OLNEY-BISSELL SCHOOL DISTRICT #58
PARENT – STUDENT HANDBOOK



Approved on August 17th/2026

Olney-Bissell School

5955 Farm to Market Road
Whitefish, Montana 59937
406 862-2828 (phone)
406 862-2838 (fax)
Web Site: olneybissellschool.com
e-mail: olneybissell@gmail.com

Parent/Student Handbook

It is our mission
to build into our students a solid and practical
foundation in
Reading, Writing and Mathematics;

to develop in our students a strong sense of responsibility toward themselves and the whole community;

and to provide our students with a safe and secure environment in which to reach these goals.

Welcome to a new school year. This handbook is meant to be an abridged reference to some of the general policies and procedures at the Olney-Bissell School District #58. Please read the handbook with your children. Please contact the school administration if you have any questions.

The Olney-Bissell Student Handbook is designed to be in harmony with school Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.
Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through the eagle update or other communications. In case of conflict between Board policy or any provisions of student handbooks, the provision of Board policy is to be followed.

Olney-Bissell School does not discriminate IN IT'S EDUCATION, EXTRACURRICULAR AND EMPLOYMENT PROGRAMS on the basis of religion, AGE, RACE, color, national origin, GENDER, MARITAL or PARENTAL STATUS AND disability. Olney-Bissell district #58 complies with Title VI of the Civil Rights Act of 1964; title ix of the educational amendments of 1972; section 504 of the rehabilitation act of 1973; and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title ix, 504 and ADA may be made to the school principal at 862-2828.

Notice Regarding Student Records

Regarding student records, federal law states that directory information on my child may be released by the district to anyone who requests it unless the parent has opted out of directory information in writing and restricted to the release of any or all of this information. The form to complete this process is included at the end of this handbook. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the district to withhold about my child. **Rights concerning a Student's School Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

Successful students take responsibility for their own learning and behavior. They make appropriate choices about what to do as well as how, where and when to do it. Every decision creates a consequence. Responsible students learn from these consequences. They refrain from making excuses or blaming others for their own choices. Please discuss with your children the importance and need for responsible behaviors and attitudes. The responsible qualities and behaviors we expect to see in students attending Olney-Bissell School fall into these categories:

1) Is on time
   - is in the classroom and ready to pay attention in a timely manner hands
   - homework in on time
   - gets in line promptly and orderly
   - organizes to be on time for bus, recess, lunch, dismissal, etc.

2) Comes prepared to learn
   - brings necessary/appropriate materials for class
   - organizes desk, locker, materials
   - has drinking water available if needed

3) Works at learning
   - optimistic
   - self-motivated
   - focuses on and completes tasks without reminders uses
   - time productively
   - pays attention/listens actively
   - follows directions
   - manages impulsivity
   - curious and reflective

4) Respects rights of self and others to learn
   - raises hand, waits turn to speak, doesn't interrupt others, engages in
   - appropriate physical contact (hands and feet stay in own space) cooperative
   - and considerate
   - communicates and socializes effectively (verbally and non-verbally)
   - cleans up after self
   - takes care of materials (yours, the schools, other peoples)
   - participates in learning activities

5) Asks for and receives support
   - takes initiative to ask for support

receives support when it is offered
respectfully communicates needs, struggles, frustrations
accepts consequences of behaviors

Mascot Name and School Colors:

Bissell School mascot name is EAGLES. The school colors are blue and gold.

Enrollment:

New students may be enrolled when they arrive in the district at the district office located at the Bissell School, 5955 Farm to Market Road, Whitefish. The phone number is 862-2828 and fax number is 862-2838. Be sure to bring the following information with you when you enroll your child:

* A state birth certificate.
* Your child's immunization record. Religious or Medical exemption may be used in accordance with the Immunization Law and Administrative rules and must be renewed annually.
* An emergency telephone number.
* Documentation showing your child's legal name.
* A mailing address and physical address.
* Home/work telephone number.

Pre-registration of all returning students will be during the month of April or May each school year.
Out of district students need to reapply each year. The due date for applying is June 1st.
There are criteria set in policy when applying or reapplying as an out of district student. It is imperative that the school office be notified of any changes in student information after their initial registration.

Daily Schedule:

For the school year 2026-2027 – First day of school is **Tuesday Aug. 25th .**

Daily times:

Monday-Thursday (One Friday - June 4th)
Start time 7:48am and Release time 3:45pm
***School doors will remain locked until 7:30am daily

Attendance:

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. State law requires a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her 16th birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. After 6 days of absences per trimester, or 5 tardies, a letter will be sent home informing the parents. If the absence problem

continues, a letter of notification will be sent to the School Board, who may request a special board meeting to discuss the issue and decide further actions.

If a student is absent for any reason, please call the school office (862-2828) between 7:30 and 9:00 a.m. and let the office know. If no contact was made with the school office, and for an absence to be considered excused, the day the student returns back to school after their absence, they need to turn in a written excuse to the school secretary before returning to their classroom**.** If a student arrives after the school bell rings, they must check in at the office with their excuse and it will be considered tardy. If a parent is aware their student will be missing school, please let the teachers and secretary know (in writing if possible) as soon as possible. If a student must leave during the school day, they need to bring a written excuse to the office and have a parent/guardian sign them out.

PLAYGROUND RULES
General Safety Guidelines

1. We are kind and helpful to everyone
2. We play safely and look after each other
3. We listen to each other
4. We are honest and truthful
5. We take care of our school, playground and equipment
6. We are respectful and polite

Playground rules are important to ensure safety during free play times. These rules are in effect during school hours and **all** school sponsored events including Open House, Fall Festival, Winter Carnival, etc.

Grades:
All classroom assignments are to be completed, whether the student is absent or in attendance. It is the student's responsibility to get all their assignments and turn them in on time. In the event of a prearranged or an excused absence, the student is granted two days for each absent day to make up work assigned while they were absent. (Extenuating circumstances may be taken into consideration.) If a student has an unexcused absence, homework assignments due during their absence, become late assignments.

Families/Students who take a pre-arranged vacation during the school year will not be provided work in advance. Teachers are here to teach in the classroom and provide direct instruction. In the event a vacation is planned, it is the students responsibility to get caught up upon returning to school.

In order to be promoted to the next grade level, students in the Olney-Bissell School District need to display basic understanding of their current grade level core subjects. This will be reflected in their grades on their report cards. Core subjects include math, science, social studies/history, communication arts, and for 5th and 6th graders, reading. Students not passing at least one half of their core classes at the end of the school year are subject to the retention policy. If a student earns an incomplete on their report card, they have two weeks from the issuance of the report card in which to

complete and turn in their work for credit. In the event of the work continuing to be incomplete, the incomplete grade turns into a failing grade. There are no incompletes awarded as an end of the year grade.

Grades are recorded on report cards which will be sent home a week following the end of each semester.

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments, which are assigned to be done on the student's own time, after school hours, or as an extension of classroom work, not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development.
Consideration is given to the total homework load of students as well as paying attention to weekends, holidays and special school activities. Homework may be applied towards a student's grade. A recommended daily limit of 20 minutes is given for grades 1-2, 30 minutes for grades 3-4, 45 minutes for grades 5-6 and 60 minutes for grades 7-8.

Study Hall/Tutoring Guidelines:

1) Students will come to study hall prepared to work (with paper, sharpened pencil, books, etc.) or bring something productive to do. If the study hall is at lunchtime, bring your food with you.
2) During study hall time, students must be focused on their work.
3) If students have questions or need help they must raise their hand to get the teacher's attention and wait for help. This interaction with the teacher is the only conversation that takes place in study hall.
4) Regular classroom rules and the consequences of disrespecting them apply to study hall time.
5) If students work with a partner, they must first obtain permission from study hall teachers. A separate area will be set up to participate in this kind of work, but not during lunchtime study hall.
6) The teachers will check your assignments.
7) No pop or snacks will be allowed unless it is a lunchtime study hall.
8) Study hall is for studying. If you have no work, then bring a library book or paper to sketch.

Discipline:

In its Strategic Plan, Olney-Bissell School states

Every student will be given opportunities to develop a strong sense of responsibility toward themselves and the whole community, and

Every student will be provided with a safe, healthy and secure environment. Students have a right to choose a free public education, and they have a responsibility to not interfere with the educational choices of other students. This school believes that every choice a student makes is an opportunity to learn and grow. There are consequences for choices. The consequences are the structure for the discipline plan. The intention is to educate, not simply punish. This goal should help develop personal responsibility, character, self-control, and a safe learning environment and respect for the property, rights and privileges of themselves and others.

Reasonable consequences follow choices. If a student makes a choice that limits their or other's learning, the teacher will work with the student to understand and change their behavior. If students don't make appropriate changes, they will have the opportunity to visit with the administrator and or counselor. Depending on the severity of the student's choices, consequences will follow. Generally and if possible, the parent will be included in this process (either by phone or in person). In the case of a severe offense, parents will always be notified and their input will be included. Consequences may include but are not limited to, individualized behavioral plans, parent and/or parent/staff conferences, temporarily suspending the student from school. The intention of any consequence is to redirect the student and change the behavior. If the student continues to choose irresponsible or disrespectful behavior, the student and their parents will be referred to the school board for consideration of expulsion from school.

Severe choices are those that seriously infringe on the safety and rights of others. They include, but are not limited to: threats and intimidation; damaging or stealing property; physical, verbal, or emotional abuse; insubordination; direct defiance or disrespect of authority, dishonesty,

intentionally unsafe or disrespectful behaviors; possession of tobacco, alcohol, drugs, weapons, or pornographic material, continuous disruptive behavior and other violations of School District Policy or state and federal law. Students are to refrain from using inappropriate language or gestures, and throwing snowballs.

Student-owned electronic equipment including cell phones are permitted on school grounds, but must remain off during school hours.

Students engaging in inappropriate behavior off school and during non-school hours may be subject to discipline by the school if the misconduct interferes with the school's operations or disrupts the delivery of educational services to any student. This is particularly true in instances involving cyberbullying and postings on social networking sites.

Dress Code:

Student dress and grooming must reflect a positive, healthy and safe environment for all students at school. The Olney-Bissell School administration reserves the right to define which type of dress or appearance creates a disturbance or interference to the educational environment as well as the authority to grant exceptions under certain conditions. In order to better understand what is expected, the following specifics are listed: Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts must not be shorter than mid-thigh. All pants must be worn and fit around the waist and be properly fastened so they don't sag or fall below the waist. Students shall not wear hats in the school buildings unless there are extenuating circumstances such as medical or religious reasons. There will be no clothing items that contain messages that are vulgar, obscene or libelous, that denigrates others, which promotes alcohol or drug use, or are contrary to the school's educational message and mission.

Tennis shoes or sneakers will be required of all students participating in physical education classes. These shoes are to be a separate pair from the shoes worn to school and are to be kept at school for daily use.

Students who choose to wear inappropriate clothing at school will be redirected to change the apparel and will not attend classes until properly attired. Time missed will be considered unexcused.

Computer Resources:

Olney-Bissell School District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. For the safety of all students, electronic communications using School District computers are not private and may be monitored by School District staff. **Students and parents are asked to read and sign the user agreement and permission letter along with the parent/student handbook sign-off sheet on the last page**. Violations of this agreement may result in withdrawal of privileges and other appropriate consequences.

COMMUNICABLE DISEASES / CONDITIONS

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

Amebiasis	Hepatitis	Rubella (German Measles),
Campylobacteriosis	Influenza	including congenital
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diptheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye	Tuberculosis
Hansen's disease	Ringworm of the scalp	Whooping Cough (Pertussis)

CORPORAL PUNISHMENT

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

DISTRIBUTION OF MATERIAL

School Materials

All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).
A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Student Fees, Fines and Charges:

A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence. A student may be charged a reasonable fee for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses and any course or activity not reasonably related to a recognized academic or educational goal or any course or activity held outside normal school functions.

Food Service Information:

Bissell offers a breakfast program as well as a hot lunch program. Families who qualify are eligible for free or reduced meal prices. Families can inquire at the school office regarding eligibility and to fill out the confidential application for free or reduced meals as soon as possible. These applications must be approved before your student is eligible to receive free or reduced meals.

Breakfast	**Lunch**
Free .00	Free .00
Reduced .30	Reduced .40
Paid $2.15	Paid $3.75

Students may bring lunch from home. There are microwaves available for students to use to heat up their microwavable foods. Please be sure to include a spoon and bowl with your student's lunch for their soups, etc., as these items will not be provided by the school.

Extracurricular Activities:

To participate in extracurricular activities, students must have parental permission. Students must maintain a 2.0 GPA on all progress reports and semester reports to be eligible to participate in extracurricular activities. If a student earns a failing grade in any subject, they are not eligible to participate in extracurricular activities the following semester. To participate in an extracurricular activity, the student must be in attendance at least one-half day of that day's schedule. Students must show proof of insurance or a signed waiver of liability as well as have a sports physical before starting practice. Participation forms will be provided by the activity coach or can be requested from the school office. School insurance is available to all students.

To participate in school lead activities such as the middle school Lock In, History Trip, Movie Night, etc., students must be passing all core classes (ELA, MATH, SCIENCE, HISTORY) and maintain a 2.0 GPA or better in all classes. Students may not have any school suspensions in the current fiscal year or they will be ineligible to participate in any school sponsored activity.

Student Council:
Student council officers are elected each year by the student body and teachers. The student council has been designed to facilitate communication between the students, teachers, administrators and the school board members. The student council will have a staff member as a sponsor.

Complaint Procedures:
If two or more people are having a difference/conflict, the simplest and first step towards resolution should be to have a discussion between the parties involved (students, parents/staff members). The objective for the conversation would be to resolve the issue in an informal and satisfactory manner. Resources such as the school counselor may be used to help facilitate resolution with the approval of the administration.

For those concerns or complaints that cannot be handled so easily, the District has adopted a formal complaint-procedure at School Board policy 1700. If resolution can't be reached, the complaint may be formalized by filing the complaint in writing and giving it to the administrator within fifteen days of the event-giving rise to the complaint. This grievance must include 1) the nature of the grievance, 2) the remedy requested, and 3) the signature of the grievant. The administrator will investigate and try to resolve the matter, following up with a letter to all concerned parties within fifteen days of receipt of the written grievance. If the complaint is still unresolved, either party involved may continue the procedure by filing a written appeal within fifteen days with the chairperson of the Board of Trustees. If appropriate under the law and district policy, the Board will consider the complaint at the next regularly scheduled School Board meeting and report in writing to all parties concerned within thirty days of the meeting. A Notice of Appeal must be filed and procedures will be developed to resolve the issue at Olney-Bissell School.

Bullying, Harassment, Intimidation, Hazing:
Bullying, harassment, intimidation, or hazing will not be tolerated at Olney-Bissell School. Students will be disciplined if it is determined that any student is engaging in such behavior. Students are required to report to a staff member any bullying, harassment, intimidation, or hazing of which they are aware, whether victim or witness.

"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 educational function.

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.

Sexual Harassment

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

The Olney-Bissell School District encourages parents and students to support the effort of preventing sexual harassment and sexual discrimination in our schools and communities. Students who believe that may have been harassed should direct their complaints to the administrator or counselor.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator or administrator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

Medicine/Medical Treatment:

A student who must take medicine during the school day must bring a written request from their parent/guardian, and the medicine in its original, properly labeled container to the school secretary or nurse. The school secretary or nurse will either give the medicine at the proper time or give the student permission to take the medication as prescribed.

Parents are asked each year to sign an emergency care consent form. This is in case a student has a medical emergency at school or at a school related activity and the parent cannot be reached. The school will need to have a written parental consent to obtain emergency medical treatment. Additional information is important about allergies, medical reactions, etc. This information is obtained from you when you fill out the pupil enrollment card.

District Policies:

You are welcome to review the manual containing all District Policies. This manual is on file in the district office and located on the school web page. The Board has adopted and continues to use policies regarding student privacy, parental access to information, instructional materials and administration of certain physical examinations to minors. Copies of policies are available on request.

Visitors/Volunteers:

Safety of our students is most important to the District. All visitors/volunteers are to report and sign in at the office. Volunteers and Chaperones are to fill out a form annually at the school office and give a copy of their driver's license or photo ID along with this form before going on any school sponsored trips/activities. Volunteers and Chaperones may be required to complete a criminal background check if they will have unsupervised access to students.

Parent Involvement, Responsibilities and Rights:

Olney-Bissell School District believes the best educational result 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 constant communication between the home and school. To build this relationship, every parent is encouraged to:

~ Encourage your child to put a high priority on education and commit to making the most of the educational opportunities Bissell School provides.

~ Attend scheduled conferences and request additional conferences as needed.

~ Review teaching materials, textbooks, and other aids, and examine tests that have been administered to your student.

~ Become a school volunteer. Either join PTO or visit with a teacher or the Principal for ideas.

~ Offer to join committees that formulate educational goals, update policy and procedures, or plan ways to improve student achievement and community relations.

Parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

1. Whether the teacher is teaching under emergency or other provisional status.
2. The teacher's degree major and any other graduate certifications or degrees.
3. Whether paraprofessionals provide services to the student and, if so, their qualifications.

Title I

Olney-Bissell School is a Title I targeted school meaning that federal funding is received by the District to provide tutoring and extra support to identified students. Parental involvement is essential and encouraged by the District in support of this program. Parent meetings will be convened each year to review the program, with the first meeting held in September of each year.

Families in Transition

As part of the McKinney-Vento Act, Olney Bissell School District will provide educational opportunities to all students, including students of families in transition. A family in transition is defined as:

1. Living in an emergency shelter, domestic violence shelter, or transitional housing.
2. Living in a motel or hotel due to economic hardship.
3. Living in a car, park, public places, bus or train station, abandoned building or other structure not meant for housing.
4. Doubled up with relatives or friends due to a loss of housing, economic hardship, or similar reason.

Please contact school administration for more details or a copy of the applicable policy and forms at the school office or (406) 862-2828.

Student Rights and Responsibilities:
All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Equal Education and Nondiscrimination:
The Olney-Bissell Public School District #58 is committed to equality of educational opportunity. Because freedom from discrimination is a fundamental right under the Montana Constitution, it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs, services, and activities of the school district.

Special Education:
The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District according to the definitions of state and federal laws. Please contact the school administration with any questions about special education eligibility or services.

Records:
A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters Olney-Bissell School until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. Parents of a student under the age of 18 and school officials with legitimate educational interests are the only persons who have general access to a student's records.

According to the Family Right and Privacy Act and District policy, both parents/guardians whether married, separated or divorced of a student who is under 18 are permitted to inspect and review education records relating to the student. A student's records are available for review at any time by appointment. A parent whose rights have been legally terminated or restricted will be denied access to the records, if the school has a copy of the court ordered termination.

When transferring to another school, be sure to let the district office at Bissell School know as soon as possible. We will send a certified copy of records to the receiving school as soon as we receive a records request. When a student has registered as a homeschool student, their records are requested by the County Superintendent and sent to that office.A school district in which a student enrolls may request student records from a school the student last attended without a parent signature of approval.

Release of Student Information:
Olney-Bissell District will not release personal student information for selling or marketing purposes, conduct any student survey containing personal information (political beliefs, income, sexual behavior/attitudes, etc.) or administer any non-emergency, invasive physical examinations without notification to parents and signed written parental permission.

The District may release student information in connection with an emergency, without parental

consent, if such information is necessary to protect the health or safety of the student or other persons.

The District will release student records to the officials of another school district where the student intends to enroll, upon written request from that district.

The District may release or otherwise make available student directory information upon request to outside parties if the parents have not opted out of the directory information process and if the District deems the request to be appropriate.

Student Security and Bus Regulations:

Students will only go home or leave with a parent or guardian as recorded on the registration form unless prearranged in writing from the parent/guardian. If it is necessary for a student to leave during school hours, he/she must be signed out by the parent/guardian through the school office.

For student security, any changes from riding the regular bus routes, or for staying at school to attend any extra-curricular activity, must be approved ahead of time with a note from parent/guardian. If your student is riding their bike instead of riding the bus, a note from the parent must also be on file giving that student permission to ride their bikes to and from school.

Bus Rules for Olney-Bissell District #58:

Students shall be on time at the approved bus stop. Bus schedules will not permit waiting. Do not cross the road until the bus has completely stopped. Students will board the bus one step at a time.

Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct the attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

Students must ride their scheduled bus unless they have a written request from their parents, in advance, to make any changes. (i.e. going to friends house, staying at school for sport events, etc.) The students will not be allowed to make phone calls to make arrangements the same day of any changes.

Loading Zone:

1. To ensure safety, students will wait in an orderly fashion at the designated bus stop area. If a student is required to cross the road, it is the responsibility of the parent/guardian to assist the students during this process. No playing in the road or crossing the road.
2. Students will observe the "Guidelines for Conduct" while waiting at the bus stop area. No pushing in line. No throwing rocks or other objects. Rules at the bus stops are the same as if on school grounds.

While riding the bus:

1. Except for ordinary conversation, students shall observe quiet conduct on the bus.
2. Students shall stay in their seats while the bus is in motion. No jumping from seat to seat. Feet and legs out of the aisle and face forward.
3. Students shall not throw trash, food items, etc., on the floor of the bus. A trash basket is

provided on the bus.

4. No part of the body shall be extended through the bus window.
5. Students must be quiet while the bus is stopped for a railway crossing.
6. Students shall not leave the bus from the emergency door unless an emergency exists.

Discipline and penalties:

1. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the operation of the school bus.
2. The driver is in full charge of the bus and the students.
3. Students shall comply promptly and cheerfully with the requests of the driver.
4. The driver may assign seats to an individual or the entire busload as deemed necessary.
5. Students shall go directly to their seats and remain there until they arrive at their destination.
6. Unnecessary conversation with the driver is prohibited.
7. Students shall not run or push while leaving the bus; each step that is provided, is to be used.
8. Students that live on the opposite side of the road from the exit door shall go approximately twelve feet in front of the bus before crossing to their driveway.
9. The school bus driver has the authority and the responsibility to discipline students on the school bus.

School Closing:

Decision of school closure is to be made by the District Administrator or County Superintendent. School closings, because of inclement weather, will be announced on major local radio stations no later than 6:15 am. Unscheduled closings due to equipment failure or weather may also occur. Each child should know where to go if an emergency arises and school is dismissed early.

Searches:

Student lockers and desks are school property and remain at all times under the control of the school. Students however are expected to assume full responsibility for the security, contents and cleanliness of their lockers and desks. The authorized administrator may perform random inspections and searches of lockers and desks or containers of any kind on school premises at any time there is reasonable cause, without notice or consent.

School District officials may conduct a search of a student or a student-owned container if reasonable suspicion exists at the time of the search that the student has engaged in a violation of the law or policy. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Tobacco, Drug and Alcohol Free:

The Olney-Bissell District #58 School Board of Trustees prohibits the unlawful manufacture, distribution, dispensing, possessing, or use of a controlled substance. No one is permitted to use any tobacco, nicotine or alternative nicotine products; vapor products or devices; drugs or alcohol at any time inside district buildings, or on district property, or at any school sponsored activities. A signature

(Found on the last page of this handbook) is required from both parents and students regarding this policy and is kept in the student's cumulative file.

The District does share in the responsibility of educating its students of chemical related problems because they interfere with school behavior and student learning processes. -Discipline of students who have been caught with a controlled substance will be progressive with education and therapy as a consideration for affording the student assistance in coping and overcoming his/her problem.

Weapons:
In accordance with state and federal, weapons of any kind are not permitted at school unless authorized by the Board of Trustees. Students in possession of weapons at school are subject to the consequence of expulsion or suspension.

School Wellness:
Olney-Bissell School is committed to providing a learning environment that promotes and protects children's health, wellbeing, and ability to learn by supporting healthy eating and physical activity. School policy defines nutrition and activity goals, community involvement, and implementation.

Computer/Electronic Mail Use

Internet and Electronic Mail
The Olney/Bissell School District (the "District") is pleased to offer students access to the District computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and both the student and the parents must sign and return the attached form to school.

General Statement.
While it is the District's intent to make Internet access available to further legitimate educational goals and the District has established the Rules described below to regulate such availability, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for sharing of ideas with others outside the District, exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Consistent with that belief, the District supports and respects each family's right to decide whether or not to permit their student(s) to apply for access.

District Internet and E-Mail Rules.
In addition to rules and procedures teachers may apply in individual situations depending on the age and level of computer experience of a particular student, students are responsible for complying with the following rules and procedures in accessing e-mail and the Internet:

* Students are responsible for good behavior on school computer networks just as they are in a classroom or other school facilities. Communications on the network are often public in nature.

General school rules for behavior and communications apply.

* Access to network services is made available to students who act in a considerate and responsible manner. Access is a privilege - not a right.
* Individual users of the District computers accessing the Internet and e-mail are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. However, teachers of younger students will guide them toward appropriate materials.
* Teachers or other District staff may review electronic files and communications in an effort to confirm that the system is being used responsibly. Users should not expect that files stored in District computers or portable disks will always be private.
* The following actions are not permitted, and violations may result in loss of access as well as other disciplinary action:
    - Sending or displaying offensive messages or pictures
    - Using obscene, rude, vulgar, disrespectful or threatening language
    - Harassing, insulting, threatening or attacking others
    - Damaging computers or computer systems
    - Violating copyright laws
    - Trespassing in another's folders, work or files
    - Intentionally wasting limited resources
    - Employing the system for commercial purposes
    - Conducting searches outside of parameters set by the supervising teacher

Olney-Bissell School District 3600F2

Student Directory Information Notification

*Please sign and return this form to the school within ten (10) days of the receipt of this form **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.*

_____
Date

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for _____.
Student's Name

Following is a list of items this District considers student directory information.
Please review School District Policy 3600P for complete information.

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph (including electronic version)
-Date and place of birth
-Major field of study
-Dates of attendance
-Grade level
-Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams
-Degrees
-Honors and awards received
-Most recent educational agency or institution attended

If you do NOT want directory information provided to the following, please check the appropriate box.

❑ Institutions of Higher Education, ❑ Potential Employers, ❑ Armed Forces Recruiters,
❑ Government Agencies ❑ Other

NOTE: If information such as a student's name, grade level, or photograph, and other listed information is to be withheld, the student will not be included in the school's yearbook, program events, and similar School District publications or other statewide programs related to student safety, research, and scholarship. Please review School District Policy 3600P for complete information.

_____ _____
Parent/Eligible Student's Signature ***Date***

Olney Bissell School District 26-27 SY
Please return this signed page to the school

After reading the Parent-Student Handbook over with your students, please **sign this page**.

****

I give permission for my child's/children's creations to be published for fundraising purposes for Olney-Bissell School.

Yes_____No _____

I give permission for my child to be photographed for advertisements in various media, including newspapers and the school's website for Olney-Bissell during the school year.

Yes_____No _____

I give permission for my child to attend school sponsored field trips.

Yes_____No _____

I understand the tobacco, drug, and alcohol policy and agree to abide by this policy upon admittance to Olney-Bissell School and whenever on school grounds or at a school related function.

Yes _____ No _____

Internet-User Electronic Mail and Parent Permission Form and
Handbook Acknowledgement for the Olney-Bissell 2026-2027 school year:

I have received a copy of the Olney-Bissell student handbook. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

As a user of the Olney/Bissell School District computer system (including access to e-mail and the Internet), I have read, understand and agree to comply with the policies and rules described in the computer/electronic agreement.

As the parent or legal guardian of the minor student signing , and having read the preceding information and rules, I grant permission for my son or daughter to access computer services such as electronic mail and the Internet. I understand that individuals and families may be held responsible for violations of these rules. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of my child's use of e-mail and the Internet by setting and communicating standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Your signatures below will cover the advertisement/fund raising permissions, internet usage, and tobacco, drug, alcohol policy as well as acknowledgement that the handbook has been read with your students.

Date: _____

Name of student: _____

Signature of parent/guardian: _____ _____