

# Geyser Wranglers

## Student Handbook

### 2024-2025

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▲ Denotes changes/additions from the previous school year.

## **DAILY CLASS PERIOD SCHEDULES**

### **Regular Bell Schedule**

Period 1: 8:00-9:00 am  
Period 2: 9:02-10:02 am  
Period 3: 10:04-11:04 am  
Period 4: 11:06-12:06 pm  
**Lunch: 12:06-12:30**  
Period 5: 12:30-1:30 pm  
Period 6: 1:32-2:32 pm  
Period 7: 2:34-3:35 pm

### **Early-Dismissal Bell Schedule**

Period 1: 8:00-8:41 am  
Period 2: 8:43-9:24 am  
Period 3: 9:26-10:07 am  
Period 4: 10:09-10:50 am  
Period 5: 11:52-11:33 am  
**Lunch: 11:33-11:55 am**  
Period 6: 11:55-12:36 pm  
Period 7: 12:38-1:20 pm

### **Late-Start Bell Schedule**

Period 1: 10:00-10:43 am  
Period 2: 10:45-11:27 am  
Period 3: 11:29-12:11 pm  
**Lunch: 12:11-12:35**  
Period 4: 12:35-1:18 pm  
Period 5: 1:20-2:03 pm  
Period 6: 2:05-2:48 pm  
Period 7: 2:50-3:35 pm

*Elementary does not follow period schedules – they have AM/PM periods.*

*ELEM Lunch 11:00-11:30 daily, recess 11:30-12:00*

### **TO STUDENTS AND PARENTS:**

Geyser Public Schools student/parent handbook contains information that students and parents need during the school year. The handbook is organized by topic beginning with academics, followed by procedures and student services, continuing with the code of conduct and concluding with extra curricular activities. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibilities for a student.

The handbook is designed to be in line with School Board policy. Please be aware that this document is updated and revised annually. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

In case of conflict between Board policy and any provisions of student handbooks, the provision of Board policy is to be followed.

Geyser Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The following District Staff members have been designated to coordinate compliance with these requirements: Superintendent.

### **TITLE IX/504 COORDINATOR:**

Inquiries or complaints regarding discrimination in education or employment because of sex, sexual orientation, race, color, creed, religion, national origin, age, physical or mental handicaps, political belief, and/or directed to the Title IX/Section 504 coordinator who is:

Sue Neumann

P.O. Box 70

Geyser, Montana 59447

(406)735-4368

### **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS:**

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

- “ Encourage his/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/her child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact your child’s teacher or the Superintendent.
- “ 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 Superintendent any questions, such as concerns about placement, assignments, or early graduation, and the options available to the child. Monitor the child’s academic progress and contact teachers as needed.
- “ Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or Superintendent, please call the school office at 735-4368 or email for an appointment. A teacher will usually arrange to return the call/email or meet with the parent during his/her conference period or at a mutually convenient time before or after school.
- “ Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child.
- “ Become a school volunteer. For further information, contact Superintendent.
- “ Participate in parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Our current parent organization is the Geyser Booster Club who has meetings on a periodic basis.

## **ACADEMICS/GRADING PROCEDURES/GRADE SCALE**

### **A) COURSE DESCRIPTIONS (*Course Syllabus*)**

Within the first five days of the semester each of your teachers will provide you with a course description. This description will explain the general goals of the course, the specific knowledge and skills you should acquire as a result of the course, the activities that will be included, and the procedures for grading. These grading procedures include such things as homework, unit tests, quizzes, etc.

### **B) GRADING PERIODS**

Each semester is divided into two quarters. At the end of each grading period you will be assigned a grade that reflects your achievement solely for that grading period. In other words, the grade that you earn for one grading period does not carry over into the next. You have an opportunity for a new start with each grading period.

**Credit is earned on a semester basis only. Your semester grade will be determined by combining grades from the two quarter grading periods and an accumulative final.**

As a student in the Geyser Schools, you will always need to keep in mind the fact that you will graduate from Geyser Schools only if you meet or exceed the requirements of the Geyser Public Schools.

### C) GRADES

Credit will be earned by the semester. Report cards will be issued at the end of each quarter and semester. Each semester passing grade will receive .50 of credit toward the total number of required credits. Teachers are the final judges on the quality/quantity of work receiving a passing or failing grade.

<u>4.0 Grade Scale</u>	<u>Percentage</u>	<u>GPA</u>
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	Below 60%	0.0

***Makeup work Students are expected to make up all work missed when they are absent. However, it is the responsibility of the student (7-12) to get the assignment from the teacher and to hand in the completed work on time. Work missed due to OSS or Unexcused Absences will not be allowed to be made up.***

Students will have one (1) day for every day absent to make up schoolwork for every day that the student is absent, unless otherwise directed by the teacher, beginning on the day of return from that absence. Any work turned in after the assigned time limit has passed will be marked down for being late. The last day of a grading period is the last day to turn in makeup work for that quarter unless the student has negotiated an "incomplete" grade with the teacher before the end of the quarter. Teachers may also assign alternative assignments to make up for missed participation during class time.

#### **Geyser Schools Graduation Requirements:**

**English** - Four credits-English 9, 10, 11, and 12

**Social Studies** - Three credits to include-World History, American History, and US Government/Economics

**Math** – Three credits to include-Algebra I and Geometry

**Science** – Three credits to include-Earth Science and Biology

**Fine Arts** – One credit-Band, Choir, Art

**\*Health Enhancement** - Two credits

**\*Computer Literacy/Computer Science** – .5 credits

**\*Technical/Vocational Courses** – 1.5 credits, .5 of which must be personal finance or economics

**\*Electives** (Any combination of other classes and/or Work Study) - Four credits

**\*These three (3) areas are to be implemented starting with the class of 2026**

**TOTAL 22 credits of which at least 18 must be core classes.**

## **Class Standings:**

*The number of credits earned is the primary determiner of class standing in Schools.*

Freshman	0 - 5 credits
Sophomore	6 - 11 credits
Junior	12 - 16 credits
Senior	17 credits and above (provided the minimum requirements are being met).

The above requirements are the minimum requirements. You should familiarize yourself with the entrance requirements of various post-secondary institutions that interest you and plan your courses accordingly. You should keep in contact with the Counselor and Superintendent so that your schedule reflects your interests and post-high school plans.

**Early Graduation:** A student may petition the board of trustees to be granted early graduation if all requirements for graduation have been met. Students graduating early are still eligible for any academic awards (Valedictorian, Salutatorian, etc.) that they may have earned.

## **Honor Roll:**

There will be three levels of honor roll. In order to attain honor roll status, a student must achieve at least 3.0 grade point average (average honor roll), or at least a 3.67 grade point average (high honor roll), or a 4.00 grade point average (superior honor roll). Students' who receive straight A's will receive special recognition.

## **Valedictorian and Salutatorian Selection:**

Dual-credit courses will be weighted for the determination of valedictorian and salutatorian. An additional grade point will be awarded to each dual-credit course successfully passed. Grade points will be totaled at the end of the third quarter during your senior year, and the person with the most grade points will be the valedictorian and the person with the second highest total will be salutatorian. **The Valedictorian and Salutatorian must have a minimum of a 3.0 GPA. Dual-credit courses taken the junior year\*, and the first semester of the senior year will be included. Second semester senior year courses will not be counted in this total.** This system will not affect your GPA, or your status as an honor graduate. It will only be used to determine valedictorian and salutatorian. The table below illustrates the grade points awarded for each dual-credit vs. regular high school course:

### **Dual Credit Course Grade Points**

A= 5 grade points  
B= 4 grade points  
C= 3 grade points  
D= 2 grade points  
F= 0 grade points

### **Regular High School Course Grade Points**

A= 4 grade points  
B= 3 grade points  
C= 2 grade points  
D= 1 grade point  
F= 0 grade points

## ▲ Dual Credit/MTDA Classes

- Geyser High School, in a partnership with MSU-GF College of Technology, MSU Billings, and other qualifying Montana institutions, offers **Dual Credit college courses** online to students in their **junior and senior** year. Courses offered can be used to meet a graduation requirement as long as the course is not offered in the Geyser School curriculum as provided for in MCA 2005 20-9-706 (2). Completed courses may be transferred to a Montana university or college of choice for credit. Students attending schools outside the state of Montana should be sure the credits of choice will be accepted by the institution. Students earning credit in Dual Credit courses will receive those grades on their transcripts from Geyser High School if the classes meet the necessary requirements. Students may take multiple Dual Credit courses per semester, as their schedule allows). All assessments in Dual Credit courses must be proctored by the school counselor or other appointed facilitator. For assistance viewing courses offered and registering for courses, please see the school counselor.

Students who drop a course after the institution's drop date, or students who fail a dual credit course, may not take another dual credit course the following semester.

Geyser High School, utilizing GT grant monies, will pay for dual credit classes; however, should a student drop a class after the drop date, or fail a course, the student will be solely responsible for covering all future dual enrollment fees.

**★ *Any student wishing to enroll in dual-credit courses prior to their junior year must apply to MSU-GF (or an equivalent) for admission on an individual basis.***

- Geyser High School offers **MTDA** (Montana Digital Academy) classes for individuals who seek elective courses not taught on campus. All students wanting to take an MTDA class must seek approval by both the school counselor and building principal. All assessments in MTDA classes must be proctored by the school counselor or other appointed facilitator. For assistance viewing courses offered and registering for courses, please see the school counselor.

Students may take more than one MTDA class per semester (as their schedule allows). Students who drop an MTDA class after the drop date, or students who fail an MTDA class, may not take another MTDA class the following semester.

## **National Honor Society:**

The purpose of the National Honor society is to:

1. Create enthusiasm for scholarship
2. Stimulate a desire to render service,
3. Promote leadership,
4. And develop character.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades are eligible for membership. Students must have been enrolled for 3 semesters at Geyser Public School to qualify. See the advisor for an application. To become a candidate for National Honor Society a student must have a

cumulative grade point average of 3.4. They will be notified in March that they have attained the required grade point average and given an information sheet to complete. This form must be typed and turned into the faculty advisor by the assigned due date to be considered. This form requests information concerning a student's school activities, leadership roles, community activities, work experience, recognition, and awards. A faculty council of 3 faculty members reviews each student's information form. Candidates receiving a majority vote of the faculty council shall be inducted into the chapter.

### **Age Limits:**

Students 19 years of age and older on or before the 10th of September of that school year will be required to comply with the board policy outlining the requesting of attendance to Geyser School as outlined in Montana statutes 20-5-201.

### **Early entrance to Kindergarten:**

Any parent requesting their child be allowed to enter Kindergarten that is not 5 years old by September 10, will need to apply for early entrance. Early entrance will be granted only upon the child receiving satisfactory scores on teacher-administered standardized tests, interview, teacher and superintendent recommendation, and Board approval. Pre-School candidates must be 4 by Sept. 10<sup>th</sup> of each school year, unless otherwise approved by the board.

### **▲ Out of District Students:**

- 1) Except as required by § 20-5-321, MCA, the Geyser School District will admit nonresident students at its discretion.
- 2) Out-of-District Students must enroll with the Geyser School District by **August 1**, before the immediate upcoming school year. The Superintendent reserves the right to bypass the August 1 deadline for out-of-district enrollment.
- 2) The Superintendent may recommend to the Board any nonresident student admission or non-admission in accordance with this policy, with the Board making the final decision on admission.
- 3) The Geyser School District will examine a student's records from this district and other school districts before any Board approval for admission. Review of the records and decisions regarding admission cannot be inconsistent with district policies regarding nondiscrimination.
- 4) The Geyser School District will not admit nonresident students when doing so would cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM.
- 5) Every nonresident student who attends Geyser School District must reapply for admission for the succeeding school year by August 1st. Admission in one school year does not infer or guarantee admission in subsequent years. The Superintendent reserves the right to bypass the August 1 deadline for out-of-district enrollment.
- 6) Nonresident students enrolled under this policy are subject to all district policies, rules, regulations on the same basis as resident students.

7) All resident students who become nonresidents because their parents or guardians move out of the Geyser School District may continue attendance for the school year, barring registration in another District. At the completion of the school year, a student must apply as a nonresident student in accordance with #5.

8) The Board is not required to admit any student who is expelled from another school district.

9) Geyser School District will consider transportation for nonresident students, but will not be obligated or required to provide transportation. All nonresident students will be considered ineligible transportees for school transportation services unless otherwise established (§ 20-10-101, MCA).

**\*NON-RESIDENT STUDENTS MUST REAPPLY EACH YEAR BY AUGUST 1 FOR THE UPCOMING SCHOOL YEAR.**

## **PROCEDURES**

This section of the Student Handbook is designed to acquaint you with the appropriate procedures to follow for a variety of circumstances that may arise in a School. You should become familiar with these procedures.

### **ABSENCES**

Regular attendance is essential to learning. You are responsible for being in class on time and being prepared for class participation (homework done and reading assignments completed, etc.). All unexcused absences are limited to **five (5)** days per semester. Unverified/truant absences and unexcused departure from class/school are considered unexcused and will count toward the five (5) day limit. In order to avoid accumulating unexcused absences, a student or parent must present the office with a written parental verification, or a parent must submit a verbal verification within two-days' time after said absence. Any student who accumulates five days of unexcused absences during a semester will, with his/her parents or guardians, have the opportunity to petition the Credit Review Committee for credit and to remain enrolled in school.

### **State law requires:**

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day. School employees must investigate and report violations of the state compulsory attendance law. 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.
- When a student must be absent from school, the student-upon returning to school-must bring a note, signed by a parent, or verbal call-in by the parent, describing the reason for the absence.
- If a student/parent knows that they will be gone, it is the parent's duty to notify the office of the impending absence, and it is the duty of the student to gather assignments from all teachers (7-12).

## **REPORTING AN ABSENCE**

In order to report an absence, please follow the procedures explained below.

**1) If you are ill:**

a). Parents should call the Main Office at **735-4368** and give the student's name when reporting an absence, or email the main office and the superintendent.

b) You will not be allowed to participate in evening or after school activities on a full-day absence.

**2) If you know you will be absent (Pre-Arranged Absences):**

If you know in advance that you will be absent from school, have your parents contact the Main office prior to the date of your absence. Prior to your absence you should make arrangements with your teacher to obtain homework assignments.

**3) If you leave school early:**

If you must leave the building during the school day for any reason (doctor's appointment, family emergency, etc.), you must sign out through the Main Office.

**4) If you report late to school:**

You must immediately report to the Main office to check in. Students will not be admitted late to class without first checking in at the office.

**Unverified Absence:**

Unverified absences will be documented when a student misses school for reasons that are unacceptable to the school, when a student misses school without prior knowledge and approval of the parent and Superintendent, when the absence(s) are not verified through school procedure and policy.

- 1) All classes missed during the unverified absence will result in a "0" for all work assigned, unless otherwise decided by the classroom teacher and/or superintendent.
- 2) Repeated offenses can result in disciplinary action at the discretion of the superintendent.

**Failure to follow these procedures will result in disciplinary consequences.**

## **MAKE-UP PROCEDURES**

If you are absent due to any reason you must see your teachers immediately upon your return to school to determine make-up work and their deadlines. Students are given one (1) day per day absent to make up missing assignments, unless otherwise decided by the classroom teacher. Failure to make-up work and or meet deadlines will result in academic consequences.

## **IMMUNIZATIONS**

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, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5). A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District. If a student's religious beliefs conflict with the requirement that the student be

immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

## **COMMUNICABLE DISEASES**

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

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza	Chickenpox
Lyme disease	Salmonellosis	Chlamydia
Malaria	Syphilis	Colorado Tick Fever
Measles (Rubella)	Scabies	Diphtheria
Meningitis	Shigellosis	Gastroenteritis
Mumps	Strep Throat	Giardiasis
Pinkeye	Tuberculosis	Hansen's disease
Ringworm	Whooping Cough (Pertussis)	Covid 19

For information from the Montana Department of Health school health program regarding control of head lice, you may wish to contact your local health department.

## **Hearing Screening**

Hearing screening is conducted at your child's school and is mandated for students in Grades K, 1, and 9 or 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones. It may also include immittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. Hearing Conservation Program staff will conduct the hearing rescreen. In addition to the pure tone and immittance screening, they may also conduct otoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

## **BEFORE AND AFTER SCHOOL REGULATIONS:**

Students should be off the school grounds and on their way home immediately after school unless you are a member of a team at practice. Students are allowed in school during the hours of 7:45 a.m. until 3:45

p.m. There must be a staff member of the Geyser School present at all times when there is a meeting, athletic practice session or any organization meeting on school grounds or in the school building before or after school hours.

### **OBTAINING ADDITIONAL ASSISTANCE WITH SCHOOL WORK**

You have several options available to you if you would like to receive additional assistance with your schoolwork.

#### **1) Contact your teacher**

Ask your teacher to schedule an appointment for extra help during your study hall, before school or after school. All staff members are here to meet your needs and to help you learn.

#### **2) After School Tutoring**

Geyser Schools may provide after school tutoring with staff members. All students are welcome to stay and study. Please check with the Superintendent or Guidance Counselor in order to schedule tutoring.

### **ARRANGING SPECIAL SCHEDULING PROVISIONS**

If you are a junior or senior, you may apply for up to two credits from an accredited correspondence school or college toward the completion of your graduation requirements provided:

- a) You are in danger of not graduating despite being enrolled in a full schedule of classes at Geyser.
- b) You have had extended illness or have been a homebound student.

**Dual enrollment with accredited colleges is also available.** You can receive credit from both the college and Geyser Schools. Please see the Superintendent or Counselor for details.

**Work Study:** Seniors that want to take part in a work study can receive credit by contacting the superintendent's office: Students who wish to take part in a work-study program each semester can receive credit by contacting the superintendent's office.

- a) All Work Study projects must be pre-approved and a contract signed by all involved parties.
- b) The student must fulfill the requirements named in the contract including, but not limited to a paper, a resume, and/or a powerpoint presentation.
- c) Students who have met requirements for senior level may apply.

### **EARLY GRADUATION**

If you wish to apply for early graduation, you must submit a letter of request to the Superintendent who will then either recommend or not recommend your request to the Board. All students wishing to graduate early must have a plan on how they will obtain the necessary credits required within their letter of request.

### **REPORTING AN INJURY OR ACCIDENT**

Please promptly report any accident or injury that takes place at school to your teacher, other staff member or Superintendent.

## **ACTIVITIES**

Geyser School offers its students a variety of activities in which to participate. Currently athletics are offered in a co-operative sponsorship agreement with Denton, Geraldine & Stanford, with the exception of cross-country which is a Geyser-exclusive sport (cross-country is offered when there is an adequate interest level). The track co-op does not include Geraldine. Activities such as yearbook, science fairs, and others are offered within the school. The Geyser Smithsonian program is independent of the District. Activity Passes are required.

## **ELIGIBILITY/INELIGIBILITY**

Eligibility for co-curricular activities will be determined on a weekly basis. Eligibility will be determined through the use of the most recent deficiency report. Eligibility immediately following the end of a semester will be based on the final grade in a class. Any student wishing to participate in extra-curricular activities requiring academic good standing for participation will have no failing grade or incomplete in any class. Grades will be monitored weekly for eligibility.

Eligibility will run from 4:00 PM on Monday to 4:00 PM the next Monday. Students are ineligible for extra-curricular activities upon receiving an F. A student receiving an F may continue to participate in practices but will not be allowed to participate in regular season games. If a student fails to raise their F to a D- or above in one week's time, the student will be ineligible to participate in both practices and games. Students who are ineligible for three weeks in a row will be dropped from that sport for the remainder of the season. Students may appeal to the superintendent and athletic director if special circumstances warrant.

## **BRINGING A VISITOR TO SCHOOL**

Visiting students are generally not allowed to accompany Geyser students to school without prior written permission from their parent/guardian and emergency contact information. Visiting students are subject to all Geyser School rules while on campus

## **CHANGE OF ADDRESS**

If you change your address or telephone number, please report the change to the office as soon as possible.

## **REPORTING A THEFT**

Immediately report any theft to your teacher and/or Superintendent. Please note that Geyser does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses. You should be well advised not to bring valuables or large amounts of money to school.

## **REPAIRING LOCKERS**

If you are having a problem with your locker, report it to the Main Office.

## **CLOSING OF SCHOOL ANNOUNCEMENTS**

Geyser Public Schools has implemented an automated communications system through their website host. Please be sure to submit your contact information in order to be added to the list. Announcements regarding school closings because of severe weather, power failure or other emergency conditions may be heard on the radio station KMON 560AM. A phone tree and email may also be used if such an event

occurs. Absences due to bus routes being canceled because of weather will not count against the attendance policy.

### **FIRE AND DISASTER DRILLS:**

Frequent fire and emergency disaster drills will be held throughout the school year in accordance with school law. Teachers will go over with the students the best exit from the building for their particular classroom. During fire drills, when outside, form groups with your teacher a safe distance from the building on the football field. Return to the building when the signal is given. Calm and good conduct is important. If you are not with your class when a fire alarm is sounded, leave the building by the nearest exit and immediately report to your supervising teacher.

During emergency disaster drills when full school-grounds evacuation is involved, all students will gather in the community hall.

### **TELEPHONE MESSAGES TO STUDENTS**

Telephone messages from a parent or guardian will be delivered to students in their classes FOR EMERGENCIES ONLY. Students may be permitted to use the office/room phones for calls to parents/family.

### **OUT OF SCHOOL SUSPENSION**

Students suspended out of school will not be allowed on any of the school campuses at any time during the suspension. This includes the regular school day and all home extra-curricular events, such as ball games, dances, etc. Anyone who shows up on a campus while being suspended can be charged with trespassing and can be removed by the police.

### **INSUBORDINATION/WILLFUL DISOBEDIENCE**

School personnel, including teachers, teacher's aides, office personnel, cooks and helpers, custodians and maintenance personnel, bus drivers and other school employees are protected from harm by state and federal laws. Verbal abuse of school personnel, flagrant defiance of school personnel, rules, or any part of the discipline policy is forbidden. Teachers, by law, are in charge of their classrooms. Students found to be insubordinate or willfully disobedient may be given ISS. Repeated incidences of insubordination or willful disobedience by students may be grounds for OSS or expulsion.

### **NOON ACTIVITIES**

Students in grades K - 6 will go outside to the playground area unless instructed to do otherwise. Junior high and high school students may remain in the high school building or new gym. No driving is allowed at noon hour unless approved by both a parent and the superintendent. Also, if students want to leave campus, they must sign out in the office, and check in upon their return. An unexcused tardy will result if the student is late coming back in.

## **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 and deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, grad announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instruments.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Materials for vocational education projects

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A) FREEDOM OF SPEECH**

You are entitled to express your opinion provided you do so in a manner that is not slanderous, obscene, likely to disrupt class work or cause substantial disorder, or likely to infringe upon the rights of others.

### **B) DISTRIBUTION OF WRITTEN MATERIALS**

You are entitled to express your opinion in writing and to distribute your written materials on school grounds provided you abide by the distribution guidelines presented below.

1) All written materials must be signed by the author.

2) The material may be distributed only in the cafeteria/commons before and after school.

Students must see the Superintendent to verify that all of the following guidelines have been met prior to distribution of the material.

The distribution may not include:

- a) “hate” literature which attacks groups such as, but not limited to, ethnic, religious, racial, and/or sexual orientation and gender preference
- b) material that is pornographic or obscene,
- c) material that is libelous,
- d) material designed for commercial purposes—for example, to advertise a product or service,
- e) material designed to solicit funds,
- f) material that is likely to disrupt class work, involve substantial disorder or infringe on the rights of others,

3) Distributed materials that are littered in the immediate area (hallways, sidewalks, etc.) should be removed by the persons distributing the material.

### **C) FREEDOM OF PETITION**

Any student or group of students is entitled to petition for changes in the rules and procedures explained in this Student Handbook. The process for consideration of change is as follows:

- 1) Submit your suggested change to the Student Council for review.
- 2) If the Student Council approves your proposal, it will submit the proposal in writing to the Superintendent.
- 3) Within two weeks, the Superintendent will give written notice of a decision to accept, reject, or call for further consideration of the proposal. The Student Council is also represented at Board of Education meetings, and any student may ask to address the Board during the public session of its monthly meetings.

### **D) DUE PROCESS IN SUSPENSION**

Prior to a suspension, you are entitled to a conference with the Superintendent. During this conference, you will be told of the specific complaint against you and you will have an opportunity to respond. If you are suspended, your parents have the right to appeal that decision to the hearing officer appointed by the Board of Education. During the appeal process the suspension remains in effect.

### **E) RIGHT TO CONFIDENTIALITY OF RECORDS**

- 1) The Montana School Student Records Act of 1975 granted parents and students certain rights with regard to student records. These rights are as follows:
- 2) Your parent, upon reasonable notice to school officials, has a right of access to your educational records for purposes of inspection and review. Your parents are also entitled to copies of those records at a cost not to exceed 35 cents a page, an explanation and interpretation of the records, an opportunity for a hearing to challenge the content of the records, (other than academic grades and references to expulsions or out of school suspensions) and an opportunity to insert a written explanation concerning the contents of such records.
- 3) These rights transfer from your parents to you when you reach the age of eighteen.
- 4) Generally, your records may not be sent to another school or any third party without a consent form signed by your parents (or when you turn eighteen) or a court order to submit the records. However, teachers, supervisors, administrators, and board members having an educationally oriented need, do have access to your records without parental consent for the purpose of furthering legitimate educational or administrative interests.
- 5) Directory information may be released to the general public, unless a parent requests that such information not be released. Any parent who wishes that such information not be made public should file a written request with the Superintendent, stating that any or all of the following may not be released without consent:
  - a) student's name
  - b) student's address
  - c) parent's or guardian's name
  - d) parent's or guardian's address
  - e) parent's telephone number
  - f) date of birth
  - g) place of birth

- h) sex
- i) grade level
- j) major field of study
- k) dates of attendance
- l) diploma received and date
- m) honors and awards received
- n) participation in officially recognized activities and sports
- o) yearbook and newspaper pictures

4) If your parents wish to request a hearing to review the content of your records, have them contact the Superintendent. Any decision regarding a challenge to your records will be rendered in writing.

5) The records maintained by the school generally include the following:

- a) Directory information
- b) IQ/achievement test data
- c) Courses/grades
- d) Attendance data
- e) Graduation status
- f) Transfer information
- g) Psychological data (if available)
- h) Family/social history (if available)
- i) Discipline (if available)
- j) Counseling records
- k) Activities/Awards

Note: It is Geyser's policy to share information regarding the criminal activities of students with juvenile authorities including local police departments as permitted by law.

### **▲ F) FREEDOM FROM DISCRIMINATION ON THE BASIS OF SEX**

Geyser School District #58 will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

### **G) SEXUAL HARASSMENT—Zero Tolerance**

It is Board policy not to discriminate on the basis of sex, sexual orientation, marital status, or pregnancy in District run or District supported programs or activities. In addition, Board policy prohibits sexual harassment or sexual intimidation of students by District employees and students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term on condition of an individual's employment or education;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- c. such conduct has the purpose/effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Montana law or by Board policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the Schools community (i.e., supervisor-subordinate, faculty-student, employee-peer, and student-student).

If you or someone you know feels that you have been discriminated against, harassed or intimidated on the basis of sex, marital status, or pregnancy, please contact the Superintendent of Schools.

#### **H) STUDENT SURVEYS**

No student shall be required to submit to a survey, analysis or evaluation that reveals information concerning:

- 1) political affiliation; mental and psychological problems potentially embarrassing to the student or his family;
- 2) sexual behaviors or attitudes;
- 3) illegal, anti-social, self incriminating behavior;
- 4) critical appraisals of other individuals with whom respondents have close family relationships;
- 5) legally recognized or analogous relationships, such as those of lawyers, physicians, and ministers or
- 6) Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.) without the prior consent of the adult or emancipated student, or the prior consent of a parent if the student is a minor.

All instructional materials such as teacher's manuals, films, tapes or other supplementary material used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the student.

All materials that would identify students participating in a survey, analysis, or evaluation must be kept strictly confidential. The results of a survey, analysis, or evaluation will be disclosed only if the identities of the students participating in the survey are kept confidential.

Whenever a survey, analysis, or evaluation is to be given to a student, a consent form detailing the date of the survey, name of individual conducting the survey, class of participants in the survey and the nature/purpose of the survey must be compiled and returned to the school

## **I) COOPERATION WITH LAW ENFORCEMENT**

*Questioning of Students:* When the law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The Superintendent will cooperate fully regarding the condition of the interview, if the questioning or interview is part of a child abuse investigation.

*Students taken into Custody* State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is a probable cause to believe a student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Superintendent will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student. The Superintendent will ordinarily attempt to notify a parent unless the officer or other authorized person raises what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **STUDENT SERVICES**

### **A) GUIDANCE COUNSELORS**

Your counselor will act as a facilitator in the decision-making process: explaining curriculum; describing course content; interpreting achievement and aptitude test scores; advising you of requirements for various colleges and careers; helping you to assess your needs and interests; and assisting you to develop an educational plan that will help you achieve your goals.

It is not your counselor's job to make decisions for you, but rather to help you consider the important information that should enable you to make better decisions.

## **B) VISITATIONS BY COLLEGE REPRESENTATIVES**

Representatives of many different colleges are scheduled to visit Geyser throughout the school year. The guidance counselor will announce the time and date of these visitations well in advance of the actual visit. If you would like to meet with a college representative, sign up with the guidance counselor within the posted time frame.

## **C) INTERNET ACCESS**

Please see the attached Geyser Schools Acceptable Use Policy

### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any software uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

## **D) HEALTH SERVICES**

If you need health services, contact the main office. The office personnel will decide to contact parents and/or refer you for more qualified medical attention

Montana School Code prohibits school personnel from dispensing any medication to students (including over-the-counter medication) without written authorization from the student's physician and parents. Medication administration permission forms are available in the Main Offices. To provide proper care to all students, it is important that parents and students update the office when a student's medical condition changes.

## **E) BUS SERVICE**

Geyser provides bus transportation for all students. If a bus fails to arrive at your stop, call the Main Office, **735-4368**. If you continue to have problems with the bus, or you have difficulty locating your route, contact the Superintendent.

Please keep in mind that your bus driver is responsible for the lives of all the students on his or her bus. Therefore, you are asked to respond to the directions of your driver and abide by the rules listed below on all buses (including field trips, athletic buses, etc.). Students who fail to observe these rules will not be permitted to ride the bus.

- 1) If you must cross a roadway to board a school bus, wait until the bus driver signals you to cross the roadway when it is safe to do so.
- 2) Stay off the roadway while waiting for a school bus and do not move toward the bus until the bus has been brought to a complete stop.
- 3) You are not permitted to get off a school bus at any place other than your designated stop.
- 4) Remain seated while the school bus is in motion.
- 5) Do not lower school bus windows below the stop line painted on the body pillar.
- 6) Do not reach or lean out of the bus.
- 7) Any conduct that interferes with the driver's ability to operate a school bus in a safe manner is prohibited.
- 8) Keep bus aisles free of obstructions, for example: books, backpacks, coats.

- 9) Please be quiet when a school bus is approaching a railroad crossing.
- 10) You are not permitted to eat on a school bus.
- 11) You are not to throw objects from a school bus window or door.
- 12) Do not leave litter of any kind on a school bus.
- 13) Do not deface or vandalize a school bus.
- 14) Respond promptly to all instructions given by the school bus driver.

#### **F) ANNOUNCEMENTS:**

All school personnel will be informed of school activities on a daily basis via written announcements. Any person may submit announcements for the daily bulletin. Announcements to be included in the bulletin should be submitted by 8:30 a.m. to the secretary the day the bulletin is to be published. All announcements will be reviewed by the office. These will be sent via email to school computers/classrooms. Students are encouraged to check their school emails weekly in order to access the daily announcements.

#### **G) CAFETERIA SERVICES**

Geyser Schools participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Superintendent to apply.

For the school year student lunches are \$1.75 and adults are \$3.50. Reduced-priced lunch is \$0.40. Breakfast is available for students at \$1.00, reduced breakfast for \$0.30, and \$1.75 for adults.

#### **H) SPECIAL SERVICES**

The District provides special programs for students with disabilities. Our special education/Title I program director is Ms. Lauren Belluomini. A student or parent with questions about obtaining services within one of these programs should contact the Superintendent or the program director.

### **CODE OF CONDUCT - AN OVERVIEW**

Proper disciplinary procedures are very important at Geyser Schools. Discipline is a process of teaching, not coercion. It seeks to involve youth in learning social responsibility and self-control. Effective discipline requires that there be multiple levels of consequences and, if a particular level is ineffective and undesirable behavior is repeated, then a more severe level needs to be assigned.

#### **A) GENERAL PRINCIPLES OF THE CODE OF CONDUCT**

The staff of Geyser Schools is striving to provide all students with a safe, respectful and orderly learning environment. As a student of Geyser Schools, you are expected to contribute to this environment. By maintaining high personal expectations for success, utilizing open communications with staff and fellow students, and following the guidelines listed below, you both increase your opportunities for success and help to make Geyser a better school.

- 1) Accept responsibility for your education, decisions, words and actions.
- 2) Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.

- 3) Be active within the school and community.
- 4) Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best efforts to each.
- 5) Support your fellow students and their activities.
- 6) Respect cultural diversity, individuality, and the choices and rights of others.

These six general principles form the foundation of the code of conduct of Geyser Schools. If you act in accordance with these principles, you will be within the rules of the school; and most importantly, you will increase the likelihood of experiencing personal success and satisfaction, both now and in the future.

## **B) DISCIPLINE ROLES**

The **teacher** has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building, and on school grounds. Teachers have the authority to:

- Remove a student temporarily from the classroom by sending the student to the office.
- Deny certain classroom privileges.
- Use such reasonable measures as may be necessary to maintain control.
- Assign a student detention.

If the teacher's efforts to solve the problems are unsuccessful, the student may be referred to the superintendent, who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building and school property. The superintendent will establish and implement the rules and regulations for the school concerning the conduct of the students. The superintendent has the authority to impose suspension on students who fail to comply with school regulations and to recommend expulsion of students to the Board of Trustees.

## **C) EXPECTATIONS FOR CLASSROOM BEHAVIOR**

The classroom is certainly the most critical area of an educational institution. Your teachers will insist that your behavior and attitude in the classroom reflect the importance of learning in a serious manner. Therefore, it is expected that you:

- 1) Arrive to class on time,
- 2) Be prepared for class with all materials necessary for class that day.
- 3) Be attentive to the task at hand until dismissed by the teacher.
- 4) Demonstrate care and consideration for school property and the property of others.

## **D) BEHAVIOR**

If you violate the rules of Geyser Schools, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. The selection of the appropriate consequence is solely at the discretion of the Superintendent. Your parents will always be informed of the disciplinary consequences you receive. **If contact cannot be made by phone, a notice will be mailed. Students who are involved in extracurricular activities may face additional**

**consequences in addition to school disciplinary action if their conduct violates the Activities Code of Behavior.**

## **CONSEQUENCES**

### **Detention**

You may be assigned detention by any staff member. Detention will take place Monday thru Thursday from 3:30 to 4:30 p.m. or Saturday morning from 7:00 a.m. until the assigned hours of detention are completed, (These dates may be adjusted due to holidays and/or other school related events.) Notice of the detention will be turned in to the office by the assigning staff member. **Failure to show for detention will result in the student being assigned Saturday School.** The sole activity permitted during detention is silent study. Silent study is each student at a desk working on homework assignments or quietly reading a book. Electronic equipment, sleeping, food, drink and talking are not allowed. Failure to follow these rules will result in additional consequences.

### **Suspension-In School (ISS)**

You may be assigned ISS by the superintendent for the violation of school rules. This will be scheduled by the superintendent, and served as scheduled. The sole activity during this time is schoolwork. Students will report to the office at 8:00 a.m. and remain in ISS until school is dismissed for however many days they have been assigned. No electronic devices of any kind will be allowed in ISS. If a student is found with a device, it will be confiscated and returned at the end of the day. If a device is brought back and found again, it will be confiscated and returned to the parent. If school work is completed, the student may read and/or write papers based on reading material assigned by the superintendent. Students may practice with teams while in ISS, but may not participate in games or contests.

### **Suspension (OSS)**

According to the School Code of Montana, a student may be suspended for up to ten days for "gross misconduct and disobedience." (See section entitled "Student Rights" for information on your rights in regard to suspension.)

**IF YOU ARE SUSPENDED FROM SCHOOL, YOU MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON UNLESS YOU HAVE MADE PRIOR ARRANGEMENTS WITH THE SUPERINTENDENT.**

Failure to observe this regulation is considered criminal trespassing and may result in prosecution. The student must have a conference with the Superintendent prior to their return to class after suspension. A Parent Conference may also be required, at the discretion of the Superintendent, before the student returns.

### **Referral to the Superintendent**

If you should continue your inappropriate behavior despite efforts to correct it, or if you should commit a serious act that disrupts the school or endangers others, you may be referred to the Superintendent. The Superintendent will initiate a thorough review of your behavior, and will determine the advisability of your remaining in school under your current program. Students reaching this level may also be placed on a Behavioral Contract.

### **Police Referral**

All acts, which are illegal under the Criminal Code of Montana, will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

### **Behavior Contract**

Students that are continually receiving consequences for misbehavior and/or students that transfer in to Geyser with a history of discipline problems will be placed on a Behavior Contract. These contracts state that the student will follow all the rules and regulations detailed in this handbook. Students will be removed from the contract after six weeks if they meet these expectations. A student violating their contract the first time will be suspended for five school days and a second violation will result in a recommendation for expulsion.

### **Expulsion**

In cases of repeated or extreme anti-social or illegal behavior, the Superintendent may recommend to the Geyser Schools' Board of Trustees that expulsion proceedings be initiated. The Board has the authority to expel a student for up to a year.

## **SPECIFIC RULES AND REGULATIONS**

This Student Handbook will present:

- 1) The general principles that form the foundation of the Geyser Code of Conduct,
- 2) Our expectations for your behavior,
- 3) The consequences of inappropriate behavior.

**This information can be clarified by a listing of specific rules and the consequences that will result if you choose not to observe those rules. However, no listing of rules can be all-inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, or inconsiderate of others. The specific consequences will be assigned by the Superintendent.**

Please recognize that these rules apply while you are in the school or on school grounds, during summer school, on a school bus, on school-sponsored field trips, to and from school, in proximity to the school and while in attendance at co-curricular activities in which Geyser is a participant.

**In addition, any off-campus behaviors where there is a reasonable forecast of disruption to Geyser's educational environment, or that could interfere with the safety and/or well being of students/staff will be considered a breach of the Code of Conduct and will be subject to disciplinary consequences. You are responsible for all rules contained in the Handbook.**

## A) ABSENCES

You must attend all classes and study halls. Not only is daily attendance required by the School Code of Montana, it is essential for the successful completion of your courses. The most common cause of academic failure is absence. Since we sincerely want you to succeed, we will respond to every absence from a class or study hall.

**See *Absences*, pages 9-10**

Unexcused Period Absences (Skipping) and/or Walking out of class without permission will receive the following:

**First Incident:** parent notification and possible ISS.

**Second Incident:** Two days ISS.

**Third Incident:** Three days ISS.

**Fourth Incident:** Three days OSS.

**Truancy** (Full and Half -Day Absences) will receive the following:

First Incident: ISS (1 day for half day absence, 2 days for full)

Second Incident: 3 days ISS.

## Leaving Campus

**Students may not leave campus at any time during the school day unless they:**

- a) Are given a “pass to leave campus” from the front office. The office must receive written/signed or verbal notification the day of check out.*
- b) The parent/guardian or adult listed as Emergency Contact, may personally check the student out.*
- c) Geyser Schools will accept phone calls, emails, and signed notifications to check out or release a student from school.*

**Parents/guardians and the Police will be notified by phone if possible when a student leaves campus unexcused.**

## B) TARDINESS

- 1) In order to maximize instructional time, you are expected to arrive at all classes and study halls by the start time.
- 2) Tardiness is considered on a semester basis; that is, your number of tardiness in the first semester does not carry over to the second semester.
- 3) **There will be academic consequences for tardiness.**

**Three tardies to the same class:** Teacher will call home, issue a ½ hour detention to be served. If contact cannot be made by phone, a notice will be mailed.

**Fourth tardy to the same class:** Teacher will call home, ½ hour detention will be assigned. If contact cannot be made by phone, a notice will be mailed.

**Fifth tardy to the same class:** Teacher will call home, ½ hour detention will be assigned. If contact cannot be made by phone, a notice will be mailed.

**Sixth tardy to the same class:** Referral to Superintendent, Assignment of ISS. Parent will be notified by phone or letter. If contact cannot be made by phone, a notice will be mailed.

**Seventh tardy to the same class:** Referral to Superintendent, ISS is assigned. Parent will be notified. If contact cannot be made by phone, a notice will be mailed.

**Eighth tardy to same class:** Superintendent will notify parent that the student may be dropped from the class and lose credit. ISS will be assigned.

**Ninth tardy to same class:** Student must petition the Credit Review Committee in order to receive credit in the class.

### **C) CLASSROOM DISRUPTION**

Behavior, which interferes with instruction, is considered a serious violation of the Geyser Code of Conduct. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of this disruption. Classroom disruption will be handled in the classroom according to the classroom rules.

Teacher will notify parent by phone. If contact cannot be made by phone, a notice will be mailed/emailed. Consequences for inappropriate classroom behavior will be as follows:

**First Incident:** Detention.

**Second Incident:** ISS.

**Third Incident:** OSS and possible removal from the class.

### **D) INSUBORDINATION/WILLFUL DISOBEDIENCE**

You are asked to respond promptly to the directions of staff members and to act respectfully at all times. Refusal to do so is considered a serious breach of the Geyser Code of Conduct and will result in the following consequences:

**First Incident:** Contact parent and one day of ISS.

**Second Incident:** Parent/teacher conference and one day OSS.

**Third Incident:** Parent/teacher conference and three days of OSS. A Behavior Contract may be issued.

**Gross insubordination/willful disobedience** will result in at least a three-day suspension up to a ten-day suspension with a possible recommendation for expulsion depending on frequency of occurrence and/or severity of the incident. Repeated violations of the Geyser Code of Conduct will be considered gross insubordination.

### **E) DISRESPECT**

Disrespectful behavior toward anyone at Geyser Schools is unacceptable at any time, including on the buses and at after school activities. This includes any bullying, teasing and inappropriate touching. Profanity, obscene gestures and yelling will also not be tolerated. Any students sleeping in the library,

classrooms or any other instructional areas will be considered to be acting in a disrespectful manner. Students who behave in a disrespectful manner will be subject to in the following consequences:

**First Incident:** Parent contact and Detentions or ISS.

**Second Incident:** Parent contact and two days ISS.

**Third Incident:** Parent Meeting and three days OSS.

**Fourth Incident:** Five Days OSS and Behavior Contract.

**Gross Disrespect** will result in skipping the first two consequences and going directly to OSS.

**Racism** has absolutely no place in a learning environment or society in general. Any racial slurs, jokes or comments will be considered disrespect and dealt with in a serious manner.

### **Inappropriate Language**

Vulgar, lewd or obscene language or gestures have no place in an educational atmosphere. Any language that is unacceptable in a traditional business setting is language that will not be tolerated at Geyser Schools.

Students will receive the following consequences the above infractions:

**First Incident:** Detention and removal of offensive garment when applicable.

**Second Incident:** Two Detentions.

**Third Incident:** 3 days ISS.

**Fourth Incident:** One to Three days OSS.

### **▲ F) DISHONESTY**

You will be expected to deal honestly with all staff members and fellow students.

Plagiarism/Cheating:

- Copying homework or in class work/test answers from another student or enabling someone else to do so.
- Using someone else's (classmate or published author) words without using quotation marks. (Whenever you use a keyword or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source.)
- Using someone else's (classmate or published author) ideas without giving that person credit.
- ▲ · **Using AI and Generative AI (Artificial Intelligence) applications to create assigned original work; attempting to pass off AI generated content as one's own original work; lying about the utilization of AI in assigned original work.**

The following consequences will apply to students who cheat or plagiarize:

**First Incident:** Communication with parents, zero on assignment after conference with superintendent.

**Second Incident:** Zero on assignment, up to two days of ISS.

**Third Incident:** Zero on assignment, up to three days of OSS.

Lying to School Officials will result in the following consequences:

**First Incident:** Student will receive a verbal warning, possible detention, and possible Parent contact.

**Second Incident:** A school official will contact parent; will may receive up to two days of ISS.

**Third Incident:** A school official will contact parent; will receive up to three days of OSS.

**Fourth Incident:** A recommendation for expulsion will be made.

**Subsequent issues of lying to school officials will be dealt with on an individual basis.**

Forgery/Altering School Forms /Unauthorized Possession of School Forms will result in the following consequences:

**First Incident:** Three days of Detention.

**Second Incident:** Three-day OSS.

## **G) DANGEROUS CONDUCT**

Any action which endangers the safety and well being of individuals will not be tolerated. As a general principle, such actions will result in at least a five-day suspension up to a ten day suspension with possible recommendation for expulsion. Examples include, but are not limited to the following: sounding a false fire alarm, possession of a weapon, possession of dangerous materials (including ammunition), sale and/or negotiating to sell, and distribution of illegal/controlled substances, and causing physical harm to a student or staff member. **Furthermore, if you have knowledge or have reason to believe that the safety of a member of the school community may be at risk, you should immediately contact your Superintendent.**

## **H) GUN FREE SCHOOLS ACT**

The Gun-Free School Zones Act makes it a criminal offense for an individual knowingly to possess a firearm in a school zone. The Gun-Free Schools Act made State law requiring local education agencies to expel for a period of not less than one year any student who is determined to have brought a weapon to school. It also requires educational agencies to refer to the criminal justice or juvenile delinquency system any student who brings a firearm to school. **This law applies to firearms located in vehicles parked in the school parking lot.**

## **I) FIGHTING**

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If you are involved in a fight, you should be prepared to receive the consequences listed below. Furthermore, charges of assault or battery may be brought against you.

**First Incident:** Two to five days OSS and possible recommendation for expulsion, depending on the severity of the incident.

**Second Incident:** Five to Ten days OSS and possible recommendation for expulsion, depending on the severity of the incident.

**Third Incident:** Ten days suspension & recommendation for expulsion.

## **J) HARASSMENT/INTIMIDATION**

A student shall not engage in any act that intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator, or member of staff by written, verbal, gestures, or physical means. Any clubs, classes, organizations, or individuals within the jurisdiction of the school will not allow hazing. It does not in any way aid the educational program and could lead to serious injury or death. Hazing is defined as harassment by abusive and humiliating tricks and will be handled as harassment.

**First Incident:** Parent will be notified, ISS assigned.

**Second Incident:** Parent will be notified, one to three days OSS.

**Third Incident:** Parent notification, five to ten days OSS.

## **SEXUAL HARASSMENT**

Any sexual comments, gestures, name calling, touching or actions are not acceptable in a learning environment or society in general. If your actions are offensive to any person, staff or student, it can be considered sexual harassment. This is based on the victim's perception not the offender's. This includes indirect sexual harassment to a third party that may observe your behavior. In addition to school consequences there may also be legal ramifications for this type of behavior.

Students who participate in this type of inappropriate behavior will suffer the following consequences:

**First Incident:** Parent will be notified, ISS assigned.

**Second Incident:** Parent will be notified, one to three days OSS.

**Third Incident:** Parent notification, five to ten days OSS.

## **K) OBSCENE AND LIBELOUS MATERIALS**

Distribution of material that is obscene or libelous is prohibited in school, on, or adjacent to school property; or at school-related activities. Obscene material is that which an average person, viewing the material as a whole and applying community standards for children of a relevant age, would find, depicts or describes sexual conduct in an offensive way, appeals to a prurient interest, and lacks serious literary, artistic, political or scientific value. Libelous material is that which tends to falsely injure the reputation of another. Students who distribute such materials or who write or publish such material for distribution engage in gross misconduct. Students participating in this type of behavior will receive the following consequences:

**First Incident:** Five day Out of School Suspension

**Second Incident:** Referral to the Superintendent.

## **L) STUDENT DRESS AND APPEARANCE**

We recognize that school is a learning environment. Further, we recognize that part of one's education is learning when, where and how to dress properly. Therefore, a basic guideline for students relies on what is appropriate for public school learning environment.

- 1) Students are not to wear clothing that may create any disruption of the learning process. No representation or encouragement of alcoholic beverages or tobacco products, sexual connotations; spikes or chains; offensive or suggestive language or graphics; or any offensively revealing or distasteful material will be allowed.

- 2) Undergarments and shoes or sandals are required. However; undergarments are to be fully covered including bra straps, waistbands, and tops of “boxers.” At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt/shorts, etc.
- 3) Bare midriff, see through and backless garments are not appropriate, nor any tops tied together by strings across the back or around the neck such as “bandana” or “halter” tops. Spaghetti straps, tube tops, and any tops with straps that do not cover the bra strap are not appropriate. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Half shirts and belly shirts cannot be worn. Strapless, low-cut, deep scoop neck, and see-through mesh clothing will not be allowed.
- 4) Dresses, shorts, skirts and skorts must be no shorter than mid-thigh in length (including slits).
- 5) A teacher may require additional standards of student dress as deemed appropriate in order to ensure a proper safety standard for the course work/activities required in class (i.e. sciences, vocational classes, PE, or any special project, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc.
- 6) Hoods, hats and sunglasses are not to be worn indoors during school hours.
- 7) The appropriateness of dress may be determined by the building administrator. Students wearing inappropriate apparel will be asked to change.

The dress code will be enforced on all school property during school hours and when participating and traveling to school-sponsored activities, including dances except where formal attire is appropriate, i.e. prom and banquets.

### ▲ M) ALCOHOL OR DRUGS

Using, purchasing, possessing, selling, distributing, or suspicion of **being under the influence** (including “coming down” or being “hung over”) of alcohol, illegal drugs (including resonated paraphernalia and look-alike drugs), any controlled substance, or any prescription medication that has not been prescribed for you, on campus or at a school-sponsored activity will not be tolerated. Students who violate this policy are subject to arrest. Examples of paraphernalia include ▲ vaping/e-devices, vaping/e-device product, rolling papers, pipes, clips, hypodermic needles, etc.

Use, possession, purchase, under the influence of illegal drugs, alcohol, tobacco, ▲ vaping/e-devices, vaping/e-device product, or controlled substances will result in the following:

**First Incident:** Parents and police will be contacted, Three to Five day OSS. Possible recommendation for expulsion is possible depending on the severity of the incident.

**Second Incident:** Parent(s) and police will be notified, automatic ten-day suspension and recommendation for expulsion.

**We here at Geyser Schools view chemical addiction as a medical issue that has far reaching effects into one’s everyday life. In order to best serve all students we strongly believe that chemically dependent students should seek medical help. We will take every possible step we can as a school to help these students, but they must be willing to take responsibility and help themselves.**

**Sale and/or distribution of illegal substances or controlled substances will result in the following:**

**First Incident:** Parent and police notification, ten-day suspension, and recommendation for expulsion.

**NOTE: PENALTIES FOR THE POSSESSION/USE OF ALCOHOL, ILLEGAL DRUGS, OR CONTROLLED SUBSTANCES ARE CUMULATIVE OVER THE FULL PERIOD THAT YOU ARE ENROLLED AT GEYSER.**

#### **▲ N) TOBACCO**

Possession of tobacco or **▲ vaping/e-device IN ANY FORM** by a student on school property is prohibited. Tobacco includes cigarette, e-device, **▲ vaping/e-device substance** (with/without nicotine), cigar or tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. The following consequences apply:

**First Incident:** Two days ISS, parent notification.

**Second Incident:** Two days OSS and Parent conference.

**Third Incident:** Five days OSS.

#### **O) LIGHTERS AND MATCHES**

Possession of these items is not acceptable at Geyser Schools.

**Each Incident:** These items will be confiscated, and the student will be issued detention.

#### **P) CONDUCT AROUND GEYSER SCHOOL BUILDING**

##### **Use of Unsupervised Areas**

Students may not be present in any unsupervised or locked area of the building. Examples include but are not limited to: athletic facilities, locker rooms, music department, computer labs, classrooms, parking lot, back of the building, school offices (main, Superintendent, Clerk) this applies to lunch time as well. Any students found in violation will receive the following:

**First Incident:** Two days detention.

**Second Incident:** ISS.

**Third Incident:** OSS

#### **▲ Food and Beverages**

Food and drinks **MAY** be allowed in the classroom at the discretion of each teacher and/or the building principal. All beverages in classrooms and hallways must have a lid; all peoples are to empty liquids into an appropriate sink before discarding the container in the garbage. Food and beverage privileges may be revoked at any time by the classroom teacher and/or the building principal. The food and drink policy will be posted in each classroom. **All students are responsible to clean up their messes.**

Throwing food or drinks in the lunchroom, classrooms or hallways at any time is not allowed. Any students found in violation will receive the following:

**First Incident:** Detention and clean up.

**Second Incident:** Two detentions and clean up.

**Third Incident:** ISS and clean up.

### **Library**

The library is intended for independent, quiet study. Misuse of library time will result in the following:

**First Incident:** Detention.

**Second Incident:** Two detentions and suspension of library privileges for two weeks.

**Third Incident:** ISS and possible loss of library privileges for remainder of the year.

### **Littering**

You are asked to help maintain a clean and sanitary environment in the school and on the grounds. Please do not litter.

**First Incident:** One detention.

**Second Incident:** Two detentions

**Third Incident:** ISS.

### **Lockers**

Although you are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. It is important that you keep all valuable possessions at home. If you write on, kick, or abuse this school property, it will be considered vandalism and dealt with under section "Q". You may put a lock on your locker only if the office is given the combination or extra locker key.

**NOTE: The school is not responsible for personal property stolen from lockers. Do not share lockers with others. You will be held responsible for ALL items in your locker. We reserve the right to search lockers at any time.**

**Report all locker malfunctions to the Office.**

### **Q) VANDALISM AND THEFT**

Vandalism, theft, destruction of school property, and possession of stolen materials are inconsistent with a key concept in the Geyser Code of Conduct - consideration for others. The consequence for those acts will depend upon the extent of the vandalism or theft. Losses of less than \$300 are considered misdemeanors. Losses of more than \$300 are considered felonies. Incidents of vandalism and theft may be referred to the police.

Misdemeanor Vandalism/Theft will receive the following consequences:

**First Incident:** ISS and restitution

**Second Incident:** Three days OSS and restitution.

**Third Incident:** Five days OSS and restitution.

Felony Vandalism/Theft will receive the following consequences:

**First Incident:** Five-day OSS and restitution.

**Second Incident:** Recommendation for expulsion.

## **R) RESPONDING TO PASSES AND OFFICE PAGES**

If you receive a pass to report to a school official or a page over the school intercom system, you must report to that person promptly (unless otherwise directed by your instructor). If you do not, you will be subject to the following:

**First Incident:** Detention.

**Second Incident:** ISS.

## **▲ S) POSSESSION OF PORTABLE ELECTRONIC EQUIPMENT**

Student possession and use of Cellular/Smart Devices and other electronic signaling devices—including **headphones/earbuds**—on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege herein. At no time will any student operate a cell phone/smart device, or other electronic signaling device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy of another person.

Students may use cellular/smart devices and other electronic signaling devices on campus before school, during the designated lunch period, and after school. At all other times, these devices must be silenced and stored in the students' lockers during the day.

These devices must be kept out of sight (in one's locker or vehicle) and **turned off** during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized visual possession and/or use will result in confiscation of the device by school officials, including classroom teachers, and may result in disciplinary action. Confiscated devices may be returned, at the discretion of the building administrator, to the parent or guardian of the student, or to the student directly. Repeated unauthorized use of such devices will result in disciplinary action.

**Electronic Devices include the following:** Cellular Phones, Smart Devices, iPods/MP3 Players, Walkmans/Discmans, **headphones/earbuds**, and similar devices. Geyser School District #58 will not be held responsible for the loss of student property.

Violations will result in the following:

**First Incident:** Possible detention and temporary loss of privilege

**Second Incident:** Detention and loss of privilege pending parent meeting/communication.

**Third Incident:** Detention and loss of privilege for the remainder of the semester or school year.

If students leave early on an athletic trip, they may take their phones/electronic devices from the office upon their departure from the school.

## **T) PUBLIC DISPLAYS OF AFFECTION**

School is not the place for displays of affection (for example: kissing and groping). Violations will result in the following:

**First Incident:** Parent contact and detention.

**Second Incident:** Parent contact and two detentions.

**Third Incident:** Parent conference and ISS.

**Also please see section “J” on Sexual Harassment (Third Party).**

## **U) CONDUCT IN ASSEMBLIES & ON FIELD TRIPS**

Your conduct at assemblies, athletic contests, concerts, contests, field trips, etc. should be guided by the principle of consideration for others. You are representing the Geyser School District and should be proud to do so. All school rules apply to field trips and assemblies as they are an extension of the classroom. Politeness and good manners are important to demonstrate. You will not embarrass the chaperones or the district. Athletic conference rules prohibit displaying signs or banners at athletic contests which have references of any kind to our opponents. Inappropriate behavior will result in the following:

### **Assembly and Athletic Event Consequences**

**First Incident:** Ejection from the event and Detention or ISS.

**Second Incident:** Parent conference and possible permanent exclusion from further events for a specified period of time.

### **Field Trip Consequences**

**First Incident:** Detention or ISS

**Second Incident:** Parent conference and possible exclusion from future trips for the remainder of the school year.

**Damaging the personal and/or real property of others will result in a ban from further trips/activities for a specified period of time.**

## **V) CONDUCT IN STUDY HALL**

Every study hall teacher will enforce the following study hall rules:

- 1) Students may be assigned a seat.
- 2) Students must be engaged in constructive activity.
- 3) Restroom and locker passes may be issued by the classroom teacher/attendant
- 4) If a student will need to work in a different classroom, that student must have prior written permission from the teacher which will allow access into a classroom other than the one the student is assigned.

Violations will result in the following:

**First Incident:** One detention.

**Second Incident:** Two detentions.

**Third Incident:** ISS.

## **W) BUS BEHAVIOR**

Riding the bus is a privilege which may be revoked at anytime should a student misbehave. Students are expected to exhibit appropriate behavior on the school bus as follows:

- 1) Bus drivers should be addressed courteously and respectfully.

- 2) The Superintendent or the driver has the right to assign seats.
- 3) Stay seated at all times.
- 4) Do not place anything out the window.
- 5) No food, refreshments, or loud playing of music are allowed.
- 6) Riders will not be permitted in front of the standee line.
- 7) Keep the aisle clear of all personal items.

**All rules in the Handbook apply while students are riding the bus or waiting at the bus stop. In addition, refusal to respond to a Bus Driver's request, including identifying yourself or lying about your identity will be dealt with as insubordination.** Violations will result in the following:

**First Incident:** Detention and/or removal from bus.

**Second Incident:** One day of ISS and/or removal from bus.

## **X) DRIVING AND PARKING ON CAMPUS**

Parking a vehicle on campus entitles a designee of the Superintendent to search that vehicle upon reasonable suspicion that a school rule/regulation has been violated. Vehicles should be locked. Although the parking lot is patrolled, parking is at the student's own risk. Geyser Schools assumes no liability for damaged or vandalized vehicles.

Geyser Schools provides students with parking as a convenience to our student drivers. Parking and driving regulations are in effect and will be enforced. Driving and parking at Geyser Public Schools is a privilege which can be revoked due to traffic and code-of-conduct offenses.

1. Students are not to drive or be in their automobiles during school time without permission from the Superintendent and parent.
2. Students may not loiter in the parking lots or in vehicles.
3. Students who drive to school in their own vehicles must hold a valid driver's license and proof of insurance. (Montana state law)
4. Students must follow the speed limit on and around school grounds.
5. A complete stop must be made at all stop signs.
6. Students who violate the auto policy will not be allowed to drive to school or park in the school parking lot.

Geyser School students should remember at all times that driving and parking on school property is a privilege that should not be taken for granted. Those students that cannot obey the automobile rules will have this privilege taken away.

Students in violation will receive the following consequences:

**First Incident:** Parent contact and two weeks loss of parking privileges.

**Second Incident:** Parent contact and four weeks loss of parking privileges

**Third Incident:** Parent conference and loss of parking privileges for the remainder of the school year.

## **DRIVING AN UNAUTHORIZED STUDENT OFF CAMPUS**

Students under 14 years of age may not leave campus with a student driver without permission from both parents involved and the Superintendent. Students found in violation will receive the following:

**First Incident:** Parent contact, detention and two weeks loss of driving privileges.

**Second Incident:** Parent conference and possible loss of driving privileges for the rest of the school year.

### **RECKLESS DRIVING/BEHAVIOR**

Students are expected to drive/ behave in an appropriate and safe manner in all of the driveways and the parking lots. **Transporting students in the back of a truck is unsafe and will not be allowed.**

**Violators may lose all driving privileges.** Violations of driving rules will result in the following:

**First Incident:** Parent contact, detention and two weeks loss of driving privilege.

**Second Incident:** Parent conference, detention and possible loss of driving privileges for remainder of year.

### **DRIVING TO/FROM EXTRACURRICULAR ACTIVITIES**

Students are not to drive their personal vehicles to any school-related activity in which they are participants, unless otherwise instructed, approved, and verified by a parent and the superintendent. This extends to being a passenger in a private vehicle. This includes, but is not limited to, sports practices, games, assemblies, etc. It is against Montana School Law to do so.

### **Y) IMPROPER COMPUTER USE**

Computers and internet access are provided by the school district to students for academic use only. They are to be used for research, word processing and other academic projects. Students **are not** to use computers to access chat rooms, internet gaming sites or any other unauthorized areas of the internet. This is for the protection of the students and to help keep computer viruses out of our system. For further clarification, please see our attached Acceptable Use Policy.

**First Incident:** Parent contact and detention.

**Second Incident:** Parent contact, detention and three weeks loss of computer privileges

**Third Incident:** Parent conference, Saturday School and loss of computer privileges for the remainder of the semester.

## **Uniform Grievance Procedure**

▲ Geyser School will not address issues unless they are formally submitted in writing to the superintendent.

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or board policy.

The right of a person to prompt an equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### Level 1: Informal

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

### Level 2: Superintendent

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Superintendent within sixty **(60)** days of the event or incident or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Superintendent shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Superintendent's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the decision. This request must be submitted to the Superintendent within fifteen **(15)** days of the decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Superintendent shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty **(30)** days after receive of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendation from Level 2, either party may make a written appeal within fifteen **(15)** days of receiving the report of the Coordinator to the Board for a hearing.

### Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between all parties and the Superintendent. The parties shall be afforded the opportunity to either dispute or concur with the Superintendent's report. The Superintendent shall decide the matter within ten **(10)** days of the meeting and shall notify the parties in writing of the decision. If the Superintendent is still comfortable with the recommendation, it will be implemented. If the Superintendent decides to further review the recommendation, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen **(15)** days of receiving the

Superintendent's decision. **The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.**

#### Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and **assuming the individual alleges a failure to follow Board policy**, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty **(30)** days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

#### Level 5: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty **(30)** days after the final decision of the Board, pursuant to the Rules of School Controversy.

**Consent for Hearing Screening**

Parent/Guardian initials give consent for your child to have hearing screening, conducted during the 2024-2025 school year. This consists of an initial screening and may include a rescreen. Please contact the school if an ear-related medical issue arises, and that information will be passed on to the audiologist. Initials indicate permission is granted.

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date

## EMERGENCY INFORMATION

### GEYSER PUBLIC SCHOOL DISTRICT #58

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

Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Father's Business Phone: \_\_\_\_\_

Mother's Business Phone: \_\_\_\_\_

Alternate Person(s) to be contacted in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician (1<sup>st</sup> choice): \_\_\_\_\_ Phone: \_\_\_\_\_

Physician (2<sup>nd</sup> choice): \_\_\_\_\_ Phone: \_\_\_\_\_

If parents and authorized physician named above cannot be reached at the time of an emergency, and if immediate observation or treatment is urgent in the judgment of school authorities, do you authorize and direct the school to send the pupil (properly accompanied) to the hospital or doctor most easily accessible:

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Do you agree to be financially responsible for all incurred treatment under the circumstances above:

\_\_\_\_\_ Yes    \_\_\_\_\_ No

No medications will be dispersed unless prescribed by a doctor and the meds are sent to the office along with a note from the parents as to their distribution, to be locked up. If presently taking meds, please list:

---

Any allergies? Please list; if none, write none:

---

Health issues to be aware of:

---

Name of insurance company: \_\_\_\_\_ Policy number:

---

If ambulance is called, do you agree to be financially responsible: \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answers to any of the above questions are NO, please explain what action you desire the school to take in case of emergency:

## **Student Handbook Acknowledgment and Agreement**

I have reviewed the Student Handbook and Internet Acceptable Use Policy with my student and am aware of, and will adhere to, its contents.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this page, the Emergency Information page, and any other signed pages to the office.**

## 3612F-INTERNET ACCESS CONDUCT AGREEMENT

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the Geyser School District's policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status:      Student \_\_\_\_ Staff \_\_\_\_ Patron \_\_\_\_ I am 18 or older \_\_\_\_ I am under 18 \_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid for the \_\_\_\_\_ school year only.

## **General Permission Slip for General Trips off Campus:**

Dear Parent/Guardian,

Your child will be invited to participate in a variety of field trips within the DGS Cooperative/Judith Basin County. The purpose of these trips is to enhance learning experiences outside of the classroom environment and improve area student camaraderie. These trips include, but are not limited to, the following: Pep Assemblies, Pep Band, Homecoming Activities, Judith Basin County Arts Recitals, etc.

In case of emergency, we will attempt to contact you or your designated emergency contact.

### **Emergency Contact Information**

Student(s) Name(s): \_\_\_\_\_

Name & Relationship to Student: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### **Permission and Consent:**

I, [parent/guardian]\_\_\_\_\_, give permission for my child, [child's(children's) name]\_\_\_\_\_, to participate in the field trips described above. I understand that every effort will be made to ensure my child's safety during this trip. I also give permission for any necessary medical treatment to be administered in case of an emergency.

### **Behavior Expectations:**

I understand that my child is expected to behave appropriately and follow the instructions of the teachers and chaperones during the field trip. I also understand that failure to do so may result in my child being excluded from future field trips.

### **Transportation and Safety:**

I acknowledge that transportation will be provided by Geyser Public Schools/DGS Cooperative and that all safety measures will be taken during the trip. I release Geyser Public School District #58 and its staff from any liability arising from this field trip, except in cases of willful negligence.

**Parent/Guardian Name & Signature:**

\_\_\_\_\_

[Parent/Guardian's Name]

\_\_\_\_\_

[Parent/Guardian's Signature]

Date: \_\_\_\_\_

Please sign and return this permission slip with the rest of the signed papers needed to ensure your child's participation in these field trips. If you have any questions or concerns, please feel free to contact Superintendent Seitz at Geyser Public School.

Thank you for your cooperation.

Sincerely,

Lindsey Seitz  
Superintendent/Principal;  
Geyser Public Schools