

2023-2024 Bozeman Field School Student Handbook

Important Contact Information

Bozeman Field School Landline: (406) 577-2492

School Directory

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Who to Contact?

Academics (course-specific): Relevant teacher

Academics (general): Advisor

Attendance/tardiness: BFS Landline (406) 577-2492

Community Events: Terry

Enrollment or other paperwork: Terry

Discipline: Terry

Financial Aid & Tuition Payment: Terry

Medical/Health Concerns: Terry

Immersive Block Courses: Austin

International Travel: Terry

Internships: Austin

Independent Studies and College Prep: Terry/Dalton

January Term: Terry

College Counseling: Terry

Expeditions: Zoe

Academic calendar

Bozeman Field School																				
2023-2024 School Calendar (8/25/23)																				
August '23																				
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Aug 30 - Sept 1

Student Orientation (on campus)

September 4	Labor Day (no school)
September 5-8	Expedition - Grand Teton National Park
September 11	First day of Quarter 1
September 18	College Info Night
September 25	Back to School Night
September 26	Faculty In-service (no school for students)
October 19-20	Faculty In-service (no school for students)
October 23-27	Expedition
October 30	First day of Quarter 2
November 1	Early Release (12:20pm) - Parent / Teacher Conferences
November 20-24	Thanksgiving Break (no school)
December 15	Faculty In-service (no school for students)
Decr 18-Jan 1	Winter Break (no school)
January 2-19	January Term
January 15	Martin Luther King, Jr., Day (no school)
January 22	First day of Quarter 3
February 12-16	Expedition - Hardscrabble Ranch
February 19	Presidents Day (no school)
March 11-15	Spring Break (no school)
March 20	Faculty In-service (no school for students)
April 1	First day of Quarter 4
April 3	Early Release (12:20pm) - Parent / Teacher Conferences
April 12	Faculty In-service (no school for students)
May 17	Faculty In-service (no school for students)
May 19-24	Spring Expedition
May 27	Memorial Day (no school)
May 28-29	Closing activities
May 30-31	Faculty In-service (no school for students)
June 1	Graduation

An updated version of the school calendar can always be found [here](https://bozemanfieldschool.org/current-families/).
<https://bozemanfieldschool.org/current-families/>

Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
45 AM	Morning Meeting 8:45-9:00	Morning Meeting 8:45-9:00	Morning Meeting 8:45-9:00	Morning Meeting 8:45-9:00	Morning Meeting 8:45-9:00
50 AM					
55 AM					
00 AM					
05 AM					
10 AM	9:05 - 9:50		9:05 - 9:50		9:05 - 9:50
15 AM					
20 AM	Geometry American Experience Spanish 3/4		Geometry American Experience Spanish 3/4		Geometry American Experience Spanish 3/4
25 AM		9:05 - 10:35		9:05 - 10:35	
30 AM		Geometry American Experience Spanish 4		Earth Science Ancient World Psychology	
35 AM					
40 AM					
45 AM					
50 AM					
55 AM	9:55-10:40		9:55-10:40		9:55-10:40
:00 AM					
:05 AM	Precalculus Spanish 1/2		Precalculus Spanish 1/2		Precalculus Spanish 1/2
:10 AM					
:15 AM					
:20 AM					
:25 AM					
:30 AM					
:35 AM					
:40 AM					
:45 AM					
:50 AM	10:45 - 11:30		10:45 - 11:30		10:45 - 11:30
:55 AM					
:00 AM	American Experience Algebra 2 Biology		American Experience Algebra 2 Biology		American Experience Algebra 2 Biology
:05 AM		10:40 - 12:10		10:40 - 12:10	
:10 AM		American Experience Algebra 2 Biology		Precalculus Spanish 1/2	
:15 AM					
:20 AM					
:25 AM					
:30 AM					
:35 AM					
:40 AM	11:35 - 12:20		11:35 - 12:20		11:35 - 12:20
:45 AM					
:50 AM	Earth Science Ancient World Psychology		Earth Science Ancient World Psychology		Earth Science Ancient World Psychology
:55 AM					
:00 PM					
:05 PM					
:10 PM					
:15 PM					
:20 PM					
:25 PM		Lunch		Lunch	
:30 PM					
:35 PM	12:20 - 1:00	12:10 - 1:00	12:20 - 1:00	12:10 - 1:00	12:20 - 1:00
:40 PM					
:45 PM	Lunch		Lunch		Lunch
:50 PM					
:55 PM					
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15 PM	1:00 - 1:55	1:00 - 1:55	1:00 - 1:55	1:00 - 1:55	1:00 - 1:55
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25 PM	Health and Wellness Capstone College Prep	Health and Wellness Capstone College Prep	Fitness	Clubs Study Hall	Advisory
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40 PM	Immersive M/F	Immersive T/Th	Community Time	Immersive T/Th	Immersive M/F
45 PM					
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(vers. 8/25/23)

An updated version of the current weekly schedule can always be found [here](https://bozemanfieldschool.org/current-families/).

<https://bozemanfieldschool.org/current-families/>

General Guidelines

Transportation

Bozeman Field School provides transportation from school to all off-campus field study and expedition sites. We do not provide transportation for students to and from school each day. Families are welcome to drop students off anytime between 8:15 and 8:45 each morning, and to pick up students between 3:30 and 3:45 in the afternoon. While we don't make arrangements for carpooling, we do encourage families to work out carpooling arrangements to reduce time and energy spent traveling to and from school, and to reduce congestion on Stadium Drive at the beginning and ending of the school day.

Parking, Drop-Offs, and Pick-Ups

Our location at 2006 Stadium Drive has potential for traffic congestion. There are a few parking spaces in front of our building, as well as overflow parking along the street and in the other parking lots. We ask students and faculty to leave the spaces directly in front of our building open for temporary parking, and we ask that the spaces in front of Dr. Chisdak's office be left available for patients coming out of surgery.

Before & After School

The standard school day begins with a morning meeting at 8:45 a.m. The school building will be open and unlocked no later than 8:15 a.m. for students who wish to arrive early. The school day ends at 3:30 p.m. The building will remain open with a faculty member present until at least 4:00 p.m. each day.

Absences, Late Arrivals, and Early Departures

Unless alternative arrangements are made, students are expected to be present for all scheduled school days and class meetings. We strive to accommodate religious holidays and other important family events. If a student plans to be absent from school, we ask that arrangements be made in advance. In the event of illness (especially contagious diseases), we expect students to stay home from school. Ours is a very close community of students and teachers, and one illness can quickly spread throughout the entire school. Masks are provided and always accessible to students. Please have a parent contact us as soon as possible via our main phone line (406) 577-2492 if you will be late or absent for any reason.

We expect students to arrive before 8:45 each morning, as we plan to begin each day's morning meeting promptly. If you are going to be more than ten minutes late for school, please notify us by calling the main phone line and plan to arrive with as little disruption as possible. Chronic absences or lateness will be noted on the student's transcript and may result in academic or disciplinary action from the school.

Our school day ends at 3:30 p.m. If you need to leave school early, please make arrangements to do so ahead of time and provide documentation of permission from parents. Students need

written permission to leave school during the day with anyone other than an immediate family member.

Attendance Policies

It is essential that all students attend each day at Bozeman Field School. The immersive nature of our classes and experiential nature of our coursework mean that a day missed at school represents far more than “missed work.” Absences represent missed experiences that cannot, in most cases, be recaptured. A missed science lab, guest speaker, day trip, community-building experience, group project, presentation, or morning meeting may not be replicable. A single missed immersive block class represents a loss of 8% of the total course time, a single day of expedition 20% of that experience. For these reasons we ask families to plan all appointments and vacations after school hours and/or during scheduled all-school vacations. Punctuality and attendance are even more important at a school like BFS than they are at a typical traditional school.

An attendance rate of less than 90% in any core class will result in the student not receiving credit for that course. For tracking purposes, arriving late to class counts as 85% attendance for that day. If a student misses more than a quarter of the class period, the student is counted absent. Students attending class remotely are counted present. Excused absences are not counted against a student’s attendance percentage (e.g. a student with one excused absence and zero tardies will have 100% attendance). Absences may be excused with prior approval of BFS administration, or, in the case of illness, by a phone call from a parent.

Bozeman Field School students are expected to attend all expeditions. Our expeditions are a core part of our program, not an optional supplementary experience. In the event that a student is unable to attend an expedition due to illness or extenuating circumstances (with pre-approval of the Head of School), an alternate assignment will be provided so the student can earn credit for the expedition. While some expeditions may be documented with a PE credit on the student’s transcript, the alternate assignment will not include PE credit.

If a student is going to be absent from school, late to school, or departing from school early, we ask families to communicate with us ahead of time. Parents may call us on the landline (406-577-2492) or contact us via email (admin@bozemanfieldschool.org).

Vacations & extended absences

The State of Montana requires a minimum number of instructional hours per school year. If a student’s total hours fall short of this figure, alternative arrangements will need to be made to supplement instructional time. This would likely only occur in extreme cases of extended absences, and generally should be done over the summer.

Although Bozeman Field School generally expects students to be present for all scheduled school days and class sessions, we also recognize that family vacations and other travel opportunities can be excellent learning opportunities. In some such cases, we may be able to work with students and families to allow them to design an individualized educational program

that dovetails with family travel. Please notify us as far ahead of these extended absences as possible so that we can work together to ensure that the student can stay on top of academic work and take advantage of travel as an opportunity for learning and growth.

Student Vehicle Use

In general, Bozeman Field School allows students to self-transport as their families see fit. Driving to school should be regarded as a privilege (not a right) that the school can rescind as it sees fit. Any student use of vehicles shall follow the guidelines below:

- Only properly licensed and insured drivers may drive or drive others to school.
- Students may not transport other students during the school day without written permission from the parent(s) of both the driver and passenger.
- Students may park personal vehicles along Stadium Drive or in one of the parking lots adjacent to Stadium Drive. It is a student's responsibility to ensure that all local traffic and parking laws, regulations, and temporary restrictions (for example, for snow removal) are followed at all times.
- Students operate and park their vehicles at their own risk. BFS is not responsible for damage, theft, or loss to vehicles or their contents.
- School rules pertaining to drug, alcohol, tobacco, and weapon possession also apply to student vehicles.
- Student vehicles are subject to inspection or search at the sole discretion of the school.
- Students must operate and park their vehicles in a manner that preserves positive relationships with our neighbors.
- On occasion, the school may approve a student to self-transport to an independent study course, internship, or other obligation. These arrangements will be made on a case-by-case basis, taking into consideration the value of the activity; the student's record as a driver, community member, and individual risk manager; and other factors as the school sees fit.

Personal belongings

Bozeman Field School cannot be responsible for lost or stolen items. We do provide lockers for students' possessions, and we encourage students to bring locks to keep their personal items secure. If a student brings more belongings to school than can be stored in a single locker, arrangements should be made for storing these materials at school, or else they should be left at home.

Tuition payments

A deposit of 10% of the family's tuition responsibility (after all financial aid awards) is needed to secure a student's spot for each upcoming school year. Full tuition is due on the first day of school. If you need to make other arrangements (payment plans, etc.), please make those through the Head of School. Payments can be mailed to Bozeman Field School, 2006 Stadium Drive, Bozeman, MT 59715, or else checks may be given directly to BFS administrative staff.

Financial aid

Bozeman Field School partners with the National Association of Independent Schools' School and Student Services (SSS) program to determine financial need. Each parent, step-parent, or guardian will need to complete a Parents' Financial Statements, unless taxes are filed jointly.

You will be asked to submit information and documentation relating to the following:

- Family size
- Family income
- Family assets & debt
- Family expenses
- Other considerations or information you want to share

Student records & privacy

Though not legally required, Bozeman Field School strives to follow federal guidelines as outlined by FERPA (Family Educational Rights and Privacy Act) with respect to the privacy of student records. Under FERPA regulations, parents of children under 18 have a legal right to access students' academic records, including transcripts. Families also have the legal right to do the following:

- Inspect and review information in their educational records.
- Request a correction to their record, using Bozeman Field School's appeals process.
- Have some control over the disclosure of personally identifiable information from these records (restrict the release of directory information or authorize the disclosure of non-directory information).

Medical Procedures

All students are required to provide Bozeman Field School with a completed medical information form including all allergies, food sensitivities, injuries, and other medical conditions. When in the frontcountry, we will notify families (using the contact information provided on the medical form) of any health issues that occur during school hours. In the event of a medical emergency, we will activate our medical procedures (physician on call, urgent care, emergency room) and notify family members as soon as it is safe to do so. In the backcountry our wilderness staff, who are certified in emergency wilderness medicine, are responsible for medical care until care can be handed over to a medical professional with superior training. Signing our medical forms authorizes our staff to follow our wilderness protocols and procedures.

Emergency contacts

Parents who need to contact a child during school hours should call our main number: (406) 577-2492. During expeditions we spend much of our time out of cell range. We will have a faculty member on call who will handle emergency communications for families.

Nondiscrimination policy

Bozeman Field School seeks a diverse community of students, faculty, and staff members. We admit students of any race, creed, religion, sex, sexual orientation, gender, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, creed, religion, sex, sexual orientation, gender, color, or national/ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Discrimination & harassment

Bozeman Field School does not tolerate discrimination or harassment of any kind, and it takes all reports of such activity seriously. If you have experienced discrimination or harassment, please immediately report it to the Head of School or any faculty member. If your report is about the Head of School, you may direct it to a member of the Board of Trustees.

Re-enrollment

For a student in good standing to re-enroll for a subsequent academic year, Bozeman Field School requires an *Intent to Re-enroll* form (available on our website), along with a deposit of 10% of the family's tuition responsibility. You should submit these materials no later than April 1 in order to reserve your place for the following year. After April 1, students in good standing can be re-enrolled on a rolling, first-come, first-serve basis.

Academics

Core Curriculum

Our faculty works with each student to create a course of study that meets his/her educational goals. All students take a core academic curriculum plus both in-house and community-based electives. Bozeman Field School provides instruction in language arts, history, ethics, mathematics, sciences, and foreign language, as well as subject matter based in the Gallatin Valley and the American West. While we make reference to traditional academic disciplines, it is important to understand that many (perhaps most) of the courses we offer are interdisciplinary. This core curriculum ensures that students become fluent in the essential skills, concepts, and ideas that will enable them to engage as compassionate and contributing members of the community. Students receive formal and informal feedback from faculty that may come in the form of narrative comments, small group workshops and individualized conferences. Each student must complete a capstone project prior to graduation.

Student Course Selection & Schedules

Students will be placed in core academic courses (Humanities, Math, Science, Spanish) on the basis of their current skill level and progression toward BFS graduation proficiencies. By design, some BFS courses may include students of different ages, grade levels, backgrounds and abilities. To be considered fully enrolled at Bozeman Field School, students are required to enroll in four core courses, either at Bozeman Field School or through some other approved institution. During the senior year, a student may opt to have one (but not more than one) core class period dedicated to working on their capstone project or a pre-approved independent study.

Immersive Block Courses

Each quarter, students will participate in two immersive block electives. Prior to the quarter's start, students are given a course listing of potential courses, which they will rank in order of preference. Considering schedules, class size, seniority, breadth and focus of individual academic programs, and previous course selections, the BFS faculty and leadership team will place students into these courses. Barring extraordinary circumstances, these course placements will be final for the duration of the quarter. Students who are unable to enroll in a top choice class will be given first priority if the course is offered in a future quarter. Throughout the

year BFS faculty actively solicit ideas from students, families, and community partners for block courses and instructors. Block Courses will be evaluated on a credit/no credit basis or using our standard proficiency scale at the discretion of the teacher.

Students who are not making adequate progress toward graduation proficiencies or other academic objectives may have one or both of their immersive block course periods assigned to supported study, tutoring, or other independent tasks or courses that support progression toward attaining the proficiencies required for a timely graduation.

Grading

Bozeman Field School uses a proficiency-based system of grading. This means that you are evaluated according to your mastery of the skills and learning outcomes that the school has identified in each subject area. At the end of each quarter, you will receive narrative comments describing your progress in these student competencies.

The proficiency continuum used to evaluate student performance is elaborated on below:

- 1.0:** With help, demonstrates foundational skills and knowledge.
- 1.5:** With help, demonstrates foundational skills and knowledge, and has evidence for the complex skills and knowledge of 3.0.
- 2.0:** Proficient at the foundational level.
- 2.5:** Proficient at the foundational level, and has evidence for the complex skills and knowledge of 3.0.
- 3.0:** Proficient at the complex level.
- 3.5:** Proficient at the complex level and has evidence for using skills and knowledge in a new, rigorous level.
- 4.0:** Proficient at the complex level and demonstrates using skills and knowledge in a new, rigorous level.

Transcripts

While we use proficiency scores on our quarterly Progress Reports, final transcripts will show traditional A-F letter grades. The conversion chart is listed below.

Proficiency score	Letter Grade
3.1 to 4.0	A
2.9 to 3.0	A-
2.6 to 2.8	B+
2.3 to 2.5	B
2.0 to 2.2	B-
1.9	C+

1.8	C
Below 1.8	F

GPA

Bozeman Field School courses use a four point scale. University courses and dual enrollment university courses are weighed. These courses are given one additional grade point (e.g. Dual Enrollment A = 5 grade points).

Online Resources

Bozeman Field School employs several digital/online resources to support student learning. First and foremost, all students have school email and Google Suite accounts. Usernames are firstname.lastname@bozemanfieldschool.org. Login information will be provided in the first week of school. All official communication from the school and its employees will be through these accounts, and students are required to check their email at least once per day and respond to intra-school communication. These login credentials also give access to Google Docs, Sheets, Classroom, Sites, etc., which are all used extensively by BFS faculty to post assignments, course materials, and announcements. Parents can sign up on Google Classroom to receive weekly digest emails with academic summaries.

The school also uses JumpRope for proficiency-based grading. Students and parents have individual accounts with which they can view their grades. This system is covered in depth during the first few full weeks of the school year.

Graduation Requirements

Subject	Requirement	Notes
ELA*	8 semesters	
History and Social Studies*	6 semesters	Must include: <ul style="list-style-type: none"> ● 2 semesters US History <ul style="list-style-type: none"> ○ MT & Intermountain West ○ American Experience ○ One semester can be US Govt ● 2 semesters of Global Studies (world history, geography) <ul style="list-style-type: none"> ○ Colonialism ○ The Ancient World
Science	6 semesters	Must include: <ul style="list-style-type: none"> ● Earth Science ● Biology Recommended: <ul style="list-style-type: none"> ● Chemistry and/or Physics

Math	6 semesters	Or completion of: <ul style="list-style-type: none"> • Geometry • Algebra II
World Language	6 semesters	Or demonstrated proficiency in a language other than English
Health & Wellness	4 semesters	
Art	2 quarters	As block immersive, internship, or independent study
Service	2 quarters	As block immersive, internship, or independent study
Capstone Project		Minimum one semester, plus completion of project. This may be completed as part of a grade-level seminar.

* Humanities classes include both ELA and History/Social Studies

Independent Study Courses

Bozeman Field School is open to a wide range of individualized courses and educational opportunities. Students hoping to complete an independent study must complete an Independent Study Proposal, a template for which is available at the school. In evaluating the merit of an independent student proposal, the administration will consider the following:

- Congruence between BFS' mission and the purpose of the proposed course
- Academic rigor and relevance
- Clarity and measurability of expected academic outcomes
- Adequate teacher supervision and support
- Student's demonstrated ability to manage time and work independently
- Logistical concerns, including transportation and the equitable use of school resources

Outside Courses

Bozeman Field School may accept work done at another institution (high school, college, online university, or other educational program) to demonstrate proficiency in one or more of the learning areas set forth in our academic program of study, or for credit in a core or immersive subject area. Requests for courses to be considered will be evaluated by the Head of School on a case-by-case basis.

Homework

In recognition of research that has revealed the limitations of giving large amounts of homework each night, Bozeman Field School embraces a "less is more" approach to assigning homework, encouraging students to participate in extracurricular activities and to spend meaningful time with their families. That said, we believe that some homework is desirable in developing core skills of reading, writing, and research. Our intent is not "homework for homework's sake", but to complement the work that we do in class with independent thinking that is best done in a minimally distracting environment. Specific homework expectations for each class will be outlined in individual class syllabi.

Online resources

Bozeman Field School uses the suite of Google Apps for Education to distribute and store instructional materials for students. So if, for instance, you should misplace the handout that is the reading for humanities class, you should be able to find a PDF of it, or a link, on the BFS shared drive. On other occasions you may be asked, as part of a homework assignment, to watch a YouTube video or a TED talk. On those occasions you'll need to make sure you have Internet access in order to complete these assignments. If you don't have Internet access at home, this could mean doing your homework on campus, or visiting the public library.

College counseling & post-secondary guidance

Bozeman Field School students spend four years exploring, learning, questioning, and developing skills. Students also develop a deep sense of their purpose and path in life. Through this process, Bozeman Field School offers students the opportunity to explore post-secondary school options including college, vocational training, and gap-year options. A number of BFS students may pursue admission at top-tier colleges around the country, some may opt to stay in-state, and others may pursue other options such as apprenticeships or vocational schools. The best outcome we can imagine is that all students clearly understand their capacity to contribute to their community in ways that feel meaningful and purposeful *to them*.

Our advisory program is a component of BFS's college and career counseling. We believe the multi-year, multi-faceted relationship between a student and his/her advisor is an ideal context in which to cultivate conversations, plans, and advice about the future. Our advisory curriculum encourages younger students to take inventory of their learning and interests, and explore a variety of post-secondary paths. For students choosing to pursue other options directly after graduation, the advisory program, along with opportunities in J-term, Capstone, as well as expeditions expose students to a variety of post-secondary opportunities, including direct entry into the workforce, pursuing apprenticeships, career/technical training, and gap year programs. We help students to formulate and work toward personal goals of many types.

Academic integrity & cheating

Bozeman Field School students are held to high standards of personal and academic integrity. As such, we do not tolerate plagiarism or cheating of any kind. Plagiarism refers to the act using content or solutions (including AI resources) without proper attribution or authorization, thus presenting the work as one's own. Any student found to be cheating is subject to our disciplinary procedures and can expect, in the most egregious instances, to be expelled from Bozeman Field School. In many instances of academic misconduct, the root cause can be traced back to students feeling inadequate, insecure, and/or overwhelmed by the tasks at hand, or simply procrastinating past the point of being able to complete a project on time. In these instances it would be much wiser to report these feelings to a faculty member, and face the consequences from that, than it would be to commit an act of academic misconduct.

Students with disabilities

Students with any kind of physical disability or learning difference should provide documentation of any diagnoses they may have had, as well as any accommodations they have received in

other educational settings. We work closely with families to ensure that our programs are a good fit for all our students, and that we provide appropriate accommodations to help our students succeed in school. Please note that Bozeman Field School has no obligation to follow IEP or other documents created by other schools, districts, or administrators, though we strive to provide critical accommodations as possible within our small school, specific program, and mission.

Accreditation

Bozeman Field School is a member of the National Association of Independent Schools (NAIS), a nonprofit membership association that provides services to more than 1,800 schools and associations of schools in the United States and abroad, including more than 1,500 independent private K-12 schools in the U.S. We are working toward becoming accredited with Northwest Association of Independent Schools (NWAIS), the main accrediting body for NAIS-affiliated independent schools in our region of the country. Accreditation is a rigorous, multi-year process that involves significant self study of the school and its practices. We are excited to undertake this process.

Philosophy of Discipline

Bozeman Field School strives to provide a positive and productive learning environment that is physically, socially, and emotionally safe for all students. We believe that a system of clear rules and high expectations for student behavior best supports this goal. To this end, we have established clear rules for student behavior, which are supplemented by community norms developed in partnership with our students. We seek to deliver a fair, predictable discipline system that supports stronger community and greater self-awareness while maintaining a high level of respect, dignity, and privacy for all stakeholders. In responding to disciplinary issues, we consider the following tiered priorities:

1. Restoring a positive and productive learning environment;
2. Repairing damaged community relationships and trust;
3. Providing opportunities for growth and reflection.

Our community is governed by two collections of rules and norms: School Rules, and Community Norms. In descending order, these systems cover incidents ranging in severity from suspendable and expellable offenses down to everyday mistakes, misunderstandings, and transgressions.

School Rules

Any single occurrence of the following actions may result in a student being suspended, expelled, being asked to leave, and/or having an offer of admissions or continued enrollment revoked.

- **Harassment, bullying, or hateful/negative/threatening speech:** including speech and actions outside of school hours and away from school grounds, as well as speech conveyed via digital or other means (phone, text, mobile app, etc.).
- **Use, possession, or distribution of drugs, alcohol, or tobacco,** including e-cigarettes, paraphernalia, prescription or over-the-counter medications at school. Students needing to take regular medication (including over-the-counter, alternative, herbal, homeopathic, or other medicines) must provide these medications to the school, which will keep, administer and document dosages. Alcohol, drug, tobacco, or e-cigarette use outside of school is also prohibited.
- **Theft or willful destruction of property** during or outside of school, including “borrowing without permission,” taking food or personal items not belonging to a student, shoplifting, or digital theft (unauthorized downloading, streaming etc. of copyrighted material), as well as graffiti or other vandalism.
- **Unwanted touching, assault, or the commission of any crime** inside or outside of school.
- **Possession or use of weapons at or near school** (within 200’), including firearms, pepper spray and knives with blades larger than 3”.
- **Plagiarizing, cheating, or lying,** including any act of academic dishonesty, representing others’ work as your own, copying answers, giving or receiving unauthorized help, or using unauthorized aids on an assignment.
- **Leaving “known locations” without staff notification** while school is in session. Known locations during a typical school day include the interior of 2006 Stadium Dr, as well as the parking lot, sidewalk, and adjacent greenspace. As students travel to immersive block electives, field trips, community service, independent studies, etc. they will be given specific boundaries defining which locations are “known.” During expeditions and other overnight events, known locations may change with location and time (for example, it may be allowed to hang out in a central location, but not after bedtime). In new environments, students are expected to ask and clarify known locations.
- **Sexual activity** at school or on school-sponsored activities, including possessing or accessing pornography or other age-restricted materials.
- **Habitual violation of school rules and/or community norms, or persistent negativity.**

Community Norms

Students at Bozeman Field School are active participants in the establishment and maintenance of community guidelines for student behavior. With the exception of the school rules listed above, these community guidelines are intended to create a school environment conducive to learning. We expect students to make mistakes, and to use these mistakes as opportunities for learning and growth. Our systems for upholding community norms are designed with these educational goals in mind. BFS has few ironclad “rules” but is a place where more subtle aspects of human behavior and communication are discussed openly as a community.

The following expectations are examples of community norms for which disciplinary consequences may result. The school's response will vary in severity depending on context and history, ranging from simple reminders and calls home through restorative community work, activity restriction, behavioral contracts, and in habitual/severe cases, more serious potential consequences including suspension or expulsion. This list is not exhaustive but should serve as an example of the scope and spirit of our community rules.

- Students must be dressed appropriately for activities they will be participating in, including outerwear and footwear. Shoes must be worn at school at all times. We choose not to create a specific dress code at this time, but reserve the right to send home any student who is not appropriately or safely dressed for the day's activity, or one whose choice of clothing poses a distraction to the educational process.
- Students may not publicly watch or listen to music, videos, or other media with offensive, violent, or overtly sexual language or themes, or that contain more than occasional profanity.
- Students should leave areas of the school as clean and orderly as they found them (or more so).
- While traveling in school vehicles and/or on school trips in other vehicles, students must wear seat belts at all times and follow all driver and chaperone instructions.
- Students are responsible for knowing the daily schedule, and are expected to be on time and prepared for each class.
- During the school day, students may not ride bikes, skateboards, or other wheeled devices without permission. Helmets, proper footwear, and other protective gear must be worn at all times (as determined by any BFS staff member).
- As we share a parking lot with other businesses and residents, students should not be in the parking lot during the school day.
- All athletic activities (bouldering, hiking, etc.) have specific risk management guidelines and expectations that students must understand and follow at all times.
- Students are expected to act as personal risk managers and conduct themselves in a manner that minimizes the likelihood and consequence of a mishap to themselves and/or others.
- Students are expected to conduct themselves in a manner that represents BFS in a positive light within the community.
- Students are expected to interpret and apply Leave No Trace ethics to both backcountry and frontcountry environments.
- Students are expected to participate in all required school activities.

Administrative Responses

There are three different aspects of student life that lead to administrative responses:

1. When students do not live up to our commitments and expectations outlined above under community norms and school rules.
2. When students are struggling with academic work.

3. When students are experiencing health or other issues that interfere with their participation in our program and may necessitate a leave of absence.

In each case we strive to provide a response that is supportive of both the student and the community, and helps us all learn and grow.

Disciplinary Process

In cases involving School Rules, the Head of School or Associate Head of School will lead the disciplinary process. In general, the school will do the following:

- Collect statements and/or other information about the incident(s) in question;
- Inform parents of involved or potentially involved students;
- Collect additional information and/or proposed resolutions from involved parties
- Make a determination of fact, based on available information;
- Determine appropriate consequences, considering the severity of incident, effect on others, disciplinary history, and BFS Philosophy of Discipline (see above);
- Communicate any consequences directly with involved students and their parents;
- Maintain a reasonable expectation of privacy for all involved parties.

Because different disciplinary situations may require varying responses, families should understand that additional consequences for violations of school rules may include: parent/guardian phone call, a meeting with the Assistant Head of School or Head of School, announcement of transgression to the community, meeting with staff and parents, required counseling, academic testing, psychological testing, at-school suspension, suspension away from school, and/or dismissal. Please note that suspensions and expulsions will be effective immediately, and may require the student to immediately leave campus, expedition, or school activity.

For community norms violations that fall short of school rules, any faculty member may make determinations of fact and enforce consequences, keeping the BFS Philosophy of Discipline in mind. These consequences could include warnings and reminders, calls home, restorative community work, conflict resolution & mediation, activity restriction, and behavioral contracts. Repeated rules or community norms violations will be documented in a student's permanent record. Please note that repeated/habitual violations (as determined by the Head of School) constitute a school rule violation and carry the aforementioned consequences and procedures.

If a student shows a consistent lack of regard for BFS's commitments and expectations in their behavior or their academic coursework, or if they are contributing to an unsafe environment, the school's response will be to draw up a concern/probation contract.

Examples of situations that may warrant this type of follow-up may include but are not limited to: jeopardizing the safety of oneself or another student; being unsupportive of other students; showing disrespect towards other community members; being disruptive during class; inappropriate computer use; not fulfilling stewardship responsibilities; signing in for a

commitment but not staying the whole time. This contract will outline the actions and obligations necessary to continue enrollment at Bozeman Field School.. Should the student not uphold the terms of the contract, then suspension or dismissal from the school is likely. Failure or refusal by the student to sign the contract indicates an unwillingness to work with the school, and could result in immediate dismissal from the school.

Similarly, if a student is struggling with academic work at BFS, we will work to provide support and clarify expectations through an Academic Contract. In these situations, written notification will be provided to the student and their parent(s)/ guardian(s), indicating the reason(s) for being placed on this status, the duration of the status, and may include conditions for being removed from the status and/or necessary actions to continue enrollment at BFS.

Dress code

Bozeman Field School does not require students to wear uniforms. We do, however, expect students to dress appropriately for the environment and activity. This means wearing clothing suitable for the particular activities we have planned, including field trips and expeditions, as well as art projects, science projects, and exhibitions of student work. In general, we expect students to dress in a way that is conducive for learning.

Food

Students should come to school fed and ready to learn. A personal water bottle is welcome during class. Because we do not have substantial kitchen facilities on our campus, students will not be able to cook meals. We do, however, have a microwave and a small refrigerator that students are welcome to use. In general, we ask students to plan their meals ahead of time to minimize disruption and mess. Food is not allowed in classrooms while class is in session.

Food Allergies

Students with severe food allergies should have this information documented in the appropriate medical forms, and should have emergency medication on hand (e.g., EpiPen) if needed. BFS strives to provide food items that have ingredients fully labeled; however, in a shared community space with food items coming from many sources it is impossible for us to guarantee an allergen-free environment. Prior to consumption, it is the responsibility of students and parents to check ingredient information for food provided at Community Lunch, purchased from private businesses, supplied on expeditions, and in any other context in which food is provided by BFS or outside groups. Should food substitutions be required due to allergies on expeditions, BFS will strive to provide suitable alternatives.

Personal belongings

Bozeman Field School cannot be responsible for lost, stolen, or damaged personal items. We provide locker space for students' possessions, and we encourage students to bring locks to keep their personal items secure. BFS is not responsible for items left in vehicles (personal or school-owned), nor for the security of items brought to immersive block electives, expeditions, or other off-campus activities. We discourage students from bringing valuable personal possessions or excessive cash to school.

Clubs & activities

Students are encouraged to form clubs and other organizations based upon shared interests. If student organizations wish to meet before or after school, students may make arrangements with a faculty advisor who can assist and/or supervise group activities. As interest in student activities develops, BFS will identify and prioritize activities and groups whose purposes are most in line with our organizational mission and educational priorities. BFS reserves the right to create, modify, dissolve, or prohibit specific groups or organizations from forming or meeting at school.

Philosophy of Technology Use

At Bozeman Field School, we believe preparing students for the future includes developing digital literacy skills and understandings. In addition to providing courses, equipment, and other resources for students to develop digital literacy, we aspire to leverage technology to create a stronger, more connected school community. To this end, we both allow and provide a variety of digital tools at school, including hardware, software, and internet access. In general, we also allow students to bring their own devices from home.

BFS students and families should understand that digital tool use at school (including computers, phones, tablets, local network, internet access, televisions, “smart” devices, etc.) is a privilege, not a right (regardless of device/resource ownership). We encourage use of technology when such use promotes an educational, community, or other mission-driven goal. We discourage the use of devices for entertainment or communication during the school day, and expect that devices will be stored in lockers unless they are being used for an educational purpose. Each teacher will establish clear guidelines for technology use; students should ask and clarify before assuming device use is permitted. When devices are not being used, we expect they will be stored in lockers or backpacks (e.g. *not* present on table or in pockets, etc.).

All BFS rules and community expectations apply in the digital world. For example, harassment or bullying via text, internet, or other digital means will not be tolerated, and incidents of cyber-bullying will be treated with the same disciplinary process and consequence as in-person incidents. Buying or downloading a paper someone else has written is intellectually dishonest, whether or not that paper ends up being turned in. Theft of digital services or intellectual property will likewise be treated similarly to theft of physical property, etc. In addition to following all school rules within the digital context, students are expected to follow additional guidelines defining acceptable, unacceptable, and expected use.

Prohibited Uses

The following uses of school-provided internet and devices are specifically prohibited:

- Accessing, uploading, downloading, creating, viewing, posting/reposting, or otherwise distributing pornographic, obscene, overtly violent, or sexually explicit materials.
- Transmitting obscene, violent, abusive, sexually explicit, threatening or demeaning language or imagery.
- Violating any local, state, or federal law.
- Vandalizing, damaging, or disabling the property of another individual or organization.
- Accessing or attempting to access another individual or organization’s materials, information, or files without permission.
- Impersonating another individual or organization.
- Violating copyright or using the intellectual property of another individual or organization without permission.

- Photographing or otherwise recording others without their knowledge and permission
- Harassment and bullying.
- Changing network, security, access or device settings on school-owned devices and networks

Expectations for technology use

BFS provides and relies on a variety of digital tools for teaching, learning, and communication. In addition to the “do’s and don’ts” of technology tools, we expect the following of all students:

- Do not bring phones into classrooms
- Asking for and receiving specific permission before using mobile devices during the school day.
- Setting up plans for transportation, etc., that do not rely on access to mobile devices during the school day.
- Checking school email at least once per school day in the afternoon or evening, and at least once per weekend.
- Responding to individual emails from school faculty and staff.
- When using digital devices in class, only having windows/apps open that pertain directly to the assigned task.
- Storing individual files and materials only in designated locations on school computers/network, and storing digital devices in designated locations.
- Treating school-owned technology carefully and responsibly, preventing damage and excessive wear.
- Returning school-owned technology to its designated place and original state in a timely fashion to facilitate shared use.
- Checking HW assignments nightly.
- Using G Suite (Google) and other collaboration tools as assigned by teachers.
- Abiding by all digital services, hardware, and software terms of service and acceptable use policies.
- Using network resources equitably (for example, not hogging bandwidth by streaming videos, playing online games, and using Skype simultaneously).
- Helping to create a positive, productive, respectful, responsible, and empathetic digital culture at BFS.

Digital device use at school

During the school day, students should assume that digital devices are not permitted to be used or present in classrooms. Mobile devices must be stored in a locker or the “Phone Zone” prior to morning meeting, and must stay there during class time. If a student has an urgent need to use a mobile device, they should ask for permission for the specific use needed. Should the need arise for digital devices, the teacher or supervisor of the activity will tell students (or students may ask). The only times at school that students may use digital devices for personal purposes (for example, to text a friend or family member, or listen to music) are before and after school, during the transition/break between classes, and during lunch as permitted by teachers/supervisors. If digital device use becomes a barrier to our educational mission or community aspirations, BFS reserves the right to further restrict or prohibit digital device use.

On expeditions, our digital device rules and expectations are different. We have found that digital device access often prevents students from fully enjoying the unique experiences afforded to them via our expeditions. Beyond the distraction factor and possibility for device damage/loss, experience has shown that a digital line back home to friends and family sometimes provokes homesickness, and the desire to document and share experiences in real

time sometimes creates a barrier to firsthand, immersive experience. For these reasons, students and families should expect that digital devices (including phones) are left at home during expeditions. There may be exceptions to this general rule (for example, an urban-based expedition in which we want students to have communication/navigation capabilities), in which case we will clearly communicate to students and parents our plans and needs ahead of time. Please note that many of the locations we travel to do not have cell service, in which case we carry additional communication gear (e.g. Garmin InReach) for emergency outgoing communication only. Thus, parents should not expect trip updates during expeditions.

The role of parents and family

We rely on parents as partners in the process of educating and coaching students to become responsible digital citizens. In addition to role-modeling appropriate technology use, parents can support BFS' technology rules and community norms by doing the following:

- Avoiding texting/messaging students during the school day.
- Setting up transportation plans that do not rely on mobile device communication during the day.
- Using the school landline (406) 577-2492 if there is an urgent need to speak to their child during the school day.
- Ensuring their child's digital devices are left at home during expedition.
- Respecting personal and professional boundaries set by teachers and staff about modes, frequency, duration, and timing of communication.
- Establishing digital device expectations and boundaries at home that support our educational and community goals, and promote students' health, well-being, productivity, and adequate sleep.
- Engaging positively and productively in BFS digital communities.
- Respecting the digital privacy of BFS students, families, faculty, and staff.
- Helping to promote official BFS announcements, events, and posts.
- Seeking permission before posting content created at or depicting Bozeman Field School, including use of the name "Bozeman Field School" and "BFS".

Campus Emergency Procedures

In the event of a campus emergency, faculty members will implement BFS' emergency evacuation/lockdown procedures. It is important to recognize that while procedures and plans to specific scenarios are important, it is impossible to predict or fully plan for all possible campus emergencies. Because of this, we trust our staff to make their best professional decisions in a time of crisis to protect the safety of our students, which may require them to modify or depart from these procedures in response to unanticipated or changing circumstances.

Emergency Communication

In the event of a fire, a fire alarm will sound in the school that is audible throughout all classrooms. In the event of an intruder or other campus hazard, staff will communicate this hazard in person and/or using the phone Intercom system. For this reason, it is important that landline phones remain in their chargers. During an emergency or drill, faculty and staff should (if possible) keep but silence their cell phone.

Evacuation

In the event of fire, earthquake, or other environmental hazard, the school will be evacuated using the following procedures.

- Each room should be cleared of faculty, staff, and students.
- Primary and secondary evacuation routes are posted near the exit to each room in the school. Staff members should determine which evacuation route provides the safest and most efficient option.
- All persons shall calmly proceed to the **regroup point at the corner of Stadium Drive and Allen Drive**, so long as this location is safe and secure.
- If the primary regroup point is unsafe or inaccessible, the school's secondary regroup point is in the **southwest corner of the south parking lot**.
- Teachers are responsible for taking attendance for their own class, including any visitors, and reporting any unaccounted-for persons to the administrator on duty.
- Doors to classrooms should be closed, and students should leave bags and any possessions not already on their person.
- All evacuated students, faculty, and staff will remain at the regroup point until the "all clear" signal has been given by the Head of School, emergency personnel, or administrator on duty.

Lockdown

In the event of an intruder on campus or other external threat to the school, the following lockdown procedures shall be followed.

- Staff will announce lockdown in person, via phone intercom, fire alarm intercom, or mobile device by saying or writing "LOCKDOWN" or "LOCKDOWN WITH INTRUDER."
- Staff will immediately direct students to the safest nearby location, following the location-specific procedures that follow.
- Classes meeting in the **Absaroka, Bridger, Gallatin, Madison, or Beartooth classrooms** will lock the classroom door, close any window, and pull down shades.
- Persons in **restrooms** will lock the door and remain silently in the room.
- Persons in the **faculty or Head of School offices** will lock doors, pull down shades, and shelter under desks.
- Persons in the **reception area** will evacuate to a classroom (best choice), the science room, a restroom, or (if impossible/unsafe) will evacuate the school.
- If there is no intruder in Suite 102, the exterior door to the reception area should be locked and window shade drawn, if possible.
- If there is no intruder in Suite 103, the exterior door to the reception area should be locked and window shade drawn, if possible.
- Persons **outside** the school will evacuate to the regroup location.
- Classroom doors should remain closed, locked and/or barricaded with lights off and shades drawn. Any fire alarm or other outside communication should be ignored until the "all clear" signal is given.

- In general, students should be directed to be quiet, turn off any mobile devices, and sit out of sight against an interior wall away from doors and windows.
- Attendance should be taken, noting any student who is present at school but not in the lockdown location.

All Clear Signal

Following an emergency or drill, the administrator on duty or emergency personnel will signal that the school is safe to return to. For an evacuation, these instructions will be given verbally at the regroup point. For a lockdown, these instructions may be given via phone intercom or mobile device. Staff should only respond to an “all clear” signal from a person our source they can authenticate.

Emergency Drills

Bozeman Field School will hold emergency drills regularly throughout the school year. These drills will be set by the Head of School and may be announced or unannounced to students and staff. The school will conduct at least eight emergency drills annually. Drills may include any reasonable hazard or potential emergency situation facing the school, including but not limited to fire, natural disaster, and intruder drills. Drills should be conducted at different times of day, and with varying staff available to assist. Upon notification of the drill, each teacher must determine whether evacuation or lockdown is the appropriate response. Each drill will be documented, including type, date, time of day, timing of drill, attendance, and any issues in implementation.

The Role of Parents

Following a campus emergency, the school will communicate with all families as soon as possible. During an emergency, it is critical that school phone lines remain free, and that the school’s parking lot and roads provide access to the school building for emergency vehicles and responders. For this reason, parents should not contact or travel to the school during an emergency. Additionally, during lockdowns or evacuations students will not be permitted to access mobile devices.

**I have read the 2023-24 Bozeman Field School Student Handbook.
I understand the contents of the handbook and I agree to adhere to the policies laid out
in this document.**

Student Name: _____

Student Signature: _____

**I have read the 2023-24 Bozeman Field School Student Handbook.
I understand the contents of the handbook and I agree to support my student in adhering
to the policies laid out in this document.**

Parent Name: _____

Parent Signature: _____