occurs when a student is absent without permission from the parent/guardian and is not excused by the school. This is a serious offense and will result in disciplinary action being taken. Chronic truantries will be reported to legal authorities as prescribed by law. (Truancy = TR) (Unexcused = UA) If a student is unexcused or truant, he/she is not entitled to make up work missed during this absence. A zero (0) will be given for any missed work.

Any student whose absence is determined to be truant shall be subject to the penalties established by the laws of Montana in addition to the penalties herein. Excessive absences may result in loss of credit, loss of educational opportunity, and loss of campus privileges, and students may be required to attend Detention. Once a student is at school, he/she cannot leave without parental permission verified by the attendance secretary or principal. If a student who is in attendance at school leaves without permission, this is defined as skipping school and will be considered truant.

Student absences that are not excused or waived within 48 hours will be considered truancy.

### **Extra-Curricular Pre-Arranged Absences**

Students will make prior arrangements for planned absences and all work missed must be made up within the time specified by the individual teacher. It is suggested that work be made up in advance or that the teacher allows the student one day of make-up time for each day missed. Students are responsible for having their teacher complete the Pre-arranged Absence Form. When students are absent due to participating in school-related activities, a Pre-arranged Absence Form may be required by the school administration. The sponsor or coach of the activity will provide the office and each teacher with a list detailing the duration of the absence and the names of students attending the activity. This list should be distributed at least 48 hours in advance of the first day of absence. Teachers who have concerns regarding students on the list must communicate them to the sponsor or coach at the earliest time before the absence.

### **Special Circumstance Absences**

Students who participate in sports or activities that are not sponsored by Gallatin Gateway School will be allowed to miss school to participate in these activities under the following conditions:

1. Parent and student must receive prior approval from the principal to miss school days for the extra-curricular activity in question.
2. Students must remain eligible under the GGS rules for eligibility.
3. Students shall obtain from the principal an activity absence form that they will take to their teachers. Teachers will list all assignments and students are required to complete all work.
4. Coaches/Sponsors will communicate with the principal before student attendance.
5. If a student is not academically eligible the absence will be coded as an excused absence.

## **Make-Up Work**

Teachers will provide make-up work for any student having an excused absence and will allow full credit for missed work. Students will be allowed to make up work at the rate of one day for each day absent plus one additional day. (# of days absent + 1 day = # of make-up days) Students receiving an incomplete grade at the end of any grading period will have two weeks to complete all unfinished work. Teachers are responsible for monitoring the incomplete grade. If a student is unexcused or truant, he/she is not entitled to make up work missed during this absence. A zero (0) will be given for any missed work.

## **Tardy Policy**

Students are expected to be in class on time. If students arrive later than 10 minutes into the class period they will be counted absent. A “tardy” to class is defined as a student not being within the threshold of the doorway when the tardy bell starts ringing. All tardies will be recorded on the report card. Excessive tardies are defined as three or more within a grading period (semester). The expectation is that students will get to class on time. This allows for less disruption in the educational process as well as student safety in the hallways. The bell schedule allows for a two-minute passing period between classes. Students can avoid tardiness by organizing their books, notebooks, locker visits, etc., in the way that best accommodates their class schedule.

The K-2 Grade policy for addressing tardiness will be to have a conference with parents. The staff at Gallatin Gateway School makes a firm commitment to begin active learning after arrival at 8:00 am; therefore, it is requested that students arrive on time so they do not miss valuable morning routines and instructional time.

The 3-8th Grade policy for consequences is:

- First offense: Warning
- Second offense: Warning
- Third-Seven offense: Whole Lunch Detention
- Subsequent offenses: After School Detention

At the beginning of each quarter, the tardy policy will start over with students being issued a warning, then assigned detentions, and finally assigned to After School Detention for each subsequent tardy.



## **Parental Custodial Arrangements**

The school Superintendent should be made aware of all parental custodial rights concerning students, and it is recommended that a copy of a court-approved parenting plan be on file at the school.

## **Student Enrollment/Withdrawal**

Students enrolling or withdrawing after the start of school must complete a check-in/out with the school's administrative assistant. Please call the main office to get assistance with both enrollment and withdrawals.

## **Admission of Out-Of-District Students**

Gallatin Gateway School recognizes that the educational needs of resident students require an orderly education process, free from disruptive influences, overcrowding, and violence. The admission of out-of-district students will be made on the following criteria:

- The student must be in good standing with the most recently attended school in terms of academics, attendance, and conduct. The student must demonstrate a clean behavior record, lack truancy, have passing grades, and present no educationally related detriment to the students of Gallatin Gateway School.
- Gallatin Gateway School has the option of admitting out-of-district students who do not meet all of the above criteria if the student and parents agree to special conditions of admittance.
- The Board will not admit any student who is expelled from another school district.
- The district will not accept out-of-district students who would cause the district to exceed the class size standards under Montana Law.

## **Types of Records Permanent Records**

Permanent records are confidential and required by all schools. Parents have access to them under Access Rights. They are kept current and accurate in a fireproof file in a vault in the school building. They include:

1. Name and address of student
2. Name and address of parent(s) or guardian
3. Date of Birth (Birth Certificate)
4. Academic work completed
5. Level of Achievement (e.g., grades, standardized test scores, grade level completed)
6. Immunization record
7. Attendance Data

## **Cumulative Records**

Cumulative records are confidential and also available to parents under Access Rights. They are periodically reviewed and kept in locked storage. They include:

1. Access Log
2. Health Records
3. Standardized test results (e.g., intelligence, aptitude, state, etc.)
4. Verified information of clear relevance to the student's education
5. Information about the release of this record
6. Parent authorization or prohibitions

## **Parents' and Students Rights to Records**

The District maintains the two types of records mentioned above. The Family Educational Rights and Privacy Act (FERPA) allows certain rights

- The right to request the amendment of the student's education record that the parent(s)/guardian(s) believe is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

## **Directory Information**

Regarding student records, federal law requires that 'directory information' on your child may be released by the District to anyone who requests it unless you object to the release of any or all of this information. Directory information ordinarily includes:

1. Student's name
2. Student's address
3. Telephone number
4. Electronic mail address
5. Date of birth
6. Participation in officially recognized activities and sports
7. Photographs, videos
8. Dates of attendance

- 9. Grade Level
- 10. Honors and awards received in school

Gallatin Gateway School ONLY releases the following Directory Information to school-related organizations, news outlets, other parents, and photographers (for school-related photos):

- Student’s name
- Participation in officially recognized activities and sports
- Photographs, videos
- Grade Level
- Honors and awards received in school

If there is an external request for any other Directory Information of a student, the school will contact the parent for specific permission.

## Safety

### Air Quality

Policy 8130 The Gallatin Gateway School District will use the Bozeman geographical spot on the [todaysair.mt.gov](http://todaysair.mt.gov) website to determine the air quality for our school district.

The following personnel will decide to hold or cancel outdoor activities, practices, or contests:

- |   |                |
|---|----------------|
| a. Recess (all levels)                  | Superintendent |
| b. Junior High practices (all levels)   | Superintendent |
| c. Junior High contests (all levels)    | Superintendent |
| d. All outdoor activities, (all levels) | Superintendent |

The decision to hold or cancel outdoor activities will be made one hour in advance of the activity. The notice to hold or cancel an outdoor activity will be communicated to:

- a. Students through staff
- b. The staff through email
- c. Coaches through email
- d. Parents through email
- e. Community through email

Students with health plan guidelines, for respiratory issues, will be followed.

### Student Supervision

Students will be supervised while attending school. Before school, students will go outside (7:40 am or to the cafeteria (7:30 am for breakfast. Please do not drop your child off for school before 7:30 am. Staff will not be on duty for supervision. After school, students will be supervised in the Learning Lab until 3:50 pm or may attend the Later Gators After School Program. Any students not picked up by parents from the Learning Lab by 3:50 pm will be sent to Later Gators at the parents’ expense.

## **Closed Campus Policy**

Students are not permitted to leave the school grounds without adult supervision during school hours.

## **Disaster Procedures**

Emergency drills will occur regularly as required by state law. Teachers will instruct and practice appropriate procedures for drills throughout the school year and post-exit maps near each exit door. In the event of a disaster, Gallatin Gateway School will implement procedures to safeguard students. The Emergency Preparedness Manual is available on the school website:

## **Bicycles/Motorized Vehicles/Skateboards**

Riding bicycles to school is permitted if the bicycles are walked across the sidewalk, parked immediately, and placed properly in the bike rack, when the student arrives at school. Provisions should be made for locking the bicycle. We encourage students to wear helmets when riding bikes and skateboards. Riding bicycles and skateboards on the school grounds is not permitted. Motorized vehicles are prohibited on the school grounds.

## **Crosswalk**

Students who walk to school or are dropped off or picked up on the north side of Mill Street must use the crosswalk to cross. Crosswalk assistance is provided to students from 7:45-8:00 am and 3:23-3:33 pm each day school is in session.

## **School Food Program**

Breakfast is served at 7:30 am every morning and snacks for K-5 are served at 2:00 pm. Lunch is served at 11:20 am for grades K-2, 11:00 am for grades 3-5, and at 11:46 am for grades 6-8. All students, parents, staff, and community members are encouraged to eat school lunch every day! To optimize the student's learning capability, all students are required to have lunch every day. This can be either the hot lunch served at school or a cold lunch from home. Microwave and kettle use is available for students in grades 5-8.

Gallatin Gateway School offers qualifying families a free lunch program and also a reduced lunch program. These forms are available throughout the year at the office and online. These forms are confidential and every family is encouraged to apply, even if they think they may not qualify. Also, if during the year a family has financial hardships, we encourage them to stop by the office and complete the form. Free and reduced lunch can be used all year, or month-to-month depending on family needs. Many grants the school applies for are awarded

to schools based on the number of families that qualify for the free/reduced program. Please, remember that families who qualify do not necessarily need to participate in the program for the school to earn credit toward the grant. This program ensures a balanced meal for every student, every day. Please participate!

Student breakfast and lunch accounts are prepaid. Please, have students bring their lunch money to the office for it to be credited to their account. You may also prepay for your student's breakfast and lunch account through our online pay system. Student and Adult breakfast and lunch prices are available on the School Website.

### **Afterschool Snack Cart**

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially disabling diseases, such as heart disease, cancer, diabetes, high blood pressure, and obesity. Gallatin Gateway School offers a variety of afterschool snacks such as fruit, milk, granola bars, vegetables, sandwiches, and string cheese for our students and parents to purchase after school. The afterschool snack cart is open Monday-Thursday from 3:23-3:33 pm and is CASH only. The cart proceeds to assist in the fundraising for the 8th grade DC trip.

### **Birthday/Miscellaneous Celebration Treats and Snacks from Home**

If your child would like to bring a birthday or celebration treat from home for the class, please bring a healthy snack/treat for students. A list of Smart Snacks is available on this website and is recommended by the Governing Board's Wellness Committee: [A Guide to Smart Snacks in School \(azureedge.us\)](http://azureedge.us). The Wellness Committee recommends 80% of the snacks provided for celebrations be low in sugar. If you have questions about allowable snacks and treats, please contact your child's teacher.

### **School Bus**

The following information for parents and passengers states the rules and regulations for riding the school buses to ensure a safe and pleasant experience for the students. Students choosing not to follow the bus rules may be suspended from riding the bus or face other consequences. The bus driver will assign a seat to each student on the bus.

### **Bus Changes**

Due to ensuring the safety of children on the school buses, students who are registered to ride the bus must ride the bus on which they are scheduled. Students whose parents wish them to ride the bus to any destination other than home must present a signed parent/guardian note

to the bus driver. The note must be dated and signed by the parent. If there is an unforeseen emergency, the parent may call the office and give the school permission to provide the note instead of the parent-signed note.

### **Bus Safety**

In addition to the following, all GGS Behavior and Discipline outlined in this handbook apply while waiting for, loading, riding, and leaving the bus. Students who become a serious disciplinary problem on the bus may have their riding privileges suspended.

### **Student Responsibilities Before Loading the Bus**

- Be at the designated loading zone no less than five minutes before the scheduled stop.
- Stay off the road at all times while walking to and waiting for the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- If you must cross a highway, cross at least ten feet in front of the bus.
- Enter the bus single file and immediately go to the assigned seat and be seated.

### **While on the Bus:**

- The driver is completely in charge and must be obeyed.
- Observe all school rules.
- Remain seated while the bus is in motion.
- Keep head, hands, and arms inside the bus at all times.
- Do not litter on the bus, throw anything from the bus, or damage parts of the bus. Offenders will provide restitution.
- Keep books, packages, coats, backpacks, and all other objects out of the aisle.
- No animals are allowed on the bus unless permission is received from the bus driver in advance.
- Animals must be in a proper container.
- Any action, loud talking, or horseplay that might distract the driver is forbidden.
- In case of an emergency, students shall follow emergency evacuation procedures.
- No personal audio equipment, electronic games, or cell phones must be kept in the student's backpack and not used on the bus.
- No drinking or eating on the bus. Any food or drinks must be kept in the student's backpack.

### **Leaving the Bus:**

- Do not get up to leave the bus until the bus has stopped.
- Cross the road, when necessary, at least ten feet in front of the bus.
- The driver is not to discharge students at places other than their regular stop or school unless the driver has proper authorization from parents.

## **Parent Responsibilities**

- Helping your child be a responsible bus rider will help keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
- Help them learn all of the bus rules and explain the importance of following the driver's instructions.
- Get to know your child's bus driver and let the driver know of any problems or concerns you may have.
- Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a note is greatly appreciated.
- Make plans for weather emergencies should school be dismissed early.
- Be sure the school has a home, work, and emergency phone number where the parent/guardian can be reached.

## **Bus Video**

The Board authorizes the use of video cameras with sound on District school buses to ensure the health, welfare, and safety of all staff, students, and visitors on District school buses. Notification of video and sound surveillance will be posted on the school bus. The District will comply with all applicable state and federal laws related to record maintenance and retention. The District may choose to make video recordings a part of a student's educational record or a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

## **Inclement Weather Conditions**

Parents will be notified via email or text if the school will not be in session or if the buses are not operating. Buses will not operate when the temperature is -30 (30 below zero). Students and parents can listen to the radio reports concerning questionable weather. It is the parent's responsibility to bring their students to and from school if the buses aren't running unless school is closed.

## **School Bus Fees**

Gallatin Gateway provides bus service to all students residing in the District. The state helps finance transportation only for those students who live farther than three miles from the school. Therefore, the district must assess a bus fee to families living within a three-mile radius of the school and to out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month to ride the bus. No refunds will be made for

days a student does not ride or when the bus cannot make its regular run.

## Health

### School Nurse

Gallatin Gateway School, through the generosity of First Presbyterian Church, has a Family Nurse Practitioner on staff at least two days a week.

- Athletic Physicals can be done through the school nurse
- Vision screenings are provided by the Gallatin Empire Lions Club.
- Speech and language screening is provided by referral.
- Hearing screening is provided for new students, referrals, and those in kindergarten, first grade, and special education.

### Immunization Records

Interpretation of immunization records for school entry can be confusing. The following are some helpful guides along with a review of the Immunization Law Requirements for Montana Schools. Minimum Requirements for School Entry

VACCINE: Polio

DOSES: Three doses, but one more dose if the third was given before the fourth birthday

INFO: The primary series of oral polio vaccine (OPV) consists of three doses given six to eight weeks apart. The same dose requirements that apply to OPV are required if inactivated polio vaccine (IPV) or a combination of both OPV and IPV are used.

VACCINE: DT/DTaP/Td/Tdap

DOSES: Four doses, but one more if the fourth was given before the fourth birthday. INFO: A student enrolling in kindergarten through eighth grade needs at least four doses of the Diphtheria, Tetanus, and Pertussis (DTaP, DT, Td, or Tdap) vaccine given as any combination of DTaP, DT, Td, or Tdap. In addition, all students entering 7th grade must have a Tdap booster after turning 10 years old.

VACCINE: MMR

DOSES: Two doses, one dose on or before the student's first birthday and one more dose upon entry to kindergarten if not earlier. INFO: The date given must be on or before the first birthday, the second dose is required before school entry.

VACCINE: VARICELLA (CHICKENPOX)



DOSES: Two doses, one dose on or after the first birthday and one dose upon entry to kindergarten if not earlier. INFO: A student enrolling in kindergarten through eighth grade needs at least two doses of the Varicella vaccine. The first dose must be administered on or before the student's first birthday and the second dose is required before school entry.

If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form should be completed. If the student has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next series is due. To remain, the student must continue to receive all remaining doses promptly. If the student fails to complete the immunization(s) within the period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school Superintendent or that person's designee.

### **Medical Exemption for Required Immunizations**

"When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school, or the person seeking to attend school, if an adult, files with the governing authority a written statement signed by a physician licensed to practice medicine in any jurisdiction of the United States or Canada stating that the physical condition of the person seeking to attend a school or medical circumstances relating to him indicate that some or all of the required immunizations are not considered safe and indicating the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization, he is exempt from the requirements of this part to the extent indicated by the physician's statement. The statement must be maintained as part of the person's immunization records." MCA 20-5-405(2)

The law also allows for exemptions, if immunizations are contrary to the religious beliefs of the parent or guardian. A claim of exemption on religious grounds must be renewed each year on an affidavit. (Affidavit- Appendix)

### **Administering Medicines to Students**

Any school employee authorized in writing by the school Superintendent:

- May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions of a medical practitioner, if the student's parent or guardian consents in writing. The parents should complete the form on the district website to permit the administration of over-the-counter medications and return it to the school office.
- May assist in self-administration of a prescription drug to a student in compliance with

the written instructions of a medical practitioner, if the student's parent or guardian consents in writing. No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy, except in an emergency. 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.

The Board will permit the administration of medication to students in schools. Under the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse or personnel may administer medication to any student in the school or may delegate this task under Montana law. Parents must provide authorization from the student's physician and provide the medication to the school (over-the-counter or prescription).

### **Emergency Administration of Medication**

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

In the absence of a school nurse, the Superintendent or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in the administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition that would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Records and filed in the student's cumulative health folder.

### **Self-Administration of Medication**

Students who can self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.
- There is written authorization for self-administration of medication from the student's parent or guardian.
- The appropriate staff are informed that the student is self-administering prescribed medication. Any school employee authorized in writing by the school Superintendent may assist with self-administration of medications provided that only the following acts are used:

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

### **Handling and Storage of Medications**

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage, and physician name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- Store medication needing refrigeration at 36°F-46°F.
- Store prescribed medicinal preparations in a securely locked storage compartment.
- Controlled substances will be contained in a separate compartment, secured and locked at all times

No more than a forty-five-school day supply of medication for a student will be stored at the school. All medication, prescription, and non-prescription, will be stored in its original container.

### **Self-Administration of Asthma Inhalers and Epinephrine Pens**

Students with allergies or asthma may be authorized by the building Superintendent or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, the frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours. Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building Superintendent or other administrative personnel. If provided by the parent or guardian, and by documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of asthma or anaphylaxis emergency.

### **Disposal of Medication**

School personnel must either return to the parent or destroy any unused, discontinued, or obsolete medication. Medicine that is not repossessed by the parent or guardian within seven days of notification by school authorities will be destroyed by the Superintendent in the presence of a witness.

### **Emergency Treatment**

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached. When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student. If a child develops symptoms of illness while at school, the responsible school official shall do the following:

- Isolate the child immediately from other children in a room or area segregated for that purpose.
- Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
- Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day. If the parent cannot be reached and if, in the judgment of the person in charge, immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

A person with a valid First Aid card shall be present for all field trips, athletic and other off-campus trips.

## **Substance Abuse**

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school-sanctioned functions. The school playground and surrounding property are designated as a drug-free school zone.

## **Student Conduct**

### **Character Strong**

The goal of Character Strong is to teach students the importance of strengthening one's character to improve relationships, increase academic achievement, and overall improve the climate and culture of our school. This resource will provide students with a focus on social skills (cooperation, assertiveness, conflict resolution, executive functioning skills (cognitive flexibility, self-control, self-regulation, and emotional regulation skills confidence, persistence, and resilience) to provide our students with a more well-rounded character education. What we appreciated about this curriculum is that it does not influence family values or morals, but it teaches students strategies to effectively handle life's situations and challenges.

### **Guidelines for Student Success and Schoolwide Expectations**

Character Strong supports our mission of growing successful students who focus on living the GATOR Way. The GATOR Way is the group of values we believe in and practice as Gators. It's an honor to be a Gator. Practicing our Gator values makes Gateway School a safe place to learn and make friends and to grow and belong—for all of us, including those new to Gateway School. Within the title, GATOR is an acronym whose letters stand for character traits highly

valued by the Gateway community, traits which promote success not just in school, but in life itself. The acronym translates as follows:

G = Generosity and kindness

A = Academic effort and achievement

T = Tolerance and teamwork

O = Organization and self-discipline

R = Respect and responsibility

### **Discipline Philosophy**

A major goal of the staff at Gallatin Gateway School is to establish a safe, secure, and positive atmosphere throughout the school in which all children are allowed to learn and develop as individuals. The general rules of the school exist to prevent injury, protect the rights of students and staff members, and promote a positive learning atmosphere. The fundamental right of every teacher is the right to teach. The fundamental right of every student is the right to learn. Behavior that interferes with either of these rights is unnecessary and unacceptable.

Gallatin Gateway School Staff believes that children learn best when they feel themselves to be part of a safe, understanding, and secure community. Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, meaningful feedback, celebration of successful behavior, and consistent implementation of behavioral guidelines highlight our program. Gallatin Gateway teachers are both compassionate and firm. Each teacher develops expectations, procedures, and rules with his/her class, which is sent home. These clearly stated plans teach Gallatin Gateway students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive.

It is expected that students be respectful and cooperative with staff members, substitute teachers, volunteers, and other students. There is not a rule for every possible action that violates the rights of others. Any act that disrupts learning, is disrespectful or causes danger to people, or destruction of property and is against the rules. In all communications with students, but particularly in disciplinary situations, teachers and staff understand their role in respecting the dignity of students. Children need guidance and discipline as they develop; Gallatin Gateway Staff understands how we give this guidance is crucial. The Gallatin Gateway staff sets the tone through our actions and attitudes.

The GGS Discipline Matrix is available in the Appendix.

### **Classroom Discipline**

Each classroom teacher uses a classroom management plan which is explained to the students. We focus on positive classroom expectations and reinforce those expectations through positive support and feedback. Classroom expectations are developed by our staff. Students are provided instruction on how to meet the expectations through processes and procedures in the school. Students who struggle with meeting classroom expectations are provided with consequences in the classroom. An office referral will take place when behavior in the classroom affects the other students and provides an unsafe learning environment.

### **Lunchroom Rules/Procedures**

To ensure a pleasant lunchroom setting, the following rules must be followed:

- Sit in the assigned seat.
- Remain seated unless permitted to get seconds or clean up.
- Wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have left their classroom for lunch.

### **Playground Rules**

The following procedures and rules address the supervision of your child at play. Please discuss these with your child. Students will be supervised on the playground at all times. Common sense is the first rule for determining whether activities are safe or not safe. If the playground supervisor determines that an activity/behavior is unsafe, it must be stopped.

### **Responsible Playground Behaviors**

Students will:

- Show respect for other students and staff.
- Follow the directions of all school personnel.
- Cooperate and use good sportsmanship.
- Use all playground equipment safely and in the manner in which it was intended.
- Keep hands, feet, and objects to yourself.
- Stay in boundaries.
- Gather equipment when the bell rings and line up quickly.

### **Inappropriate Playground Behaviors**

- Swearing, rudeness, name-calling, spitting, or defying authority
- Eating food or chewing gum
- Inappropriate or obscene gestures

- Fighting, horseplay, tackling, pushing, wrestling, or shoving another student
- Throwing snow, rocks, sticks, etc
- Sliding on ice or playing in the water
- Piggyback rides, chicken fights, or carrying another student
- Any activity that endangers another student
- Urinating/Defecating on the playground

### **General Playground Expectations**

Students will:

- Leave toys at home (to prevent loss and damage) unless the classroom teacher gives permission.
- Be allowed to bring personal footballs, basketballs, soccer balls, jump ropes, books, and journals to use on the playground if they wish. Students are responsible for keeping track of all personal belongings they bring onto the playground. These items are not allowed in the classroom.
- Walk bikes between the bike racks and the road, on the sidewalk, and on the playground. Bicyclists may not leave the playground until after the buses leave for the afternoon. Bicyclists must wear helmets for safety.
- Go home after school, unless their adult chaperone is present, or students are participating in supervised after-school activities
- Do Not use skateboards on school property during school hours.

K-8 students will:

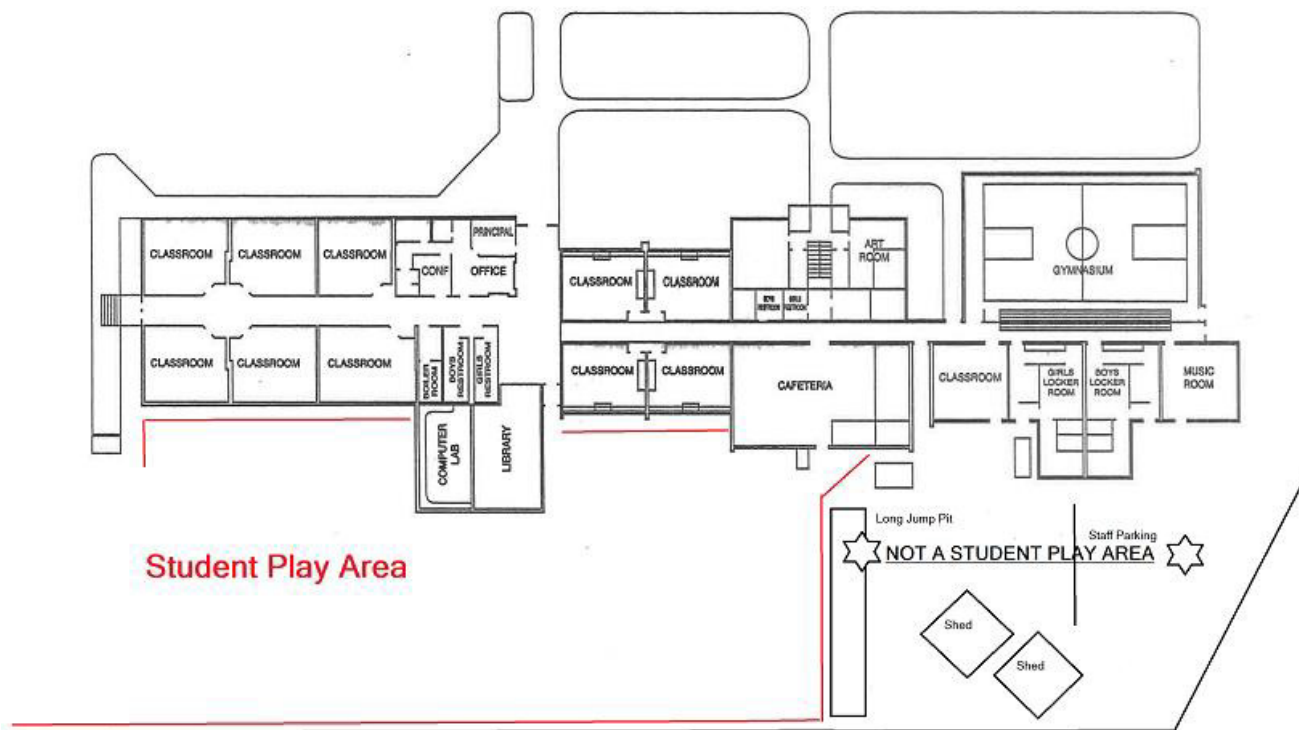
- Remain in playground boundaries during all recesses, unless given permission.
- Pass without loitering behind any sheds, buildings, or vehicles.
- Sit on the benches by the Memorial Garden, but will not be in the garden.
- Do Not climb on the fences, or the trees, or pull the tree branches.
- Ask permission to go inside to use the restrooms or to receive help for injuries.
- Enter through the designated entrance with the teacher.

### **Boundaries**

Off-Limits Area

Outdoor areas outside the playground area are off-limits to students. The playground area is bordered by the log fence to the east, the fence to the south, the bus lane and fence to the west, and sidewalks to the north. Students may not play past the long jump pit on the east side of the building and should stay inside the track and the fenced areas. The red outlined area below indicates acceptable areas for the students to play. Playing close to the building in the bushes disrupts the class activities of in-session classrooms.





### Basketball Courts

Students will:

- Play only one game per court, unless sharing a court and playing half-court games.
- Respect the equipment by not hanging on rims or nets.

### Large Field Area

Students will:

- Play organized field games on the field.
- Alternate field games each recess if interest is shown for more than one sport.
- Allow everyone to play field games.

### Playground

Students will:

- Dismount from all equipment safely and do not jump from equipment.
- Not tie clothing or ropes to equipment.
- Keep hands, feet, and legs to themselves when playing on equipment. Students will not have chicken fights or pull others while on equipment.
- Sit at picnic tables and not stand on benches or tables.

- No running or playing with sticks.

### **Swings**

Students will:

- Swing in a sitting position, one person per swing. Students will not swing sideways, on stomachs, knees, or feet, do spiders or underdogs, twist, or jump out of swings.
- Not throw swings over the top.
- Not climb on support poles for swings.
- Not run between swings while other students are using the swing.

### **Slides**

Students will:

- Go down the slide only.
- Climb up the stairs with one person in the slide shoot at a time.
- Wait until the slide is clear before sliding down.
- Slide down on their bottom, feet first.
- Leave the landing area promptly to clear the way for the next person.
- Not put objects such as snow, toys, dirt, wood chips, backpacks, etc. on the slide.

### **Horizontal Bars (Monkey Bars)**

Students will:

- Keep their bodies below the bars.
- Cross the bars in the direction the first person chooses. All students will progress with their hands across the bars in one direction.

### **Soft Rubber Balls**

Students will:

- Use soft rubber balls for throwing, catching, and playing four square.
- Throw the balls away from the building.

### **Soccer Balls**

Students will:

- Use soccer balls for kicking and for soccer games.
- Kick soccer balls away from the building.

### **Footballs**

Students will:

- Use footballs for kicking and for football games.
- Kick footballs away from the building

## **Snow Expectations**

Students will:

- Always obey the supervisor on duty.
- Play in the snow without throwing, kicking, or dropping snow or ice chunks.
- Share, help build, but never destroy snow creation. Snow is community property.

## **Severe Playground Disruptions**

Parents will be notified and may be asked to come to school immediately for the following behaviors:

- Fighting.
- Vandalism.
- Defiance of authority.
- Unacceptable language.

## **Chewing Gum**

Gum chewing is prohibited at Gallatin Gateway School.

## **Prohibited Activities and Behavior**

### **Bullying, Harassment, Peer-to-Peer Aggression**

Everyone at Gallatin Gateway School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Respect and kindness are the cornerstones of all our interactions and behaviors. At Gallatin Gateway School, we recognize and confirm the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes. To prepare students to live in a complex and ever-changing society, we, as educators and parents, have the responsibility to help our children acknowledge diversity and build unity by practicing hospitality, civility, and respect. Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, or making remarks of a personally insulting or destructive nature toward any other person for any reason, intentional or unintentional, will not be tolerated at Gallatin Gateway School.

Bullying is repeated, targeted, unwanted, aggressive, unfair, and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying occurs when a more dominant individual exhibits aggressive behavior intended to and does, cause distress or create a hostile environment for a less dominant individual.

Gallatin Gateway School has predictable and escalating consequences for peer-to-peer aggression. Bullying is not tolerated at Gallatin Gateway School.

Gallatin Gateway faculty and staff do the following to prevent bullying and help children feel safe:

- Closely supervise in all areas of the school and playground.
- Take family concerns seriously about bullying.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Look into all reported bullying incidents.
- Assign consequences for increasing the severity of bullying.
- Provide immediate consequences for retaliation against students who report bullying.

### **Arson**

Attempting to or lighting a fire on school property.

### **Assault**

An attack or threat of physical abuse on another person.

### **Bomb Threat**

Any threat of a bomb being placed in or around the school at any time.

### **Bullying, Harassment, and Creating a Hostile Environment**

Actions or remarks directed toward a student, staff adult, or visiting instructors are designed to demean, embarrass, or humiliate including physical intimidation, sexual harassment, and threats.

### **Cyberbullying**

Cyberbullying is, but is not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums, and mailing lists, or other District-owned property, and using an individual's electronic media and equipment.

### **Deceit**

An act of lying, cheating, forgery, or other form of deceit including using school resources for inappropriate purposes, i.e., internet privileges.

### **Distribution of Drugs or Alcohol**

The selling or distribution of illicit drugs, alcohol, or other intoxicants.

### **Endangering Others**

Willful disregard for the safety of others committing acts that endanger other students, teachers, or staff

(examples: physical assault, threats of physical violence, or actual physical altercations; acts that endanger other students pushing, kicking, hitting, spitting, etc.

### **False Fire/Emergency Alarm**

Students set off emergency alarms when there is no emergency.

### **Fighting**

A mutually joined physical altercation involving two or more students.

### **Harassment**

- Denies or limits the provision of educational aid, benefits, services, or treatment, or makes such
- conduct a condition of a student's academic status.
- Has the purpose or effect of:
  - Substantially interfering with the student's educational environment.
  - Creating an intimidating, hostile, or offensive educational environment.
  - Depriving a student of educational aid, benefits, services, or treatment.
  - Submitting to or rejecting such unwelcome conduct is the basis for academic decisions affecting a student.

If a student believes harassment has occurred, a teacher, counselor, Superintendent, or Title IX coordinator should be contacted, who will then assist the student in filing a complaint. If the supervisors or teachers fail to help report the incident or condone the incident, they may be subject to punishment themselves

### **Possession of Firearms**

Possession, control, or transfer of a firearm or any object that can reasonably be considered, or looks similar to a firearm, including air-soft guns or pellet guns.

### **Possession or Use of Tobacco, Consumption of Drugs or Alcohol**

Possession or use of any tobacco product, Drugs or Alcohol

### **Possession or Use of Water Balloons, Water Pistols, or Other "Prank" Devices**

Possession of an item whose use disrupts or inconveniences the student, staff, or faculty.

### **Possession Weapons**

Possession of articles that pose a potential threat to the physical safety of others.

### **Public Display of Affection/Inappropriate Touching**

Inappropriate displays of affection are prohibited on school property.

### **Sexual Harassment**

Sexual harassment of any kind is strictly prohibited. Sexual harassment includes, but is not limited to, an employee, District agent, or student making unwelcome advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual or sex-based nature. Sexual harassment also includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

### **Theft**

Act of stealing or attempting to steal.

### **Unacceptable Language**

The use of profane, vulgar, or unacceptable language, symbols, or gestures; verbal abuse

### **Vandalism**

Willful damage to or destruction of defacement of school property or personal property or personal property of other students or adults.

### **Willful Disobedience/Disrespect**

The conscious choice of a student to fail to act as instructed by a teacher, substitute, staff member, or the conscious choice on the student's part to be disrespectful.

## **Complaint or Grievance Procedures Uniform Complaint Procedure**

Students, parents, employees, or community members may file a complaint by this grievance procedure if they believe that the Board, its employees, or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use

of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

## **Filing a Complaint**

The Complainant may file a complaint with the Superintendent. The Complainant must file the complaint within thirty (30) calendar days of the alleged violation of his or her rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

### **Investigation**

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will investigate the complaint or appoint a qualified person to investigate on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Superintendent or investigator shall issue a written decision after the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

### **Decision and Appeal**

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the determination regarding the complaint. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information. This meeting shall not be a de novo hearing resulting in a re-investigation of the matter, but a review of the written decision in the matter to determine if there is an error in the decision. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

## **Appendices**

### **Discipline Matrix**

<u>Gallatin Gateway School</u>		<u>Discipline Matrix</u>					
<u>*In all cases administrative discretion will be exercised</u>		Minor behaviors are listed in white	Major behaviors are shaded in gray	A referral form will be filled out for EACH OCCURRENCE for tracking purposes			
	<i>Behavior</i>	<i>Minor/Major</i> Minor=Staff managed Major=admin. managed	<i>1st Occurrence</i>	<i>2nd Occurrence</i>	<i>3rd Occurrence</i>	<i>4+ Occurrence</i>	
Arson	Major	Authorities are contacted/suspension &/or expulsion					
Assault	Major	Authorities are contacted/suspension &/or expulsion					
Bomb Threat	Major	Authorities are contacted/suspension &/or expulsion					
Bullying/Harassment/Creating Hostile Environment	Major	Meeting with student/parents and admin. Detention.	Detention. Formal behavior plan.				
Teasing	Minor	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.		
Tardy	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan		
Cheating/Plagiarism	Minor/Major	Conference with Student, zero on the assignment, parent contacted.	Zero on the assignment, parent contacted, detention.	Behavior Plan			
Deceit	Minor/Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.		
Defiance	Minor/Major	Conference with Student, Parent Contacted.	Fill out reflection sheet.	Detention	Behavior Plan		
Disrespect	Minor/Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Fill out reflection sheet. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.		
Disruptive Conduct	Minor/Major	Conference with Student, Parent Contacted	Fill out reflection sheet.	Detention	Conference with parent, Behavior Plan		
Distribution of Drugs or Alcohol	Major	Authorities are contacted/suspension &/or expulsion					
False Fire/Emergency Alarm	Major	Authorities are contacted/suspension &/or expulsion					
Gum Chewing in common areas	Minor/Major	Correction/conference with student.	Fill out reflection sheet.	Detention	Behavior Plan		
Harassment/Intimidation:sexual/ racial/gender/religion/disability/ ethnicity/physical characteristics	Major	Authorities are contacted/suspension &/or expulsion					
Physical Contact/Horse play	Minor/Major	Correction/conference with student.	Fill out reflection sheet.	Detention	Behavior Plan		
Inappropriate Dress	Minor/Major	Conference with student. Student will change clothes.	Student will change clothes. Fill out reflection sheet. Parent contact.	Student will change clothes. Detention.	Behavior Plan		



Inappropriate use of Cell Phone	Major	Meeting with student/parents and admin. Detention.	Detention. Formal behavior plan.		
Unauthorized use of cell phone	Minor/Major	Conference with student.	Fill out reflection sheet. Parent contact.	Parent conference. Detention.	Behavior Plan
Unauthorized use of wearable technology	Minor/Major	Correction/conference with student.	Fill out reflection sheet. Parent contact.	Parent conference. Detention.	Behavior Plan
Inappropriate Use of Technology/Internet	Major	Meeting with student/parents and admin. Detention.	Detention. Formal behavior plan.		
Physical Aggression/Fighting	Major	Meeting with student/parents and admin. Suspension.	Suspension. Formal behavior plan.		
Possession of Use of Tobacco	Major	Authorities are contacted/suspension &/or expulsion			
Possession of Weapons	Major	Authorities are contacted/suspension &/or expulsion			
Possession or Consumption of Drugs or Alcohol	Major	Authorities are contacted/suspension &/or expulsion			
Possession or Use of Water Balloons, Water Pistols, or other "prank" devices	Minor/Major	Correction/conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Possession or Consumption of Drugs or Alcohol	Major	Authorities are contacted/suspension &/or expulsion			
Property Damage/Misuse	Minor/Major	Conference with Student, Parent Contacted. Make reparations.	Make reparations. Conference with student and parents. Detention.	Detention. Behavior Plan	
Public Display of Affection/Inappropriate Touching	Minor/Major	Conference with Student, Parent Contacted.	Conference with student and parents. Detention.	Detention. Behavior Plan	
Theft	Major	Conference with Student and admin, parent contacted. Detention or Suspension. Possible contact of authorities.	Conference with student and parents. Detention or Suspension. Contact authorities.	Behavior Plan. Conference with student and parents. Detention or Suspension. Contact authorities.	
Threat of Violence to individuals	Major	Conference with Student and admin, parent contacted. Detention.	Conference with student and parents. Behavior plan.	Authorities are contacted/suspension &/or expulsion	
Threat to School	Major	Authorities are contacted/suspension &/or expulsion			
Truancy/Skipping/Leaving	Major	Conference with student and parents. Behavior plan.			
Unacceptable Language	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Vandalism	Major	Authorities are contacted/suspension &/or expulsion			
Vandalism	Minor/Major	Correction/conference with student. Make reparations.	Fill out reflection sheet. Make reparations.	Detention	Behavior Plan
Weapons	Major	Conference with Student and admin, parent contacted. Detention.			
Willful Disobedience/Disrespect	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Willful Disregard for Safety	Major	Conference with Student and admin, parent contacted. Detention.	Conference with student and parents. Behavior plan.	Authorities are contacted/suspension &/or expulsion	
<b>Playground Rules</b>					
Throwing rocks, snow, sticks, etc	Minor/Major	Conference with student. Time out.	Fill out reflection sheet.	Detention	Behavior Plan
Piggy back rides, chicken fights or carrying another student	Minor/Major	Conference with student. Time out.	Fill out reflection sheet.	Detention	Behavior Plan
Misuse of equipment	Minor/Major	Conference with student. Time out.	Fill out reflection sheet.	Detention	Behavior Plan

Fighting, pushing, tackling, wrestling or shoving another student	Major	Conference with Student and admin, parent contacted. Detention. Sent inside.	Conference with student and parents. Behavior plan.	Authorities are contacted/suspension &/or expulsion	
Any activity that endangers another student	Major	Conference with Student and admin, parent contacted. Detention. Sent inside.	Conference with student and parents. Behavior plan.	Authorities are contacted/suspension &/or expulsion	
Urinating on the playground	Major	Conference with Student and admin, parent contacted. Detention. Sent inside.	Conference with student and parents. Behavior plan.	Authorities are contacted/suspension &/or expulsion	
<b>Lunchroom Rules</b>					
Not sitting in assigned seat	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Does not remain seated	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Leaves lunchroom without permission	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Yelling, shouting	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Sharing food	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Throwing food	Major	Meeting with student/parents and admin.	Formal behavior plan.		
<b>Bus Rules</b>					
Not remaining seated	Minor/Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges
Littering or throwing things from the bus	Minor/Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Eating or drinking on the bus	Minor/Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Storing belongings in the aisle	Minor/Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Not wearing seatbelt	Minor/Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Tampering with bus or equipment	Minor/Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Audio equipment or cell phone use	Minor/Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.

## Annual Notifications

### Asbestos Hazard Emergency Response Act (AHERA)

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos. Asbestos has been used as a building material for many years. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit the use of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway Schools hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office. MTSBA Policy 8420

## **Bullying/Harassment/Intimidation/Hazing**

Policy 3226-R Bullying Harassment Policy notice

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.

### Definitions

- “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
- “District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- "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:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment, or;
- Substantially and materially disrupts the orderly operation of a school.
- "Electronic communication device" means any mode of electronic communication, including
- but not limited to computers, cell phones, PDAs, or  
the internet.

## **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 of 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.

### Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

### 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.

When an employee has actual knowledge that behavior in violation of this policy is sexual harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, before imposing any discipline that cannot be imposed without resolution of the Title IX process.

### Consequences

Students whose behavior is found to violate this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to violate this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to violate 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.

### **Clubs and Activities**

Montana parental rights laws requires districts to notify parents how they can learn about student clubs, groups, and activities; methods for students to participate in these opportunities; and steps to opt out of such offerings. Student activities and clubs information can be found in the Student Handbook. Sign up for special activities and clubs will be sent out to parents in advance (Human Sexuality notice, Permission for Human Growth and Development classes). Should you be interested in opting your student out of special activities and programs, please contact the main office for a Opt Out form.

Model Policies 3233, 3510 and 3550

### **Ferpa**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights concerning the student’s education records.

They are:

- a. The right to inspect and review the student's education records within 45 days of the day the district receives an access request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected
- b. The right to request the amendment of the student's education records that the parent or eligible student's believes are inaccurate or misleading.
  - i. Parents or eligible students may ask *Gallatin Gateway School* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - ii. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- d. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- e. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- f. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]
- g. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

MTSBA Model Policies 3600, 3600P, 3600F1 and 3600F2

## **Human Sexuality Notification**

### **Policy 2335F1 - Human Sexuality Instruction Annual Notice**

Dear Parent/Guardian,

The Gallatin Gateway School District is providing a notice that is required under the provisions of Senate Bill 99, which the 2021 Legislature passed, and Governor Gianforte signed into law. The operative section of law governing this notice is Section 20-7-120, MCA, which provides as follows:

**20-7-120. Excused absences from curriculum requirements -- notice -- prohibited activities.**

(1) A parent, guardian, or other person who is responsible for the care of a child may refuse to allow the child to attend or withdraw the child from a course of instruction, a class period, an assembly, an organized school function, or instruction provided by the district through its staff or guests invited at the request of the district regarding human sexuality instruction. The withdrawal or refusal to attend is an excused absence pursuant to 20-5-103.

(2) Any school implementing or maintaining a curriculum, providing materials, or holding an event or assembly at which the district provides human sexuality instruction, whether introduced by school educators, administrators, or officials or by guests invited at the request of the school, shall adopt a policy ensuring parental or guardian notification no less than 48 hours before holding an event or assembly or introducing materials for instructional use.

(3) A school district shall annually notify the parent or guardian of each student scheduled to be enrolled in human sexuality instruction in the district or school in advance of the instruction of:

(a) the basic content of the district's or school's human sexuality instruction intended to be taught to the student; and

(b) the parent's or guardian's right to withdraw the student from the district's or school's human sexuality instruction.

(4) A school district shall make all curriculum materials used in the district's or school's human sexuality instruction available for public inspection before the use of the materials in actual instruction.

(5) A school district or its personnel or agents may not permit a person, entity, or any affiliate or agent of the person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students or personnel if the person, entity, or any affiliate or agent of the person or entity is a provider of abortion services.

(6) For purposes of this section, "human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

This notice is being provided comprehensively and in advance of the school year, also well in advance of the minimum notice of 48 hours before instruction to ensure full transparency

and to provide a parent/guardian the right to opt their child out of “human sexuality instruction” as defined in (6) of the law above.

### **Courses and Related Activities Where the Topic of Human Sexuality Instruction Could Arise:**

The district has four categories of activities that involve human sexuality instruction as defined in the law.

1. **Health Enhancement Curriculum:** The first category consists of designated courses involving human sexuality instruction that are part of our health curriculum. Although none of these courses are exclusively devoted to human sexuality instruction, the topic of human sexuality does arise in the typical course delivery at various times.
2. **Other Courses:** The second category consists of other courses where topics related to or involving human sexuality instruction arise incidentally through addressing topics germane to the course and consistent with accreditation standards. These courses include but are not limited to science and literature.
3. **Other Services Provided by Designated Staff:** The third category consists of student-initiated inquiries of school district staff that, to address, may involve human sexuality as defined in law. Typical staff involved in these interactions include but are not limited to librarians, counselors, and school nurses. Inquiries will be addressed on an age-appropriate basis using the professional judgment of licensed, certified, or otherwise authorized school personnel.
4. **Special Events and Student Assemblies:** The fourth category consists of special events and student assemblies periodically scheduled that touch on topics of student health and which may involve incidental mention of topics related to human sexuality instruction as defined in the law.

### **Notice of Your Rights:**

As a parent/guardian of a student, you have the right to refuse to allow your child to attend or withdraw your child from a course of instruction, a class period, an assembly, an organized school function, or instruction provided by the district through its staff or guests invited at the request of the district regarding human sexuality instruction. The withdrawal or refusal to attend is an excused absence pursuant to Section 20-5-103, MCA. You can opt your child out of human sexuality instruction by providing the school district written notice by completing, signing, and submitting the attached form.

### **Access to Materials:**

1. Parents may view the curriculum materials at the school office.
2. Upon request, teachers will provide parents with access to questionable materials.

### **Individuals with Disabilities Education Act (IDEA) Notice of Procedural Safeguards**

Districts must provide the parents of a child with a disability a copy of the parents’ rights one time every year and:

1. initial referral;



2. parent request for evaluation;
3. filing of a request for due process by either parent or district;
4. deciding to impose discipline that constitutes a change of placement; and
5. parent request.

MTSBA Policy 2161 and 2161P

## **McKinney Vento Homeless Information**

The Education for Homeless Children and Youths (EHCY) program, authorized under the McKinney Vento Homeless Assistance Act (McKinney-Vento Act), is designed to address the needs of homeless children and youths and ensure educational rights and protections for these children and youths. Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act, and changes made by the ESSA will take effect on October 1, 2016.

Under the McKinney-Vento Act, the term “homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths: who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and who are migratory children who live in one of the above circumstances.

The McKinney-Vento Act also requires that: o homeless students who move have the right to remain in their schools of origin (i.e., the school the student attended when permanently housed or in which the student was last enrolled, which includes preschools) if that is in the student’s best interest; o if it is in the student’s best interest to change schools, homeless students must be immediately enrolled in a new school, even if they do not have the records normally required for enrollment; o transportation must be provided to or from a student’s school of origin, at the request of a parent, guardian, or, in the case of an unaccompanied youth, the local liaison; o homeless students must have access to all programs and services for which they are eligible, including special education services, preschool, school nutrition programs, language assistance for English learners, career and technical education, gifted and talented programs, magnet schools, charter schools, summer learning, online learning, and before and after-school care; o unaccompanied youths must be accorded specific protections, including immediate enrollment in school without proof of guardianship; and o parents, guardians, and unaccompanied youths have the right to dispute an eligibility, school selection, or enrollment decision.

MTSBA Model Policy 3125 and 3125F

## **Pupil, Parent, and Family Rights**

The federal Protection of Pupil Rights Amendment and Montana parental rights laws requires districts to notify parents of the policies regarding district efforts to engage with families and collaborate on issues such as involvement in their student's education, opportunities for students, location of policies and handbooks, availability of education resources, and methods to review surveys of students, instructional materials, educational opportunities, and personal information used for marketing. This notice also provides notice of parent's rights to opt out of the listed district services, courses, or offerings.

In accordance with Montana law, Policy 2158 requires districts to provide annual notification of educational opportunities of the District consistent with Montana law in the form of the student handbook, the District policy manual as posted on the District website, or other accessible format on topics which include:

- The District's options for delivery of personalized instruction to students consistent with Policies 1015FE and 2050, the legislature's findings at Section 20-7-1601, MCA. and Article X, Section 1 of the Montana Constitution.
- Evaluation, identification, and services provided to students with disabilities consistent with Section 20-7-411, MCA, Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Policies 2161 and 2162.
- Admission of students to kindergarten consistent with Sections 20-5-101 and 20-7-117, MCA, and Policy 3110.
- Proficiency based learning and other forms of personalized learning including course equivalency waiver consistent with Section 20-3-324, MCA and Policies 1005FE, 1015FE, 2050, 2410, and 3121.
- Participation in extracurricular activities, including participation by nonpublic and home school students consistent with Section 20-5-112, MCA, and Policy 3150.
- Access to remote instruction, including through the Montana Digital Academy pursuant to Title 20, chapter 7, part 12, non-District sources, and through other school districts as provided in Section 20-7-118, MCA, and Policies 2050, 2168, 2170, and 2167;
- Out-of-district attendance consistent with Title 20, chapter 5, part 3 MCA and Policies 3110, 3121, and 3141.
- early literacy targeted interventions in accordance with Title 20, MCA and Policy 1010FE.
- Part-time enrollment of a student who is otherwise enrolled at a nonpublic or home school consistent with Section 20-5-101, MCA and Policy 3150.
- Availability of funding to support student access to advanced opportunities, if applicable to a district consistent with Section 20-7-1506, MCA and Policy 1015FE;
- Career and technical education pursuant to Title 20, chapter 7, part 3, including the attainment of industry-recognized credentials and work-based learning, consistent with Section 20-7-1510, MCA, and Policies 2050, 2410, and 2600.

- Early college, dual enrollment, and running start opportunities, consistent with Section 20-9-706, MCA, and District Policy 2168 and 2410.
- Other opportunities for school-age children through Montana public schools which parents/families and students may rely upon as specified in Policy 2140 which:
  - support the development of a child's full educational potential;
  - assist in reducing the costs of postsecondary education and workforce preparation; and
  - foster life success.

MTSBA Model Policies 2132 and 2158

## **Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Title II**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Title II, prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Section 504/Title II defines a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (major life activities 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; or
3. Is regarded as having such impairment.

To fulfill its obligation under Section 504/Title II, the Gallatin Gateway School District No. 35 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any programs and practices in the school system.

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

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he or she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact School Counselor, Section 504/Title III Coordinator for the district at 406-763-4886.

## **Student Non-Discrimination Requirements**

District notice must include the identity and contact information of the coordinators the district has designated to handle complaints under Section 504, Title II, Title IX and the Age Discrimination Act as well as the procedure for how a student or their family may file or report sexual harassment and how

the school will respond.

1. Section 504 of the Rehabilitation Act—prohibiting discrimination based on disability
2. Americans with Disabilities Act—prohibiting discrimination based on disability
3. Title IX of the Education Amendments—prohibiting discrimination based on sex
4. Age Discrimination Act—prohibiting discrimination based on age
5. Equal Access—providing equal access to public facilities to youth groups
6. Equal Education – prohibiting discrimination based on membership in a protected class

MTSBA Model Policies 2162, 3210, 3225, 3226, and 3233

## **Student Nutrition, Immunization, Health, Human Sexuality, and Wellness**

Districts that participate in the National School Lunch program, the School Breakfast program or the Special Milk Program must provide parents and the public with information about free and reduced-price meals and/or free milk, at a point near the beginning of the school year.

Districts must inform and update the public about the content and implementation of their school wellness policy at the beginning of the school year - to families of children attending its schools and other school community members and by posting its school wellness policy and the district's assessment of the policy's implementation on the district or school website.

Districts must inform families of curriculum and events providing instruction or information about human sexuality and explain methods to opt out of such courses, classes, or events.

Districts must inform families of their rights regarding immunization and health screenings including exemptions permitted under law for immunizations and methods to opt out of health screenings provided by the district.

MTSBA Model Policies 2510, 2335, 3410, 3413 and 8200

## **Title I Compact**

School-Parent Compact

Dear Parent or Guardian:

We value what you do to help your child succeed in school. One part of our school's parent and family engagement policy is this school-parent compact. This compact is developed jointly with parents and identifies ways you and school staff can share the responsibility for supporting your child's learning.

#### School's Responsibility:

- We will provide high-quality curriculum and instruction in a supportive and effective learning environment
- We will provide you with assistance in understanding academic achievement standards and tests, how to track your child's progress, and how to establish a successful homework setting and routine
- We will provide opportunities for regular communication between you and teachers through: parent-teacher conferences, frequent reports about your child's progress, opportunities to talk with staff, volunteer in class, and observe classroom activities, ensuring regular communication between family members and school staff to the extent possible, in a language that family members can understand

#### Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child's additional time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's progress in school.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information:

Name: Kelly Henderson

Title: Title I Coordinator

Telephone Number: 406-763-4415

Email Address: [super@gallatingatewayschool.com](mailto:super@gallatingatewayschool.com)

### **Title I Parent and Family Engagement**

Schools receiving federal ESEA funds are required to have a parent and family engagement policy. The policy can be used as the basis for the joint development of a policy, as required by the federal legislation. The policy must include some parental involvement in its development at the local level.

MTSBA Model Policy 2160

## **Title IX of the Education Amendments of 1972**

[Title IX of the Education Amendments of 1972](#) (Title IX) prohibits sex (including pregnancy, sexual orientation, and gender identity) discrimination in any education program or activity receiving federal financial assistance.

### **Uniform Complaint Procedure**

Montana law requires districts to adopt and make available a Uniform Complaint Procedure. The Uniform Complaint procedure can be found in this handbook.

MTSBA Model Policy 1700

## School Supply Lists

### 2024-2025 Gallatin Gateway School **\*ALL STUDENTS NEED ONE BACKPACK:**

*No wheels or large inter-frames on backpacks due to limited storage space.*

**Clearly label all clothing items.**

#### **Kindergarten, First, & Second Grade Supplies:**

- 2 Boxes of 24 Crayons
- 2 Boxes of 10 broad-tip washable markers (classic colors)
- 2 Boxes of 10 fine-tip washable markers (classic colors)
- 2 Boxes of 12 sharpened colored pencils (classic colors)
- 24 Sharpened #2 Pencils (yellow only - good quality)
- 2 Pink erasers
- 16 Glue Sticks Kinder (regular - no scented)
- 8 Glue Sticks 1st Grade
- 16 Fine-tip dry erase markers
- 1 Hard-sided pencil box (5"x8")
- 2 Pocket folders (pockets at bottom)
- 1 Pair of headphones or earbuds, labeled with the name
- 1 box of gallon-sized zip lock bags - boys
- 1 box snack-sized zip lock bags – girls
- 2 Containers of disinfecting wipes
- 1 Water bottle (16oz or less)
- 1 Paint shirt (old adult-size t-shirt works best)
- 1 Pair of non-marking shoes **to stay at school** for PE and wear inside
- 1 change of clothes
- \$50 Fresh Fruits/Vegetable Snack (\$25 Fall/\$25 Spring)
- Swim trunks for boys or one-piece swimsuit for girls for Spring swimming lessons
- 3 Spiral notebooks (1 subject-wide ruled **(\*Second Grade Only)**)
- 1 Pencil Sharpener that catches shavings **(\*Second Grade Only)**
- 1 Optional Locker organizer **(\*Second Grade Only)**
- 1 Bottle of Elmer's liquid glue (washable white) **(\*Second Grade Only)**
- 1 3-ring hardcover binder with pockets (1-inch only) **(\*Second Grade Only)**

**Third, Fourth, & Fifth Grade Supplies:**

- 1 Container of disinfecting wipes
- 1 Box of broad tip markers (10 count, washable)
- 1 Box of fine tip markers (10 counts, washable)
- 6 Highlighters (2 of each, yellow, green, and pink)
- 4 Dry-erase markers (fine tip, black)
- 3 Glue Sticks
- 1 Box of Colored Pencils (24 count)
- 24 Sharpened pencils (#2 lead)
- 2 Pink erasers
- 1 small pack of cap erasers
- 5 Pocket folders (pockets at the bottom)
- 2 ½" Binders
- 2 Packs of sticky notes (3x3 400 sheets)
- 1 2" carabiner for locker
- 5 single subject notebooks
- 1 No-spill water bottle
- 1 Pair of non-marking PE shoes
- 1 Pair of headphones w/ microphone, labeled with name
- 1 Recorder (fourth only)

**Sixth, Seventh, & Eighth Grade Supplies:****Homeroom**

- 24 Sharpened pencils
- 1 Box of colored pencils (12 count)
- 1 pencil box or pouch (5"x8" or larger)
- 3 Highlighters (pink, green, yellow)
- 3 Three-ring binders with pockets (1"-2")
- 6 Pens- blue or black
- 1 College-ruled loose-leaf paper - (100-150 count)
- 2 Sharpies- black
- 1 Scissor- adult size
- 1 Water bottle

- 4 1-Subject notebooks (one for each class)
- 1 Pair of headphones/earbuds labeled with name
- 1 Container of disinfecting wipes
- 1 box of Kleenex
- 2 2" carabiners for locker

**Math**

- 4 ¼ inch graph paper notebook
- 1 Standard/metric ruler
- 1 Calculator (Must have the square root function √)
- 1 Compass
- 1 Adjustable protractor

**PE**

- 1 Pair of non-marking athletic shoes  
(Students may not wear shoes that have been worn outside to the gym)

**ART**

- 1 Two-pocket Folder
- 1 Sketchbook 8"x11"
- 1 Set drawing pencil