

LOLO SCHOOL DISTRICT

2023-2024 PARENT/STUDENT HANDBOOK



Dale Olinger, Superintendent
Robbi Ludemann, Clerk & Business Manager
Shawna Kientz, K-4 Principal
Kerrie Schneider, 5-8 Principal
Brian Norwood, Director of Technology & Facilities
Kathy McDonald, Administrative Specialist
Bart Hosman, Maintenance Coordinator
Michele Fauth, Kitchen Coordinator
Linda Pfister, Secretary
Stacey Skinner, Secretary

406-273-6686
5305 Farm Lane Lolo, MT 59847
www.loloschools.org

CONTENTS

To Students and Parents:	1
Superintendent's Message	1
Board of Trustees	1
Notice of Non-Discrimination.....	1
Attendance.....	1
Bullying/Harassment/Intimidation/Hazing.....	3
Cell Phones.....	3
Communicable Diseases.....	4
Communication with students at school.....	5
Complaints by Students and Parents.....	5
Computer Resources.....	5
Conduct.....	5
Corporal Punishment.....	7
Counseling.....	7
Dances.....	7
Discipline and Due Process.....	8
Distribution Of Material	8
Dress and Grooming	9
Extracurricular & Co-curricular Activities, Clubs, and Organizations	9
Fees	10
Food Services	10
Fundraising.....	11
Grading	11
Promotion Activities	11
Homeless Students	11
Homework.....	12
Immunization.....	12
Law Enforcement.....	12
Lockers.....	14
Medical / Health Care	14
Parent Involvement, Responsibilities, and Rights.....	14
Personal Items At School.....	15
Protection of Student Rights	15
Recess	16
Release of Students from School.....	16
Religious Practices	17
Report Cards, Progress Reports, and Conferences.....	17
Safety	17
Searches and Seizures	18
Sexual Harassment	19
Students in Foster Care	19
Student Records.....	19
Textbooks & Electronic Curriculum Materials	22
Transportation	22
Video recording of Students.....	23
Visitors	23
Appendix A – ANNUAL NOTICES.....	24
PARENT NOTICES SIGN-OFF SHEET	32

TO STUDENTS AND PARENTS:

The Lolo School District Parent/Student Handbook contains information that students and parents are likely to need during the school year. The handbook is generally organized alphabetically by topic. The Parent-Student Handbook is designed to be in harmony with Board policy. Please note that references to policies are sometimes included to help parents confirm current policy. District Policies are available online at www.loloschools.org.

Throughout the handbook, terms such as “parent” are used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Unified sign off sheet provided as the last page of this handbook.

SUPERINTENDENT’S MESSAGE

Welcome to Lolo School District. This handbook is to acquaint you with the procedures and expectations of your school. Students and parents should read and be familiar with this handbook, sign the accompanying signature page and return it to the school office. The rules governing our school are a result of the combined efforts of the Board of Trustees, administration, faculty, students, and community. I wish you great success this year!

Dale Olinger, Superintendent

BOARD OF TRUSTEES

The Board of Trustees would like to extend an invitation to students, parents and community members to attend board meetings. It would also like to encourage you to share your ideas, thoughts, and general comments about the school during board meetings.

The current Board of Trustees can be viewed at www.loloschools.org/page/board

NOTICE OF NON-DISCRIMINATION

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

Brian Norwood, Title IX Coordinator
11395 US Highway 93 S Lolo, MT 59847
406-273-6686

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences totaling more than seven (7) per trimester are considered excessive. In such instances, the school may contact parents, DPHHS, law enforcement, etc. Parents should make arrangements with teachers well in advance as part of their planning for lengthy absence. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent’s request.

- A student must attend school unless the student is otherwise legally exempted or excused.

- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer and Administration may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3122.

When a student is absent from school, the parent/guardian must call the school at 406-273-6686 any time after 7:35 a.m. or at least 30 minutes before the start of the student's school day if enrolled on a part-time basis to notify the school of the absence. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the absence is considered unexcused.

A student who is absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth student work assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher may or may not receive a grade for the assignment(s).

Types of absences

1. Excused Absence (EA) For an absence to be excused, the parent or guardian must contact the school and communicate the child's absence, the estimated length of the absence, and reason for absence. Until such communication occurs, the absence will be counted as unexcused.

To obtain credit for school work missed from any absence, a student is strongly encouraged and expected to obtain and complete the missed or make up work.

Generally accepted and appropriate reasons for excused absences include the child's illness/medical treatment, emergency situations, bereavement, parent request due to instruction regarding human sexuality and parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices. In cases of excessive absences for medical reasons a doctor's verification may be required.

2. School Related Absence (SR) A school related absence results when a student is involved in an approved school activity. Students under school sponsorship are automatically excused and have make-up privileges. Students leaving on a prearranged absence are required to obtain advance assignments when appropriate which must be turned in prior to leaving school.

3. Unexcused Absence (UA) An unexcused absence occurs when the parent/guardian does not contact the school to communicate the child's absence and reason for absence.

Tardiness

If a student is late to school or class, he/she is considered tardy. A tardy may be an **excused tardy** (with school or parent/guardian permission) or an **unexcused tardy** (without school or parent/guardian permission). If late in arriving to school, a student must report to the school office and obtain an admit slip in order to report to class. If a student is tardy to school/class because a teacher has detained him/her, that teacher will give the student a pass to his/her next class. If this is not the case, the teacher will implement appropriate consequences. Excessive tardies, whether excused or unexcused, will result in the school conferencing with the parent regarding the implications of a student's being tardy and remedying the situation. Disciplinary consequences may be assigned for each unexcused tardy.

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's total absences. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

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

All complaints about behavior that may violate this policy will be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

Basic rules related to decreasing bullying are:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school and an adult at home.

DEFINITION OF BULLYING: "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

For additional information, please see Policy 3225.

Lolo School utilizes Positive Behavior Intervention Strategies and Multi-Tiered System of Supports.

CELL PHONES

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege. The privilege can be altered, limited, or revoked at any time by administration for individuals or groups of students.

Students must exercise common courtesy regarding use of cellular phones, electronic communication devices, wired or wireless headphones/earbuds, and other peripherals (e.g.: smart watches). Use of such devices is prohibited during instructional hours unless otherwise requested by the instructor or supervisor. Any use of a device is that distracting, disruptive, or is otherwise contrary to the student code of conduct is prohibited.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones or other electronic signaling devices during instructional hours unless such use is under the direction of certified staff for educational purposes. For this section, "instructional hours" means between the first bell in the morning and last bell of the day, exclusive of lunch recess.

Unauthorized use and/or possession of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action and/or revocation of privileges. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS

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

COMMUNICABLE DISEASES

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

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

Head Lice Control

Please check your child frequently for head lice and nits. If they are discovered, please notify the school and keep your child at home. A child may not return to school until treatment has been given and all nits (eggs) have been removed. If we discover a case in the school, we will send the child home. Siblings will also be screened. A letter may also be sent home to alert all parents to check their children. By working together, parents and the school can help control this nuisance.

General Information About Head Lice:

- Transmission of lice occurs most often among family members due to close proximity of living together. Sleepovers with shared sleeping areas, dress up clothes and hair utensils also may result in transmission.
- Anybody can get head lice and generally home or personal cleanliness is not a factor in transmission.
- Lice can't jump, fly, swim or crawl long distances.
- Transmission at school is rare (as per the literature and in our experience). Because school personnel often detect head lice, people mistakenly think transmission readily occurs at school.
- No serious infectious diseases are associated with head lice.

Teachers will endeavor to use the following practices to decrease the chance of exposure:

- As possible, discourage activities with head to head contact.
- Discourage sharing of combs, brushes and hats.
- When no individual lockers are available, encourage students to put their hats and coats into their backpacks, and/or stuff their hats in their coat sleeves.

COMMUNICATION WITH STUDENTS AT SCHOOL

Due to increasing occurrences and the resulting interruptions of the instructional day, Lolo Schools asks parents and students to coordinate all after-school arrangements (e.g.: transportation, meeting place, whom to meet, activities, reminders, etc.) before or after the school day. In order to minimize impact on instructional time, only emergency messages will be relayed to students during school hours. Students may use the office telephone for urgent matters.

COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher or person involved. This is expected to be the first step in every complaint resolution process. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available online and at the School District Office.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website www.loloschools.org > menu > District > Title IX or any District or school office or by contacting the Title IX Coordinator, Brian Norwood 406-273-6686.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. The Section 504 Grievance Procedures can be obtained on the District's website www.loloschools.org > menu > Board > Board Policies > 2162, or any District or school office or by contacting Dale Olinger 406-273-6686.

COMPUTER RESOURCES

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students and parents must sign the *Authorization for Electronic Access* Agreement prior to being authorized to use the District's computer resources. See Appendix B for the form. For additional information, see Policy 2070, 3612.

CONDUCT

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

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner and exercise self-discipline.

- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress (Principal has final authority)
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Lolo School District's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the 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;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

Violation of Student Code of Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, any other tobacco or nicotine innovation or facsimile thereof. Marijuana products include, but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.

- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

Gun-Free Schools/Firearms

In accordance with the Federal Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record may be expunged of the incident.

CORPORAL PUNISHMENT

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

COUNSELING

Academic & Guidance Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings and requirements of various programs.

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. School counselors do not typically provide ongoing therapeutic services to students the way a private counselor might. Students who wish to meet with a counselor should contact the counselor appropriate for their grade level.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

DANCES

School dances are held for currently enrolled Lolo Middle School 6th, 7th and 8th grade students **only**. The 6th, 7th and 8th graders are allowed up to four school-sponsored dances each school year and must be

properly sponsored and chaperoned. Students will be held to the same conduct expectations and consequences as set forth in this handbook and overall school policies and procedures. School dances are considered co-curricular social events and are a revocable privilege. Approval of dances sponsored by school-related support groups is contingent on approval by administration and subject to the terms of a completed dance application agreement. More specific rules and expectations may be established by the building principal and dance chaperones. Dance times will be established by the building principal but will typically be held in the late afternoon or early evening.

DISCIPLINE AND DUE PROCESS

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

Students with Disabilities

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

DISTRIBUTION OF MATERIAL

School Materials

The District limits distribution of materials to students to school and school-partner organizations. All school publications are under the supervision of a teacher, sponsor, and the principal, and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

Non-School Materials

Private invitations cannot be distributed to students at school during the school day. Gifts (including flowers and balloons) delivered to school for distribution to a student will be held at the school office until the end of the day, at which time the student can retrieve them.

Distribution of non-school materials on school grounds is strictly limited as noted above. Additionally, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations *not* sponsored by or associated directly with the school, and community organizations are permitted to display their materials on centrally-located bulletin boards and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the school principal at least one week prior to the requested distribution.

DRESS AND GROOMING

Personal appearance should not disrupt or detract from the educational environment of a school. Students may not wear clothing with inappropriate writing or pictures advertising alcohol, drugs, obscene language, or commonly understood abbreviations representing any of the aforementioned. Clothing that causes a distraction to others or inappropriately displays the body may not be worn. Shoes must be worn at all times. Coats should be properly stowed in lockers or cubbies. The following are a few guidelines of dressing expectations. This list is not exhaustive. Principals will make the final determination of appropriateness.

- Clothing and jewelry bearing graphics or speech that display profanity, bias/hate/racism, chemical substances, gangs, or sexual connotations are prohibited.
- Clothing that may present a safety hazard to self or other is prohibited.
- Hats and hoods are allowed at the discretion of the classroom instructor, and if allowed, must be worn in a manner leaving the student easily identifiable and with visible ears.
- Undergarments should not be visible.
- Clothing must cover the buttocks.
- Shirts must have shoulder straps and cover areas from one armpit across to the other armpit (no backless shirts)
- Hoods cannot be worn indoors.
- MORE HERE? The list got really short with the addition of bullet #1.

EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations. Please refer to the Student Activities Handbook. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity.

Please note: Student clubs and performing groups may establish standards of behavior- including consequences for misbehavior- that are stricter than those for students in general. If a violation is also a

violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Lolo School District subject to the student's eligibility as set out in the Student Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

Extracurricular activities include Copper League Soccer, Basketball, Volleyball, Track & Field, Lolo's extracurricular choir, and robotics club.

Co-curricular activities are connected with the curriculum and require regular enrollment in order for students to participate. Co-curricular activities include, but are not limited to, school dances, drama performances/MCT, band, general music, curricular choir, classroom family nights, Math Counts, Quiz Bowl, gifted/talented programming, leadership council, and informal *pseudo*-clubs hosted at the discretion of a teacher (e.g.: lunchtime chess, or after school book study).

The standard fee for each activity is \$35 unless otherwise noted prior to participation. This fee may be waived if the student and parent are unable to pay. Application for such waiver may be made to the school principal.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, pens, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance fees, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school principal.

FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on Federally determined factors. The District will make every effort to keep participation in free/reduced meals anonymous. See www.loloschools.org/page/free-reduced-prices for more information.

Direct and secure online form: <https://dca.opi.mt.gov/FRApp?sponsorNum=0588>

Students must maintain a positive balance in their meal accounts. Payments can be made by cash or check to a school office or electronically using Infinite Campus (third party transaction fee may apply). The District

may use automated low-balance reminders via email and/or prerecorded voice message. The District may also phone parents directly to notify them of a low or negative balance.

Please refer to Policy 2510 for additional information regarding the District's wellness program.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. Any request for permission must be made to the school principal at least 21 days before the event.

Except as approved by the superintendent, fundraising by non-school groups is prohibited on school property.

GRADING

The District utilizes a standards-based grading approach for student assessment. Student report cards will reflect the use of the standards-based grading methods. An overview of the standards based grading program is available from the school offices.

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator.

In addition, the District reserves the right to award credit based upon a student's proficiency which may be demonstrated by alternant means approved by the teacher and principal.

PROMOTION ACTIVITIES

Lolo School District recognizes the milestone of transitioning from middle school to high school. This social promotion is often memorialized by a certificate of promotion. Participation in other promotion and promotion-related activities is a privilege reserved for students in good standing; qualifying students may decline participation.

Promotion activities may include an academic/activities awards celebration, student performances or speeches, comments from school staff, etc. School-sponsored promotion activities will occur during the school day.

FAMILIES EXPERIENCING HOMELESSNESS

In accordance with federal and state law and regulations, the District will provide students experiencing homelessness with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin for a reasonable period of time, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation related services to their school of origin or the school where they are to be enrolled as is comparable to other students residing in the district.

HOMEWORK

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

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

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

LAW ENFORCEMENT

School Resource Officer (SRO)

Lolo strives to maintain a partnership with the Missoula County Sheriff's Office to host a part-times school resource officer. The primary purpose of the SRO is to foster strong relationships between students, schools, and law enforcement. An SRO is not a *security guard* but certainly has an objective to help provide a safe learning environment for all students and staff. SROs frequently speak with students in voluntary situations. During voluntary interactions, students do not have to answer questions from the SRO. However, a student's refusal to speak to the SRO does not relieve the student of the obligation to speak to a school administrator. In the case of potential criminal activity, the SRO will use his/her professional judgement based on the situation and refer to the guidelines below. Additional information about the SRO program is available from the District's main office.

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students may sometimes be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal will verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal may observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law.

The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Service of Process

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding

the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

LOCKERS

Some students are issued school lockers to store their belongings. School lockers and locks (if issued) are school property. Backpacks, book bags, coats, other bulky items, and gym shoes should be stored in a locker when available. Personal locks shall not be used unless specifically authorized by the administration. Students should keep combinations private. Locks and lockers may not be manipulated. Any such manipulation is considered vandalism and damages may be assessed. Lolo School makes no warrant as to the security of a school locker and discourages bringing valuable items to school.

MEDICAL / HEALTH CARE

Medicine at School

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually by the licensed medical provider. For additional information, please see Policy 3416.

Illness at School

If the Nurse, Principal or School Secretary whether individually or in collaboration with each other, has reason to believe in his/her best judgment that a child is ill enough that he/she should be at home, the Nurse, Principal or School Secretary shall contact home to request the child be picked up from school immediately. Students shall not return to school until they have been free from fever, diarrhea, and/or vomiting for at least 24 hours.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

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

- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the school principal.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 406-273-6686 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her planning period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact the school office or building principal.
- Access District policies, handbooks, Board meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website www.loloschools.org.
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include the Lolo PTSA and Lolo Booster Club.
- Observation of instruction is a privilege and may be allowed or denied at the sole discretion of the administration. Any allowed observation must be pre-arranged and approved based on appropriate intent and duration. In some cases, observation will not be allowed.

PERSONAL ITEMS AT SCHOOL

Lolo School discourages valuable items being brought to school and takes no responsibility for loss or theft. In order to ensure a positive learning environment, students should not bring items from home that cause distractions or are potentially dangerous or distracting in class, in the hallways, or on the playground. This includes toys and other items from home. To create the best possible learning environment for students through developing healthy eating habits we encourage students to not bring unhealthy food or beverages to school (e.g.: soda, coffee drinks, energy drinks, donuts). Such foods and beverages are not allowed on at the school during instructional time and may be confiscated and disposed of.

Lolo School strongly encourages parents to label coats, hats, gloves/mittens, backpacks, water bottles, lunchboxes, etc. with your child's **first and last** name so we may return them if misplaced.

PROTECTION OF STUDENT RIGHTS

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation. This does not extend to or include academic or curriculum assessments.

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

Parent Rights

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

RECESS

Unless severe weather conditions or health protocols dictate otherwise, students will go outside for recess. Students should be dressed appropriately for the weather. Parents must notify the school in writing if their student should not participate in recess for health reasons. A doctor's note may be required, depending on circumstances. Examples of severe weather conditions include but are not limited to severe rain, temperatures below zero degrees Fahrenheit, and severe poor air quality.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must be personally checked out by a legal guardian at the time of departure. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents each trimester on the Report Card. Report cards may be delivered electronically to parent email if technology allows.

The District may require that report cards and unsatisfactory progress reports be signed by the parent and returned to the school within five (5) school days.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. It is the responsibility of parents to keep all contact and emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire, Earthquake, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When an alarm is sounded or instructions are given, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information may be broadcast via any combination of email, social media, auto-calling to parent contacts, text messaging to parent contacts, local news outlets, smartphone app alerts, etc.

Personal Protective Equipment

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

SEARCHES AND SEIZURES

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

Students and their Personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

Seizure of Property

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

SEXUAL HARASSMENT

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient 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 recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3225 for additional information regarding the District's prohibition against discrimination and harassment.

STUDENTS IN FOSTER CARE

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

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

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

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

STUDENT RECORDS

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, or agents; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the

student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

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

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

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

Challenging Content of Records

Parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is recognized on the same form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District.

Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who

graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

Rights Under FERPA

Specific parental and eligible student rights are in Appendix A in this Handbook.

Privacy Matters – Photographs and Social Media

Because of the ubiquitous nature of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others with or without consent. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will strive to honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

TEXTBOOKS & ELECTRONIC CURRICULUM MATERIALS

Physical textbooks and/or electronic curriculum materials are provided free of charge for each subject or class. Books and electronic devices must be treated with care. A student who is issued a damaged book should report the damage to the teacher. Electronic devices are issued in good operating and physical condition. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book. Students will be charged the district-determined full replacement cost for lost or damaged electronic devices.

TRANSPORTATION

School Sponsored

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

Buses and Other School Vehicles

The District does not provide daily school transportation to its students, with the exception of specific special education situations. However, as required by law, the District makes transportation contracts available for students who reside three or more miles from the School. Bus transportation to school events is provided by the school and/or its parent support organizations. Further information may be obtained by calling Dale Olinger at 406-273-6686.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Properly wear seat belts if furnished in the bus or vehicle.

- When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

VIDEO RECORDING OF STUDENTS

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

Video recordings from security and surveillance video cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before video recording students individually in the classroom. A consent form seeking permission for the school to record during extracurricular activities for coaching or instruction will be included with permission to participate in that activity.

VISITORS

The District has the discretion to permit and restrict all visitors. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher and so long as the intent, duration, and frequency does not interfere with the delivery of instruction or disrupt the normal school environment, all of which is at the discretion of the principal.

APPENDIX A – ANNUAL NOTICES

FERPA Rights

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

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School

Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District’s disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent’s Office or from the Principal’s Office of each school within the District.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Reunification

Each year the school district reviews its emergency response information and readiness, including everything from evacuation drills and first aid training/response to county emergency services coordination and student-parent unification processes. Part of our emergency response process is to provide you with parent-student reunification information.

Communications/notifications

As you would guess, with around 550 students and even more parents, communications between the parents, the school and the children can be an enormous challenge during an emergency situation – especially if we need to evacuate from the building or off-site.

In all emergency evacuation situations, we will utilize what means we have available for contacting you depending on the circumstances of the emergency, including but not limited to the following means:

Emergency contact phone numbers (from your Infinite Campus Profile)

Email contact information

Social Media

Media (radio, TV)

Please keep your emergency contact information updated! As you can tell, it is **CRITICAL** that we have up to date contact information (phone and email) in order to contact you in an emergency.

Phone lines will likely be busy. **When in doubt, follow emergency notification instructions.**

Go to the parent-student reunification area first so that we can quickly retrieve and check out your child to you. **Bring your identification with you when checking out your child.**

Parent reunification where students are inside at school

In the event the school has an emergency that DOES NOT require us to evacuate outside, but for which we still would like to return students to their parents/guardians, parents will likely be asked to pick up their students from the main office.

Gymnasium(s) will be a backup for indoor, on-site reunification. If using the gymnasium(s), stations will be set up in each gymnasium to send runners to the classrooms to bring the students back to you in the gymnasium, thus avoiding the chaos and crowding situations that would otherwise occur within the school office area. Please do not go directly to classrooms.

Parent reunification where students are evacuated outside, but on campus – outdoor play field

In the event the school has an emergency for which it must evacuate its students outside and away from the building, but for which it can safely keep its students on campus, the students will be evacuated to the outdoor play field. Each class learns to line up in order across the field with their respective teachers. Again, parents/guardians would be notified of the situation via local media, emergency contact phone numbers, and/or mass email and phone call notification system when possible.

Parents/guardians coming to pick up their students should park in a safe area and walk to the northeast playground entrance. The school will again have a parent-student reunification area established for reconnecting parents and students.

Parent reunification where students are evacuated off-campus – Lolo Community Church

In the event the school has an emergency for which it must evacuate its students off campus, the students will be evacuated to Lolo Community Church, just West of the school. Parents/guardians picking up their students should park in the church parking lot. The school will establish a parent-student reunification area and will provide on-site directions to check out students. Please be patient. We want to reunite families as quickly as possible, but we have an obligation to ensure that students go with an approved adult. Please bring your ID if possible.

Students released to parents and guardians

Please also bear in mind that unless in extreme circumstances, schools will only release students to parents/guardians or otherwise authorized/approved individuals. Please list those individuals in your emergency contact information who may also serve as emergency contacts for you/your children. Parents/guardians or authorized/approved individuals will need to show proof of identification.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of–

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Lolo School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lolo School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Lolo School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Lolo School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

Non-Discrimination Notice

Lolo School District

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

Brian Norwood, Director of Technology & Facilities, Title IX Coordinator
11395 Highway 93 S., Lolo, MT 59847
406-273-6686

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

All other nondiscrimination inquiries and complaints can be directed to:

Dale Olinger, District Superintendent
11395 Highway 93 S
Lolo, MT 59847
406-273-6686

Limited English Proficient (LEP) Students

Lolo School District

The Lolo School District has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. The District will ensure opportunities are provided for parents to meet with building principals and teachers, provide information how parents can be involved in their child's education, and how parents can help their child attain English proficiency and succeed in school. The District works hard to provide information to parents in a format and language that they can understand.

Each year, within 30 days of the start of the school year or the student's enrollment if after the start, the District will notify parents of a student identified as limited English proficient of the reasons their child has so been identified, the child's level of English proficiency and how it was assessed, the methods of instruction used in its programs and others, how its program will help their child, and when the child is expected to gain English proficiency.

The District will provide notice to parents of limited English proficient students when the child fails to make progress on annual achievement objectives within 30 days of learning of such status.

Parents seeking more information about the District's identification of and programs for students with limited English proficiency should contact Shawna Kientz, Elementary School Principal 406-273-6686, or Kerrie Schneider, Middle School Principal 406-273-6686.

AHERA Notice (Asbestos)

Lolo School District

It is the intention of the Lolo School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan by contacting the Director of Facilities during regular business hours. The Lolo School District Technology and Facilities Director is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 406-273-6686.

Electronic Photograph Repository Notification

Lolo School District

The 2019 Montana Legislature passed Senate Bill 40 requiring the Montana Office of Public Instruction (OPI) to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. It will use students' current school photos that most schools take annually for school directories, ID cards, year books, etc.

Parents have the right to have their child's photograph included in this repository by "opting-in." If a parent chooses to have his/her child's photograph included in the repository, the District will notify OPI.

Your child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.

Photos will be updated annually; you will be given an opportunity each year to opt-in to the repository. If you fail to opt-in in any year after previously permitting your child's photograph to be included in the repository, the photo will be purged after two years.

Even if you have opted-in to the inclusion of your child's photograph in the repository, you may opt-out at any time and your child's photograph will be removed from the repository.

If you would like your child's photograph included in the electronic photograph repository please check the box below, sign and date it and return it to the District.

Please check:

☐ I wish for my child's photograph to be included in the OPI electronic photograph repository.

Parent/Guardian Signature: _____

Date: _____

PLEASE RESPOND ON THE
PARENT NOTICES & SIGN-OFF SHEET or by visiting

<https://loloschooldistrict.wufoo.com/forms/annualnotices23/>



Automated System Use Consent

Lolo School District

The Federal Communications Commission requires Lolo School District to obtain your consent to send outreach messages to you via our automated system Infinite Campus. Outreach message can include information about schedule changes, school events, parent reminders, cancelled activities, and other non-emergency messages.

The District wants to keep you informed in multiple ways. Our system allows us to send messages to you through different mediums – phone calls, texts, emails, app notification, etc. – regarding important school information. To ensure we are able to do this, please fill out this form. You have the right to not consent to receiving messages from our system – you will still continue to receive emergency calls/messages even if you do not consent. You can also revoke your consent to receive messages from our system at any time by contacting the school at 406-273-6686.

Please check:

☐ I give the District and my child's school consent to send me outreach messages.

Parent/Guardian Signature:

Date:

OR:

☐ I do not give the District and my child's school consent to send me outreach messages. I understand I will only receive emergency messages and will not be kept apprised of other information.

Parent/Guardian Signature:

PLEASE RESPOND ON THE
PARENT NOTICES & SIGN-OFF SHEET or by visiting

<https://loloschooldistrict.wufoo.com/forms/annualnotices23/>



Web Based Tools, Applications, and Google Applications for Education (GAFE)

The Lolo School District has identified multiple web-based tools and applications including Google Apps for Education (GAFE) that it has found to be effective for student learning. The District utilizes multiple computer software applications and web-based services operated by third parties for this purpose. These online software tools are used to support your child's digital skills and engage them in quality and safe learning. A complete list of the programs with the privacy policy for each can be requested at any time from the Director of Technology 406-273-6686.

In order for students to use these programs and services, certain personally identifiable information (usually name & District email address) is requested by the software providers. The Children's Online Privacy Protection Act (COPPA) requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non-commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the website or software application operator.

Using these tools, students collaboratively create, edit, and share files for school related projects and communicate via email with other Lolo School students and teachers. These services are entirely online and available 24/7 from any internet connected computer. Examples of student use include showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of all web tools and GAFE:

1. Official Email Address: All students may be assigned a student email account. This account will be considered the student's official Lolo email address until such time as the student is no longer enrolled with the Lolo School District or permission is revoked by the parent.
2. Prohibited Conduct: Students are expected to adhere to the district's acceptable use policy with regard to technology. Use of technology or devices for conduct that is not school appropriate is specifically disallowed and may result in loss of some or all technology privileges.
3. Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of the Lolo School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.
4. Security: Lolo School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.

Privacy: The general right of privacy will be extended to the level possible in the electronic environment. Lolo School and all electronic users should treat electronically stored information in an individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student email systems, browsing/search history, and current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred. When a user is logged in to any component of the GAFE platform, the user's web traffic is visible to Lolo School District.

IMPORTANT: *Opting out refers to the District not consenting on your behalf regarding the collection of your student's personally identifiable information (PII). If you choose to opt-out, your child will not have access to most web based tools, GAFE, or be able to use school Chromebooks.*

By 'opting in' on the designated permission slip, I confirm that I have read and understand the following:

Under FERPA and corresponding Montana law, a student's education records are protected from disclosure to third parties. I understand that limited student information is stored in GAFE and other district-approved applications, and may be accessible to someone other than my student and Lolo School by virtue of this online environment. My signature below confirms my consent to allow my student's information to be stored in such a way. I understand that by opting in, some information will be collected and stored electronically.

Opting out refers to the District's disclosure of your student's personal information to various persons, agencies and institutions and does not prevent students from providing their personal information to various agencies, persons, or institutions on their own behalf. Students in elementary grades may be given open email access. I understand that I may ask for my child's account to be suspended at any time.

PLEASE RESPOND ON THE
PARENT NOTICES & SIGN-OFF SHEET

<https://loloschooldistrict.wufoo.com/forms/annualnotices23/>



Authorization for Electronic Access & Equipment Use

Parents and Students:

Please read together and, after signing, return this document to the school. The full text of Policies 2070 Access to Electronic Networks and 3612 District Provided Access to Electronic Information, Services, and Networks, are available at www.loloschools.org.

Statement of Purpose

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

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools: Teachers and students may be using web tools such as blogs, wikis, podcasts and video casts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. By signing below, you consent to Terms for electronic access and use of school technology.

Terms of Agreement

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

1. I will use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I will use the computer and the Internet for schoolwork only. I will use only the programs and websites my teacher has approved.
3. I will print only when my teacher tells me to print.
4. I will keep my password private.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I will not use any form of electronic communication ¹ to harass, frighten or bully anyone while at school or while using school equipment or networks.
7. I will tell a staff member if I read or see something on the computer that is inappropriate.
8. I will obey copyright laws.
9. I understand if I break any of my promises, I might lose my computer privileges.
10. I will use my own file or my own folder on the student server and not tamper with others.
11. I understand damage to computer systems caused by careless use may result in cancellation of privileges, compensatory and other disciplinary action. This includes, but is not limited to, damage to components including hardware or software, or the uploading or creation of computer viruses.
12. I will not use the Lolo School computers for financial or commercial gain.
13. I will not post or share personally identifiable information concerning students and/or student work without the written permission of a parent or guardian.
14. I understand Lolo School District makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. Lolo School District will not be responsible for any damage a user may suffer, including but not limited to, loss of data or interruptions of service. Lolo School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Student user's parents can be held financially responsible for any harm to the system as a result of intentional misuse.
15. I understand Lolo School District may modify the acceptable use policy as the need arises.
16. I will act safely by keeping personal information out of my public web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
17. I will treat online spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, video cast or wiki, they will be appropriate.
18. If I post a link in a blog, podcast, video cast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
19. I understand if I fail to follow these guidelines, I may lose the opportunity to use web-based tools and technology.
20. I understand that I am responsible for damages I cause to hardware and/or network devices. For example, Chromebooks cost \$350 and up, laptops cost \$550 and up. Repair/replacement charges will be established individually for each damage situation.

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____ Parent/Guardian Signature _____ Date Signed _____

Student Name (print) _____

Teacher _____ Grade _____

I will sign my name to show I understand and will follow the rules.

Student Signature _____
(5th-8th grade only)

Date Signed _____

PLEASE RESPOND ON THE
PARENT NOTICES & SIGN-OFF SHEET
<https://loloschooldistrict.wufoo.com/forms/annualnotices23/>



PARENT NOTICES SIGN-OFF SHEET

LOLO SCHOOL DISTRICT #7
2023-2024 SCHOOL YEAR

Student Name _____ Grade _____

ANNUAL NOTICES

1. I have received a copy of the following federally required annual notices with this packet. I understand that additional parent notices may be available at www.loloschools.org.

- FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA) RIGHTS
- REUNIFICATION NOTICE
- PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
- NON-DISCRIMINATION NOTICE
- LIMITED ENGLISH PROFICIENCY
- AHERA NOTICE (Asbestos)

_____ Parent/Guardian Initials

STUDENT ELECTRONIC PHOTO REPOSITORY

Initial below to opt-in:

_____ I wish for my student's photo to be included in the electronic photo repository at the Office of Public Instruction.

AUTOMATED SYSTEM USE CONSENT

The Federal Communications Commission requires Lolo School District to obtain permission to send outreach messages to you via our automated system, Infinite Campus. Outreach message can include information about schedule changes, school events, parent reminders, cancelled activities, and other non-emergency messages.

Lolo School District wants to keep you informed in multiple ways. Our system allows us to send messages to you through different mediums – phone calls, texts, emails – regarding important school information. To ensure we are able to do this, please fill out this form. You have the right to not consent to receiving messages from our system – **you will still continue to receive emergency calls/messages and occasional general updates even if you do not consent.** You can revoke your consent to receive messages from our system at any time by contacting 406-273-6686.

Initial below to opt-in:

_____ I authorize Lolo School District to send me outreach messages

USE OF WEB BASED TOOLS AND APPLICATIONS including GOOGLE APPS FOR EDUCATION

In order to use certain online tools and applications, the District must release personally identifiable student information to Distr. The Children's Online Privacy Protection Act (COPPA) requires Lolo School District to obtain your consent to release such information. Additionally, the District will consent to the use of these approved applications on behalf of your student unless such permission is revoked by you below.

Initial one

_____ I "opt in" to my student's use of web based tools and applications, including Google Apps for Education

_____ I *refuse* my student's use of web based tools and applications, including Google Apps for Education. My child will not have access to Chromebooks, laptops.

AUTHORIZATION FOR ELECTRONIC ACCESS & EQUIPMENT USE

I have received, reviewed and agree to the current school year technology use terms and conditions found in the Parent Student Handbook and have reviewed the terms and conditions with my student.

_____ Parent/Guardian Initials

CONTINUED ON BACK OF SHEET

PERMISSION TO INCLUDE STUDENT IN MEDIA COVERAGE/SCHOOL PUBLICATIONS

There may be times during the school year when school staff and/or different media groups (newspaper, television, university, etc.) will cover activities at various Lolo School events with articles, video or still photography that may be published locally or nationally in print and/or online. In addition, the district may want to include school-oriented articles, video or photography in their own publications, school website, and on social media.

I give my permission for my student to be included and identified in both district and non-district media coverage, including articles, videos, photographs, Lolo School District website, yearbooks, student writing/work publications, etc.

_____ Parent/Guardian Initials

SCHOOL SPONSORED FIELD TRIPS

I approve my student's participation in school sponsored field trips for the current school year. This includes all use of school sponsored transportation and/or walking.

_____ Parent/Guardian Initials

PARENT/STUDENT HANDBOOK

I have received and reviewed the 2023-2024 school year parent-student handbook. I understand the policies, procedures, responsibilities and expectations and have reviewed these policies, responsibilities, and expectations with my student. Current version of the handbook is available at www.loloschools.org

I further acknowledge that I have been notified of the opportunity to opt out of the release of directory information and use of my child's image. If I so choose, I will make that designation in writing to my child's principal by October 1st of this school year.

_____ Parent/Guardian Initials

_____ Student Initials (5th- 8th grades only)

I have responded to each reviewed this information and understand that I can contact the school for additional information. Lolo School 406-273-6686, www.loloschools.org

Parent/Guardian Printed Name

Parent/Guardian Signature

Date Signed

Student Printed Name

Student Signature (5th-8th Grade only)

Date Signed

Please sign and return this form (this sheet only) to your student's teacher by

September 12, 2023

Please contact the school office with any questions: 406-273-6686

Go Paperless! Respond online and receive confirmation in your email. No
signup required. Scan below or use your smartphone and the QR Code

<https://loloschooldistrict.wufoo.com/forms/annualnotices23/>

