



TARGET RANGE SCHOOL DISTRICT #23

STUDENT HANDBOOK

2020-2021

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To Students and Parent/Caregivers:

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

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents/caregivers confirm current policy. A copy of the District’s Policy Manual is available in the school office.

Superintendent’s Message

Target Range School District maintains a reputation across the Missoula valley for quality, public education with highly skilled and supportive educators. In our rapidly changing world, Target Range teachers, support staff, and administrators are sharply focused on creating the highest quality learning environments and learning outcomes for our children.

We are fortunate to partner with our families and community through our Parent Teacher Organization and the Target Range Foundation in the best interests of our students.

As a public school system, we are preparing our students for a future we cannot truly imagine and jobs that we cannot conceptualize. We welcome you to Target Range School and wish you an amazing school year!

Dr. Heather Davis Schmidt

Superintendent

Target Range School

Board of Trustees 2020-2021

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

Evan Rosenberg- Chair
Sharon Sterbis - Vice Chair
Thomas Bucholz
Bob Carter
Jennifer Long

Notice of Nondiscrimination

The Target Range 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:

Megan Hopper
Assistant Principal/Title IX Coordinator
4095 South Ave West
Missoula, MT 59804
megan.hopper@target.k12.mt.us
(406)549-9239

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

Accident Insurance

The Target Range School District does not provide accident insurance to cover injuries that occur at school. Parents/caregivers may wish to check their family's insurance policies to verify if accidents outside the residence are covered by their plan.

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 the 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.

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.

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student absent from school without permission, from any class or from required

special programs, will be considered 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/caregivers.

- The principal or designee will attempt to contact a student's parent/caregiver, guardian, or legal custodian in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3015.

A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his/her parents/caregivers.

In the event of an extended planned absence, parents/caregivers are requested to contact the school far enough in advance to enable the student to get all assignments and complete some or all of the work prior to the absence. Students may make up work missed for excused absences in using the guidelines listed below. This time frame is not to exceed seven calendar days. The option to make up work for unexcused absences is at the teacher's discretion.

It is the responsibility of the parent/caregivers to assure their student is in school regularly. When a student must be absent for illness or other unforeseeable emergencies, parents/caregivers must inform the school by 9:00 a.m. The office is open for calls at 8:00 a.m. at 549-9239. If the guardians have not notified the school of the absence, the school will attempt to contact them once attendance has been turned in by the teacher.

Attendance is taken at the beginning of each period. Students arriving after their grade level's designated start time will be considered tardy and must report to the office and obtain an admit pass to class.

When a student returns to school after being absent, he/she must bring a note signed by

parents/caregivers if no phone call was made to excuse the absence.

If a student must leave school during the day, a note from the parent/caregivers stating the reason must be presented to the office upon checking out. An adult must check students in and out of school.

Excessive absences and/or tardies will be dealt with on an individual basis.

Faxed or e-mailed notes from parents/caregivers are also acceptable.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. The following guideline will be followed when turning in make-up assignments upon return from an absence.

Absent 1 day= 2 days to turn in assignments

Absent 2 days= 3 days to turn in assignments

Absent 3 days= 4 days to turn in assignments

Absent 4 days = 5 days to turn in assignments, etc.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time

Target Range School is a closed campus. Students are not permitted to leave the school during the day without parent/caregiver written permission and signing out at the office. Students must be with their parents/caregivers when leaving the school grounds.

The Board of Trustees has the discretion to penalize a student's unexcused absences.

Repeated instances of tardiness will result in more severe disciplinary action.

Awards and Honors

The Target Range Administration and Staff will honor and award students for commendable services and actions, and achievements, throughout the school year.

Bikes and Scooters

Students that ride bikes, scooters, skateboards, and Heely type shoes, etc. to and/or from school can do so provided they do not ride on school grounds. All skateboards and scooters must be turned into the front office at the time of arrival and can be retrieved at the end of the school day. Heely wheels should be placed in lockers or backpacks until the end of the day. Target Range School is not responsible for any personal items broken, stolen, lost or damaged while on school property.

Bullying/Harassment/Intimidation/Hazing

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

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, which takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or any official school bus stop, and which has the effect of:

Physically harming a student or damaging a student's property;

Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

Creating a hostile educational environment

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose

of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment.

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

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

For additional information, please see Policy 3005.

Cell Phones

The possession and use of cellular phones, pagers, and other electronic signaling devices (such as smart watches, etc) on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

Students are prohibited from operating a cell phone or other electronic devices (or cameras embedded in such devices) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students are to turn cell phones and other electronic devices off, and leave them off, while school is in session. Personal use of cell phones is limited to after school only. Classroom use of cell phones is permitted only with permission of and supervision by the teacher.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Depending on the nature of the unauthorized use, the student's parents/caregivers and/or law enforcement may be contacted and the student's cell phone may be searched. Confiscated devices will be returned to the parent/caregiver and may result in disciplinary action.

Should a student bring to school and use a cell phone or digital camera during school hours, the school is

not responsible for the theft or destruction of cell phones, digital cameras or other electronic devices.

Chemical Use Policy

To provide a chemical-free environment that will encourage healthy development of its students, the Target Range School District has a policy of zero tolerance for illegal chemical use. A student shall not (1) use, have in possession, sell or distribute alcohol, tobacco products, vapor products or alternative nicotine products; or illegal drugs, or (2) abuse prescription or non-prescription drugs.

This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (defined as a reasonable, prudent person would know) being present at a school function or gathering at which a prohibited substance is illegally used.

Communicable Diseases

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents/Caregivers of a student with a communicable or contagious disease should phone the school secretary 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:

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

Complaints by Students and parent/caregivers

Usually student or parent/caregiver complaints or concerns can be addressed with a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy (Policy 1085).

If a student or parent/caregiver believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with the Principal. 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. The building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1085, available in any Principal's and Superintendent's offices.

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.target.k12.mt.us) or at the District Office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website (www.target.k12.mt.us) or at the District Office or by contacting Megan Hopper, Assistant Principal.

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 must sign the Acceptable Use Agreement prior to being authorized to use the District's computer resources. For additional information, see Policy 2070.

Students are not allowed to use/access personal email at school. Students and parents/caregivers should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

Conduct

In order for students to take advantage of available learning opportunities and to be productive members of our school 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 standards of grooming and dress.

Follow 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.

To achieve the best possible learning environment for all our students, Target Range School 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, or a threat to the safety and welfare of the student population, or conduct that detrimentally affects 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 products, or vapor products, or alternative nicotine product (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical 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
- 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
- Hazing or bullying, including cyber bullying
- 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.

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

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or

substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with the school counselors are encouraged to contact the elementary and/or the middle school counselor.

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

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge disciplinary measures, other than expulsion and corporal punishment, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior, following proper procedures to ensure the child is not left unattended and/or unsupervised by a responsible adult at the time of removal.

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 a referral, 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 and Expulsion

The District recognizes and honors students' constitutional right to education opportunity. However, as provided under Montana law, the District will exercise its right to suspend or expel a student when necessary. The District expects all students to know and follow District policies and rules. The District considers a student's failure or refusal to comply with District policies and rules

cause for discipline, including short-term suspension, long-term suspension, or expulsion.

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 parent/caregivers as soon as possible. At the request of the parent/caregivers, 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 parent/caregivers 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 parent/caregivers' 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

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

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/caregiver and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board 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 Principal at least one week prior to the requested distribution.

Dress and Grooming

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parent/caregivers may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Clothing that can be interpreted as offensive will not be tolerated. Students must wear clothing that is appropriate for school and activities. We ask that the following guidelines be followed:

Students may not wear hats/caps inside the school except on designated "spirit days" by the Principal or earned incentives.

The midriff should not be showing – bottom of T-shirt, blouse, or top should touch the top of pants, jeans, shorts or skirts during all normal school activities. Undergarments should not be showing.

Tops or shirts may not be strapless, backless, or have low cut sleeves, armholes or necklines. All shoulder straps must be at least one inch wide. Undergarments should not be showing.

Skirts and shorts should be at least mid-thigh in length when standing of modest length and not reveal undergarments or excess upper thigh area.

Clothing with words or representations that feature or suggest drugs, alcohol, **tobacco products, or vapor products, or alternative nicotine product, sex, obscenity, or violence is not permitted.**

The dress code is in effect at all school activities held after school hours unless otherwise stated.

Students will not be allowed to wear any clothing that creates a disruption or interference to the

educational environment as determined by school personnel.

Offenders will change, be sent home and/or have a change of clothing brought to the school.

Continued offenses may result in disciplinary consequences.

Drug Detection Dogs

It is the policy of the Target Range School District that it enlists the support of the Missoula County Sheriff's Department or other private canine search company programs in the prevention of drug use and possession at Target Range School.

Such canine search programs will be used for the purpose of educating students about drug prevention as well as the detection of drugs and drug paraphernalia in the school. It is the hope of the Target Range School District that the use of such a program will serve as a deterrent to drug possession and/or use.

Our school district has a contract with Montana Interquest Detection Canines to conduct periodic inspections of our campus. These inspections will be carried out by a nationally certified canine and handler.

These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpack and any other articles on school property are subject to inspection.

All inspections will be conducted within the scope of law and with the knowledge of the student.

It is the policy of the Target Range School District that students caught either possessing or using drugs will necessarily face those consequences set out in the

student handbook and supported by the policies of Target Range School District.

Students will not be individually searched by the K-9 team. Searches will occur in those areas where students are not currently present, including but not limited to lockers, hallways, vacant classrooms, etc. During such searches, students will remain in their respective classrooms, in our regular lock-down type setting, thus not distracting the search team.

Emergency Medical Treatment and Information

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

Emergency Drills

Target Range School will participate in regular fire, earthquake, tornado, dangerous intruders, and hazardous-material (HAZ-MAT) drills. Students are advised that these drills are to be taken seriously. It is important that each student be well informed in terms of recognizing the types of drills undertaken; the requirements for efficient drill participation; and when necessary to evacuate as well as the route to follow and the destination from any point in the building.

Emergency School-Closure Information

All students, parents/caregivers, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media and using the school's parent/caregiver notification system. When possible, decisions regarding

modifications of the normal routine will be made prior to 6:00 a.m. and communicated to all public media outlets for broadcast to the community as well as sent out to the school community using the school's parent/caregiver notification system.

Extracurricular Activities, Clubs, and Organizations

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Extra-curricular activities may be offered throughout the school year and students are encouraged to become involved. It is the position of Target Range School District that participation in extracurricular activities is a privilege extended to those students who are willing to make the commitment to adhere to the rules that govern the program. General school rules applicable to all students will be enforced at all times. Specific eligibility and conduct rules have been adopted regarding participation in activities, clubs, and organizations.

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

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, 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 extracurricular activities

Personal physical education and athletic equipment and apparel

Voluntarily purchased pictures, publications, class rings, yearbooks, etc.

Voluntarily purchased student accident insurance

Musical instrument rental and uniform maintenance, 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

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

Food, Candy, and Beverages

Gum chewing is not allowed in Target Range School. Sunflower seeds are not permitted anywhere, anytime. Target Range School personnel may allow students to have personal beverage containers in the classrooms (i.e. water bottles, etc.). Contents of the containers may be monitored by staff members to ensure that they do not contain illegal or dangerous substances. Energy drinks or drinks that claim to boost one's energy are not allowed at school or at any school-related function. This includes but is not limited to field trips, dances, and individual student lockers or backpacks.

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 financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See the front office personnel to apply.

Target Range School offers an excellent breakfast and hot lunch program. Breakfast is served from 7:50-8:30 a.m. at a cost of \$1.30 for a regular breakfast and \$.30 for a reduced breakfast. For grades 4-8, there is also a Powerhouse option after school begins for students to purchase breakfast a little later in the morning. A guest breakfast may be purchased at a cost of \$1.80. At lunchtime, students in grades 4-8 may order a salad or the hot lunch offered for the day, while students in grades 1-3 may order only a hot lunch. The cost for lunch is \$2.65, which includes milk. A guest lunch may be purchased at a cost of \$3.30 or a salad bar and lunch for \$4.55. For students ordering milk only, the cost is \$0.45. The cost for students qualifying for reduced lunches is \$.40, which includes milk. If a student who qualifies for free lunch orders milk only, he/she must pay \$0.45. Students who are allergic to dairy or other food items must supply the school with a letter from their parents/caregivers.

Notices are mailed home twice a month to those families whose accounts are overdrawn.

At 7:50 a.m., students participating in the breakfast program may enter the rear of the building by the gym doors and go to the multi-purpose room for breakfast.

Appropriate conduct is expected of all students in the cafeteria. Students who violate cafeteria rules may be referred directly to the Principal.

Fundraising

Student clubs or classes, outside organizations, and/or parent/caregiver groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal well in advance of such an event, and must comply with board policy requirements.

Except as approved by the Principal, fund-raising by non-school groups is not permitted on school property. Please refer to Policy 4005 for additional information.

Grade Classification/Promotion

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing.

Grading Guidelines

The Kindergarten through fifth grade report cards will include the standards and the ability of your child to perform that standard. Ability to perform will be rated as:

Advanced

Proficient

Nearing Proficient

or Novice

Many factors show how well your child is doing and will be used to determine their skill level.

Your child completes many tasks, projects, and assignments in class. This class work is one indicator of their ability to perform. Our reading programs provide information about your child's reading level. Other indicators include scores from tests like DIBELS, MAP, and class assessments.

It is our intention to provide the most accurate measures of your child's academic performance. Standards-Based Report Cards allow us to clearly communicate how well your child is doing and show exactly what they are working on. It is important that we maintain the schedule of conferences with each family. Thanks so much for assisting with this and for your continued support as we work with your children. We will see you soon.

Students in the sixth through eighth grades will receive letter grades which are earned according to the following guidelines:

A Superior ... 100% - 90%

Course work is excellent in nature; ideas are fully developed with evidence of superlative understanding of the studied material.

B Above Average ... 89% - 80%

Course work is above average and complete, higher than average comprehension of the ideas studied are being demonstrated; some room for further development of ideas exists.

C Average ... 79% - 70%

Normal level coursework, average in completion with some context errors submitted which demonstrate an incomplete comprehension or careless application of the concepts being studied.

D Below Average ... 69% - 60%

Submitted course work is below average in completeness and suggests a problem concerning the failure to develop an understanding and application of the concepts taught.

F Failing ... Less than 60%

Submitted course work does not meet completion standards.

Gun-Free School

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a manifestation committee must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized

by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

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

Possession of a Weapon in a School Building

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

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

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

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm

and/or intimidate and such use will be treated as the possession and use of a weapon.

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

This policy does not apply to law enforcement personnel.

Head Lice

In the interest of health and welfare of students enrolled in Target Range, no student will be permitted to attend classes if they are infested with head lice and nits. parent/caregivers or guardians will be notified by phone when head lice are identified with the obligation of removing the child until successfully treated.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The administrator, his/her designee, school nurse or another designated professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist.

The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and nits. A child may return to school after being successfully treated so that no live lice or nits are detected by the school nurse or a designated school official.

Parents/Caregivers will be informed of lice infestation by a letter that explains the problem, lists the procedures for treatment and requirements for reentering school. Every attempt will be made to contact parents/caregivers immediately upon discovery of head lice. parents/caregivers will be

asked to come to school to pick up the student and begin treatment immediately.

For additional information, please see Policy 3071

Homeless Students

In accordance with federal and state law and regulations, the District will provide homeless students 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, 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 child into the selected school 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 to their school of origin or the school where they are to be enrolled.

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 (chickenpox) and tetanus. Haemophilus influenzae type B is required for students under age five (5).

Montana State Law requires that all students, kindergarten through grade 12, have a record of 5 Diphtheria, Tetanus and Pertussis (DTaP, DT, Td, Tdap) doses plus 1 Tdap prior to entering 7th grade, 4 Polio doses, 2 MMR and 2 Varicella "chickenpox" doses. All 6th graders must have their second MMR prior to fall enrollment.

Students enrolled in Preschool must have 1 Haemophilus Influenzae (Hib) dose, 4 Diphtheria, Tetanus and Pertussis (DTaP, DT, Td, Tdap) doses, 3 Polio doses, 1 MMR dose and 1 Varicella dose prior to entering school.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent/caregiver stating that immunization conflicts with the religious tenets and practices of the parent/caregivers and student. This certificate will be maintained as part of the student's immunization records. There is a waiver available at the school office for religious or medical reasons. This statement must be renewed yearly.

A student who transfers into the District may provide a photocopy of the immunization record from 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 should not be immunized for medical reasons, the student or parent/caregiver must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. 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 3010.

Inclement Weather

Children are required to go outside during recess periods, except in extreme weather. We discourage the practice of sending notes to the teacher requesting permission for a child to remain inside. However, we do recognize the necessity of this practice when a student is recuperating from an illness, and we will gladly honor such requests under

these conditions. If your child has permission, he/she will spend recess in the office since classrooms are unsupervised during recess and lunch. Please dress your student appropriately for bad weather, i.e., warm hats, gloves and coats, snow pants and boots.

The following information should help parents/caregivers and students to understand when students may be allowed inside, especially during cold weather.

General rules, regardless of weather:

Students should not be dropped off at school prior to 7:50 a.m. The school does not provide supervision prior to 7:50 a.m.

Students can participate in the breakfast program, go to the library or play on the playground with supervision beginning at 7:50 a.m.

Law Enforcement

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually 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 shall 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, deny the request for an immediate interview of a student.

- The Principal will make reasonable efforts to notify parents/caregivers unless the officer produces a court order prohibiting the notification of the parent/caregivers.
- In the event that a parent/caregiver cannot be present or cannot be reached, the Principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents/caregivers 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 parent/caregivers.

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/caregiver unless the officer or official produces a court order prohibiting the notification of the parent/caregivers. 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 parent/caregivers 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

Each student in fourth through eighth grades will be assigned a locker. These lockers are the property of the school and students are expected to keep the lockers clean. The school reserves the right to inspect individual lockers without advance notice or student permission. Students are strongly encouraged to put locks on their assigned locker

School officials have broad powers to search student lockers, backpacks, and desks by reason of their duty to protect other students and maintain discipline and control. School officials may search lockers, backpacks and desks if they have some reason to suspect that the locker contents include anything that poses a danger to others or is a violation of school rules or law. School administrators do not need "probable cause" to search, as required by laws for law enforcement officials.

No student is allowed to use a locker which has not been assigned to her/him.

Lost & Found

Lost articles are put in the lost and found box which is located in the janitor's closet. Please ask at the front office for assistance if you are searching for an item. Smaller items such as watches, jewelry, and glasses are kept at the office. Articles not claimed are donated during after each parent/caregiver conference time and end-of-year to charities. Target Range School is not responsible for personal items lost, stolen, broken or damaged on school property.

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 parent/caregivers and the licensed health care provider allowing the dispensation of the medication. 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 healthcare provider or dentist as well as written authorization from the parent/caregivers 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.

Target Range School District is extremely cautious regarding taking any responsibilities for storing medications for or administering medications to students. The following policies and points of information must be adhered to in the few cases where the District does agree to store or administer medications for parents/caregivers/students.

Target Range School does not have a nurse. Thus, only very limited authorized assistance is available at the school.

Over the counter medications: In certain circumstances, administratively authorized personnel may assist a student in the self-administration of lawful over-the-counter medication in compliance with written instructions

only if the pupil's parent/caregiver or guardian consents in writing.

As a general rule, the school office will not store or assist in over-the-counter medication self-administration.

Prescription medication: In extremely rare cases, a specified authorized Target Range employee may assist in the storage and/or self-administration of prescription medication only when in compliance with written practitioner instructions and only if the pupil's parent/caregiver or guardian consents in writing.

Students self-administering prescription medications: Students may self-administer prescription medications provided:

- a. A physician or dentist provides a written order for self-administration of the specific medication.
- b. The student's parent/caregivers/guardian provides written authorization for self-administering prescribed medication, and
- c. The school administration, appropriate office staff, and teachers are informed that the student is self-administering prescribed medication.

Storage:

All prescription medications must be delivered to the school by the parent/caregiver /guardian or responsible adult.

Medication must be stored in the original container with dates, name of student, medication name, dosage, and physician's name.

If administration by school personnel is necessary, specific written instructions should be included from the physician and parent/caregiver.

No more than a 45 school day supply of medication for a student will be stored by the school.

Disposal: parents/caregivers must collect unused medications at the end of the school year. Medicine not repossessed by the parent/caregiver or guardian shall be destroyed seven days after conclusion of the school year.

For additional information, please see Policy 3070.

Montana Behavioral Initiative (MBI)

Target Range School administration and staff are committed to the practices involved with developing and maintaining a positive school climate which includes characteristics of personal and social responsibility and positive community participation. The Montana Behavioral Initiative is a content-based staff development process created to meet students' diverse social, emotional, behavioral and academic needs. Implantation of the MBI model at Target Range School means that students will be provided with clear expectations for behavior which in turn will be modeled and reinforced across all settings and by all staff. The MBI model uses the Response to Intervention model, or 3-tiered system of support and a problem solving process to assist schools in meeting the needs of all students. The principles and practices of MBI are consistent with the federal education mandates such as No Child Left Behind Act (NCLB) and Individuals with Disabilities Act of 2004 (IDEA 2004)

Parent/Caregiver 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/caregiver, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent/caregiver 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/caregiver with questions is encouraged to contact the Principal.

Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, and the options available to the child.

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 549-9239 for an appointment. A teacher will usually arrange to return the call or meet with the parent/caregiver during his/her conference period or at a mutually convenient time before or after school.

Monitor the child's academic progress and contact teachers as needed. parents/caregivers have the right to review their child's education records upon request.

Become a school volunteer. For further information, contact the Secretary.

Participate in district parent/caregiver organizations. parents/caregivers have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. parent/caregiver organizations include: parent/caregiver Teacher Organization (PTO) and Target Range Foundation (TRF).

Offer to serve as a parent/caregiver representative on the various school planning committees formulating educational goals and plans to improve student achievement. For further information, contact the Principal at 549-9239.

Personal Items at School

Students are not allowed to bring personal items such as toys, laser light producing items, pictures/magazines that include questionable content or water pistols to school at any time on any

day. Items brought to school for use in a class project or on a field trip must be brought to the office for safekeeping until needed. It is not recommended that a child bring money to school for purposes other than buying lunches or payment of fees.

There are times when lockers and locker rooms cannot be monitored by staff to prevent theft. Even though theft rarely occurs, when it does, the person whose property is stolen becomes a victim. Every effort is made to prevent theft and to apprehend culprits when it does occur; however, determining the responsible party (ies) is not always possible, especially if someone has gained access to a locker left open by the occupant.

The most frequent cause of unauthorized locker access results from the failure of the student to make sure the locker is secured, and by letting others learn their lock combination. All locker security problems should be reported immediately to the school homeroom teacher.

Dangerous personal items such as knives, throwing stars, spiked jewelry, etc., are not allowed at school, and may be considered as weapons under school discipline policies.

Protection of Student Rights

Surveys

Parents/Caregivers have the right to inspect any survey or evaluation and refuse to allow their child to participate in such a survey or evaluation.

Instructional Materials

Parents/Caregivers have the right to inspect instructional materials used as a part of their child's educational curriculum. 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 parent/caregiver 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/caregiver/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.

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 bring a note from his or her parent/caregiver that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator or designee will decide whether or not the student should be sent home and will notify the student's parent/caregiver. 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/caregiver 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 in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see policy 2030.

Remote Learning

Information regarding remote learning can be found on the district website or by clicking here:

[Remote Learning Document](#)

Report Cards, Progress Reports, and Conferences

Parent/Caregiver-Teacher Conferences are scheduled at the end of the first and third quarters.

Parents/Caregivers and teachers have the opportunity, and are encouraged, to schedule additional conferences throughout the year.

Report cards are given out at the end of each quarter and are designed to measure the extent to which the child is achieving the course objectives. The reporting program consists of report cards, written comments when appropriate and conferences. The first and third quarter report cards are shared with the parent/caregivers at conference times. The second and fourth quarter report cards are sent home by mail. Mid-term reports will be sent home with students at the appropriate grade levels.

Safety

Accident Prevention

Student safety on school property 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/caregiver cannot be reached, the school will need to have written parent/caregiver consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents/caregivers are asked each year to complete an emergency care consent form. Parents/caregivers should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire, Tornado, and Other Emergencies

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

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

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

Students' Personal Effects

School officials may search a student and/or the student's personal effects (e.g. purses, backpacks, coats, etc.) 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 rules. The search must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. School officials may cut locks in order to conduct a search.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See Policy 3040.

The parent/caregiver will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. Vehicle operators have full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Seizure of Property

Evidence produced by a search that reveals that a student has violated or is violating the law or District

rules may be seized and impounded by school officials. 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 / Sexual Discrimination

The District encourages parent/caregiver and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parent/caregivers are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, principal, or Assistant Principal Megan Hopper, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parent/caregivers of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parent/caregivers of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent/caregiver in a conference with the principal or with the Title IX coordinator.

The parent/caregiver or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Principal or Title IX coordinator is not satisfactory to the student or parent/caregiver, the student or parent/caregiver may, within fifteen calendar days, request a conference with the Superintendent.

Prior to, or at this conference, the student and/or parent/caregiver must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent/caregiver's signature and the date of the conference with the Principal, the Principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent/caregiver may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

Complaints may be submitted via the District's Uniform Grievance Policy. Please refer to Policies 1085 and 3005 for additional information regarding the filing of a complaint and the District's prohibition against discrimination and harassment.

Special Education

The District shall provide a free, appropriate public education and necessary related services to all children with disabilities residing within the District,

as required under the Individuals with Disabilities Education Act (hereinafter "IDEA"), and implementing provisions in Montana law, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

Special Programs

The District provides special programs for special needs students. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent/caregiver with questions about these programs should contact the Principal at 549-9239.

Student "Good Standing" Definition

A student is considered to be in Good Standing when he or she is in compliance with the academic guidelines, attendance requirements and behavior expectations set forth at Target Range School. Students who are in "good standing" shall participate in extracurricular activities, field trips, school dances and assemblies.

A student in good standing is expected to:

Complete and turn in all assignments in a timely manner.

Maintain a passing grade in all classes

Maintain an acceptable attendance record. This includes arriving at school and class on-time and prepared each day.

Adhere to all behavior expectations. If a discipline referral occurs then proof of acceptable remediation and non-repetition of incidents must be documented.

If a student is unable to meet the requirements in one or more areas and is deemed not in good standing, interventions and supports will be developed to assist the student in the most appropriate manner.

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 caregivers and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

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

§ Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or

§ If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

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

Student Offices and Elections

Student Council elections are conducted on an annual basis. Students may run for the offices of: President, Vice-President, Secretary, and Treasurer.

Student Records

Access by parent/caregivers 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. The District maintains two sets of

records: a permanent record and a cumulative record.

By law, both parents/caregivers, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent/caregiver 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/caregiver 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/caregiver or student to review the requested records.

parent/caregivers 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, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

Working with the student;

Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Act, or an individually designed program for a student with disabilities under Section 504 of the Rehabilitation Act of 1973;

Compiling statistical data; or

Investigating or evaluating programs.

The parent/caregiver'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 parent/caregivers or student. Access will also not be granted to the parent/caregiver 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.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parent/caregivers 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 parent/caregiver consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent/caregiver 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 parent/caregiver 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/caregiver.

The District forwards a student's records on request and without prior parent/caregiver 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/caregiver or eligible student in advance of compliance.

parent/caregiver 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/caregiver 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

Students over 18, and parents/caregivers 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/caregivers 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/caregiver objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent/caregiver 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, 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 parent/caregivers or to the student if the student has succeeded to the rights of the parent/caregivers.

Rights Under FERPA

Specific parent/caregiver and eligible student rights are Appendix A in this Handbook.

Student Schedule

Student schedules vary by grade, but all are designed to give every student a variety of learning opportunities and activities.

Telephone Use/Voice Mail

The school phones are considered business telephones and will not be available for students unless an emergency situation exists. In the past, a number of requests from parents/caregivers to deliver messages to students in school have been received. The staff is happy to pass these notes along to students. However, parents/caregivers should make sure that before their child leaves home in the morning, that the child knows what the arrangements are for after school. Interrupting classrooms is the only way to get messages to students.

A phone available for student use is located near the main front entrance next to the office and may be used after securing permission from office personnel. Inappropriate use of the phone to 911 may result in criminal and school consequences.

Textbooks

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

by the school or damaging a book issued by the school may be charged to replace the book.

Replacement fees for lost books will be calculated based on district replacement cost. Following is the lost book replacement schedule:

Books 1 – 2 years old: the student will pay 100% of the replacement cost.

Books 3 – 4 years old: the student will pay 80% of the replacement cost.

Books 5 – 6 years old: the student will pay 60% of the replacement cost.

Any book 7 years or older: the student will pay 50% of the replacement cost.

Fees for damaged books will be charged at actual repair cost. If damages are such that the book must be replaced, then replacement fees will apply.

Note: Any textbooks lost or damaged mid-year are subject to replacement fees. Fees for damaged books will be collected at the time of replacement/repair.

Transportation

School Sponsored Trips

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/caregiver makes arrangements with the Principal ahead of time to drive the student to the event, or the parent/caregiver presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent/caregiver.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living 3 or more miles from school. This service is provided at no cost to students. Riding the school bus to and from school is a

privilege. Transportation by the school district is not mandatory. No student is required to ride.

Bus routes and any subsequent changes are posted at the school, in the Missoulian, and from Beach Transportation. Further information may be obtained by calling Beach Transportation at (406) 549-6121, or the Target Range School office at (406) 549-9239.

Students are expected to assist 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.

Misconduct may result in disciplinary consequences, including the possible suspension, or loss, of bus-riding privileges

Videotaping of Students

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

regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

Visitors

Parents/Caregivers and others are welcome to visit Target Range School. For the safety of those within the school, all visitors must first report to the main office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Student visitors must pre-approve their visit and check in at the office upon their arrival at Target Range.

Appendix A – FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parent/caregivers 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:

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/caregivers 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/caregiver or eligible student of the time and place where the records may be inspected.

The rights to request the amendment of the student’s education records that the parent/caregiver or eligible student believes are inaccurate or misleading. Parents/caregivers or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to 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/caregiver or eligible student, the District will notify the parent/caregiver 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/caregiver or eligible student when notified of the right to a hearing.

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/caregiver 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.

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 parent/caregivers or the student. Any parent/caregiver 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/caregiver or student does not want to be classified as Directory Information. 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.

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.

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

FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Receipt of Handbook and Acknowledgement of Rights

Our family has received and read a copy of the Target Range School Student Handbook for 2020-2021. My child and I understand that the handbook contains information that we may need during the school year. We understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Name of Student

Signature of Student

Signature of Parent/Caregiver

Date