Message to Parents

We want the best for your children, but we are not enough. You, the parents, must play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your children's work, and your presence at school are vital. Parents count! Come to school, meet us, talk to us, join the Home School Association, and volunteer your time and energy. Your involvement will show your children that you value their education. Let's work together!

Please read through this handbook with your child, sign, and return the following forms:

- 1. To Parent(s) or Guardian(s) of Butte School District No. I Students (Page 5)
- 2. Parent/Child Reunification Form, Authorization for Release of Student (Page 9)
- 3. School Nutrition Services Meal Agreement (Page 11)

Elementary Schools and Phone Numb	ers
Emerson Elementary	533-2800
Hillcrest Elementary	533-2850
Kennedy Elementary	533-2450
Margaret Leary Elementary	533-2550
West Elementary	533-2700
Whittier Elementary	533-2890

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TO PARENT(S) OR GUARDIAN(S) OF BUTTE SCHOOL DISTRICT NO. I STUDENTS

The Board of Trustees, realizing that it is the responsibility and duty of the school authorities to provide an atmosphere and situation whereby the ability of each student may be realized to its fullest under the best conditions possible, approves the contents of this handbook. Therefore, upon the recommendation of the Board of Trustees, the school rules and regulations contained within this handbook are being sent home with each student, and the parents or guardians are asked to please read and keep the regulations for future reference.

A parent or guardian is asked to please detach and sign this sheet and retu to the school by the student. I have read the regulations of Butte School District #1.	
Date	Signature (Parent or Guardian)

Dear Parents:

In the event of an emergency/crisis, we will be implementing very important procedures.

If for any reason you are not available, it is understood that your child will be picked up with one of the alternates you have listed on the Parent/Child Reunification Form. We are asking you to review these forms, then complete the Reunification Form, and send it back to the school.

It is very important for the safety of your child that he/she is aware of this agreement and that your alternates agree to assume the responsibility.

The instructions for an emergency/crisis will be as follows:

IN CASE OF AN EMERGENCY, PLEASE WAIT TO RECEIVE INFORMATION VIA SHOUT, RADIO, OR TV STATION BEFORE COMING TO THE SCHOOL!!!

REUNIFICATION

First, we want to thank you for your patience during this reunification. We share the same goal during this process: getting you and your child/children back together as quickly as possible. The reason that we are going through the Reunification Process is that an event has occurred at the school that mandates we personally reunite you with your child.

INTRUCTIONS

- Please prepare to have your IDENTIFICATION checked by school personnel. (If you DO NOT have ID with you, please move to the appropriate line, so that we may assist you further. It will likely take longer to verify your ID, but please remember that it is for the safety of your child, and all of the children.)
- 2. Select the check-in time based on your child's GRADE and LAST name.
- 3. After check-in, staff will send a RUNNER to recover your child. PLEASE step over to the REUNIFICATION LOCATION AREA.
- 4. If there has been an injury or other concerns, you may be asked to speak with a counselor or other official.
- 5. PLEASE do no shout at, use profanity, or disrespect school or district staff, or other personnel. We will get through this as quickly as the situation allows. We are here to make sure all students reunite safely with their parents.

THANK YOU for your cooperation.

3520P

School Nutrition Services Procedures and Rules

- A parent(s) or guardian(s) of all students who wish to participate in the Butte School District No. 1 School Nutrition Services Hot Lunch program must complete and sign attached form 3520F-1.
- The parent(s) or guardian(s) must deposit money into the student's account before the beginning of the school year. It is the parent/guardian's responsibility to keep a positive balance in the student's account. An account is delinquent if the account balance is in the negative.
- Because the School District and School Nutrition Services care about the well-being of our students, students in grades K-6 will not be refused a reimbursable meal or milk even though their meal account is delinquent.
- School Nutrition Services will send out letters and/or call the parent(s) or guardian(s) when the student's account gets below a positive balance of \$5.00. If your account is delinquent, the parent/guardian must respond to the letter and/or phone call within seven (7) days.
- Any accounts that are delinquent by \$50.00 or more and the parent(s) or guardian(s) has not responded to the standard letter and/or phone call, will be sent a registered letter requesting payment within forty-eight (48) hours, or make arrangements to make account current. The letter will also include the statement that if the obligation is not met the account will be sent to a collection agency.
- If no attempt is made to satisfy the obligation, the account will be sent to collections. The parent(s) or guardian(s) will be responsible for the collection costs, including but not limited to, the principal amount, collection agency fees, attorney fees, and court costs.
- If an account is delinquent at the end of the school year the delinquent amount will be rolled over to the next school year.
- For student or family accounts that are delinquent more than \$30.00 any student on the account grades 7-12 will not be allowed to charge meals and must pay cash for their meals.
- Any student whose account is delinquent will not be allowed to charge Ala Carte items, extra milk, second entrees or second meals to their meal account but must pay cash for these items.
- According to Policy 3520, grades and diplomas may be withheld pending payment of delinquent account money.

For any questions concerning the above procedure or rules, please contact the Butte School District School Nutrition Services at 406-533-2590.

Procedure History: Adopted on: 03/16/09 Revised on: 12/21/15

PARENT/CHILD REUNIFICATION FORM

AUTHORIZATION FOR RELEASE OF STUDENT

Name:		
Teacher:		
Parent(s)/Guardian(s):		
my student to be released the school to release the s	to any of the following tudents using parent/ch	ian of the above named student, and I grant permissions for individuals in the event of an Emergency/Crisis that requires all reunification protocols at my child's school. I understand to show their picture ID. Please complete EACH section. IDENTIFICATION CHECKED
My child may be released to	o the following individual	s:
· ·		Relation to Student:
		Working Phone:
Name:		Relation to Student:
		Working Phone:
Name:		Relation to Student:
Address:		Working Phone:
Parent/Guardian Informa Parent/Guardian Name: _ Home Phone:		 Cell Phone:
Text Messaging: Yes		
Student's after school day Student's medical concern	care provider: is (allergies, etc.):	
I have read the Reunificat Print your name:	ion Procedures and Ins	Date:
emergency/crisis will be a There are very specific an	time to review and com a challenge, and having	plete this form. Reunification with your child during an your cooperation and patience is of the utmost value. e followed, so we thank you in advance for your patience.
PARENT:		STUDENT:

School Nutrition Services Meal Agreement

This is an agreement between Butte School District No. Name) for Name(s))	School Nutrition Services for (Student		
■ The School District will provide an account for each st	udent under the parent(s) or guardian(s) name.		
■ The parent(s) or guardian(s) are responsible for deposition beginning of the school year, and keeping a positive balance.			
■ An account is delinquent if there is a negative balance	in the account.		
■ The School Nutrition Services will send Account's Low \$5.00.	w Reminder Notes when the account is below		
■ The School Nutrition Services will send letters and/or account is delinquent.	call the parent when their		
■ At the beginning of each school year it is the parent's reduced lunch application within the first 30 school days lunch.	· · · · · ·		
■ The parent(s) or guardian(s) and student(s) agree to follow Policy 3520 and the attached School Nutrition Services Procedures and Rules.			
■ I understand and agree that payment for all goods/services is due on all delinquent accounts within 2 weeks of notification that the account is delinquent. The district may charge interest at the highest rate allowed by law on all funds that are more than 30 days delinquent. I also understand and agree that delinquent accounts may be turned over for collections, and I will be responsible for all collection costs including, but not limited to, the principal amount, collection agency fees, attorney fees, and court costs.			
Name:			
Signature: Da	te/		
For any questions concerning the above procedure or rules, ple Nutrition Services at 406-533-2590.	ease contact the Butte School District School		
History: Adopted on: 03/16/09			

Revised on: 12/21/15

Our Mission

Butte Public Schools will create, in partnership with our staff, families and community, challenging opportunities for all students to be successful as they become responsible and contributing citizens, and master the knowledge and skills essential for life-long learning in our changing and diverse world.

Our Vision

Butte Public Schools will create a progressive, educational environment in which each day, each student achieves success in a safe, positive, supportive and orderly learning environment.

Our Beliefs and Values

- A safe and caring environment will exist in all schools.
- Education will be a primary responsibility and investment of society.
- ➤ Butte School District No. 1 staff members are valued. Staff members will be involved in professional growth and development activities.
- > Students' self-esteem is important; they will feel valued as human beings and successful as learners.
- ➤ All students will learn to become responsible partners in their education and contributing members of their community.
- > Students will develop a foundation of technological knowledge that will enable them to access, use and evaluate information.
- > Cultural and social diversity are strengths feelings and beliefs of others will be respected.

BUTTE SCHOOL DISTRICT NO. 1 HANDBOOK

REGISTRATION:

Registration is held in the spring for children entering school in the fall. Any student who did not register at the school during spring registration shall report to the appropriate school the week prior to the beginning of school for registration. All students entering Butte School District No. 1 elementary schools for the first time must present:

- 1. A copy of the child's birth certificate.
- 2. Certificate of Immunization.
- 3. Proof of address (water, gas or light bill, lease or deed that is notarized).
- 4. Power of Attorney (if applicable).
- 5. Tuition agreement (if applicable).
- 6. Two emergency contact numbers.

ADMISSION AGE FOR KINDERGARTEN OR FIRST GRADE:

If a student is five years of age on or before September 10th, he/she is eligible to attend the School District sponsored kindergarten program.

If a student is six years of age on or before September 10th, he/she is eligible to attend first grade (MCA, § 20-5-101 and § 20-5-102),

Any student who has successfully completed kindergarten in the previous school term will be eligible for the first grade. Children who are five/six on or before the prescribed entrance date and transfer into the Butte school system will be admitted to an appropriate kindergarten/first grade program if they were previously enrolled in a kindergarten/first grade in another school district.

SCHOOL HOURS:

Students will be in school each day as outlined below:

Kindergarten through 2nd grades
3rd through 6th grades
8:18 a.m. - 2:00 p.m.
8:18 a.m. - 3:00 p.m.

ATTENDANCE AREA POLICY:

Students or parent/guardian of students wanting to enroll in Butte School District No.1 from any other school system or district will be required to complete the necessary forms prior to being enrolled. Necessary forms will include, but not be limited to:

- 1. Elementary Registration Form (3102F-1).
- 2. Out-of-District Application Form (3102F-2) (all students K-12, if legal residence is within a district other than Butte School District No. 1).
- 3. Registration Application Form (3102F-3) (if Butte School District No.1 will be legal residence of student).
- 4. Power of Attorney (3102F-4) (for any student who will be residing with any person(s) other than legal guardian or parent during the current school year).
- 5. Student Boundary Exception Request Form (3102F-5) (if student, parent/guardian, is requesting).
- 6. State Student Attendance Agreement (3102F-6) (FP14) State Tuition Agreement.

7. Request for Student Records (3102F-7)

The following time line of events will be utilized to implement the elementary attendance policy:

- 1. Elementary registration for the following year shall be completed by the second semester. Families shall register at attendance area schools. Classes are filled on a first-come, first-served basis.
- 2. In the event classroom sizes exceed Montana state accreditation standards and all enrollees live within the attendance area, the following criteria will be utilized to determine who will be transferred to another school.
 - A. Registration dates and times will determine who will be transferred. The last student to register will be the first student to be transferred.
 - B. The Transportation Department of Butte School District No.1, in conjunction with elementary schools, will determine which school the student will be transported to. Students will be transported by the School District. Efforts will be made to keep siblings together when possible.
 - C. Once a student has been transferred to another school, that student will have the option of remaining at the school that they were transferred to for the remainder of their elementary schooling. Parents will be responsible for transportation in all subsequent years.
 - D. Boundary exceptions will be handled on a case by case basis. Requests for exceptions are to begin at the student's home school. The building principals of both schools must approve the transfer. The superintendent will make the final approval.
 - E. Procedures for making an in-District boundary exception request:
 - a. Parent or legal guardian must complete a "Student Boundary Exception Request" Form 3102F-5 for each child involved, and submit it to the principal of their attendance area school.
 - b. The principal of the attendance area school will respond to the request by completing their portion of the form, citing specific reasons for approval or denial.
 - c. The attendance area school principal will route the exception form to the receiving school principal for signature, recommendation and comments.
 - d. Upon approval, a copy of the request form with the decision is sent to the Superintendent for final approval. A letter is sent to parents from the Superintendent to inform them of their decision.
 - e. If there is a disagreement between the schools, the request will be routed to the Central Administration Office by the receiving school.
 - f. The Central Administration Office will investigate the boundary request, review the data and render a decision. A copy of the request indicating the decision will be sent to the parent and to the schools. A copy will be forwarded to the Transportation Office.
- 3. Approved transfer requests carry the following conditions:
 - a. The parent/guardian must provide transportation to and from school.
 - b. Attending other than the attendance area school requires full observance of District and school rules and regular attendance.
 - c. Boundary exceptions must be submitted each year.
 - d. The District reserves the right to have students return to the school of residence.
- 4. The Superintendent will review all student transfer requests beginning

July 1st.

5. New families that move into Butte School District No.1 during the summer months will enroll their children at the Central Administration office. Registration forms will be routed to the attendance area school prior to the first day of class.

IMMUNIZATION REQUIREMENTS

The Montana Immunization Law (MCA, § 20-5-406) states that all students will be required to have documentation of having received the following immunizations before being allowed to enroll in Butte School District No. 1 schools:

Minimum Requirements:

- 1. Four doses of Diphtheria, Tetanus, and Pertusis, (DTaP, DT, Td, Tdap) vaccine, at least one dose of which is given after the 4th birthday plus one dose of Tdap prior to entering 7th grade. If a pupil transferring from out-of-state is seven years or older, a total of three doses will meet the requirements. Td vaccine should be given to children ages seven years or older. *
 As of October 1, 2015, all pupils 7th-12th grade must have a Tdap vaccine.
- 2. Three doses of live, trivalent, oral polio vaccine, at least one dose of which is given after the 4th birthday. Enter month and day given. *
- 3. One dose of MMR vaccine (measles, mumps and rubella) given after the 1st birthday. Enter month and day given. A second dose is required at age 13 when entering middle school.
- 4. Two doses of Varicella "chickenpox" vaccine, at least one dose is given on or after the 1st birthday. Spacing between first and second dose is twelve weeks for children under 13, and four weeks for those 13 years and older. *
 As of October 1, 2015, pupils are required to have the Varicella vaccine.
- 5. One does of Haemophilus influenza Type B (Hib) vaccine is given on or after the 1st birthday, unless the child is older than 59 months then the vaccine is not recommended.

In circumstances where students do not meet the state requirements for immunizations, the school administrator has the authority to exclude the student until he/she is in compliance.

(* Only notarized religious exemptions or physician-ordered medical exemptions are accepted.)

ABSENCES FROM SCHOOL:

Reporting Student Absences

When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student's absence by 9:00 a.m. on the day of the absence. If the student is not present and the parent has not notified the school of the absence, the school will attempt to call the parent the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report their child's absence.

Generally, absences will be considered reasonable in cases of illness or bereavement. A medical excuse in needed to excuse absences over (3) days.

Attendance Accounting Policy:

Butte School District No. 1 Attendance Policy is developed in accordance with Montana State Attendance Laws 20-5-101 through 20-5-111. It is the policy of Butte

School District No. 1 that regular school attendance is essential for all students and that schools will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment, as well as ensuring student success in the classroom. Good attendance habits are also necessary in the development of sound character and success in the work world.

The Student Resource Officer may be notified and a plan developed when any of the following situations occur:

- 1) Repeated attempts by the school to contact the main phone number or alternative (emergency) numbers have been unsuccessful and no contact has been made for three (3) days.
- 2) Any time a question exists as to the possibility of abuse, neglect or foul play. (Department of Health and Human Services or Law Enforcement will also be notified in these cases.)
- 3) Parent notifies the school either verbally or in writing that he/she is withdrawing his/her child(ren) from school and if there is any question as to the legitimacy of the action.
- 4) Clear case of truancy.

Elementary Procedures for Excessive Absences:

Parents who allow students to be absent from school without a proper excuse will be reported to the Student Resource Officer (SRO). Before making that report, however, the principal shall comply with the following administrative procedures:

- 1. At the beginning of each school year, a special attendance meeting may be held during which school principals, counselors, and parent/guardians confer regarding students who have had attendance issues in the past. This will provide an opportunity for proactive contacts by the school with the family and student. Previous plans can be amended at this time.
- 2. After five (5) cumulative unexcused absences or tardies per semester, the teacher will contact the parent to express concern.
- 3. After ten (10) cumulative unexcused absences or tardies per semester, the principal or designee, at his/her discretion, will send a letter to the parent calling attention to the consequences of poor attendance on school achievement. The letter will include a copy of the student's attendance record. A copy of the letter will be placed into the student's cumulative file and sent to the Student Resource Officer. When a student reaches 10 consecutive unexcused days, a student will be dropped and the student will need to be reenrolled.
- 4. After fifteen (15) cumulative unexcused absences or tardies per semester, the principal will send a second letter to the parent expressing concern about the student's poor attendance and establish a meeting with the parent and teacher to discuss the student's attendance patterns. The letter will require the parent to respond within five (5) days. The letter will also explain that the principal will be turning this matter over to the Student Resource Officer. A copy of the letter will be placed into the student's cumulative file and sent to the Student Resource Officer.
- 5. If attendance problems continue, the principal will notify the Student Resource Officer (i.e., School Resource Officer/Butte Police Department). The Student Resource Officer will provide appropriate follow-up.
- 6. The Student Resource Officer may choose to serve the student's parents or legal guardian with the required written two days' notice as prescribed in Section 20-5-

106 and begin an investigation in the case. If the parent does not comply with the provisions of the notice, the Student Resource Officer shall submit a request for prosecution to the Silver Bow County Attorney. The request shall contain a written report of the investigation, supporting documents, and a list of witnesses, including names, addresses, and work and home telephone numbers. The documentation must show evidence that the administrative procedures of the School District and statutory procedure of the Student Resource Office have been followed. Documentation shall include all efforts taken by the School District to solve the problem with the student and the parents.

- 7. In the case of the student who resumes the poor attendance pattern following the two-day written notice to parents, and who, once again, becomes truant, the School District shall not be required to exhaust its administrative procedures for dealing with the problem before the student is again turned over to the Student Resource Officer.
- 8. When appropriate, the Board shall, upon recommendation of the District Superintendent, consider expulsion for chronic truants.
- 9. Discretion may be used to address each case on an individual basis.

CHANGE OF ADDRESS/TELEPHONE NUMBER:

It is extremely important that every student has an up-to-date address and working telephone number on record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

ILLNESS:

If a student becomes too ill to remain in class, the school will contact the parent by telephone and recommend that you come to school and pick up your child. This is the primary reason it is important we have an updated, working telephone number on the emergency contact card. We have some temporary facilities to help comfort the sick child while he/she is waiting. Transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is remedied.

MEDICAL INFORMATION:

Parents shall make the school aware of any medical problem a child might have. In the event of an injury at school, parents will be notified. If your child has a temporary injury or condition and should be excused from participation in physical activities for a limited time, the school requires a note from the parent to this effect. Should prolonged exclusion (more than three days) be necessary, a note from the student's attending physician needs to be provided.

SCHOOL HEALTH SERVICES:

Students of Butte School District No. 1 are serviced by registered nurses. In addition to care of injuries, services provided by the nurses include:

Immunization Requirements:

In circumstances where the school nurse determines a student does not meet the state requirement for immunization, the school administrator has the authority to exclude the student from school until he/she is in compliance.

School Exclusion Due to Illness:

Students with fever, vomiting, or the possibility of transmitting illness or infection to others in the school setting may be temporarily excluded from attendance per direction of individual physicians or the Montana Department of Environmental Sciences.

Dental Health Program:

A continuing Dental Health Program, Sealants for Smiles is offered for K-6 students at West, Kennedy, and Emerson. Dental Screenings are done in the spring on 1st, 3rd, and 5th graders. Information and permission forms are available at each elementary school at the time of registration.

Health Screening:

Vision: School nurses screen color, near, distance and muscle balance vision on special education, kindergarten, second and fourth grade students, as well as on request from a teacher or parent. Referrals are sent home with students who fail the screening.

Hearing: The school nurses screen hearing on special education, kindergarten and first grade students, as well as on request from a teacher or parent. Students who fail this screening are referred to the school audiologist for re-screening. **Scoliosis:** Fifth grade female students are screened for scoliosis in the fall. Sixth grade female students are screened for scoliosis in the spring. Referral notices are sent home with those students whose test results appear other than normal.

Growth and Development: Fifth and sixth grade students view a video presentation each spring, addressing maturational changes that occur during adolescence.

Health Education: School nurses assist with a variety of educational presentations for all District students, including hand-washing programs, dental education, maturational changes, tobacco use risk, other drugs and mandated AIDS education.

ADMINISTRATION OF MEDICATION:

Under very special circumstances, it may be necessary for a student to take medication during the school day. Please contact the school nurse if your child has a doctor's order for taking medication during school hours. The following District policy must be followed:

Policy 3416 Policy for In-School Administration of Medication:

Administration of medication is a nursing function and as such, the nurse retains full responsibility for medication administration. The school nurse may delegate administration of medication to unlicensed personnel in accordance with rules established by the Montana State Board of Nursing.

When delegating the task of medication administration, the school nurse shall:

- 1. Instruct the unlicensed person in the task of medication administration or verify the person's competency to perform the task.
- 2. Evaluate the performance of medication administration quarterly.
- 3. Document the unlicensed person's administration in performing the task of medication administration on a quarterly basis.

In-School Administration of Medication:

Under very special circumstances, it may be necessary for a student to take physician-ordered medications during the school day. Requirements are as follows:

- 1. Written order from a physician that it is necessary for the student to receive medication during school hours.
- 2. A liability release (Form 3416F-1) signed by the parent/guardian for inschool administration of medication.
- 3. The prescribed medication must be in a container labeled and pre-filled by a pharmacy.

No other medications (prescription or nonprescription) will be dispensed by school personnel without a written order from the physician, including time of administration.

In-School Self-Administration of Medication:

Students may take responsibility for self- administration of medication in special circumstances. Requirements for self-administration of medication will be as follows:

- 1. Written notification from the physician and parent/guardian stating it is necessary for the student to self-administer medication during school hours.
- 2. Copy of the physician's order must be attached to the request to self-administer medication.
- 3. A liability release (Form 3416F-B) signed by the parent/guardian and the student for in-school self-administration of medication.
- 4. The prescribed medication must be in a container labeled and pre-filled by a pharmacy and contain only the proper daily amount of medication.

No other medications (prescription or nonprescription) will be allowed in school.

Emergency Use of Epinephrine in Anaphylaxis:

Since the 2013-14 school year, each student occupied school maintains a stock supply of autoinjectable epinephrine to be administered by the school nurse or other willingly educated employee to a student or non-student as needed for actual or perceived anaphylaxis (life threatening allergic reaction) in accordance with our district Protocol 3416F-G signed by a local medical doctor and in accordance with 20-5-421, MCA. This medication is intended for any person suffering an episode of actual or perceived anaphylaxis in a school setting.

The limited stock supply of this medication is not intended to be used in place of medications previously or currently ordered for students or staff with known allergies with ordered medications for their specific allergies. Students and staff with known allergies are expected to continue to provide their own health care provider ordered medications in accordance with school district medication policy 3416, 3416F-B, and 3416F-E.

Policy 8450 Automated External Defibrillators (AED)

As of the 2015-16 school year, Butte School District #1 has established an AED program in accordance with standards recognized by the Montana Department of Public Health and Human Services (DPHHS). In the event that an emergency arises at one of

the student occupied school district building locations, an AED unit may be utilized to provide the best chance of survival to victims of sudden cardiac arrest. In the event of such a medical emergency the local EMS will be called to assist as soon as possible. An individual who provides emergency care of treatment by using an AED in compliance with this policy and /or an individual providing CPR (cardiopulmonary resuscitation) to an individual upon whom an AED is or may be used are exempt from civil liability as a result of any act or failure to act in providing or arranging further medical treatment for the individual upon whom the AED was used, unless the individual using the AED or the person providing CPR, acts with gross negligence or with willful or wanton disregard for the care of the person upon whom the AED is or may be used. Butte School District #1 will be registered electronically with the Montana Department of Public Health and Human Services as a public entity that has an established AED program.

SCHOOL VISITORS:

ALL SCHOOL VISITORS MUST REPORT TO THE SCHOOL'S MAIN OFFICE AND OBTAIN A VISITOR'S PASS. All are welcome to visit the school at the discretion of the building administrator. Any visits during the school day shall be prearranged with the teacher. Conference and visits shall be arranged with a one (1) day notice. Teachers and students work on a planned schedule and program. If at any time a visit becomes a disruption to the educational environment or is scheduled during state testing, the scheduling of the visit will be left to the discretion of the building administration. Unnecessary interruptions consume time and hinder the educational program.

For the protection of the students and security of the school, it is required that any person entering the building during the school day report directly to the office before going to another part of the school. No student will be permitted to leave the building without proper authority and the student checks out through the school office.

TEXTBOOKS AND LIBRARY BOOKS:

All students are supplied with textbooks at the opening of school. Deposits are not required, but students are responsible for keeping the books covered at all times so they will remain in good condition. Textbooks are the property of Butte School District No. 1. Lost or damaged books must be paid for by the parent/guardian at the cost of replacement. Library books must also be replaced if lost or damaged.

HOMEWORK:

Butte School District No. 1 recognizes the fact that home study is desirable and necessary. Students may be assigned homework as a means of encouraging independent study, establishing good work habits and reinforcing basic subject skills. All homework assignments may not be written, but could be in the form of study or review for a test or research for projects or a book report. All written homework will be checked, graded, and filed, or returned to the student in order to provide relevant feedback.

Homework will be assigned according to the following schedule:

<u>Grade Level</u>	<u>Frequency</u>	Total Daily Average
K-2	Monday - Friday	20 minutes daily
3-4	Monday - Friday	30 minutes daily
5-6	Monday - Friday	60 minutes daily

STUDENT POLICIES:

Care of School and Personal Property:

We try to instill pride in our students for the appearance of their school. Students must not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical systems in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or creates a hazard to the safety of students will be referred to the proper law enforcement agency. We hope students and parents will report incidents of destruction to school property. Students are cautioned not to bring large amounts of money or valuables (electronics, etc.) to school. If a student wears glasses or a wrist watch, we ask that the student take responsibility for the care of them. Do not leave money or valuables at school.

Dress Code:

The appearance of a student is primarily the responsibility of the student and the parents. Dress and grooming have a positive correlation to the behavior and attitudes of the students. Consequently, the individual is responsible for behavior, dress and grooming. In order to establish a dress code that allows personal freedom and protects the rights of everyone, a flexible dress code is necessary. The intention and motivation of the dress code rests within the rapid changes of society. Many notable changes have occurred in the field of education that have resulted in a more relaxed atmosphere surrounding school life. The changes in fashion and style have a direct influence on the dress of a school student. It is the intent of the school to establish a dress code which would be accountable to these changes without inhibiting the principles and ideals of a good education.

Personal Appearance:

- 1. Hair: Any hair style is permitted as long as it is kept neat and clean.
- 2. Foot Apparel: For sanitary reasons, shoes or sandals are to be worn.
- 3. Clothing: Clothing must be worn with discretion. Examples of unacceptable clothing include, but are not limited to, tube top, tank top or belly shirt, short-style shorts or spandex-type shorts. Clothing that promotes drug and alcohol use or displays suggestive or offensive language or art work will not be acceptable.
- 4. All students are required to be neat and clean in appearance.

When a student's appearance is considered to be a disruption to the learning of others, the parent will be contacted by the school and asked to either bring appropriate clothing or to pick up his/her child at the school.

Bicycles:

Please have your child observe the following regulations if he/she rides a bike to school:

- 1. Ride on the right-hand side of the street with traffic.
- 2. Only one child to a bike.
- 3. Ride single file on bikes. Dismount when crossing the street to enter the school grounds.
- 4. Walk bicycles on the sidewalk adjacent to the school and on school grounds.

Kindergarten, first and second grade students are urged not to ride bicycles to school. It is very hard for young children to ride their bikes safely to school and carry books, lunch boxes, etc. We know parents will think carefully about their child's capability on his/her bike before making this important decision.

HOT LUNCH PROGRAM:

The goal of the Butte School District No. 1 Hot Lunch Program is to provide all schoolage children with a nutritious lunch and breakfast at a reasonable cost, and in the process, to help them to acquire good eating habits at an early age which will carry over into adulthood.

DISCIPLINE:

The schools are established for the benefit of all students. The educational purpose of schools is accomplished best in a climate of student behavior which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or infringes upon the rights of other individuals will not be tolerated. (See District Policy No. 3300P - Corrective Actions & Punishment.)

Policy 3310 STUDENT DISCIPLINE:

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

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

- Using, possessing, distributing, purchasing, or selling tobacco products and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy

- 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the District.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

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

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

Disciplinary Measures

Disciplinary measures include but are not limited to:

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

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

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation been found to have violated a School District policy, rule, or handbook provision.

Gun-Free Schools

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm at any setting that is under the control and supervision of the District, for a definite period of time of at least one (1) calendar year, except that the trustees may authorize the school

administration to modify the requirement for expulsion of a student on a case-by-case basis. Any modification from the one-year mandatory expulsion must be in writing. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-202, MCA, and Policy 3300.

Possession of a Weapon in a School Building

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

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

This policy does not apply to on-duty law enforcement personnel.

Delegation of Authority

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

Policy 3300P - CORRECTIVE ACTIONS & PUNISHMENT

Students have a right to an education in an orderly and safe environment. They are expected to strive to take full advantage of their educational opportunities and to do their best work. Students may not deprive others of their fundamental right to an education. It is, therefore, the duty of the school administration to establish and enforce rules and regulations which are consistent with District policy and which contribute to a productive, orderly and safe school environment.

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations as set forth in student handbooks shall constitute cause for discipline, suspension or expulsion. Such corrective action and/or punishment must be reasonable, fair, consistently applied and reflective of good faith effort on the part of staff.

I. PROCEDURES RELATED TO SUSPENSION OR EXPULSION

The District provides all students subject to suspension with the procedural rights stated in II of this policy. The District provides all students subject to expulsion with the procedural rights stated in III of this policy.

The additional procedural protections stated in IV apply to students with rights under the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504".)

Before taking action to suspend or expel any student, an administrator will determine whether the student has a disability qualifying him/her for protection under IDEA or Section 504. Students with rights under IDEA or Section 504 may be suspended or expelled under certain circumstances but the additional procedural requirements of those acts apply.

II. SUSPENSION

Any period of exclusion of twenty (20) consecutive school days or less is a suspension. A principal, building administrator or designee (hereinafter "administrator") has the authority to suspend a student. A student with IDEA or Section 504 rights may be excluded from school following the procedures stated in this section but only for up to ten (10) school days. IDEA and Section 504 provide additional procedural protections at the 11th day of disciplinary exclusion.

Standard Procedure for Suspension:

- 1. Notice will be given to students and parents in a student handbook of conduct that may result in suspension. The student handbook is not an exclusive list of conduct that may result in suspension.
- 2. A student's parent/guardian must be notified of the suspension. Notice will include: An oral or written notice of the student's conduct; An oral or written explanation of the district's evidence of the conduct; An opportunity for the student to respond; An oral or written explanation of the proposed suspension including the length of the suspension; and an oral or written notice of any record that will be kept of the suspension.
- 3. Efforts by District personnel to contact the parent/guardian prior to suspending the student will be documented. Efforts to inform the parent/guardian of a student leaving the school premises without permission during the school days will be documented. A meeting with the parent/guardian is required either prior to the suspension or prior to the student's re-admission.
- 4. Upon being suspended, a student and/or parent or guardian has the right to an

informal conference with the administrator responsible for the suspension. The student and/or parent may question the administrator and any staff members who were involved in the incident. The administrator may question the student and/or parent.

Contested Suspension:

If the matter is not resolved at the informal conference, the student or parent/guardian has the rights stated in the uniform grievance procedure, Policy 3215. A student may be suspended during the period the uniform grievance procedure is completed. The Board is the policy-making body of the school and suspension appeals to that level must be based solely on whether policy has been followed.

Student Credit for School Work Missed During Suspension:

A student who is suspended from school is eligible to make up the school work that he/she has missed in accordance with standards and time limits established by the teachers.

Behavioral Assessment Following Suspension of a IDEA or Section 504 student

Following any period of suspension, a student's IEP Team or 504 Team must address the student's behavioral issues. The IEP or 504 Team must complete a behavioral assessment and develop a behavioral intervention plan, if one does not exist, to address the student's behavior.

Emergency Suspension of a Dangerous Student:

In an emergency, an administrator may suspend a student from school without the procedural protections listed above if the administrator determines the student's presence at school poses a serious and immediate danger to him/herself, to other persons or to property. As soon as reasonably possible after the emergency suspension the administrator will provide the student the procedural rights of a standard suspension.

III. EXPULSION

Any period of exclusion greater than twenty (20) consecutive school days is an expulsion.

Grounds for Expulsion:

Notice will be given to students and parents in a student handbook of conduct that may result in expulsion. The student handbook is not an exclusive list of conduct that may result in expulsion. Conduct that warrants expulsion includes, but is not limited to:

- Physical abuse or threat of any harm to any person;
- Continued harassment or intimidation of any person;
- Unlawful or unauthorized use, possession, distribution, or sale of drugs (prescribed or non-prescribed), alcoholic beverages, illegal substances, controlled substances or paraphernalia;
- Unauthorized possession of objects that are dangerous to persons or property, including guns and other weapons or an object which is or may be used as a weapon;
- Use, possession or distribution of any form of explosives;
- Destruction of school property; and
- Violation of state or federal law.

Standard Procedure for Expulsion:

- 1. Expulsion requests must be submitted in writing to the Superintendent by the student's building administrator and include a completed district form referred to as the "Student Expulsion Hearing Worksheet." The written expulsion request must include: Full name of student; Birth date of student; A detailed statement of the student's conduct, including what occurred, when and where it occurred and who observed it; Present status of the student; Last assigned grade, class, and teacher of student; and, The proposed length of time of the expulsion.
- 2. The Board has sole authority to expel. The Superintendent has the discretion to:
 - a. Refer the request back to the building level for disciplinary action.
 - b. Appoint a review panel to consider the expulsion request prior to submitting it to the Board.
 - i. The administrator will present the case for expulsion to the review panel. District personnel may be called upon to provide information.
 - ii. If a review panel meets it will make a recommendation to the Superintendent at immediately following the meeting. The review panel may refer the expulsion request to a hearing before the Board or refer the matter back to the building level for disciplinary action.
 - c. Submit the request directly to the Board.
- 3. Within five (5) days of the panel's or the Superintendent's decision to refer the expulsion request to the Board, the Superintendent will mail or deliver to the student's parent/guardians a copy of the administrator's written expulsion request, any documents provided to the review panel or the Superintendent and a notice of hearing (hereinafter "Notice.") The Notice must include a description of the student's conduct, the disciplinary action the District is proposing including the length of expulsion, the date, time and place of the hearing and the procedure to be followed at the hearing.
- 4. A copy of the Notice will also be mailed or delivered to the administrator, full Board and other District personnel or agents at the Superintendent's discretion.
- 5. The hearing will be held no sooner than five (5) business days and no later than fifteen (15) business days from the date of the Notice.
- 6. The hearing will be conducted by the Board Chair or any member of the Board appointed by the Chair. The privacy of the student outweighs the right of the public to observe therefore all student expulsion matters will be closed to the public. A meeting may be open to the public upon request of the parent/guardian or student of legal age to the extent the privacy rights of other students can be protected.
- 7. The Board will follow a fair, open process but formal judicial rules of evidence or procedure do not apply in expulsion proceedings. The Chair of the hearing will rule on the record on all matters affecting the conduct of the hearing. The decision will be based solely on the evidence presented at the hearing.
- 8. The Board will announce its decision in an open meeting at the conclusion hearing.
- 9. The Board's regular secretary will take notes or minutes of the proceeding in the usual and customary manner. The expulsion hearing will be recorded by tape recording. A written transcription of the hearing is not required unless the parent/guardian or student requests a transcript. The cost of the transcription will be paid by the parent/guardian or student who requests the transcript.
- 10.If requested by the student or parent/guardian, the Board will issue a written decision within a reasonable period of time after the conclusion of the hearing.

IV. ADDITIONAL PROCEDURAL PROTECTIONS APPLICABLE TO STUDENTS QUALIFIED UNDER IDEA OR SECTION 504

Students with rights under IDEA or Section 504 may be suspended for up to ten (10) school days during the school year following the procedures stated in II. If an administrator proposes suspension for more than ten (10) days or proposes expulsion, the District must follow all procedural requirements of IDEA and Section 504 in addition to the standard procedures stated in II or III above.

The District is not required to provide services to a student during periods of suspension less than ten (10) days during a school year. Beginning with the 11th day of removal during a school year, educational services must be provided to the student. The student's IEP or 504 plan must be modified if the removal results in a change in placement. If removal does not result in a change of placement, school personnel, in consultation with the student's special education teacher or 504 team, may determine the services to be provided.

A change in placement occurs if the removal from the current placement is for more than ten (10) consecutive days or the student has been subject to a series of removals that constitute a pattern of changed placement. The services to be provided must enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP.

Additional Procedures under IDEA and Section 504:

- 1. In addition to any oral or written notifications required by the District in II or III, a written notice of procedural safeguards applicable to IDEA or Section 504 must be provided to the parent/guardian or student of legal age.
- 2. Before a change in placement may occur, the IEP or 504 Team must make a manifestation determination review to determine whether the student's misbehavior is a manifestation of the student's disability.
 - a. If the IEP or 504 Team determines the behavior is a manifestation of the disability no change in placement may occur unless the behavior involves weapons or drugs or is likely to cause injury.
 - i. For a student with IDEA rights whose behavior is a manifestation of his/her disability but involves weapons, drugs or is likely to cause injury, the IEP Team may change the student's placement to an interim alternative education setting for up to 45 days.
 - ii. For a student with Section 504 rights whose behavior is a manifestation of his/her disability but involves weapons or is likely to
 - i. For a student with IDEA rights whose behavior is a manifestation of his/her disability but involves weapons, drugs or is likely to cause injury, the IEP Team may change the student's placement to an interim alternative education setting for up to 45 days.
 - ii. For a student with Section 504 rights whose behavior is a manifestation of his/her disability but involves weapons or is likely to cause injury, the 504 team may change the student's placement to an interim alternative education setting for up to 45 days. A Section 504 student who is currently engaging in the illegal use of drugs/alcohol is subject to the disciplinary procedures stated in Section II or III.
 - b. For a student with IDEA rights, if the IEP Team determines the behavior is not a manifestation of the disability, regular disciplinary consequences may be applied to the student, *except that* the student must continue to be provided a free appropriate public education as determined by the IEP Team.

- c. For a student with 504 rights, if the 504 Team determines the behavior is not a manifestation of the 504-disabling condition, regular disciplinary consequences may be applied to the student.
- d. A parent/guardian or student of legal age may appeal a finding that the misbehavior was not a manifestation of the disability. For a student with IDEA rights, the hearing is expedited before a special education hearing officer who applies the same standards as the IEP Team. For a student with Section 504 rights, an expedited hearing must be provided in compliance with school policy.

Policy 3226 HAZING/HARASSMENT/INTIMIDATION/BULLYING:

The Board will strive to provide a positive and productive Learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions:

- 1. "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.
- 2. "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.
- 3. "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 the purpose of 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, for 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.
- 4. Bullying means any harassment, intimidation, hazing or threatening, insulting, or demeaning gestures 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, or at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.
- 5. "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, bullying, in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

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, prior

to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent 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. The Superintendent 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.

Policy 3225

SEXUAL HARASSMENT OF STUDENTS POLICY:

The District does not, and will not, discriminate on the basis of sex in any education program or activity that it operates. The District is prohibited by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education from discriminating in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or all.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Human Resource Director

Office address: 111 N. Montana Street Butte, MT 59701

Email: titleIX@bsd1.org Phone number: 406-533-2504

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone followed up with a writing, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal and then written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- 1. A District employee conditioning the provision of an aid, benefit, or service provided by the District on an individual's participation in unwelcome sexual conduct;
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- 3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

An individual is not required to submit a report of sexual harassment involving the Title IX coordinator to the Title IX Coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged harassment, the individual may report the allegations to the building principal or superintendent or other school official.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for any purpose which interferes with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing.

Confidentiality

The District will, to the extent permitted by law, keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District will also ensure that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, and training on any technology to be used at a live hearing, if applicable. Investigators also will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Conflict of Interest and Bias

The District will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not guilty of the alleged conduct. A determination regarding guilt/responsibility will be made by the decision-maker at the conclusion of the impartial investigation in accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Policy 3235 VIDEO SURVEILLANCE:

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property.

Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

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

Audio shall not be part of the video recordings made, reviewed, or stored by the District. (Complete copy of Video Surveillance, Policy 3235, is on file in the Principal's Office)

Policy 3612 DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, EQUIPMENT, AND NETWORKS

General

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

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

Curriculum

The use of the District's equipment electronic network shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials.

Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

- 1. **Educational Purposes Only**. All use of the District's equipment and electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computer. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the equipment and computer network and Internet access and any and all information transmitted or received in connection with such usage.
- 2. **Unacceptable Uses of Equipment and Network**. Unacceptable uses which constitute a violation of this policy include but are not limited to the following:
 - a. Uses that violate the law or encourage others to violate the law, including, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law;

- intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- b. Uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computer, networks, or other information.
- b. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- c. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- d. (OPTIONAL) Students are prohibited from using e-mail; this includes 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.

Internet Safety

Each District computer with Internet access shall be filtered with appropriate hardware and/or software which blocks entry to depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering mechanisms. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what
 is suitable for minors, an actual or simulated sexual act or sexual contact, actual
 or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

Educating students to be "Net-smart";

- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements";
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, in person and/or electronically.

The system administrator and/or building principal shall monitor student Internet access.

Internet filtering software or other technology-based protection systems may be disabled by a information technology staff member or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users must never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

Warranties/Indemnification

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

Violations

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

Policy 4316 COMMUNITY RELATIONS Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Superintendent or designee is designated the Americans with Disabilities Act Title II Coordinator and, in that capacity, is to:

- 1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
- 2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Policy 3210

Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to 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 or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to

receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability, in violation of state and federal law.

Public Notice Butte School District

The Butte School District is committed to achieving full compliance with the Americans with Disabilities Act. The ADA Title II Coordinator for the District is:

Human Resource Director
Butte School District
111 N Montana
Butte, Montana 59701

Internet Safety

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

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

- Educating students to be "Net-smart";
- Using recognize Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material; Using "Acceptable Use Agreements";
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Internet Access Conduct Agreements

Each student and his/her parents(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

Warranties/Indemnification

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

Violations

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

Complaint Process:

It is usually best to deal with complaints at the local school level. It is our suggestion that before you file a request to process your complaint, you meet with the employee or program director to discuss the issue. In most cases, a problem can be solved through a meeting with the individual employee or the program director. If the problem is not solved at that level, it can then be appealed through administrative channels to the Board if necessary.

We urge you, therefore:

- to first discuss the complaint with the individuals involved; then
- if you are not satisfied, request to process your complaint by completing and returning the complaint form to the Superintendent's Office.

A complaint form may be obtained from the building administrator or at the Superintendent's Office.

It is the District's desire to process public complaints as fairly and expeditiously as possible. The procedure, if followed, provides the public with a simple and effective way to deal with problems. It also allows for the due process rights of employees to be protected.

Policy 1700

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the

administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. If the complainant is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Policy 1700F Uniform Complaint Form

The Board of Trustees established a Uniform Complaint Procedure under District Policy 1700 as a means to address certain complaints that arise within the Butte School District.

The Board of Trustees expects that most complaints will be addressed at the school building level. A person with a school related complaint is encouraged first to discuss the issue with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. This complaint procedure may be used when an issue cannot be resolved informally or the particular concern does not fit within another policy of the Butte School District.

The District endeavors to respond to and resolve complaints promptly and equitably. The right of a person to prompt and equitable resolution of a complaint will not be impaired by the person's pursuit of other remedies. Use of this Complaint Procedure is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies.

I wish to have the District address:	
☐ The services of:	
(name of individual and title)	
☐ This program:	
(name of program)	
Date of incident: (This written complaint must within thirty (30) calendar days of the incident or from the date an individu reasonably become aware of such event or incident. If there has been an at resolve this issue informally, the complaint must be filed within sixty (60) c days.)	al could tempt to
Please attach a separate sheet if necessary.	
1. Nature of complaint:	
2. Description of incident:	

3. School personnel involved (if any):4. Resolution or remedy requested:

5.	. Attempts made to resolve this issue informally:				
6.	. Names of District personnel that were contacted:				
7.	Please check all of the following	ng that apply:			
$\hfill \square$ I am currently a student in the Butte School District.					
$\hfill \square$ I am a parent or legal guardian of a current student in the Butte School District.					
	\Box I am a resident within the \Box	District boundari	es of the Butte S	School Distri	ct.
	☐ I have observed the incident or have direct knowledge of the matters asserted.				
	☐ I have been directly affected	l by this inciden	t.		
Monta	pectation of privacy and confident ana law governs whether or not be review. Your expectation of pr	t this document	is a public docu	ment availal	ole for
waive	☐ I expect that this complaint any right of privacy for myself			matter and	I do not
	Your right of privacy will no	_	District from in	vestigating	your
comp	laint with all parties involve	<u>d.</u>			
the D	☐ I waive any right of privacy istrict may release this compla	•		e and I unde	rstand
(Name - print or type)		(Telephone)			
	(Address)	(City)	(State)	(Zip)	
	(Signature)		(Da	te)	

Please refer to Policy 1700 for a complete description of the Uniform Complaint Procedure. You may view this policy on the Butte School District website at www.bsd1.org under District Policies – Series 1000. A copy may also be obtained from the School Administration Building, 111 N. Montana St., Butte, MT 59701