

Anderson School District #41
2025-2026 Student/Parent Handbook



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andersonmt.org

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Anderson School Directory

Department	Name	Title
School Board	Mr. Warren Bauder	Chair
	Mrs. Tiffany Ball	Vice Chair
	Mr. Brandon Atkins	Trustee
	Mrs. Shawna Taylor	Trustee
Administration	Mrs. Amy Adelberger	Trustee
	Mr. Spencer Johnson	Superintendent
	Mrs. Shelby Andersen	School Administrative Secretary/Registrar
	Mrs. Tanya Roberts	Business Manager/District Clerk
Teaching Staff	Mrs. Huber	Kindergarten
	Mrs. Conrad	First Grade
	Ms. Grimes	Second Grade
	Ms. Fox	Second Grade
	Mrs. Ryder	Third Grade
	Mrs. Rockwell	Third Grade
	Mrs. Frost	Fourth Grade
	Mr. Cielak	Fifth Grade
	Ms. Lourie	Sixth Grade
	Ms. Lynn	7th/8th Grade
	Mrs. Wold	7th/8th Grade
	Mrs. Wagner	Spanish
	Mrs. Croskey	Library/Technology Education
	Mrs. Okray	7th Grade
	Mrs. Okray	6/7 Math and Reading Teacher
	Ms. Morris	Music
	Mr. Olson	Health Enhancement
Support Staff	Mrs. Christie	Resource K-8
	Mrs. Fasting	Student Coordinator
	Ms. Carey	Counseling & Homeless Liaison
	Mrs. Yalcin	Interventionist
	Mrs. Burleigh	Interventionist
	Mrs. Lorton	Interventionist
Facilities & Transportation	Madeline Owens, FNP	School Nurse
		Facility Supervisor
Activities	Ms. Albrecht	Programs Director
Food Services	Ms. Gores	Food Service Manager
	Mr. Pilon	Food Service Assist/Grounds Maint.
	Ms. Kelly	Food Service Assistant
Technology Services	Mr. Breukelman	Technology Director
	Mr. O'Donnell	Technology Coordinator
	Mr. Issenhuth	Technology Assistant

Welcome to Anderson School!

The purpose of the Student/Parent Handbook is to give you information about your school, its operation and our expectations for our students. We solicit your support in being an active participant in the Anderson Learning Community.

The Student Handbook is designed to be in harmony with board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available on our website.

Superintendent's Message

Welcome to Anderson School District. This handbook is to acquaint you with the organization, policy and procedures of your school. Every parent and student at Anderson must read this handbook and sign it electronically. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community members. Policies that are referred to in our handbook are listed in bold and can be found on the Anderson website.

We sincerely hope that each of you will have a successful and enjoyable school year. Please always reach out to me with any questions, comments, concerns, and feedback.

Spencer Johnson, Superintendent

School District Philosophy

The Anderson Board of Trustees is collectively entrusted with the education of each student enrolled in School District No. 41. The Board desires a challenging education in a pleasant environment for each student to achieve his/her fullest potential. To this end, Anderson's Trustees are committed to drawing together community resources under the following statement of vision, mission and goals.

Vision Statement

Educate, Motivate, and Empower each child.

Mission Statement

Anderson School District will foster a challenging, nurturing learning environment for every student. We will achieve this through small class sizes, highly trained teaching professionals, innovative use of resources, and high levels of community involvement.

Core Values of Anderson Staff

- Creating community and positive relationships
- Respectful and safe learning environment
- Employing high standards in and beyond the classroom

District Goals

Academic Program - To create an academic program which can be constantly adjusted to fit each student's skill level and enable each student to achieve according to his or her potential as outlined in the District adopted curriculum.

Educational Facilities - To provide and maintain educational facilities that will reinforce and promote the goals and aspirations of Anderson students within a safe, orderly environment.

Information Coordination - To adapt ways to provide opportunities for each student to showcase his/her academic progress and school success with parents/guardians and the greater school community. Each student at Anderson needs to learn to be his/her own best learning ambassador.

Program Development and Evaluation - To foster student, staff, and community participation in the development and evaluation of all programs and policies for Anderson School.

Staff Education - To ensure the participation of the staff in educational programs that will enhance their effectiveness in the identification and re-evaluation of student skills and their abilities to adjust classroom programs to assist each student in meeting the objectives of each curriculum.

Student Development/Outcomes - To develop responsible students who have mastered a basic education that should enable them to use their reading, writing, speaking, computing, and thinking to:

- Find joy in learning
- Communicate ideas, knowledge, thoughts, and feelings
- Reason critically and creatively
- Assume social responsibility
- Further their creative availability
- Become effective in a changing world
- Develop personal responsibility
- Learn who they are becoming

Annual Asbestos Notification

Anderson Public Schools maintains an asbestos management plan for each of its facilities as required by the Asbestos Hazard Emergency Response Act. These plans contain information regarding the location and condition of known asbestos containing materials, periodic surveillance and inspection activities, repair or removal operations that have been completed and other information required by pertinent codes and regulations. Copies of the asbestos management plans are available for public review at the administration office, at 10040 Cottonwood Road, Bozeman, MT.

Anderson School Board

The Anderson School Board is composed of five trustees who serve three-year terms. The Board meets monthly at 6:00 PM on the second Thursday, at 10040 Cottonwood Road, unless other special meetings are scheduled. Board meetings are open to the public. Items may be contributed to the agenda by notifying the District Clerk or Superintendent of potential agenda items two weeks prior to the scheduled meeting. The school board members encourage open communication, and parents are invited to contact any trustee if they have concerns or information they wish to share that will make Anderson a better place to educate students. Communication to the Board can be sent via the Anderson website. The Board is responsible for creating and maintaining school policy. Policies are available through the school website and copies of school policies may be secured by contacting the clerk.

Educational Program/Non-Discrimination Statement

Students can expect a challenging and nurturing learning environment. They will have opportunities to read, write, speak and listen. They will be able to delve into mathematical problem solving and computing, to experience a variety of music and art, to become involved in science and social studies activities, to speak a foreign language, to learn lifelong physical education skills and about health enhancement and much, much more. Many of these offerings are required by Montana School Accreditation Standards but Anderson School also prides itself in providing a challenging “world class” curriculum.

The Anderson School Board is committed to a positive and productive learning/working environment free of discrimination based on race, religion, gender, culture, age, national origin, or handicapping condition. Implementing our non-discrimination policy is covered in Board Policy and is pursuant to the terms of applicable state and federal laws. The law applies equally to all students and personnel. Persons found in violation of any area included in the Non-Discrimination policy will be subject to probation, demotion, suspension, or termination or other sanction as determined appropriate by the superintendent. All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others. Once a report has been filed with an authorized person, a confidential and expeditious investigation shall

begin. **(Board Policy Reference – Equal Education, Non-Discrimination and Sex Equity – 3210)**

Equal Education, Nondiscrimination & Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy. No students shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Inquiries regarding discrimination or intimidation should be directed to Spencer Johnson, the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure. In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability, in violation of state and federal law. **(Board Policy Reference – Equal Education, Nondiscrimination and Sex Equity – 3210)**

Title IX complaints should be directed to the Title IX Coordinator, Spencer Johnson.

Section 504 of the Rehabilitation Act of 1973

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, The Anderson School District provides you, as the parent or guardian, with the following procedural safeguards in relation to your child.

- You have a right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement and any significant change in said placement of your child.
- You have the right to an evaluation of your child if the District has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity
- before the initial placement.
- before any subsequent significant change in placement
- You have the right to an opportunity to examine all relevant records for your child.
- You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation, or educational placement of your child.

- You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.
- Any questions or concerns should be brought to the attention of the District's 504 Coordinator at 406-587-1305.

Americans with Disabilities Act

Anderson School District 41 does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The District's ADA Transition Plan is available on the district's website www.andersonmt.org Community members and visitors to Anderson School are encouraged to contact the school office at 406-587-1305 to arrange for any necessary accommodations prior to visiting. You may also use the online accessibility tool at www.andersonmt.org Best efforts will be made to accommodate any individuals using our facilities. All visitors to Anderson School should enter through the main entrance on the west end of the building and check in at the office. The ADA coordinator is Spencer Johnson and can be reached at 406-587-1305. The following person has been designated to handle inquiries regarding the Anderson School District's non-discrimination policies:

Spencer Johnson, Superintendent
Anderson School District
10040 Cottonwood Road
Bozeman, MT 59718
406-587-1305
www.andersonmt.org

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a specific procedure in state or federal law that supersedes a uniform grievance process, and those about sex discrimination and/or disability discrimination. The Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

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

Complaint Procedure can be obtained at the office. **(Board Policy Reference – Uniform Complaint Rule – 1700)**

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual discrimination. A copy of the Title IX Grievance procedures can be found on the district's website at andersonmt.org. Students should use the 504 grievance procedure to address complaints/concerns regarding disability discrimination. A copy of the 504 grievance procedure can be found on the district's website or by contacting the superintendent

Right of Expression

Student Rights

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs, cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school or conduct themselves in a manner inconsistent with the school's and District's educational mission. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District. **(Board Policy Reference – Student Rights – 3200)**

Right to Education and the Right to Participation

A student is the center of the school and the purpose for which it is operated and maintained. Students have the inherent right to be treated with dignity and respect. A student has the right to a non- disruptive education as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

Search and Seizure

School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school activities on or off School District premises. The superintendent or designee is authorized to search a student, locker, and/or personal property (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a District activity or sponsored activity, or while transit on a school bus or other transportation authorized by the District. The district may also utilize the School Resource Officer for assistance with an investigation and has the right to give the student resource officer student contact information.

A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school policy or school rules. School authorities shall confiscate any illegal, unauthorized or contraband items discovered during such inspections. School authorities shall determine appropriate action, including notification of parents, notification of law enforcement

authorities and commencement of disciplinary proceedings. Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or a rule of the District. Reasonable suspicion requires that independent facts exist and are able to be articulated. Considering factors that include the following may form reasonable suspicion:

- Eyewitness observation by school personnel;
- Information received from a reliable source; and/or
- Suspicious behavior by the student coupled with the student's past history and school record.
- **(Board Policy Reference – Searches and Seizures – 3231, 3231P)**

Right to Select Personal Appearance/Student Dress

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of distraction. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health. Students are expected to come to school ready to participate in learning activities. These expectations apply during any school sponsored activity including graduation, field trips and field day.

General Guidelines

Students should not wear clothing, shoes, jewelry, and accessories that disrupt the learning environment such as:

- Any clothing item that hints at alcohol, drugs, nicotine delivery devices, tobacco, violence, sexual innuendo, harassment, ethnic and religious slurs is unacceptable, even if it advertises something that is positive, i.e. a ski race, baseball team, marathon, etc.
- Apparel that denotes affiliation with a group or gang that advocates disruptive behavior or illegal activities such as the sale and use of drugs (i.e., bandanas, group colors).
- Apparel that creates a safety hazard for said student or other students at school (i.e., spiked jewelry, chains, etc.).
- Apparel that distracts the learning environment due to length and coverage.

Specific Guidelines and Restrictions

- **Shirts must have fabric on the front, sides, and back to the waistband**
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- No strapless clothing
- Clothing must cover undergarments; waistbands, bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Hoodies must allow the student face and ears to be visible to staff.

- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Students need to dress appropriately for the weather.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Students in violation of the dress code will be offered a choice to change clothes or call home.

Students need to dress appropriately for the weather, realizing that they go outside during recess and they may need to evacuate the building or school bus in the event of an emergency. Remember to wear appropriate gear for cold, wet, and/or windy weather. When you are dressed appropriately, you can enjoy being outside. There will be no outdoor recess in weather below 5 degrees or in severe weather conditions as determined by the administration.

Students can expect to put hats and coats in their lockers/cubbies with their backpacks, etc. A spare pair of shoes is recommended since hard soled shoes are required inside the buildings. During winter months, boots, hats, gloves or mittens, and coats are necessary for outdoor activities. Anyone with clothing that is unacceptable will be asked to call home and make arrangements to change. Any articles that are confiscated will be returned to parents/guardians upon their request. All clothing items should have a student name in them to prevent items being lost. **(Board Policy Reference – Student Dress – 3224)**

Bullying/Harassment/Intimidation/Hazing

Sex-Based Harassment

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

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics,

pregnancy or related conditions, sexual orientation, and gender identity, that is:

- **Quid pro quo harassment.** An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- **Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - The type, frequency, and duration of the conduct;
 - The parties' age, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - The location of the conduct and the context in which the conduct occurred; and
 - Other sex-based harassment in the recipient's education program or activity; or
- **Specific offenses.**
 - Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - Dating violence meaning violence committed by a person:
 - Who is or has been in a social relationship or romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship;
 - Domestic violence meaning felony misdemeanor crimes committed by a person who:
 - Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - Shared a child in common with the victim; or
 - Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

A determination of responsibility resulting from a formal complaint against an employee for engaging in sex-based harassment will result in appropriate disciplinary action, up to and including termination from employment.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to **Policies 5012 and 5015** for additional information regarding the District's prohibition against discrimination and harassment.

Right to Be Free from Sexual Harassment

A student has the right to attend and participate in school activities in an environment free from sexual harassment. The District does not tolerate sexual harassment in any form. **(Board Policy Reference – Sexual Harassment/Intimidation of Students – 3225)**

Sexual Harassment Prevention

The policy of the Board of Trustees of Anderson Public Schools is to provide students with a school environment free from sexual harassment. Anderson School will not tolerate sexual harassment in any form. "Sexual Harassment" means: a) A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct, b) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or c) "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 1229(ax10), "domestic violence" as defined in 34 USC 1229 (a)(8) or "stalking" as defined in 34 USC 1229(a)(30). Students who believe they are being subjected to sexual harassment by anyone connected with Anderson Public School should, and are encouraged to, report the matter promptly to their teacher, counselor or superintendent.

Harassment, Intimidation and Bullying Prevention

The board will strive to provide a positive and productive learning environment. Bullying, harassment, intimidation, or hazing by students, staff or third parties will not be tolerated. Including the use of any technologies (e.g. cell phones, internet, etc.)

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee, is at any District-sponsored, District-approved, or District-related

activity or function such as field trips or athletic events, where students are under the control of the District or the employee is engaged in District business.

3. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student, requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an education function that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment, or;
 - d. Substantially and materially disrupts the orderly operation of a school.
5. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Students who feel that they are being harassed should first tell the harasser to stop. If the harassment continues, students should make an immediate report of the concern to their teacher or superintendent. The superintendent has the overall responsibility for the investigation. The teacher or superintendent will inform the student of the established complaint procedure. Substantiated charges of harassment against a student will subject the student to disciplinary action, which may include suspension or expulsion. **(Board Policy Reference – Bullying/Harassment/Intimidation/Hazing – 3226)**

Cyberspace Harassment

All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital images or website postings (including blogs).

All reports of harassment in cyberspace will be investigated by the school administrator. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.

Student Records

All student records are kept confidential according to the mandates set forth in FERPA, and State regulations. Parents of an Anderson School student who is or has been in attendance may inspect and review the student's educational records (FERPA). A permanent record is established for each student who is in attendance at Anderson. Records include information related to health, academic records, attendance and demographics.

Persons who may have access to personally identifiable information without prior consent are listed in FERPA. These include state education authorities; persons connected with financial aid which the student has applied or has received; organizations conducting studies for or on behalf of education agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.

Upon an authorized request by a school District that will be the student's school of attendance or by request of the parent, student records will be transferred to the school of attendance.

(Board Policy Reference – Student Records – 3600)

Release of Student and Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Anderson School District #41, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from your child's education records. However, Anderson School District #41 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. **If you do NOT want to release your child's information, please indicate by marking the appropriate answer and signing the Parent Permission form.**

Distribution of Material

School publications distributed to students are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored are permitted to distribute materials directly to students upon approval of the superintendent. Outside groups are permitted to display their materials on our community bulletin board in the front entrance.

Student and Family Privacy Rights

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request. This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. **(Board Policy Reference – Student and Family Privacy Rights – 2132)**

Publications, Video, Internet Photos

Students who attend school at Anderson are occasionally asked to be part of school publicity, publications, school website publications, media events, and or in the news media as part of public relations activities. **If you do NOT want your child to be included in any publications and/or public relations activities please indicate by marking the appropriate answer and signing the Parent Permission form.**

District Use of Video Surveillance

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video and audio surveillance cameras are in use. The District will seek consent before recording students individually in the classroom. **(Board Policy Reference – Video Surveillance - 3235)**

Discipline and Due Process

Detention

Students in grades 6-8 may be required to attend detention from 3:30-4:00 after school as a consequence of a behavior. This will be determined by the superintendent and parents will be notified. Teachers reserve the right for students to attend a mandatory study hall detention for failing grades.

In-School Suspension

In school suspension is a dramatic form of “time out” and may be applied over an extended length of time/days. When a student demonstrates behavior that infringes on the rights of others, s/he may need time away from others. In-school suspension is monitored, silent, work time that accomplishes several goals:

- It keeps the student in school.
- It addresses misbehavior immediately.
- It protects the rights of others.

Out-of-School Suspension

In accordance with Anderson School District Policy, an administrator has the authority to suspend a student up to ten school days. Misbehavior which can earn out-of-school suspension includes: harassment, fighting, possession of weapons, drugs and defiance of authority. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard as soon as practicable. Students will be given the opportunity to make up work missed during an out of school suspension when they return. **(Board Policy Reference – Suspension and Expulsion – 3300)**

Expulsion

Expulsion is the removal of a student for more than twenty school days without the provision of educational services. Only the board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. **(Board Policy Reference – Suspension and Expulsion – 3300)**

Due Process

Each student is entitled to know the rules and what is expected. Teachers and staff will review the rules at the beginning of the school year and again during the year periodically. If students are accused of breaking a rule they will have a chance to explain their interpretation of what

happened before consequences are determined. If students have questions about any rules or regulations they should ask their teacher, a staff member or the superintendent. **(Board Policy Reference – Student Discipline – 3310)**

Students With Disabilities

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

General School Rules and Information

Attendance Policy

Students are expected to attend classes and be on time for all classes. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. Research shows that students who have strong attendance records: achieve higher grades, enjoy school more and have more employment opportunities after leaving school.

When students are absent, parents have a responsibility to inform the school before 9:00 AM. You may call to leave a message on the school's voicemail before the day begins at (406) 587-1305. Additionally, you may message the school office via ParentSquare to report an absence.

There are two types of absences: excused and unexcused. Excused absences under the law are: illness, bereavement, parent request due to instruction regarding human sexuality, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices. When students know they are going to be absent and it is an excused absence of more than two days, they need to complete a pre-arranged absence form which is available from the school secretary. The completed form is to be submitted to the teacher **at least 48 hours before the absence**. This helps ensure the teacher has adequate time to prepare materials for the student's absence. If this form is not submitted there is no requirement that a teacher prepare materials for the absence.

Tardiness

Students are expected to be in class on time. Anyone who is tardy reports to the office staff before going to class. We want to prepare our students for a lifetime of arriving at their future career pathways in a punctual manner. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal. Students with 8 or more tardies during a trimester will receive a letter to the parents.

Tardy Policy: Students are on time for class if they are in their seats with their materials at the bell. Students who are tardy to class three times during a trimester will receive lunch detention. If students are tardy six times, they will receive a yellow slip. Homeroom tardies do not count toward this number.

If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment. Students also can be considered not in good standing for extra curricular activities or as out of district status.

(Board Policy Reference – Attendance Policy – 3122)

Reporting Absences

When a student is absent, parents are asked to inform the school by 9:00 AM each day of absence. If a student is not present and the parent/guardian has not notified the school of the absence, the school will notify the parent by 10:00 AM.

Pre-Arranged Absences

When parents/guardians know ahead of time that a child will be absent from school for two or more days, then the parent and the child can assume responsibility for making up work prior to the absence. A pre-arranged absence form may be obtained from the school office or printed off the website. The form should be given to the teacher **at least 48 hours** before the absence. Some assignments can be made up; however, some cannot be replicated. So please note that a child's academic work during an extended absence may not directly reflect what is happening in the classroom. A parent still must email the teacher and school office of the absence even when a pre-arranged absence form has been completed.

Excessive Absences

When a student is absent from any class for more than ten consecutive or nonconsecutive days, a letter will be sent to the parent or guardian. The letter will call to the attention of the parent or guardian the importance of good school attendance to student achievement. When a student is absent for more than fifteen consecutive or nonconsecutive days, a second letter expressing concern regarding the student's poor attendance will be sent to the parent or guardian and a conference may be requested. If absenteeism is unavoidable, parents/guardians need to develop a plan with the school to ensure the absenteeism has minimal effect on the student's academic success. Out of district students with excessive absences could be asked not to return the following school year.

Leaving School

No student will be allowed to leave the school with any adult other than a parent/guardian until proper permission is secured. Students leaving the school during the day should have the parent contact the **office** stating the reason for the absence. Students will not be permitted to leave school grounds during school hours without a parent/guardian or emergency contact with parent/guardian permission. **In the event of an illness a child needs to report to the office and the office will contact the parent.** *A child may not* contact a parent independently to be picked up. A parent or guardian may contact the school on the way to pick up a child and the office will get the child ready. A parent or guardian needs to use the online Google form to sign the child out on our website.

Student-Parent Compact

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

School's Responsibility

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

Parent's Responsibility

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child's additional time
- Volunteer in your child's school and classroom if time or schedule permits

- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

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

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

Name: Spencer Johnson
Email: sjohnson@andersonmt.org

Title: Superintendent
Phone: 406-587-1305

Birthday Invitations

Out of respect/kindness for ALL students, birthday and/or party invitations will not be handed out at school UNLESS ALL students in that particular classroom are invited.

Daily Schedules

- K-3 8:20 AM - 3:15 PM
- 4-8 8:15 AM - 3:30 PM

Arrival Procedures and Start Times

- 7th & 8th Grade Students may enter the building at 8:05 AM
- All other grades will enter when the bell rings.
- Playground Supervision begins at 8:00 AM

Students should not arrive at school before 8:00 AM. Supervision begins at 8:00 AM. The playground is supervised from 8:00 AM until students enter the building at the morning bell, and at all scheduled recesses.

Student pick up time is 3:15 for grades K-3 and 3:30 for grades 5-8. Students who are present after the bus departs the parking lot without a parent present, will be sent to Aftercare and families will be charged the aftercare fee for that day.

Because of State Accreditation Standards and the Anderson School Board Policy – Students in K-3 require less hours of instruction per school year than students in grades 4-8. Our daily schedule reflects these standards. Students in K-3 start their day at 8:20 am and finish at 3:15 pm. Students arriving before 8:20 am will be on the playground.

Students in grades 4-6 may not enter the school until 8:15 am. 7th and 8th grade students may enter the building beginning at 8:05 to meet with teachers, work on homework and/or visit quietly in the hallway. Parents may *not* proceed past the school office before or during the school day without an appointment. We do not have appropriate supervision in the hallways and

teachers are busy preparing lessons, attending meetings, or meeting with students - teachers are not available before the designated time.

Early Dismissal

An Early Dismissal day is when students are released at 12:00 PM. Early Dismissals are posted on the annual calendar. Parents planning to pick up students should arrive no later than 12:00 PM. Students need to know where to go and what to do on Early Dismissal days.

Extra Curricular Activities

Students at Anderson have the ability to participate in a variety of extracurricular activities. Fees typically are charged for these activities and parent permission to participate is required. If a student has a failing grade (F) in a class or a teacher feels a student needs extra time, the student will not participate in the extra curricular activity. This includes ski days and the 8th grade Washington DC trip. A student and parents will be notified at least five days before the trip. Any money paid for the extra curricular activity will be forfeited.

Accident Prevention

School staff will do everything possible to prevent accidents. However, parents/guardians must understand that some activities such as recess play, physical education activities or field trips involve inherent risks to the student regardless of all feasible safety measures that may be taken by the District. In consideration of your agreement to allow your child to participate in these activities, you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in these activities that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the Anderson School District #41.

Accidents

If a student becomes injured while at school, parents will be asked to take them home if necessary. If they are seriously injured, parents will be called; first aid will be administered by trained staff, and emergency treatment and /or transport will be secured to the nearest medical facility.

If the parent/guardian cannot be reached, the superintendent is empowered by the Board of Trustees to authorize emergency treatment and/transport of the child to the nearest medical facility.

Illnesses

If a student is ill and does not feel well enough to participate in school activities, they need to stay home. If they are in school they will be expected to go outside, attend HE class and take part in classroom activities. Students with a fever over 100.4 are required to stay home. In order to return to school students must be fever free (>100.4) without fever reducing medications for 24 hours. For communicable disease information refer to Board Policy 3417. If there are extenuating circumstances, a note from a doctor explaining the condition is helpful.

If a student becomes ill while at school, parents will be asked to take them home if necessary.

In an emergency, if the parent/guardian cannot be reached, the superintendent is empowered by the Board of Trustees to authorize emergency treatment and/transport of the child to the nearest medical facility.

Immunizations

A student must be fully immunized against certain diseases or must present an affidavit of exemptions for medical or religious reasons. This will be maintained as part of the student's immunization records.

The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenzae type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status. With proper notice and time a student could be told that they are unable to attend class until correct documentation of immunization or religious certificate is presented.

Lunch Program

The cost for lunches is \$3.60 (K-4), \$3.85 (5-8), and \$5.00 for adults. Milk costs \$.55 cents per carton. Students may get a second helping for an additional \$1.00. Students eat in the gym on a regular schedule. Students may bring a cold lunch from home. If students bring a cold lunch, items should not need refrigeration. A microwave is available for students in grades 5-8. All students are reminded to be courteous and to use good manners while eating. Sodas are not allowed in the school during school hours. Good nutrition provides a foundation for good health and optimum learning.

The Anderson School lunch program accepts payment at the beginning of the school year and throughout the year to be posted to a student lunch account. A student will be allowed to charge a maximum of twenty-five dollars (\$25) to their account after the balance reaches zero. Once a student has charged \$25, he/she will not be allowed to charge a la carte items. Each week, a

report is run identifying all accounts that have begun running a negative account balance followed by an email sent to the parent(s)/guardian(s) indicating that the lunch account needs immediate attention. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. Payment to a student's lunch account can be made directly through our third-party vendor or to the school via cash, check (we do not accept credit cards). Upon a student un-enrolling in Anderson School, remaining lunch balance will be either transferred to a sibling or refunded if over \$10 remains.
(Policy 8205: Meal Charge)

Snacks

A snacktime will be offered in classrooms based upon schedules. Students are encouraged to bring healthy snacks with protein, and vegetables to help provide them with the energy to learn at school. Soda is not allowed at school during school hours. Water bottles are encouraged in every classroom and can be filled at Anderson.

Cell Phones and Other Electronic Devices

Student possession and use of cellular phones and other electronic devices (including, but not limited to iPads, iPods, Phones, and iWatches) on school grounds, at school sponsored activities, and while under the supervision and control of school District employees is a privilege which will be permitted only under the circumstances described herein. **At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, bus or other location where such operation may violate the privacy right of another person.**

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

Students may use cellular phones, and other electronic devices on campus before school begins and after school ends. **Cell phones are to be kept in lockers and not be used during the school day.** A parent can contact the office with information or messages for their child.

Students may not contact their parents directly from their cell phone without teacher or superintendent permission. Cell phones are not allowed on field trips. In special circumstances, the school superintendent may authorize the use of cell phones or other electronic devices by students (for example, during a bus trip, the use of iPads for research or other exceptions due to a specific student situation). The District is not responsible for lost or stolen devices. **(Policy 3630)** The school may regulate the use of cell phones by parents and other adults while they are on school property. Parents and other visitors' use of electronic devices for video or photographic capabilities may not infringe upon the rights of students. **(Board Policy Reference – Cell Phones and Other Electronic Devices – 3630, Student and Family Privacy Rights – 2132, Video Surveillance – 3235)**

Change of Address (Including Email Address)

Please **immediately** inform the school of any change in address, work phone number, home phone number, email address or emergency phone numbers.

Communication with Families (Parent/Teacher Conferences)

Communication between the home and school is an essential part of the educational program. Parents are encouraged to contact their child's teacher or any specialist if they have questions, concerns or compliments about their child's progress in school. They should first address their concern with the teacher. If this does not solve the concern, a meeting with the superintendent can be scheduled. Timely response to communication helps ensure success.

Conferences are scheduled with parents at the end of the first trimester in the fall. Another conference is optional in late winter or spring. Students may be asked to attend the conference and share their progress and achievements with their parents.

School Newsletter/School Calendar

The school newsletter, "The Panther Paw" will be delivered electronically once a month. It is also available online at andersonmt.org. Events and achievements will be highlighted in the newsletter along with other scheduled events during the school year. Please let the office know if you would like a hard copy of the newsletter.

Report Cards and Conferences

Grades will be reported to parents by trimesters. The first report card will be issued via Infinite Campus and ParentSquare at the end of November or early December. Midterm reports will be sent home after six weeks in grades 7 and 8. The lengthier term will allow teachers an opportunity to get to know each child's skills and abilities better.

Reporting student progress is the result of daily evaluation of your child. Conferences are required after the first trimester, and then scheduled on an as needed basis. Effective parent-teacher communication is essential for student success in school. That means two-way,

on-going, honest communication that focuses on what is best for the child. Parents and teachers will work together to provide the optimum opportunities for a student's success in school.

School Nurse

Anderson School has a nurse on a part time basis. If students or parents have a health concern they can contact the school secretary who will serve as the liaison if the school nurse is not present and or place both parties in contact with one another. During the school year vision, hearing, and developmental screenings will be held for various grade levels with corresponding professionals. The District provides staff training to properly address health care needs and respond to life threatening emergencies. Procedures are aligned with the Montana Office of Public Instruction's Technical Assistance Manual "Serving Students with Health Care Needs in Public Schools."

(Board Policy Reference – Student Health/Physical Screenings/Examinations – 3410, Student Immunization – 3413, Administering Medicines to Students – 3416, Emergency Treatment – 3431, Communicable Diseases – 3417)

Fire Drills/Earthquake/Crisis Drills

Emergency evacuation drills for fire, earthquake, and crises are practiced during the school year so that students may become familiar with the proper procedures. If a fire drill takes place during inclement weather, students will be allowed to get their coats. The Anderson Crisis Management Plan is available at the office.

Emergency Opening/Closing or Dismissal

Occasionally, conditions arise that require the closing of school early for safety reasons. Examples are severe storm conditions, and problems with water or sewer at the school. Emergency situations where school is closed or dismissed early are announced through the Anderson School Parent Communication system.

Cold Weather Policy

School closes when the temperature is at -30 F. These days will be made up during the academic year or at the end of the year. In the event of a closure prior to the start of the school day, you will receive a call from the **Anderson School Parent Communication System by 6:45 AM.**

When school is in session during periods of cold weather, students will not be on the playground in temperatures 5 F or below and/or other severe weather conditions at the discretion of the superintendent. For student safety, parents can assist teachers in stressing the importance of wearing hats, scarves, mittens, boots, snow pants, and other winter garb that make it fun to be

a Montana. Students need to be dressed appropriately. Outdoor class time will be held more this year so appropriate clothing is essential!

School Dances/Fun Nights

The rural schools in Gallatin Valley typically take turns sponsoring dances for students in sixth, seventh, and eighth grades each school year. The dances are held at the sponsoring school and are chaperoned.

Dress codes and school rules DO apply at these dances. The sponsoring school is responsible for sending invitations to students at other schools. Students can be held accountable for their behavior at all school events on or off campus.

Medications

Parents need to make arrangements with the school nurse about any medication that must be taken during school hours. This arrangement consists of completing forms allowing the dispensing of medication by school personnel. In order to administer prescription medications at school a healthcare provider must fill out and sign permission for administration of precipitation medications and treatment forms. This is then returned to the school along with the medication.

For asthma, allergies, or anaphylaxis all forms under the corresponding tab need to be completed prior to the start of school. For non-prescription medications, the medication release form can be electronically filled out, signed and submitted.

All medication forms can be found on the school website under the student health tab.

All medication must be kept in its original packaging or current prescription bottle. A student giving medication to another student can be disciplined under the school's drug distribution policy. Teachers or other school staff members are NOT to dispense medication unless authorized to do so by the superintendent. Teachers will carry emergency asthma and anaphylaxis medications for students on school sponsored field trips. All other medications will require the form Field Trip Medication Hand off Record to be filled out and signed prior to field trip. Emergency stock medications kept at the school include albuterol, an opioid antagonist, and epinephrine. The District will follow the guidelines and procedures outlined in **Board Policy 3416 – Administering Medicines to Students**.

Telephone Messages/Deliveries

Except in an emergency, teachers will not call students to the telephone or make deliveries to the classroom. We encourage students to take responsibility to remember assignments and appointments. Students should not use the telephone to obtain permission to visit a friend after school, or persuade someone to bring a forgotten assignment. Deliveries to the classroom will be made by a staff member during a time that is not disruptive to the learning

environment. Students may not contact a parent directly from their cell phone during the school day without teacher or superintendent permission. School phones must be utilized to contact parents.

Valuables

Money, purses, wallets, watches, cameras and any other personal item that have value should be in the student's possession at all times or kept in a safe place. Please note anything valuable that is brought by a student to Anderson School, the school is not responsible for.

Insurance

Anderson School District's insurance policy **does not cover students**. Student insurance may be purchased at low cost through a separate insurance carrier. Information is handed out at registration and sign-off is required if a family elects to not have student insurance. The state of Montana also offers extremely low cost insurance for lower income families. Check with the school office for confidential information relating to these programs.

Lost and Found

Outdoor clothing and equipment should be clearly **labeled with your child's name**. Lost items are stored by the staff entrance. Items are periodically donated to local charities. Students should check this area for missing items. If your child has lost an item, we will do everything possible to help him/her find it.

Transportation

Parking Lot Procedures (Arrival and Dismissal)

At the end of the school day, ALL students must exit the building. If you arrive early we ask that you wait in your car until you see your student exit the building. The parking lot has diagonal parking and clearly marked pathways for your children's safety. Car pick up will occur on the north side of the building. For safety purposes there is **ABSOLUTELY NO RUNNING or playing with equipment/balls (it is not a recess time)**. It is a time for students to wait patiently for their rides. Walking through the parking lot requires watchfulness to ensure a safe route to the vehicle. Parents of older students are asked to remind their students not to run when going through the parking lot. Teachers will remind students repeatedly to use safe practices.

Bus Transportation

All students at Anderson School reside within 3 miles so therefore we are not required to bus. However, we do offer a bussing option for in-district students. This has a \$150 fee to help offset the cost to the district. All students riding the bus must sign the transportation agreement.

Before and After School

Entering and Exiting the Building

Because of State Accreditation Standards and the Anderson School Board Policy, students in K-3 require less hours of instruction per school year than students in grades 4-8. Our daily schedule reflects these standards. Students in K-3 start their day at 8:20 am and finish at 3:15 pm. Students arriving before 8:20 am are to go directly to the playground where there is appropriate supervision from 8:00 on.

Students in grades 4-6 may be on the playground until 8:15 am when the bell rings and then enter the building. 7th and 8th grade students may meet with teachers, work on homework and/or visit quietly in the hallway starting at 8:05 am. **Please do not have your children enter the building before their scheduled start time unless you have a scheduled appointment with their teacher.** We do not have appropriate supervision in the hallways and teachers are busy preparing lessons, attending staff meetings, or meeting with students and are not available for supervision.

Student Behavior

Keeping the school a safe, orderly environment is a priority. The operating principles of the Anderson staff emphasize commitment to building a safe, humane school where students participate in a system that offers choices with consequences. Anderson staff supports an approach that is fair, firm and consistent. At the beginning of the school year teachers will go over the rules with each student. Students will be involved in a consistent discipline approach to facilitate a safe respectful community of learners.

The superintendent has the authority to refer any behavior investigations to our School Resource Officer when they deem appropriate and pass on student contact information. If a student needs to be questioned by law enforcement the superintendent will make reasonable efforts to notify the parents unless the officer produces a court order prohibiting the notification of the parents. Social service workers may be permitted to interview students at a school consistent with Montana law.

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

- On, or within sight of school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a relationship to school;
- Traveling to and from school or a school activity, function or event; and

- Anywhere, including virtual networks, if conduct may reasonably be considered a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school

Rules and Responsibilities

When each student assumes responsibility and shows respect toward others, very few rules are needed and the school is a fun, safe place. However, a few rules are needed just to remind each of us that the school and community have expectations for behavior in the building and on the playground. Students will follow the “Expectations for the Anderson School Community” matrix. Be Respectful, Be Responsible, Be Safe, and Be a Learner.

Bullying/Harassment/Intimidation/Hazing

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Bullying does not include the determination after an investigation that the student’s used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

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

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

For additional information, please see **Policy 3226**.

Public Displays of Affection

Public displays of affection (kissing, hand holding etc) are not acceptable at school or at school activities. Students involved in these activities will be contacted personally and directed to stop the behaviors. Failure to comply with school rules will result in disciplinary consequences.

Bicycles, Skateboards, Roller Blades, Heeleys, Ripsticks

We encourage children to ride, walk, skate, ski, etc. to school! Helmets and other safety gear should be worn. Skateboards, roller blades, and ripsticks are not to be used during the school day. Heeleys (shoes with wheels) are not allowed at school. Students choosing to ride equipment to and from school are cautioned that the traffic on Cottonwood Road is heavy at times and the road has narrow shoulders. Use of the Safe Route to School path is highly encouraged for safety. Students should have instruction on how to safely ride a bicycle to and from Anderson School. If students ride a bicycle to school they should park it in the bike racks and leave it in the racks until school is dismissed. Other equipment should be stored appropriately. The District is not responsible for students riding to and from school and assumes no responsibility for bicycles on the school grounds. Bikes, skateboards, rollerblades, and ripsticks are not to be ridden during the school day (including recess) unless it is part of an instructional program.

Walking to School

Walking to/from school is encouraged for students who are able.

Playground Guidelines

The playground is supervised from 8:00 AM – 8:20 AM. It is also supervised during scheduled recesses. The playground is not supervised during school events like athletic contests.

On the Playground

- Always follow the Anderson School Behavior Matrix that is available on the school website
- Use of equipment the way it was intended and in a proper and safe manner. Teachers will demonstrate how to safely use equipment.
- Avoid actions which you know may endanger yourself or others, i.e. no sitting or standing on top of the monkey bars; in crowded areas, walk being careful not to bump into others.
- Dispose of wrappers and other garbage in the playground waste containers.
- Follow the instructions of playground supervisors and teachers immediately.
- Playground balls are not to be thrown at other students when swinging or using the playground equipment.
- Think. Use your good sense and do what's right.
- Remember, respect yourself, others, and property.

In the Building

- Always follow the Anderson School Behavior Matrix that is available on the school website
- Use quiet voices in the hallways and classrooms.
- Walk in the hallways. Pass on the right side.
- Keep hands and feet to yourself.
- Be courteous and pleasant to others.
- Follow the directions of teachers and staff.
- Respect yourself, others, and property.
- Gum chewing within the classroom is up to teacher discretion
- **NO GUM IS ALLOWED IN THE GYM, ON THE PLAYGROUND, OR DURING ANY PHYSICAL ACTIVITIES** for safety reasons.

Animals in School

Persons bringing animals into the school must receive prior permission from the supervising teacher, building principal, or administrator. Animals, including all vertebrates and invertebrates may be brought into the classroom for educational purposes only. However, they must be appropriately housed, humanely cared for and properly handled.

Neither students nor visitors to the schools shall bring pets of any kind onto school property or to any school function unless invited to do so by a teacher, building principal, or administrator in the interests of an educational, instructional purpose. Any person bringing a pet, or attempting to conceal a pet in a school building or to a school sponsored function, shall be directed to leave the premises until s/he can return without the animal in his/her possession. The only exception to this policy will be service animals individually trained to do work or perform tasks for the benefit of a person with a disability. **(Board Policy Reference – Service Animals – 8425 and Animals in School – 8240)**

Guidelines published by the American Humane Association, “Care and Management of Animal Visitors at School,” may be obtained from the American Humane Association, P.O. Box 1266, Denver, Colorado, 80201.

Animals on the Playground

Animals on the playground can be a nuisance or dangerous and are not allowed whether the animals are leashed or unleashed for any event unless permitted by the superintendent. In situations where the animal’s owner cannot be contacted, the Animal Controller will be called.

Chemical Use and Abuse (including tobacco)

The use, possession, or distribution of illicit drugs or alcohol, including drug paraphernalia is prohibited for all students and employees of Anderson School at all school functions on school premises at any time of the day or night. This includes using, possessing, distributing, purchasing or selling tobacco, vapor products, or marijuana products. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine products, or any other tobacco or nicotine innovation. Marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. All field trips under the sponsorship of Anderson School are subject to this policy. Whenever an incident involving an illegal substance, including alcohol, occurs, the superintendent will call the School Resource Officer (SRO) and will notify the student’s parents or guardians. The incident and the actions will be documented and the student may be suspended out of school. **(Board Policy Reference – Tobacco Free School – 8225, Student Discipline – 3310, Alcohol, Drugs, and Tobacco Use – 3340)**

Gun Free Schools/Firearms

Except as provided in 45-8-317 MCA, no person may possess, use, carry, or bring dangerous or deadly weapons on property owned or leased by the school, on school-owned or chartered buses, to school functions whether on or off school property, or to school extracurricular activities. These weapons include, but are not limited to any explosive device, pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun, knife, slingshot, nunchuck, artificial knuckles or any substance, or any object used to, or threatened to be used as, a dangerous or

deadly weapon. Any student found in violation of the sections of this policy pertaining to firearms, including pistols, revolvers, shotguns, rifles, shall be expelled from school by the Board of Trustees for a period of not less than one calendar year (365 days), unless the Trustees determine at an expulsion hearing that an alternate penalty should be applied. Students violating other sections of this policy applying to dangerous and deadly weapons, but excluding firearms, will be subject to corrective action and/or punishment, including possible suspension or expulsion. **(Board Policy Reference – Student Discipline – 3310)**

Anderson School's Academic Program

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. Reading, writing, listening, speaking and mathematics are stressed at all grade levels. Social sciences, science, health, physical education, foreign language and fine arts are equally important subject areas. The ability to think and solve problems is stressed in each academic area. Learning is extended and enhanced through cooperative learning, the library/media center, computers and satellite communications. If you do not understand why something is being taught or how it is being taught, talk with the teacher or the superintendent. There are Board-adopted curriculum guides for most subject areas.

Academic Honesty and Plagiarism

Academic honesty and integrity are fundamental components of a student's education and character development. The Anderson school board expects that students will not cheat, plagiarize, or commit other types of academic dishonesty. **Policy 3310** outlines definitions of cheating and plagiarism as follows:

- **Cheating:** Includes any attempt to deceive or mislead a teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, and using programmable calculators, artificial intelligence or other technology in a manner not specified or authorized by the teacher.
- **Plagiarism:** The act of using the ideas, language, or work of another person or program, and passing them off as one's own product. As used here, it includes the act of "cheating," when a student obtains or assists others in obtaining credit for work that is not his/her own, including, but not limited to: and plagiarism. Consequences for this behavior will result for any student engaging in this behavior. These consequences include:

Instances of cheating and/or plagiarism are handled as followed:

- First infraction of grading period: Discussion with student, parent notification, and student has the option to re-do the assignment.

- Second infraction of the grading period: Discussion with student, parent notification, minor behavior referral, and student receives 0 credit for work and cannot redo the assignment.
- Third infraction of the grading period: Parent notification, 0 on assignment, imposition of disciplinary action outlined in policy 3310 at discretion of principal including a written apology to parent and teacher.

Refer to **Board Policy Reference – Academic Honesty - 3310 P2** for further details.

Music

General Music

All Anderson students receive instruction in general music except for grade 5 which is band only. All-school and individual classroom programs give students the opportunity to perform music for the Anderson community to demonstrate their talents and skills.

Band

Students in Grades 5 have band class. Students in grades 6-8 have the option of participating in band. This program is held during school; however, band students are expected to participate in school performances and graduation unless prior arrangements have been made with the music instructor.

Art

All students receive art instruction, either by the classroom teacher, through the enrichment program, or in the middle-school rotation block. K-4 students have art twice a month through a visiting artist. Art is also integrated with other subject areas.

Health Enhancement

Health enhancement classes are offered throughout the week. These classes emphasize personal growth in the development of physical skills and knowledge of healthy lifestyles. Students are expected to dress appropriately to participate actively in indoor or outdoor physical education activities. Proper shoes need to be worn in Health Enhancement class and should remain in a student's locker. A copy of the health enhancement curriculum is available in the office for parents to preview. Contact the health enhancement teacher if you wish to preview resources or videos.

Library/Media Center

The Anderson School Library is designed to provide every student with a variety of learning materials to broaden interests and experiences and stimulate mental growth. The librarian/media specialist provides exploratory experiences, reading guidance and instruction in

the use of materials for any subject. The school has Internet access which includes an Internet filter. **Students must sign and return a copy of the Responsible Use Agreement to the homeroom teacher before accessing the internet at school.** The Library and Media Center is constantly expanding to offer more and better opportunities to Anderson students. All students in grades K-6 participate in a library class on a weekly basis. Students in grades 7 and 8 attend advisory and have the ability to check out books if they so choose.

Special Education

Students needing assistance in academic or physical areas are provided support by the resource program. Anderson School uses an inclusive model where students with disabilities are serviced according to individual educational plans (IEP) in relation to the least restrictive environment (LRE). Anderson School contracts with the Gallatin-Madison Special Education Cooperative for the services of a speech clinician, physical and occupational therapists and a school psychologist.

Gifted and Talented Education

Occasionally a student may have moved beyond some areas of the curriculum at his/her grade level. The GATE program is designed to challenge those students academically in an area of giftedness. Please visit the Anderson School website for more information.

Electives

Technology Education, Art and Spanish are offered to 7th and 8th grade students. These semester-long classes meet four days per week. Students take two elective classes each school year. These classes, in addition to the core curriculum, provide students with necessary skills and pre-skills for future decisions and success in high school. On Friday afternoons 7th and 8th graders participate in various enrichment activities in lieu of electives. If a student does not have passing grades then a student may attend a study hall instead on Friday afternoons.

Counseling Program

Guidance and Counseling are an important part of the total program of instruction. The Anderson School District is fortunate to have part-time guidance and counseling services. The goal of the counseling program is to help students achieve a high level of personal value from their education. The Guidance and Counseling Program works in five areas:

1. **Implementation of Guidance Curriculum** - Our counselor works with faculty and students in the areas of personal and social development, education and occupational development.
2. **Individual Planning Activities** - He/She assists students in planning, monitoring and managing their own learning, as well as their personal and long-term educational goals;
3. **Responsive Services** - Our counseling program has activities that meet the immediate needs and concerns of students by providing counseling, referral services, or general

information. Our counselor helps students and families in need when facing emergency situations.

4. **Community Outreach** - The Counselor is involved in work in Gallatin County that helps to provide services for students and families. They coordinate our 504 services and act as the Homeless Liaison to the state.
5. **Faculty and Staff Assistance** - Our counselor assists teachers, the faculty, administration, and staff in meeting academic, social, and emotional needs of students.

Homework

The purpose of homework is to allow students to practice skills they have learned or allow them to extend their current knowledge. Homework is not punishment or busy work. Students will be expected to perform homework at various times. The amount varies with each grade level. Sometimes, homework consists of work that was not finished in school. Most homework assignments should extend what they have learned in the classroom. Often, that assignment is designed for them and an adult to work together. Teachers will guide students in the types of homework for which they will be responsible. Even when students have no assigned homework, they should plan to read every night.

Late Work

Elementary School K-6

Each individual teacher will have their own policy on late work and credit that is given.

Middle School 7-8

Completing tasks in a timely manner is critical to success as a student and professional. Students will learn this skill through a policy that gives grace and holds students accountable.

- Work is due at the beginning of class on the due date, unless otherwise specified.
- If work is turned in within two days of the due date, students lose 10% of their final score.
- If work is turned in between two days and one week late, students will receive half credit and no feedback.
- **Exceptions:** This policy does not apply to students with IEP and 504 accommodations for late work.

Assignment Books and Textbooks

Students in Grades 5-8 may use an organizer for assignments. Any textbook issued to the students is their responsibility. Replacement or a fee is expected when textbooks or other learning materials are lost or damaged.

Grading System

Each teacher explains his/her evaluation process early in the year to students and to parents at Back to School Night or through a disclosure statement. Grades K-6 are graded on a standards based grading system. Grades 7 and 8 are graded on a letter grading system. Report cards are sent out three times per year and progress reports are sent to grades 7 and 8 in the middle of the trimester. Students and parents in grades 7 and 8 may access their grades via Infinite Campus.

Clubs

Students in grades 5-8 will have the opportunity to participate in student run clubs that are sponsored by an Anderson faculty member. Students who would like to create a club must fill out the correct form and turn it into the superintendent for approval. **(Board Policy Reference Student Clubs – 3550 and 3550F)**

Field Trips

Your child's class may participate in educational field trips during the year. It is the policy of Anderson School District #41 to acquire parental permission before allowing a student to travel with members of his/her class. Individual parent permission slips will be sent per field trip. Transportation will be provided by the District with a fee of \$5 per student per field trip. If travel by a private car is required for an event, you will be notified prior to the trip. As a parent or guardian, your signature on the permission form indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing you indicate that you understand that some activities on field trips involve inherent risks to students, regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow your child to participate in field trips you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in a field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a Trustee, employee or agent of the Anderson School District #41. In the event it becomes necessary for the District staff in charge to obtain emergency care for your child, neither he/she or the school District assumes financial liability for the expenses incurred because of an accident, injury, illness and/or unforeseen circumstance.

If your child has a medical condition, which the school should be aware of before allowing your child to participate on a field trip, you must notify the school and inform them of the nature of the medical condition. In the event that unforeseen circumstances arise creating a need for you to contact your student or to have information relayed to you about an emergency, change in itinerary, etc. an information network has been established. You will be provided with a contact person and number prior to the field trip. Parents who wish to assist in chaperoning a field trip may volunteer by contacting the teacher of the class or the building superintendent. Due to a variety of factors (e.g. participant restrictions at field trip sites, space, etc.) additional family

members or friends may not accompany a volunteer chaperone on field trips. All children participating in field trips must ride District provided transportation to and from the field trip site. Cell phones are not permitted on any field trips unless specific permission is given by the classroom teacher.

Parent Rights

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

Parent Involvement, Responsibilities and Rights

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the classroom teacher .
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or superintendent any questions, such as concerns about placement, assignment, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (insert phone number) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer and get involved with our Anderson Parent Council.
- Access District policies, handbooks, Board and committee meeting agendas
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.

Visitors

The District has the discretion to permit visitors. For the safety of those within the school, all

visitors must first report to the office and sign in. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Parents are welcome to come for lunch with their child or coordinate with the classroom teacher about volunteer opportunities.

Volunteers

All volunteers in the classroom must sign the volunteer registration agreement as stated in **Policy 5430**.

Student Fees

Fees are charged to students for participation in various activities throughout the school year. Bills will be sent to families monthly. We ask that you please keep your account with the school current to help with our bookkeeping. If you are experiencing financial hardship please reach out to the superintendent so a payment plan can be discussed. Fees will be modified in some instances for students on free and reduced lunch. Grades can be held by the school at the end of the school year for any unpaid fees.

Fee Schedule

Annual Fees charged include but are not limited to:

Fee Description	Fee Amount
Participation fee for athletics and other extracurricular activities	\$80 per activity
Student Technology Fee - Grades K-3	\$125 per student per year
Student Technology Fee - Grades 4-8	\$150 per student per year
Bus Fee	\$150 per bus-riding student per year
Bus Field Trip Fee	Grades K-2 \$15.00 Grades 3-8 \$25.00

Book Fees

Any student who is issued a textbook is responsible for its care. The wear and tear brought about by daily use is expected. However unreasonable damage to any book will result in a fine and possible replacement costs. Fees will need to be paid for library books that are lost, or heavily damaged.

Student Technology Responsible Use Agreement

Anderson Public School Acceptable Use Policy Revised: July 2025

All users of technology in Anderson School District are required to abide by the Acceptable Use of Technology Policy (AUP) and Regulations as set forth below.

Technology Protection Measure

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code, child pornography, as defined in Section 2256 of Title 18 United States Code or harmful to minors.

The school district will certify, on an annual basis, that the district is in compliance with the Children's Internet Protection Act. This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. The Board will provide reasonable public notice for changes to the Acceptable Use Policy to allow for input on the Internet safety policy from concerned community members.

Anderson School District has installed and will maintain Internet filtering software. The Anderson IT staff will monitor the blocking/filtering issues and will escalate student misconduct to the building administrator. This filtering cannot guarantee that the students will not access material that may not conform to the district's curricular educational standards. Teacher/staff supervision of student use of these services is required during school hours.

Technological Resources for Students

The following policy outlines the acceptable uses of technological resources in Anderson School District. This policy applies, but is not limited to, the following categories of technology: district-wide computer networks, standalone computers, peripheral devices (televisions, projectors, SmartBoards, scanners, and printers), on-line services, licensed software, confidential district databases, and use of the Internet.

Local area networks (a particular school) and wide area networks (the entire district) connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides users with the ability to send and receive mail (e-mail) and access enormous and diverse databases of information. The Internet and other online services also allow individuals to participate in discussion groups on a variety of topics. Because of these capabilities, these services can be a valuable educational resource for the students and staff in

the district. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, collaboration, and communication.

The district reserves the right to prioritize and limit access to and use of its technological resources. Because anyone in the world has access to the Internet, the system also contains material which is inappropriate for elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by Anderson students. This policy seeks to balance issues of intellectual inquiry, freedom of speech, and privacy with the responsibility of the district to ensure that students do not access or produce inappropriate or illegal material. Acceptable use in the framework of Anderson School District can be defined as employing technology as an educational tool; using guidelines that the computing community at large and/or legal opinions have generally agreed are permissible. Examples of actions that violate this accepted standard are listed below under the Internet Safety Policy as inappropriate uses. Access to, and use of, the Internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extracurricular activities of the school.

Personal use of this school district-wide service is permitted, at staff discretion, so long as the use is legal and complies with other district policies. Failure to comply with school policy will result in loss or reduction of computing privileges. Any material accessed by students must be related to the educational program or the approved extracurricular activities of the schools. While in school, student access to technological resources will be under the supervision of district staff and will be monitored by staff in the same manner as any other classroom tool. Using technology in the context of a school setting is not a right, but a privilege. Any student who uses the technological resources of the district consents to having all activities performed on the district network or on district devices monitored by a systems administrator.

Internet Safety Policy

The following have been deemed inappropriate uses of school technology. The list is not all-inclusive, but includes some major categories of misuse of technology.

- Using the network for illegal activity (e.g., copyright infringement or illegal downloading of content or software)
- Disrupting or damaging of equipment/software or the operation of the system
- Vandalizing the data account of another user
- Gaining unauthorized access to another account, confidential school records, or computer/network resources not explicitly provided to a user
- Attempting to bypass internet safety systems through any means (e.g. proxy servers)
- Using another person's account or name without permission
- Using abusive or obscene language, sending hate mail, or harassing another individual through any technological means
- Obtaining pornographic text, graphics, or photographs through any means, including but not limited to, E-mail, Instant Messaging, Social Media, or general browsing

- Sending or receiving material that is racist, sexist, or offensive to the religious beliefs of others
- Creating or installing a computer virus
- Using district technology for financial or business gain
- Installing or using personal software on any computer in the district
- Changing the configuration of an individual computer or network
- Downloading software not approved of by IT staff
- Logging onto the Internet or sending email using a fictitious name
- Email broadcasting or spamming
- Cyber bullying in any form

Students and staff are expected to adhere to generally accepted rules of network behavior. These include:

- Be polite. Do not use abusive language.
- Electronic communications are not private. System administrators have access to all district e-mail and illegal activities may be reported to law enforcement authorities or district administration. Students found to be using their school email for inappropriate use will lose access to their school email.
- In all forms of Internet usage, whether at school or at home, students should make a conscious effort to protect themselves against online predators. Students must not give out their names, home addresses, or telephone numbers to people they “meet” on the Internet. School district staff have developed means of communicating with students through e-mail or online course management and will not communicate with students through personal email or personal social media outlets including, but not limited to, Facebook, Twitter, Pinterest, TikTok, or Instagram.
- Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.
- Users will respect and show proper care when handling all district technology equipment. Any student found to be intentionally damaging any software or hardware will lose usage privileges of school equipment and may be liable for the cost of repairs/replacements.

E-Mail and Student Accounts

In an effort to provide a comprehensive and robust technology platform, Anderson School District has adopted Google Workspace for Education (formerly known as Google Apps for Education or G-Suite) as its primary user and data management tool. As part of this platform, all students in grades K-8 receive a student account. This account controls their access to the Internet/Network and district-owned computers. Along with access, this platform also provides school district email services for staff and students. As with all other district technology services, all electronic communication is monitored and audited by district IT staff and third-party services. Anderson School District utilizes email filtering technology to screen for offensive and inappropriate content and has partnered with industry technology leaders to actively scan for cyberbullying and indications of self-harm. All students in grades K-8, unless expressly forbidden, will be given access to email services as outlined below:

- Students in grades K thru 4 will receive “Internal Only” email accounts – this means they can communicate with other students and staff within Anderson School District only. Outside email access may be allowed to specific users or domains at staff request to complement the learning experience.
- Students in grades 5-8 will receive “Internal and External” email accounts – this means they can communicate with other students and staff within Anderson School District as well as outside the district. **Due to new state legal privacy requirements, students will no longer be permitted to use their school email to communicate with non-approved businesses, applications, or services.**
- Written notice must be sent by the parent/guardian to the school superintendent if you do not want your student to use email for school. If we receive no response within 10 days of the first day of attendance, we will consider that to be an "opt-in" and will allow your student to have email access.

Artificial Intelligence (AI) Acceptable Use Policy

Anderson School District recognizes Artificial Intelligence (AI) tools offer significant opportunities to enrich our educational and operational effectiveness. To ensure the responsible and secure integration of these technologies, this policy outlines the mandatory guidelines for AI use by all staff and students. Adherence to this policy is essential for maintaining a safe and productive learning environment.

Authorized AI Tool Usage

To safeguard student data privacy, maintain network security, and ensure consistent pedagogical practices, all AI tools utilized within the school environment **must be school-provided and officially approved**. Currently, the singular authorized AI tool for educational and administrative applications is **Gemini AI**.

- **Prohibition of Unauthorized Tools:** Students and staff are expressly forbidden from using personal AI accounts, third-party AI platforms, or any unapproved AI applications on school-owned devices or within the school's network infrastructure.
- **Purpose of Provision:** The authorized AI tools are provided exclusively to support academic inquiry, foster creative problem-solving, and enhance administrative efficiency in alignment with the school's core educational objectives.

Academic Integrity and AI

The integration of AI tools, such as Gemini, can significantly aid in research, conceptual development, and refinement of written work. However, their application must consistently uphold the school's unwavering commitment to **academic honesty and integrity**. Reference board policy 3310-P(2).

- **Originality Requirement:** All submitted academic work, including assignments, projects, and examinations, must represent the original intellectual effort of the student. The use of AI to generate complete essays, provide direct answers, or create entire creative works for submission as one's own constitutes **plagiarism** and a severe violation of the school's academic integrity policy.
- **Permissible Supportive Use:** AI may be utilized solely as a supplementary tool to:
 - Facilitate comprehension of complex subject matter.
 - Aid in the brainstorming and ideation phases of projects.
 - Perform grammatical and orthographical review of written compositions.
 - Condense information from verified and credible sources.
- **Citation Mandate:** When AI tools provide substantive assistance that contributes directly to the content or structure of submitted work, proper **attribution is mandatory**. Specific citation guidelines will be provided by individual instructors and must be rigorously followed.
- **Instructor Authority:** Educators retain the ultimate discretion to establish specific parameters for AI tool usage within their respective courses and assignments. Non-compliance with these instructions or the misuse of AI for purposes of academic dishonesty will result in disciplinary actions consistent with the school's established policies regarding cheating and plagiarism.

Prohibition of Malicious and Unethical AI Use

The deployment of AI for any harmful, unethical, or illicit activities is unequivocally prohibited and will result in stringent disciplinary measures, including potential legal ramifications and involvement of law enforcement.

- **Hacking and Unauthorized Access:** The use of AI to attempt unauthorized access to computer systems, networks, or confidential data, including but not limited to phishing, malware development, or exploitation of security vulnerabilities, is **strictly forbidden**. This prohibition extends to any endeavor to circumvent security protocols or access information without explicit authorization.
- **Prohibited Malicious Applications:** AI shall not be employed to:
 - Generate or disseminate hate speech, discriminatory content, or incitements to violence.
 - Fabricate or propagate misinformation, deceptive content, or propaganda.
 - Engage in harassment, bullying, or intimidation of any individual.
 - Participate in any form of cyberbullying or online misconduct.
 - Develop or distribute malicious software or computer viruses.
- **Privacy Violations:** The collection, analysis, or dissemination of personal information concerning others through AI tools without explicit consent or legal justification is expressly prohibited.

Monitoring of AI Tool Usage

Users of school-provided AI tools should be aware that their interactions are subject to monitoring. To ensure compliance with this policy, maintain network security, and investigate potential misuse, the district administration reserves the right to:

- **Monitor Conversation and Prompt History:** Access and review the conversation logs, prompt history, and generated responses within school-provided AI tools.
- **Audit Usage Patterns:** Analyze usage data to identify anomalies or patterns of misuse.

This monitoring is conducted in accordance with all applicable laws and school policies regarding student privacy and data security. By using school-provided AI tools, users consent to this monitoring.

Adherence to this policy is paramount for fostering an educational environment that leverages AI's benefits while upholding our institutional values of integrity, safety, and respect. Questions regarding this policy or the appropriate use of AI tools should be directed to your teacher or the IT department.

One-to-One Computing

Anderson School District has recognized the need for additional computing resources for each student. To address this need, the district has adopted a one-to-one mobile computing initiative for students in grades 1-8. Each student in grades 1-8 will have a district-owned device assigned to them at the beginning of the school year. This device will remain with the student while enrolled at Anderson School. Students will be responsible for the physical welfare of their assigned device and **any malicious destruction will result in the loss of all computing privileges and/or fines depending on overall damage and depreciated value of the device** (see Computing Fees and Fines Schedule).

Student devices are monitored and Internet access is restricted at all times, this includes when the device is not physically on school district property. While the technology infrastructure that the district provides is robust, management and Internet restrictions while the device is "off-campus" and outside of school hours is provided at a best-effort level. In addition, District IT staff will not support student devices outside of school hours. See Internet Safety Policy.

Students will not physically alter their assigned device in any way, this includes but is not limited to the follow:

- Painting
- Engraving
- Removing or altering keys
- Removing or altering barcodes/school labels
- Changing batteries
- Using non-approved chargers

Students MAY personalize their device by using vinyl stickers (**NOT** paper-based stickers) as long as the sticker is school appropriate and complies with all other school policies. District staff reserve the right to remove or disallow any personalization for any reason at any time.

The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries, or service disruptions caused by its own negligence or the user's errors. It is understood that a guardian signature is not required for this procedure to be effective. Computer access has become an integral part of the curriculum, and the inability to use this resource may impact your student's educational opportunities. Parents and students will be stating that you understand the use agreement policies and the student will abide by the rules. Written notice must be sent by the parent/guardian to the school superintendent if you do not want your student to use computers in the school. If we receive no response within 2 days of the first day of attendance, we will consider that to be an "opt-in" and will allow your student to have computer access. Students will be held liable for violations of this agreement. It is understood that the Anderson School District's computer systems and technology resources are intended for educational purposes.

- Anderson School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in an appropriate manner.
- Anderson School District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect.
- Anderson School District will not be held responsible for materials acquired on the network or via a District-owned device.
- Anderson School District will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service.
- Anderson School District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- Anderson School District will not be responsible for financial obligations arising from unauthorized use of the system.
- Anderson School District is not responsible for Internet access or Internet quality outside of school property.
- Anderson School District IT staff will not support any home Internet setup or devices. Only school-owned devices are supported.

(Board Policy Reference – District Provided Access to Electronic Information & Services – 3612)

Regulations

Anderson School has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the district.

These resources include but are not limited to:

- School/District computer networks

- Stand alone computers
- Peripheral devices (SmartBoards, televisions, projectors, telephones, scanners, printers)
- Internet Access
- Licensed software
- Databases of information compiled by the district

Computing Fees and Fines Schedule

Anderson Public School Computing Fees and Fines Schedule Revised: July 2020

All users of technology in Anderson School District are required to abide by the Acceptable Use of Technology Policy (AUP) and Regulations. Failure to abide by the policies may result in loss of computing privileges or, in the event of damage to computing devices, fines.

Suggested Fines

The following amounts are only examples and may be amended or modified at any time given situational circumstances including, but not limited to, accidental damage, theft, normal wear and tear, grade, previous misuse, or malicious intent by another student. In addition, fine amounts decrease with each year of depreciation (4 years total) to the device. Should a device need to be replaced, a device of equal age and status will be given to the student. If the student damages the replacement device, a loss of computing privileges will likely occur.

Damage	Year 1	Year 2	Year 3	Year 4
Broken Screen	\$125	\$80	\$50	\$20
Broken Hinge	\$125	\$80	\$50	\$20
Broken Keys	\$25	\$15	\$10	\$5
Water Damage	\$125	\$80	\$50	\$20
Electrical Damage	\$150	\$100	\$75	\$50
Frame Damage	\$80	\$60	\$40	\$20
Charger	\$10	\$10	\$10	\$10

End of Life Policy

Damage incurred to the device that does not affect normal operation and is noted at the end of the device's 4-year lifecycle will not be charged. This will be considered normal wear and tear and the asset will be disposed of.

Community Support

Anderson School recognizes the importance of eliminating barriers that impede parent/family involvement and encourages the collaboration of parents, families, and members of the community. The District has developed a plan that will ensure students feel safe, welcomed, valued, and connected. Any family or student seeking assistance is encouraged to contact the Anderson School Homeless Liaison at 587-1305. Please find below additional resources:

- America's Covid Warning System - www.covidactnow.org
- Family Promise – www.familypromisegv.org
 - Family Promise of Gallatin Valley is a non-profit network of diverse faith organizations working together to help Gallatin Valley's homeless families with children. For more information contact them at:
 - 209 S Tracy Avenue Bozeman, MT 59715
 - (406) 582-7388
- Office of Public Assistance – www.dphhs.mt.gov
 - The Montana Department of Public Health and Human Services offers assistance through the Office of Public Assistance in Gallatin and Park Counties. The mission is to improve and protect the health, well-being, and self-reliance of all Montanans. OPA offers food stamp assistance, medicaid, TANF, and child support enforcement. For more information contact OPA at:
 - 237 West Main Bozeman, MT 59715
 - (406) 582-3010
- Community Health Partners – www.CHPhealthmt.org
 - Health Centers focus on wellness and early prevention, the keys to cost savings. Community Health Partners provide more than just treatment for illness or episodic conditions. They offer comprehensive, “one-stop” services and a “health care home” for patients in their communities. To ensure that income or lack of insurance is not a barrier to care, patients who are not covered by public or private insurance are charged on a sliding fee scale according to income. For more information contact CHP at:
 - 126 South Main Street Livingston, MT 59047
 - (406) 222-1111
 - Gallatin Community Clinic 214 East Mendenhall Street Bozeman, MT
 - (406) 585-1360
- Bozeman Job Service – <http://wsd.dli.mt.gov/local/bozeman/>
 - Bozeman Job Service is designed to provide superior service to the employer and job seeker. Jobs are listed online. Job seekers can register on our database and manage their own job search or they can have mediated services provided by an employment consultant. For more information contact them at:
 - 121 North Willson Bozeman, MT 59715
 - (406) 582-9200
- The HELP Center – www.bozemanhelpcenter.org
 - 24-hour crisis counseling hotline, information, and referral. The Help Center offers the 211 info line, suicide outreach, and individual and group counseling for

survivors of suicide. All services are free, confidential, and anonymous. Some pocounseling services are available for individuals, couples, and families without resources. For more information contact them at:

- 421 East Peach Bozeman, MT 59715
- (406) 586-3333
- Child Care Connections – www.childcareconnections.info
 - Child Care Connections assist parents who are looking for quality and affordable child care. Child Care Connections offers a wide variety of programs and services for families and child care professionals. For more information contact them at:
 - 1600 Ellis Street Unit 1A Bozeman, MT 59715
 - (406) 587-7786
- Salvation Army – http://www1.usw.salvationarmy.org/usw/www_usw_bozeman.nsf/
 - Ongoing programs and services for families in crisis. Emergency welfare aid which could include lodging, meals, clothing, or gasoline. For more information contact them at:
 - 32 South Rouse Bozeman, MT 59715
 - (406) 586-5813
- LOVE, INC – www.loveincgc.org
 - Love INC mobilizes partner churches and their volunteers to find effective ways to serve individuals and families who find themselves in difficult circumstances and who need a helping hand. Serving individuals and households in Gallatin County, Montana, Love INC is a Christian, faith-based, non-profit organization designed to connect the human, material and spiritual resources of dozens of local congregations with individuals and families struggling in difficult circumstances. To request assistance or learn more about what is available contact them at:
 - (406) 587-3008
- HAVEN – www.havenmt.org
 - HAVEN offers 24-hour emergency assistance, temporary shelter, legal assistance and advocacy, support and education for battered women and their children. HAVEN offers community education and referrals for those who batter. They can also assist with information and referrals for temporary restraining orders. For more information contact them at:
 - PO Box 752 Bozeman, MT 59715
 - (406) 586-4111 – Crisis Line
 - (406) 586-7689 – Business Office
- Gallatin City-County Health Department – www.healthygallatin.org
 - This site has a wide array of resources to help people live healthy lives. For more information contact them at:
 - 215 West Mendenhall Bozeman, MT 59715
 - (406) 582-3100 – Human Services
 - (406) 582-3120 – Environmental Health (406) 582-3115 – WIC
- Thrive – www.allthrive.org

- The mission of Thrive is to encourage healthy family development through community awareness, parent education, and support to children and families. For more information contact them at:
 - 400 East Babcock Street Bozeman, MT 59715
 - (406) 587-3840
- Montana 2-1-1 – www.montana211.org
 - 2-1-1 offers assistance with general information and referrals as well as assistance for persons in crisis. For more information contact them at:
 - (406) 586-3333

Appendix A – FERPA RIGHTS

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

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of

attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must complete the form for this information accurately. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

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

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

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

Annual Notice - Right to Request Teacher Qualifications

School: Anderson School District 41

Date: Fall 2025

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- I. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- II. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- III. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- IV. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: Spencer Johnson

Email: sjohnson@andersonmt.org

Title: Superintendent

Phone: 406-587-1305

Thank you for your interest and involvement in your child's education.

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Spencer Johnson

Email: sjohnson@andersonmt.org

Title: Superintendent

Phone: 406-587-1305

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).