

**PLENTYWOOD MIDDLE SCHOOL**

**STUDENT HANDBOOK**

**2022-2023**



Welcome!

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

The Student Handbook is designed to be in harmony with Board policy. In addition to the Policy Manual contents, each handbook submitted to the Trustees for approval become district 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 a variety of communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. The Plentywood School District’s policies can be found on the district website.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed. Welcome to another positive academic year at Plentywood Schools. You are responsible for this information. We hope that you have a pleasant school year!

Go Wildcats!

## **ACADEMIC INFORMATION**

### **CLASSES AND REGISTRATION**

All Plentywood Middle School students are required to take a minimum of six subjects per semester to be considered full-time students. Students are encouraged to take more subjects and may consult their Principal or school counselor if there are any questions. Most students do not need two study halls.

### **COURSE CREDIT**

To receive credit for a course, student's must satisfactorily complete the course. Failure to complete the requirements of a course as set forth by the teacher will result in failure of the course. In the event of an "Incomplete", the grade must be changed in the office within one week after the end of the grading period or it becomes an "F" grade. Exceptions to this timeline are made in cases where students' excused absences at the end of a grading period allow them more than one week to make up work as per the District's attendance policy.

### **DISTANCE LEARNING**

All courses offered through distance learning must have administration approval prior to student enrollment in such courses. Distance learning offerings which receive administration approval for enrollment and are not offered as a part of the on-site Plentywood School course schedule will be considered part of the regular Plentywood School curriculum. The costs incurred from such courses will be the responsibility of the Plentywood School District contingent upon a student meeting all requirements put forth by the approved distance learning provider and the Plentywood School District. A student's failure to meet the requirements established by the school district and the approved distance learning provider will result in the costs of such courses to be the responsibility of the individual student.

Courses offered through an approved distance learning provider which are also offered by Plentywood Schools as a part of the district's regular on-site schedule are subject to all correspondence course policies as stated in district policy.

### **GRADING SYSTEM AND HONOR ROLL**

Teachers of Plentywood Middle School generally follow the grading system used throughout the United States. Grade "A" means excellent, grade "B" means above average, grade "C" means average, grade "D" means below average, and grade "F" means failing. Teachers may use test data, classroom discussion, behavior, and other criteria for determining a nine week's grade. The semester grade is calculated by averaging both nine weeks grades and the semester test.

A student needs a 3.5 average or better during a nine-week period for honor roll eligibility. For honorable mention, a student needs a Grade Point Average between 3.0 to 3.5 to qualify.

The grade point average is determined in the following manner:

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

Band, Computers, and PE credits are figured at ½ of other courses. Nine-week exploratory courses aren't counted.

EXAMPLE:

English	= A - 4
Math	= B - 3
Science	= A - 4
Social St.	= A - 4
Spanish	= B - 3
Band ( ½ )	= A - 2
P.E. ( ½ )	= <u>B - 1 ½</u>

6 21 ½    21 ½ divided by 6 equals 3.58, therefore the student qualifies for the honor roll.

Plentywood Middle School utilizes the following uniform grading scale:

100%	-	95%	A
94%	-	93%	A-
92%	-	91%	B+
90%	-	86%	B
85%	-	84%	B-
83%	-	82%	C+
81%	-	76%	C
75%	-	74%	C-
73%	-	72%	D+
71%	-	67%	D
66%	-	65%	D-
64%	-	0%	F

**HIGH SCHOOL CREDIT EXCEPTIONS**

Credits toward high school graduation may be earned by Plentywood Middle School students who participate in accredited, regular high school courses and meet all requirements established for each specific course. This includes any special requirements associated with a student's middle school status. Administrative approval is necessary on an individual basis prior to a student's enrollment in any such high school course. Although this exception is rare, Plentywood High School currently accepts, as a graduation credit, middle school foreign language for those students who decide to participate. \*\*Also, see Distance Learning policy in earlier section.

A student needs a 3.5 Grade Point Average or better during a nine-week period for honor roll eligibility. For honorable mention, a student needs a Grade Point Average between 3.0 to 3.5 to qualify.

Grade Point Averages are figured as follows:

- A = 4.0
- A- = 3.66
- B+ = 3.33
- B = 3.0
- B- = 2.66
- C+ = 2.33
- C = 2.0
- C- = 1.66
- D+ = 1.33
- D = 1
- D- = .66
- F = 0

## **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary action.

## **ATTENDANCE POLICY K-12**

### **STATEMENT OF POLICY AND PURPOSE**

The number one indicator of success in schools is attendance. Regular attendance is necessary to assure that students gain the full benefits of their educational opportunities and the ability to earn a diploma. There are many activities and discussions that occur in class, which simply cannot be made up. School also provides a foundation of knowledge, skills and expectations needed for the work environment that follows their formal education. Excessive absenteeism is not allowed in the work environment. Therefore, parents need to help instill the good habit of attending work every day while the child is still in school. Absenteeism above ten percent (10%) or 9 days for non-school related reasons is considered to be excessive for every student.

State law requires:

(1) Any parent, guardian, caretaker relative, or other person who is responsible for the care of any child who is 7 years of age or older prior to the first day of school in any school fiscal year shall cause the child to attend the school in which the child is enrolled for the school term and each school day in the term prescribed by the trustees of the district until the later of the following dates:

- (a) the child's 16th birthday; or
- (b) the date of completion of the work of the 8th grade.

(2) The provisions of subsection (1) do not apply in the following cases:

- (a) The child has been excused under one of the conditions specified in 20-5-102, MCA.
- (b) The child is absent because of illness, bereavement, or other reason prescribed by the policies of the trustees.
- (c) The child has been suspended or expelled under the provisions of 20-5-202, MCA.

School employees must investigate and report violations of the state compulsory attendance law. A student who persistently is absent without excuse, as defined by the student handbook, for all or any part of a school day equivalent to the length of one class period is considered to be truant. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. (School Board Policy 3122, and 3123)

### **ATTENDANCE CHECKOUT PROCEDURE**

It is the responsibility of each student and parent or legal guardian to keep the Principal or other person responsible for attendance informed about any circumstances that affect attendance. **ADVANCE NOTICE IS EXPECTED!** If the student must be absent and has not made advance arrangements for the absence, the parents or legal guardian must notify the school office, via telephone or written communication the day of the absence or by 8:20 a.m. the day following the absence. (Telephone calls from students must be verified by a parent or legal guardian.) Following any absence, the student must report to the office before school begins and obtain an admit slip. The school determination in regards to an absence will be decided on a case-by-case basis considering the reason for the absence.

Besides the lunch period, students are not allowed to leave the school building for any reason without permission from the school and a parent or guardian. Permission to checkout may be given via a phone call or signed note. Any student who violates this will receive an unexcused absence and face the consequences that it entails. Students who become sick during the school day need to go to the office and not leave on their own accord.

**White Admit Slip** (absent with credit):

If the parent or guardian has contacted the school, i.e., written communication or telephone call from the parent or legal guardian is received prior to 8:20 a.m. the day following the absence, a white (absent with credit) admit slip will be issued to the student upon his/her return to school and the absence will be considered excused. The student will be responsible for making up his or her work in order to receive credit. It is the student's responsibility to make arrangements with the individual teachers.

An "Unexcused" marked on the Admit Slip means the preceding conditions have not been met; i.e., written communication or telephone call from the parent or legal guardian or that the reason for missing school has not been approved as valid by the principal. An "Unexcused" means the student may receive grade reduction in all missed classes and additional disciplinary action as deemed appropriate.

Students are expected to complete all of their assignments. It is the student's responsibility to secure missed assignments from the teacher and complete them by the assigned time. Assignments may be obtained either before or immediately following an absence. Failure to do so will result in zero credit on missed assignments.

**APPOINTMENTS**

Professional doctor appointments, as much as possible, should be scheduled so such appointments do not conflict with school hours. However, the District realizes that some appointments must be scheduled within school hours. Parents or a legal guardian must make prior arrangements for professional appointments. The school should be informed of the appointment as early as possible before the missed school time. The student is responsible for making arrangements with teachers so that all possible class work is completed prior to the absence.

**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 main office so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to: Amebiasis, Campylobacteriosis, Chickenpox, Chlamydia, Colorado Tick Fever, Diphtheria, Gastroenteritis, Giardiasis, Hansen's disease, Hepatitis, Influenza, Lyme Disease, Malaria, Measles (Rubeola), Meningitis, Mumps, Pinkeye, Ringworm of the scalp, Rubella (German Measles), including congenital, Salmonellosis, Syphilis, Scabies, Streptococcal disease, invasive Tuberculosis, Whooping Cough (Pertussis).

The District shall manage communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following: (a) isolate the student immediately from other students or staff; and (b) inform the parent or guardian as soon as possible about the illness and request they pick up the student; and (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer. (School Board Policy 3417).

## **TARDIES**

Students are expected to be in class on time. By definition, a student is tardy when not in class and ready for instruction when the period begins. A tardy is considered missing 15 minutes or less in a period. Anything more than 15 minutes is considered an absence. A student is not tardy if prior arrangements are made with a teacher. Each teacher is expected to develop procedures to deal with tardiness for class periods other than the first period of the day and the first period following the lunch break. Those procedures may include participation by the principal. Parents or legal guardians will be contacted in excess tardy situations. Consequences for excessive tardiness will include detentions and/or contracts between the teacher/administrator and student/parents or legal guardian. Students who accumulate tardies during the school day will be subject to the following discipline. On the 2<sup>nd</sup> tardy, a verbal warning will be given. On the 3<sup>rd</sup> and 4<sup>th</sup> tardy, detention will be served. On the 5<sup>th</sup> tardy and all additional tardies, Saturday School will be assigned. The tardy count will be reset for students at the changing of the semester. Classroom teachers may also impose additional penalties on students in accordance with their individual classroom regulations. It is up to the discretion of the Principal to reward students who show compliance by having an extended period of time of no tardies.

## **EXCUSED ABSENCES**

In most instances, excused absences are absences requested by parents or a legal guardian. Haircuts, bank visits, "sleeping in", and other personal errands are not excused absences. Students requesting to miss class to attend school functions where an immediate family member (sibling, cousin, or aunt/uncle) is involved must have obtained a "white slip" prior to the function and completed all work missed prior to being excused. Students requesting to miss class to attend school functions where an immediate family member is not involved will not be allowed without administrative approval. Absences where students are accompanied by their parents or an authorized, responsible adult will be excused if need is shown. Valid excused absences are for illness, bereavement, family emergencies, medical appointments, and situations where the absence would be excused by law. All excused absences are counted toward the 10 percent semester limit of absences, with the exception of school-related absence, medical absence (medical absences are absences that are accompanied by a note from a medical professional), and family bereavement. Phone calls to the school by the parent or legal guardian on the day of the absence are required to identify an absence as excused. Montana law requires each student to be accounted for every school day. It is the discretion of the Principal, not the parent(s), to which absences are excused and which absences are not excused.

The school will verify, with written documentation requirement(s), requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Each senior student at Plentywood Schools will receive two (2) days of school related absence for the purpose of visiting a college campus. Documentation and proof of the campus visit must be returned to the School Counselor upon return to school for the days to be classified as school related. PERMISSION TO LEAVE SCHOOL EARLY CAN STILL BE DENIED FOR WHAT MAY BE CONSIDERED A NON-VALID REASON.

## **TRUANCY-UNEXCUSED ABSENCES**

Truancy, in accordance with school policy, is defined as an absence without parental and school administrator knowledge. A truancy may occur when a student does not arrive at school at a time parents expect or when a student leaves school when not authorized by the parent and the school. Truancy is a serious matter. Parents will be contacted in these situations, and a conference will be required. Consequences will include detention and other disciplinary measures. Excessive truancy may lead to suspension/expulsion from Plentywood School. In accordance with state regulations, if a student is absent two or more days, the school will attempt to contact the parents, either by phone or by home visitation, to

verify the welfare of the student. If, after three day's absence without notification from parents, and parents cannot be contacted, local authorities will be contacted. Organized "skip days" will be considered a flagrant violation of school regulations and stern disciplinary action will be administered to participating students. It will be up to the discretion of the Principal, who receives notice of an organized "skip day", to require professional verification of all possible participants' absences.

#### **PARTICIPATION IN ACTIVITIES WHILE ABSENT FROM SCHOOL**

If a student is absent from school the day, or any part of the day, of an after-school or evening performance, activity, or practice he/she may not participate in that activity. A student who has been absent on a Friday is ineligible to participate in activities that Friday, but may participate on Saturday with the coach/advisor's permission. Students must also be in school the entire school day on a day that is considered a "leave day" for an activity. Students who are not in school on a "leave day" for an activity will not attend the activity. Exceptions must be requested in advance from the Principal and Superintendent and may require proof for reason of absence.

#### **MISSED ASSIGNMENTS**

Students will have one (1) day, plus one (1) extra day for each day of absence, to make up work missed. Example: three (3) days' absence will grant the student four (4) days for makeup. Makeup work is the responsibility of the student, not the teacher. In the case of extreme circumstances or long-term illness a plan may be developed to allow a student to make up their work.

#### **NINE-DAY (10%) PROCEDURES AND CREDIT REQUIREMENTS**

Absences are considered excessive when a student's absences exceed ten percent (10% or 9 absences) per semester in any class period and loss of credit may occur. All absences will count toward the 10% total, unless the absence is for one of the following reasons:

1. School-related absence. This includes all co-curricular absences related to school activities.
  - A. Prior notification will apply in all school-related absence situations.
  - B. Plentywood School places a high priority on keeping school-related absences to a minimum.
2. Medical absence - medical appointments verified by a physician, or illness that requires the student to be at home as directed by a physician. Medically excused days must be accompanied by a dated note from a medical professional for the days absent. This written verification will be kept in the school files. ("Prior Notification" with "Advanced Assignment Request" applies for doctor's appointments.)

3. Family bereavement.

#### ***Administrative Procedures and Notification***

1. Parents will be notified, in writing, by the office when absences are excessive.
  - A. Notification will occur upon five (5) absences in any class during a semester.
  - B. Notification will occur upon seven (7) absences in any class during a semester.
  - C. Parents will be provided a final notification upon nine (9) absences in any class during a semester.

A parent conference will be requested by the school, when it appears that a student is in jeopardy of exceeding the absence limit of nine (9) in a semester. The Principal will set up a meeting with parent(s) after nine (9) absences in any semester.

Any absence after nine (9) that is not accompanied by a note from a medical doctor or does not qualify as school related or bereavement will be treated as an unexcused absence and the student will serve 1 session of Saturday School for each absence up to eleven days (11). Parents will be notified by the school of each subsequent absence above nine (9) during a single semester. Excessive absenteeism cases may also be referred to the Sheridan County Attendance Committee (includes administration, Superintendent of Schools, law enforcement, and the Sheridan County Attorney).

Upon the twelfth (12) absence in a single semester the student's grade will be changed in any class that has a passing grade to a grade of "P" indicating "PASSING". A grade of "P" will register as 1.0 for each class in terms of calculating GPA.

Student can recover their grade of record and replace the grade of "P", if they meet the attendance standard of 9 or fewer absences the following semester of attendance at Plentywood School.

Parents may appeal the issuing of a grade of "P" to the Superintendent of the Plentywood Schools. The Superintendent will review the situation and issue a ruling to either change the grade back to its original state or to leave the grade as a "P".

#### **ADVANCE MAKE-UP SLIPS (Non-School related activities)**

Obtain a make-up slip from the principal and take it to your teachers for lesson work and assignments due for days of planned absence. Make up the work, have teachers sign slip, and return it to the office.

#### **GREEN SLIPS (School related activities)**

Green slips may be obtained through the office and are for school related absences. Work may be required before you leave. Students must get all subjects signed before being to leave for any school related activity. Green slips **must** be turned in to your activity supervisor or coach. Students who do not get their green slips signed will not attend the activity.

#### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent.

#### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every 4 ½ weeks. School officials may request parents to meet for a conference concerning student progress on occasion.

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. "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. (School Board Policy 3226)

## **BULLETIN BOARDS AND POSTERS**

Students must have approval of the principal for posting any notices, posters or publicity on walls or bulletin boards. Masking tape is to be used for posting.

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the main office staff to apply.

Lunch money may be brought to the main office. No food or beverages are to be taken out of the gym lobby. After lunch, students may be in the halls or in the lunchroom until the end of lunch bell. Students may be in a classroom as long as they are supervised by a staff member, this includes the gymnasium and weight room. Plentywood Middle School students are given open campus privileges during the lunch period. However, these privileges can be denied by the principal on an individual basis if abused.

Students are allowed to pack a lunch and eat food from home in the cafeteria but the school requests that students are provided with food that has nutritional value.

## **CO-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

### **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).

- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

Plentywood Middle School has a wide variety of co-curricular activities available to its students. Students are encouraged to participate to help nurture a well-rounded school experience. The following list is considered non-inclusive and is only a sampling of what is available to our students.

Girls' Basketball	Boys' Basketball	Boys' Football
Girls' Volleyball	Boys' Track	Girls' Track
B.U.G. (Bring Up Grades) Club	Cheerleading	Student Council
Academic Olympics	Music Festivals	Dances
MCTM Math Competition	Tournament Pep Band	Boy's & Girl's Cross Country

Activities affected by the Co-Curricular Policy Handbook includes all activities on this list in addition to other school activities other than attending class. Students who are deemed ineligible for activities because of a Chemical Use Policy violation are eligible to participate in concerts because they are graded and part of the regular classroom.

## ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

To be eligible for participation in co-curricular activities at Plentywood Middle School, students must satisfy the following requirements:

1. Officially enrolled and in regular attendance from the enrollment date.
2. Maintain a 2.0 GPA. More than one failing grade, regardless of GPA, will result in an ineligible status. Grades will be monitored on a weekly basis. If a student sufficiently raises their grades to meet eligibility requirements, the student will again become eligible at that time. In computing GPA for determining eligibility, Band, Computers & Physical Education/Health classes are weighted as ½ of the core classes and 9 week exploratory fine arts classes are not counted.
3. Pass a physical examination and return appropriate form to the school office with all needed signatures in place.
4. Have on file a current medical treatment permission slip, signed by a parent or guardian.
5. Have a current activity ticket from Plentywood Schools.

## CO-CURRICULAR CHEMICAL USE POLICY

### **EXTRA- AND- CO-CURRICULAR ALCOHOL, DRUG, AND TOBACCO USE**

The District views a participation in extracurricular activities as a privilege extended to students willing to make a commitment to adhere to the rules which govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

Emphasize concern for the health and well-being of students while participating in activities;

Provide a chemical-free environment which will encourage healthy development;

Diminish chemical use by providing an education assistance program;

Promote a sense of self-discipline among students;

Confirm and support existing state laws which prohibit use of mood-altering chemicals;

Emphasize standards of conduct for those students who, through their participation, are the leaders and role models for their peers and younger students; and

Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra and co-curricular activities will result in discipline as stated in Policy 3340P, student and athletic handbooks.

### **POLICY PURPOSE**

It is the position of the Plentywood Public Schools that participation in co-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the District's belief that participation in organized activities can contribute to the all-around development of young men and women.

This activities code is to cover all students who participate in or represent Plentywood School in co-curricular activities sponsored by this school district. With this in mind, the following regulations and training rules are set forth by school policy as determined by administration, advisors, and coaches.

Students participating in co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco (or any nicotine delivery device), or illegal drugs or abuse prescription or non-prescription drugs during their co-curricular seasons. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used. These rules are in effect twenty-four (24) hours a day. If a student receives an MIP or is found to be in violation of this policy due to the use or association of tobacco (or any nicotine delivery device), alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

### **POLICY COVERAGE**

This policy applies to middle and high school students who are involved in the co-curricular activities program. District administrators have the responsibility to update and implement this policy for co-curricular activities. The involved staff has the responsibility of student awareness and implementation of this policy. Students who elect to participate in co-curricular activities, and parents or guardians are responsible for understanding this policy and recognizing it in written form.

### **POLICY DURATION**

This policy is in effect each school year from the date of the first practice for fall activities and continues until the last day of school or activities, whichever is later. Students are subject to this policy full-time throughout the entire school year. Violations are cumulative, throughout the student's period of attendance in middle or high school, but violations do not carry over from middle school to high school. The administration shall publish the participation rules annually in the activities and student handbooks.

## STUDENT AND PARENT/LEGAL GUARDIAN DUE PROCESS

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also, at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal/A.D., for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal/A.D., and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in co-curricular activities for a period in excess of twenty (20) consecutive pupil instruction days which is aligned with the first violation consequence, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in co-curricular activities.

## CONSEQUENCES

\*\*First, refer to the Honesty Clause, Dishonesty Clause, & Guilt by Association Clause on the accompanying page!

Below are the minimum penalties, which will be administered:

### First Violation

1. **Suspension from co-curricular activities for twenty (20) Pupil Instruction Days** beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the suspension unless the suspension supersedes the final day of the co-curricular activity season;
5. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

### Second Violation

1. **Expulsion from co-curricular activities for sixty (60) Pupil Instruction Days** beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

### Subsequent Violations

1. **Expulsion from co-curricular activities for ninety (90) Pupil Instruction Days** beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Student must show proof of a professional drug and alcohol evaluation (the evaluator must be approved by the school district), and if required by a medical professional, a course of treatment.

### **HONESTY CLAUSE**

We encourage our students to be honest at all times; therefore, students who self-report a First Violation will receive only fifteen (15) pupil instruction days' suspension for the First Violation level. Students who self-report a Second Violation will receive only forty (40) pupil instruction day's suspension for the Second Violation level. This honesty clause only applies to the First and Second Violations. This self-reporting pertains only to students who come in on their own volition and must occur by the end of the first school day that follows the violating incident. Referral by the student's parent or guardian is also considered a self-referral.

### **DISHONESTY CLAUSE**

Any student who denies involvement and then is later found to have been dishonest will receive a suspension twice as long as that listed under that level of violation.

### **GUILT BY ASSOCIATION CLAUSE**

Students involved in co-curricular activities are forbidden to knowingly (as defined as a reasonable prudent person would know) be present at a function or gathering at which a prohibited substance is illegally used. If a student is accused of a violation of the co-curricular chemical use policy and they feel that this violation was reached in error, then the student can provide the administration medical documentation that verifies their innocence after submitting to a blood alcohol test.

If the student's innocence is verified, the administration has the discretion to decide whether a First Violation occurred. A First Violation will result if it is determined that the student *intentionally* remained in a situation in which a prohibited substance was being used.

If the administration determines that the student did not intentionally remain in this situation, a fourteen (14) school calendar day suspension only will result and no First Offense will result. This clause only applies to the First Violation.

### **PASSIVE ALCOHOL SCREENING SYSTEM**

The implementation of the Passive Alcohol Sensor Screening System (PAS III) is just one of the steps taken by Plentywood School to ensure the safety of all students. The Passive Alcohol Sensor combines a high intensity flashlight with a micro miniature alcohol detector. It "sniffs" breath and open containers for the presence of alcohol. It functions as a non-intrusive extension of the operator's sense of smell. As such, in addition to checking containers for the presence of alcohol, it will be used to check the breath alcohol levels of students with or without their direct participation if reasonable suspicion exists.

The PAS III Screening System embraces the enforcement effectiveness of our zero-alcohol tolerance policy. Administrators, along with other staff members, have been trained in reliable and precise procedural screening usage of the PAS III system. The PAS III will potentially be used during regular school hours, at games, dances, and all Plentywood School functions, including overnight trips should reasonable suspicion exist that alcohol is in the possession of a student or if reasonable suspicion exists that the student has consumed alcohol of any type. A student found in possession or use of alcohol shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Discipline may also include the completion of an appropriate rehabilitation plan.

## **COMPLAINT POLICY**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy (1700) in the District’s policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If still unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The Superintendent can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated School Board Policy, 1700, available on the school website, or the Superintendent’s office. (School Board Policy 1700)

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the 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. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff. (School Board Policy 3612, 3612P)

## **DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

## **CURRICULUM**

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum consistent with the District’s educational goals.

## ACCEPTABLE USES

Educational Purposes Only. All use of the District's electronic network must be:

- In support of education and/or research, and in furtherance of the District's stated educational goals.
  
- For a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers.

The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

## UNACCEPTABLE USES OF NETWORK

- A. The following are considered unacceptable uses and constitute a violation of this policy:
- a. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages.
  - b. Offering for sale or use any substance the possession or use of which is prohibited by the District's policy.
  - c. Viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law.
  - d. Intruding into the networks or computers of others.
  - e. Downloading or transmitting confidential, trade secret information, or copyrighted materials.
- B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies):
- a. Employing another's password or some other user identifier that misleads message recipients into believing that someone other than you are communicating, or otherwise using his/her access to the network or the Internet;
  - b. Uploading a worm, virus, other harmful form of programming or vandalism;
  - c. Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information;
  - d. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet;
  - e. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet.
  - f. Students and others should not give information to others, including credit card numbers and social security numbers.

## WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is

retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

### **INTERNET FILTERING**

District computers with Internet access have a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act, the Communications Act of 1934 and determined by the Superintendent or designee.

### **INTERNET/TECHNOLOGY ACCESS CONDUCT AGREEMENT**

Each student and his/her parents or legal guardian will be required to sign and return to the school district offices at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

### **VIOLATIONS**

If a student violates this policy, the District will deny the student access or will withdraw access and may subject the student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

### **ACCEPTABLE USE OF ELECTRONIC NETWORKS**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;

- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette.
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities
  - e. Consider all communications and information accessible via the network to be private property
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any

responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyrighted Materials – The downloading or copying of any copyrighted materials from the network is prohibited in accordance with Federal and State copyright laws.
11. Use of Electronic Mail
  - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - e. Any message received from an unknown sender via the Internet should either be immediately

deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- f. Use of the District's electronic mail system constitutes consent to these regulations.

### **INTERNET SAFETY**

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Each student and his/her parents or legal guardian will be required to sign and return to the school district offices at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.
3. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
4. District computers with Internet access have a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act, the Communications Act of 1934 and determined by the Superintendent or designee.
5. The system administrator and building administrators shall monitor student Internet access.

### **COUNSELING SERVICES**

#### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the high school graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

#### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact their principal or the school counselor.

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

### **DANCE REGULATIONS**

Dances are provided for the students in Grades 6-8, typically twice a year. A student attending is not

allowed to exit and re-enter during the dance. Once the student is out, the student stays out. Regular rules as outlined in the handbook are in effect at all dances. Any non-Plentywood Middle School students need to be approved by the Principal before he/she can attend a dance. If a student is absent from school the day, or any part of the day, of an after-school or evening dance without a pre-arranged white slip or medical appointment, he/she may not participate in that dance. Exceptions must be requested in advance from the Principal and Superintendent.

## **DELEGATION OF AUTHORITY**

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

### **SUSPENSIONS/RE-ADMITTANCE**

In-School Suspension - Student will attend school, but he/she will be isolated from the other students. The student will not attend class or participate in any school activities. Students must leave school grounds after the dismissal bell and are not allowed on school grounds until the next day following their suspension. The student will receive credit for the schoolwork missed. However, all schoolwork must be completed before the student is allowed to return to class.

Out-Of-School Suspension - The student will not be allowed to attend school or participate in any school activities for the duration of the suspension. The student will receive credit for the schoolwork missed.

Re-admittance - Report to the principal's office and receive an admittance slip. No one will be admitted to class unless he/she presents an admittance slip to the teacher.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

Various school publications may occasionally be distributed by students. 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. (School Board Policy 3221 and 3222)

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to Policy 3224). Dressing professionally is a skill student(s) will need to be successful. Plentywood Schools expects dress that is appropriate for school and the professional atmosphere that exists in a public-school system.

The following policy has been adopted by the Board of Trustees: The students' appearances and manner of dress will not be disruptive to the atmosphere of learning or pose a safety risk for themselves or anyone in the school. Attire and appearance that can be interpreted as offensive will not be tolerated. Dress for all students is to be neat, clean, and appropriate for school and school activities. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

- Clothing, jewelry, or tattoos that make references to alcohol, tobacco, other drugs, sex, guns, or violence are prohibited.
- Caps, hats and sunglasses may not be worn in the school and should be kept in the locker.
- Coats are to be kept in the lockers unless used to travel between school buildings.
- Shorts & skirts must have at least a length that reaches the fingertips when arms are extended down the side of student's body.
- Footwear is required at all times for safety and sanitation.
- No pajama bottoms or slippers
- Pants/shorts must be pulled up with no undergarments showing.
- No low cut or revealing tops. All undergarments must be covered. No bare midriff – the bottom of the shirt or blouse must touch the top of the pants, shorts, or skirt.

## **DUE PROCESS RIGHTS**

Any student who violates rules and regulations as outlined in the handbook will be informed by school personnel what rule or regulation is violated and what action is being taken against him or her.

Suspension or Expulsion Appeal—

Level I: A written appeal of suspension may be made to the principal who shall respond in writing within 24 hours.

Level II: If appealing parties are unsatisfied with the principal's response, the appeal will be forwarded in writing to the superintendent who shall respond in writing within 24 hours.

Level III: If appealing parties are unsatisfied with the superintendent's response, a written appeal can be made to the chairman or vice chairman of the Board who will set a meeting of the Board within 10 days for a Board determination.

Appeal of the Board's decision may be made through the statutory process. A student will be allowed to attend school until any appeal is fully acted upon.

## **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

Homeless children and youth have equal access to the same free, appropriate public education and comparable services as provided to other children residing in the Plentywood School District. Information regarding the District's Homeless program is available upon request at the District office or through the school's Homeless Children Liaison, Dr. Amanda L. Simonson (406-765-1803).

## ELECTRONIC DEVICES

Student possession and use of cellular phones, MP3 players, IPOD's, e-readers, video gaming devices and other electronic devices on school grounds, at school sponsored activities, and while under the supervision and control of school district employees, is a privilege which shall be permitted only under the circumstances described herein:

Cell phones, MP3 players, E-readers, and iPods may be used on school property from the time a student arrives at school until the bell at 8:15 a.m. and at the conclusion of the school day after the last dismissal bell. At no other time are these devices to be on your person. These devices must be kept in the student's vehicle or locker during all instructional time and turned off or on "silent." If a student is found to have a device in their possession during this time, the device will be confiscated and a violation will result. The school is not responsible for lost or stolen electronic devices.

E-readers or "Book Readers" may be used during school hours but must be used only in place of a book. Students are not allowed to play games or access the internet. Other uses for these devices is at the discretion of the teacher.

At no time shall any student operate a cell phone or other electronic device with video capabilities in an inappropriate manner on school district property, or at any type of school sponsored or related activities, or while under the supervision of school district employees.

Cell phone and electronic devices may be in student possession on co-curricular activity trips. The use of such personal phones and electronic devices may be regulated by the activity supervisor. Students are solely responsible for their personal cell phones.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned only to the parent or guardian. Repeated violation of this policy will result in disciplinary action.

Penalties for violations:

1<sup>st</sup> Offense: The device will be confiscated and will be kept until the end of the day where the student can retrieve it.

2<sup>nd</sup> Offense: The device will be confiscated and will be kept until the end of the school day at which time it will be returned to the parent/legal guardian.

3<sup>rd</sup> Offense: The device will be confiscated and will be kept until the end of the school day at which time it will be returned to the parent/legal guardian AND the student will serve 30 minutes of detention with principal.

Subsequent Offenses: The suspension process under the District's discipline policy will be implemented at this time.

Violations to this policy are not cumulative for a student's school career and will accumulate only during the course of the school year from start to finish.

## **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

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

## **EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY**

Plentywood K-12 Schools will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. (School Board Policy 3210)

### **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Participation fees for extracurricular activities.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lost or damaged electronic devices.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay upon approval by an administrator. A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation. (School Board Policy 3520)

## FIRE/DISASTER PROCEDURES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. (School Board Policy 8301)

**Fire Drills** - A fire drill is serious business and should be conducted as such.

1. The signal for a fire drill is a steady ringing of the bell. The "all clear" signal is another shorter ring.
2. The first child out should hold the door. The last person out should check and close windows and doors. The teacher should take grade book and register.
3. Expect a fire drill during the first week of school.

### **Fire Exits**

- Gym Lobby - West Lobby Doors
- Gym or Locker Rooms - Gym Doors - Closest Door
- Vo-Ag - Closest Door
- Multi-Purpose Room - North Fire Exit
- Library - Front Door of School
- Classrooms - Exits will be posted in each classroom

**Emergency Drills** – Plentywood Schools conduct various emergency drills each school year. The Emergency Procedures Manual is available in all classrooms and in the main office as a reference.

## FIREARMS AND WEAPONS

It is the policy of the Plentywood School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and District policy.

For the purposes of the firearms, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

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

## **POSSESSION OF WEAPONS OTHER THAN FIREARMS**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. (School Board Policy 3311).

## **FOOD AND DRINK IN BUILDING**

Water is allowed in the halls and all bottles are subject to search by school officials. All other food and drink must be consumed in the cafeteria.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 3 days before the event. Except as approved by an administrator, fund-raising by non-school groups is not permitted on school property. (School Board Policy 3530)

## **IMMUNIZATIONS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, 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. (School Board Policy 3413)

## LAW ENFORCEMENT

### **Questioning of Students:**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

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

### **Students Taken into Custody:**

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. (School Board Policies 4410-4411)

## LIBRARY

The library is available to students throughout the day. It is to be used primarily for research and reading. Books are checked out for a two-week period and may be renewed if desired. A fine of 5 cents/day excluding weekends and holidays will be charged for each overdue book. These fines should be paid immediately upon the return of the books. All outstanding fines will result in the withholding of report cards. Books/periodicals which are lost or destroyed will be paid for by the student. Books checked out by individual students are the responsibility of the student. Dictionaries and other reference books may be taken by the students into the study hall and returned when the student is finished using them.

## LOCKERS

Each student is assigned a locker and is responsible for its condition and final clean up. DO NOT LEAVE MONEY OR OTHER VALUABLES IN LOCKERS. Valuables can be checked in at the office. Books must be kept in the lockers after school and not littering the halls. Lockers are the property of the school and may be searched by the administration at any time providing there is a reasonable suspicion that drugs, weapons, or stolen property may be stored there. No inappropriate materials can be placed in a student locker. *No personal materials or signs may be placed on the outside of the lockers. Only school issued or sponsored materials or signs may be displayed.* Disciplinary action will result for non-compliance.

## MEDICINE AT SCHOOL

A school employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law. A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Details regarding self-administration of medication are available at the office as outlined in School Board Policy 3416, 3416F, 3416F.

## PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact their child's principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 765-1803 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.

- Become a school volunteer. For further information, contact your child's teacher or principal.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact an administrator.

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROTECTION OF STUDENT RIGHTS**

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

### **Surveys**

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

### **Instructional Materials**

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

### **Collection of Personal Information from Students for Marketing**

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. (School Board Policy 2132)

## **RELEASE OF DIRECTORY INFORMATION**

“Regarding student records, federal law requires that ‘directory information’ on a child be released by the District to anyone who requests it unless the student’s parent objects in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to the student. 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 the right to limit release of this information, the students’ parent must have completed the Student Directory Information Notification and returned it to the school. (School Board Policy 3600P, 3600F1, and 3600F2)

The Family Educational Rights and Privacy Act (FERPA) affords the students’ parent 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 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

## **SAFETY**

### **ACCIDENT PREVENTION**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

If injured while at school or at a school sponsored activity, fill out the district's injury report form as soon as possible. This form can be obtained at the school office.

Students MUST tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor PRIOR to seeking a physician's care is very important. The insurance carrier for our school WILL NOT process any paperwork without first having an accident report on file.

### **ACCIDENT INSURANCE**

All students should be adequately insured by their parent or guardian in order to participate in any co-curricular activity. The School District does not provide accident or medical insurance coverage for students. Insurance coverage for students is made available through a private company for a minimum fee. This is an opportunity to provide insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the school office secretary for additional information.

### **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

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

### **DISASTER DRILLS AND OTHER EMERGENCIES**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. [Policy 8301]

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. (School Board Policy 3231)

### **STUDENTS' DESKS AND LOCKERS**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. The parent will be notified if any prohibited items are found in the student's desk or locker.

## **VEHICLES ON CAMPUS**

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

## **DRUG DETECTION DOGS**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal. (School Board Policy 2162 & 2162P)

## **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with Dr. Amanda L. Simonson who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a) (10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a) (30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent

possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P. For more information about the District's complaint procedure, see School Board Policy 3225, 3225P, 3225F.

## **SPECIAL EDUCATION**

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation. (School Board Policy 2161 & 2161P)

## **STUDENT DISCIPLINE**

### **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

All behaviors and actions of students in the community whether or not they are in conjunction with a school activity are subject to administrative action within the parameters of this handbook if they are deemed to have any impact on the school. The Board grants authority to a teacher or principal to hold a pupil to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.

- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of the Weapons section (Policy 3311).
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

## **DISCIPLINARY MEASURES**

Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities
- Restitution for damages to school property

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

## **NON-DISCIPLINARY MEASURES**

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

## **DELEGATION OF AUTHORITY**

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

## **CORPORAL PUNISHMENT**

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

## **STUDENT EXPECTATIONS**

Classroom

1. Be ready to start class when the bell rings.
2. Be prepared for class with assignments completed and all required classroom supplies.
3. Respect your classmates' right to learn and the teachers' right to teach.
4. Be engaged in your learning.
5. Meet classroom deadlines.
6. Water only in all classrooms.
7. Follow Staff Instructions.

#### Lunch Room:

1. Please clean up after yourself – ask for a broom or mop if needed.
2. Please wait your turn in line.
3. “Please” and “Thank You”.
4. Keep conversations school appropriate.
5. When finished, please go to the Fr/So/Jr/Sr hallways or outside.
6. Please walk around the tables when going to the line.
7. Follow Staff Instructions.

#### Hallway:

1. Please use the bathroom between classes.
2. Use the benches when sitting.
3. Keep the outside of your lockers clean.
4. Use school appropriate language.
5. Walk on the right if possible.
6. Keep our halls clean, pick up garbage.
7. Water is allowed in the halls.
8. Food/drinks must be consumed in the lunchroom.
9. Follow Staff Instructions.

#### Assemblies:

1. Sit in the middle sections of the bleachers.
2. Recite the Pledge of Allegiance prior to starting any assembly.
3. Be respectful of the speaker or presenter.
4. Take pride in our floor – remove your shoes!
5. Wait to be excused at the end of the assembly.

#### Computer Labs:

1. Please report all damage and malfunctions.
2. Follow your Acceptable Use Agreement.
3. Properly return all microphones and headphones to their respective storage areas.
4. Computers are intended only for academic use.
5. WATER ONLY! (Please be careful.)
6. Follow Staff Instructions.

## CONSEQUENCE CHART

Listed below are the probable specific consequences for violating specific school rules. The administration may CHOOSE from the options listed. The administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. School or community service, for example, may be an applicable consequence in some instances. Built into each level is a “severe clause” whereby the classroom teacher/administration may skip all steps and remove a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere. Where several options are listed, the administration may CHOOSE ANY OR ALL of the options:

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4
LEVEL 1	Verbal Warning	Office/Counselor Referral, Detention (1/2 hour)	Office Referral, Detention (1 hour), Contact Parent	Office Referral, Saturday School, Contact Parent
LEVEL 2	Office Referral, Saturday School, Contact Parent	Office Referral, Two Sessions of Saturday School, Contact Parent, Counselor Referral	Office Referral, ISS, Behavior Contract, Contact Parent	Office Referral, OSS, Contact Parent, Suspension from Attending Activities for 2 Weeks
LEVEL 3	Office Referral, Contact Parent, ISS/OSS, Counselor Referral	ISS/OSS, Suspension from Attending Activities for 2 Weeks, Contact Parent	OSS, Contact Parent, Suspension from Attending Activities for Rest of Year, Parent Conference	OSS, Recommend Expulsion, Contact Parent, Conference with School Board
LEVEL 4	Call Police, Contact Parent, Recommend Expulsion, Conference with School Board	N/A	N/A	N/A

## SCHOOL OFFENSE LIST

The following list of offenses is representative, and may not be all-inclusive. The administrator will decide which category a particular offense may fall into:

### LEVEL 1 OFFENSES:

1. Public Display of Affection
2. Dress/Hair Code Violation
3. “Horseplay” or “Roughhousing”
4. Tardiness (more than 3 in a semester)
5. Parking Violations
6. Failure to attend an Assigned Detention by a Teacher/Administrator
7. Profanity (minor or major will determine consequence)
8. Improper checkout of school
9. Being in part of school building without permission
10. Other minor offenses

#### LEVEL 2 OFFENSES:

1. Insubordination, Non-Compliance
2. Chronic Disruptive Behavior
3. Minor Vandalism
4. Unexcused Absences/Truancy
5. Cheating/Plagiarism/Forgery/Dishonesty
6. Disrespectful behavior (minor)

#### LEVEL 3 OFFENSES:

1. Verbal Abuse/Assault/Profanity
2. Threat (direct or implied)
3. Physical fighting
4. Endangerment to Person or Property
5. Destruction of Property (financial restitution also required)
6. Misdemeanor Theft (< \$500; financial restitution also required)
7. Use/Possession/Association of Alcohol or Tobacco, or any nicotine delivery systems (e.g. e-cigarettes)  
(Law Enforcement may be called)
8. Sexual Harassment
9. Encouraging, Inciting, Aiding, or Abetting Violence
10. Computer Misuses (2 or more offenses)
11. Major Vandalism
12. Violation of electronic signaling devices policy
13. Disrespectful behavior (major)
14. Possession of ammunition on school grounds

#### LEVEL 4 OFFENSES: (Law Enforcement will be called)

1. Possession of Illegal Drugs with Intent to Sell/Distribute/Use
2. Weapons (see following section)
3. Major Physical Assault
4. Death Threats
5. Sexual Assault
6. Felony Theft (> \$500; financial restitution also required)
7. Bomb Threat (recommend permanent expulsion)
8. Deliberate Launching or Implanting a Computer Virus into any School Computer System
9. Pulling Fire Alarm Falsely

### **SATURDAY SCHOOL PROGRAM**

The entire premise behind the Saturday School program at Plentywood High School is to provide an alternative to suspension from school. Students are responsible to attend the Saturday session assigned by the administration. Only those students who can justify missing Saturday School because of illness with a valid doctor's excuse indicating emergency treatment will be considered. This excuse must be presented to the Principal the Monday morning following the Saturday School session missed. Acceptance of this excuse is left up to the discretion of the Principal. Under no circumstances will parental notes be accepted for missing an assigned Saturday School session. Students who work on Saturday will not be excused from being absent as Saturday School sessions will not be scheduled around a student's work schedule. Hardship cases

will be reviewed by the Principal.

Students who fail to attend their assigned Saturday School session will be disciplined as follows:

- \* 1<sup>st</sup> offense during the school year: the Saturday School assignment will be doubled.
- \* 2<sup>nd</sup> offense during the school year: the student will be suspended from school for three (3) days (ISS)
- \* Repeated offenses during the school year: the student will be suspended from school for five (5) days (OSS)

NOTE: In situations where a student misses Saturday School due to bad weather conditions, the decision of the Principal is final if weather conditions warranted the absence.

#### **STUDENT RESPONSIBILITIES DURING SATURDAY SCHOOL:**

\*Students must arrive on or before 9:00 a.m. Students who arrive to Saturday School late for any reason will not be allowed to attend Saturday School during that session. School rules are still in force during Saturday School.

\*Additional homework or reading material must be brought with the student to Saturday School. Students who fail to bring in said materials will be dismissed from the session by the session supervisor. This removal will serve the same as an absence from Saturday School and suspension will result.

\* Students who are serving Saturday School will not be allowed to leave until the session is completed at 12:00 Noon for any reason. Students will be given a ten (10) minute in-school break to go to their locker or the bathroom at approximately 10:30 a.m.

\*Stereos, radios, headphones, food, pop, candy, or other materials deemed unnecessary by the session supervisor will not be allowed in Saturday School.

\*Once Saturday School begins, talking or any other disruption will not be tolerated. Students will work for their assigned time. Failure to follow Saturday School rules and/or dismissal for disciplinary reasons from Saturday School can result in suspension from school not to exceed three (3) days

#### **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. The student and his/her parents shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. A student's grades or diploma may be withheld until restitution is made by payment. The student or his/her parents may appeal the imposition of a charge for damages to the Superintendent and the Board.

#### **STUDENT 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 the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records do not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost, payable in advance with the school office. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the

parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a 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.

### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **TELEPHONE**

The office phone is to be used by students for emergencies only. A pay phone is in the gym lobby for student use.

### **TEXTBOOKS**

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

### **TITLE I PROGRAM**

Plentywood School District # 20 is a Title I served school. Parents may at any time request the professional qualifications of the Title I students' classroom teachers or paraprofessionals. Parents of students in the Title I program will be informed if their child is being taught by a teacher who does not meet the applicable state certification or license requirements at the grade level in which the teacher has been assigned. Students are identified for the Title I program through classroom assessments and teacher referrals for extra assistance in the area of mathematics and reading by the Title I staff.

### **TRAFFIC EDUCATION**

Plentywood School District will provide a drivers' training instruction program for students who live within the geographic boundaries of the public school district, whether or not they are enrolled in the public school district and provided that students enrolled in the course will have reached their fifteenth (15<sup>th</sup>) birthday within six (6) months of course completion and have not yet reached nineteen (19) years of age on or before September 10 of the school year in which the student participates in traffic education.

## **TRANSPORTATION**

### **SCHOOL SPONSORED TRIPS**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent. Any person transporting students in a personal vehicle must provide the District with proof of current car insurance and current registration.

On all trips the coach, or sponsor, or advisor is responsible for the supervision of other chaperones and students and as a result has the final say in all matters.

Buses must leave on time in order to follow all the rules of the road. Students who are late may be left behind. Bus drivers will not be asked to break traffic laws because of a delayed leave.

Boys and Girls will sit separately on buses and will not be in each other's hotel rooms. Activity trip advisors/coaches are responsible for the behavior of students on the bus and at hotels. Any violation of these rules will result in discipline by the coaches or supervisor. Severe infractions will be passed on to school administration for discipline. Discipline may include but not be limited to verbal warnings, assigned seating on the bus or a scheduled meeting with parents and administration. Severe infractions could lead to riding privileges being suspended for up to a year. In case of a severe infraction or failure by students to comply will necessitate immediate suspension and return home.

Green advance make-up slips must be signed and returned to the office for students to be eligible for the trip. Students must travel to the event with the team or class. Students will be allowed to ride home from the event with their parents provided the parent has made prior arrangements with the advisor or principal. Travel with other adults other than parents must have previous written parental permission.

### **BUSES AND OTHER SCHOOL VEHICLES**

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Mr. Rob Pedersen, Transportation Director.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Remain seated while bus is moving.
- When students ride in a District van, passenger car, or school bus that is equipped with seat belts, the seat belts

must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

### **VIDEOTAPING OF STUDENTS**

The District uses video cameras without audio on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (School Board Policy 3235)

### **VISITORS**

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Student guests are typically limited to a maximum of a ½ day visit.

### **WITHDRAWAL FROM SCHOOL**

Bring a signed note from your parents to the principal to obtain a withdrawal slip. Take all your material from your locker and return your books to your teachers and get their signatures on the withdrawal slip. All school-owned materials such as library books, electronic devices, calculators, etc. need to be returned and all fines need to be paid before withdrawal is completed.