

# Missoula County Public Schools

## School District

SEELEY-SWAN HIGH SCHOOL

STUDENT HANDBOOK

2020-2021



Forward Thinking, High Achieving.



# WELCOME

## PRINCIPAL'S MESSAGE:

August 2020

Welcome SSHS Students and Parents/Guardians!

Hopefully you receive this letter in good spirits and finding yourself excited for the upcoming school year. Yes, the school year is just around the corner, and I am excited to get everyone back in the building for what is going to be another great year. We have a lot of construction going on and have moved the first day of school for all students back to September 1. Please see the included calendar.

Freshman, don't worry, you will find that SSHS is a great place full of opportunities and people that care. We had to drop Freshman first day but will replace it with a Freshman orientation on August 31 from 2:00pm-3:00pm. You will learn about the High School, find your classes, and get logged into the computers during this time.

Students will receive other materials in this packet. In the packets you will find a Free/Reduced School Meals Application for the school year. This is a benefit for your family and also a source of funding for the school. A new application must be filled out each year and for each school. We strongly encourage all parents to fill out this form.

We are on a 4+ school week (classes Monday through Thursday with Friday intervention time). Our start time is 8:30 and our end time is 3:00pm on Monday-Thursday. There is no early out on Thursdays. **Parents will be notified by Blackboard Wednesday afternoon if their son/daughter will be required to attend Friday Intervention.** Buses run on Fridays and our intervention hours are 8:30-11:00 with breakfast and lunch available if students are signed up.

**Drop/Add:** We are not going to be allowing any drops/adds for first semester.

**Picture day: September 14<sup>th</sup>, for both individuals and sports.** Packets will be sent home with students before picture day.

Sincerely,



Kellen Palmer

Principal, Seeley-Swan High School

## **SUPERINTENDENT'S MESSAGE:**

The mission, vision and core beliefs of Missoula County Public Schools are the foundation for the future of our schools. We will continue to foster the development of an inspired 21st Century Educational Culture that improves lifelong student achievement, develops remarkable educational leaders and engages the Missoula community in the future of its children.

“Forward Thinking, High Achieving” is a tagline that we use at Missoula County Public Schools. It highlights our goal of continuous improvement of existing programs while also seeking to identify new opportunities to enhance student engagement. MCPS continues to strive for success for every student every day, and this year will be no exception.

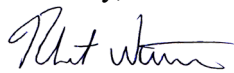
We are transforming our district's future through implementation of our “Achievement for All” five-year instructional strategic plan which calls for enhanced student engagement, updated learning environments, increased collaboration and communication with all stakeholders, improved professional growth opportunities for staff, and development of a culture of innovation throughout the district.

The facility enhancements being completed as a result of our bond initiatives are designed to support all students and staff with buildings that meet the vision expressed by the community in the 21st Century Model of Education. The bond projects will provide the necessary investment in our schools to repair aging buildings, update technology infrastructure and increase capacity for our growing student body. Great school facilities enhance student learning; well-educated students yield a high-quality workforce which will attract new businesses and jobs. Investing in our schools is truly an investment in our local economy.

At MCPS, we want students to succeed and graduate regardless of their circumstances and abilities. Each and every student is important; our dedicated educators work hard to ensure that each student is learning and succeeding in the classroom. Together, with continued community support and dedication to our children, we will continue to increase academic rigor, improve graduation rates and prepare our students for post-secondary and workforce success.

I look forward to a continued partnership with the Missoula community to provide the foundation to ensure success for all students.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Watson".

*Rob Watson*

*Superintendent, Missoula County Public Schools*

**MTSS Mission:** Seeley-Swan High School strives to provide every student with pathways to succeed through an intentional multi-tiered system of support (MTSS) - academically, behaviorally, socially and emotionally.

# **HAWK CODE**

*What does it mean?*

## **Be Respectful**

- Be considerate, polite and patient.
- Keep campus clean.
- Use appropriate and professional language at all times.

## **Be Responsible**

- Follow all school rules and policies.
- Engage in all classes and activities.
- Attend school daily and be on time.

## **Be Resilient**

- Give best effort, even when faced with resistance.
- Take risks.
- Tolerate, appreciate and value differences.

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456 Airport Rd.  
Seeley Lake, MT 59868  
(406)677-2224/Fax (406)677-2949

Missoula County Public Schools ..... (406)728-2400  
Kellen Palmer, Principal .....Ext. 5721  
Aimee Stevenson, Principal's Secretary .....Ext. 5722  
Shawn Holmes, Counselor/AD.....Ext. 5733

SSHS Website – [www.mcpsmt.org/seeleyswan](http://www.mcpsmt.org/seeleyswan)



Follow us on Facebook (Seeley-Swan High School)  
<https://www.facebook.com/SeeleySwanHighSchoolActivities>

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## TO STUDENTS AND PARENTS:

The Missoula County Public Schools District High 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, 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. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office. All current policies can be viewed online at <http://www.mcpsmt.org/Page/3251>.

## BOARD OF TRUSTEES

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

- **Grace M. Decker**
  - Email: [gdecker@mcps.k12.mt.us](mailto:gdecker@mcps.k12.mt.us)
- **Elliott Dugger** (represents Seeley Lake, Swan Valley, Clinton, Potomac and Sunset)
  - Email: [edugger@mcps.k12.mt.us](mailto:edugger@mcps.k12.mt.us)
- **Marcia Holland (Board Chair)**
  - Email: [meholland@mcps.k12.mt.us](mailto:meholland@mcps.k12.mt.us)
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- **Sharon Sturbis** (represents Bonner and Target Range School Districts)
  - Email: [ssturbis@mcps.k12.mt.us](mailto:ssturbis@mcps.k12.mt.us)
- **Vicki McDonald**
  - Email: [vmcdonald@mcps.k12.mt.us](mailto:vmcdonald@mcps.k12.mt.us)
- **Ann Wake (Vice-chair)** (represents Lolo School District)
  - Email: [awake@gmail.com](mailto:awake@gmail.com)

Missoula County Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, creed, physical or mental disability, economic or social conditions, sexual orientation, gender identity, gender nonconformity, or actual or potential marital or parental status in providing education services, activities, and programs, including vocational programs, in accordance with Title VII of the



Civil Rights Act, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

## ALLERGIES

The District has procedures for the management of life threatening allergies of students. Information about these procedures may be found on the District's website under the student services then health services tab.

Life threatening reactions are called anaphylaxis (pronounced an-a-fi-LAK-sis). Anaphylaxis can occur from stinging or biting insects, medication, foods or latex. Anaphylaxis is a collection of symptoms affecting multiple systems of the body. The onset of these symptoms is most commonly immediate, although may be delayed by hours. The symptoms can include:

- **Mouth:** Itchy, swelling of tongue and/or lips
- **Throat:** Itchy, tightness/closure, hoarseness, trouble breathing/swallowing
- **Skin:** Itchy, hives, redness, swelling, red watery eyes
- **Gut:** Nausea, vomiting, cramps, diarrhea
- **Lung:** Short of breath, wheeze, repetitive cough
- **Heart:** Pale or blue skin color, dizzy/faint, weak pulse
- **Neurological:** Sense of "impending doom", irritability, change in alertness, mood change, confusion

On occasion, other students and parents may be asked to limit bringing in certain items due to another student's life threatening allergy. Your cooperation with these needed restrictions is greatly appreciated and important to keep all children safe.

## ATTENDANCE

- Education is a cooperative venture to which the student learner, the teacher, and the parent/guardian contribute. The collaboration of students with one another in the classroom, coupled with their participation in well-planned learning activities under the guidance of a classroom teacher, are vital to their mastery of subjects and skills conducive to a productive life. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. Public education exists as the foundation for developing the communication and collaboration skills necessary for participating on the global stage.
- Because regular school attendance is integral to this process and to the individual success of each student, Missoula County Public Schools provides a structure within which students in grades Pre-K through twelve can gain the maximum benefit from the instructional program.

Enrolled students are expected to be in attendance every day as required by law and/or District policy and procedures. MCPS Policy 3122

### Compulsory Attendance

Parents are responsible for seeing that their children of age seven (7) or older prior to the first day of school, attend school until the later of the following dates:

1. The child's sixteenth (16th) birthday;
2. The date of completion of the work of the eighth (8<sup>th</sup>) grade.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study;
2. Excused because of a determination by a district judge that attendance is not in the best interests of the child;
3. Enrolled in a non-public or home school;
4. Enrolled in a school of another district or state under the tuition provisions of this title;
5. Excused by the Board upon a determination that such attendance by a child who has attained the age of sixteen (16) is not in the best interests of the child and the school.

Missoula County Public Schools will continue tuition-free attendance of resident students not reaching 19 years of age by September 10. Students in MCPS are expected to attend and be enrolled as full time students. However, with the approval of the building principal and Superintendent or designee, students may be enrolled less than full-time if the student is enrolled for at least one clock hour per day (including passing periods). This applies to students currently enrolled in MCPS' schools as well as home school students and private school students. This provision applies to students in grades K-12. Part-time students must participate in the state wide student assessment which any student in the grades designated for assessment is required to take.

Any student who wishes to receive a diploma from a Missoula County Public School high school, must be enrolled as a full-time student during his/her senior year and meet the same credit requirements as other students in MCPS' schools.

A full-time senior student is defined as a student enrolled in a minimum of four (4) classes. Exceptions to this allow for university enrolled high school students, District-directed school-to-work and service learning experiences, as approved by the principal and Superintendent. Any student who has been expelled from another school district will not be allowed to attend or enroll in MCPS during the term of expulsion from the expelling school district. MCPS Policy 3120

## **Attendance Procedures**

Education is a cooperative venture to which the student, the teacher and the parent/guardian contribute. Prompt, regular attendance in school is an important factor in determining a student's academic success, including success in meeting state and local requirements for graduation. Students who attend school consistently develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have greater success academically. Missoula County Public Schools recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration. The following procedures are designed to encourage regular and punctual school attendance so that learning can take place. It is intended to be positive and not punitive, and all measures taken will be in the students' best interest. These practices and procedures will assist families and school personnel in making attendance decisions.

### **A. Student's Responsibility:** It is the student's responsibility to:

1. Attend all assigned classes and other instructional activities on time every day that school is in session;
2. Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
3. Request any missed assignments due to an absence; and
4. Complete assigned work in a timely manner.

**B. Parent or Guardian's Responsibility:** It is the responsibility of the student's parent/guardian to:

1. Ensure the student is attending school;
2. Inform the school in the event of a student absence;
3. Be aware of and follow the correct procedures for reporting student absence; and
4. Work cooperatively with the school and the student to resolve any attendance issues that may arise.

Students are required to attend all assigned classes and/or other instructional activities every day school is in session, unless the student has a valid excuse for absence, in accordance with Section 20-5-103, MCA.

**C. Excused Absences:** These include family authorized absences and school authorized absences. The following reasons shall be sufficient to constitute excused absences:

1. Family authorized excused absences:
  - a. Personal illness
  - b. Family emergency or death in the family
  - c. Medical or dental treatment
  - d. Other activities as approved by the school
2. School authorized excused absences
  - a. Approved field trips
  - b. Interscholastic competitions and events
  - c. Other activities as approved by the school

**D. Unexcused Absences:** - These are absences which are not authorized by the parent/guardian or the school. The following absences are examples of absences which will not be excused:

1. Leaving school premises without authorization from the nurse, the attendance office or the principals' offices;
2. Failing to attend class (while remaining on the premises) without advanced permission;
3. Family trips/vacations for which no prior arrangement have been made with the school;
4. Other absences not authorized by the school or parent/guardian.

### **E. Reporting Student Absences**

When a student must be absent from school, the parent/guardian is requested to notify the school's attendance office, whenever possible, in advance of the absence. If the school attendance office does not receive advance notice, the school will make a reasonable effort to contact a parent/guardian to verify the student absence. If the school is unable to contact a student's parent/guardian after a reasonable effort has been made, the absence will be recorded as unexcused. Single or multiple absences that are not verified by a parent/guardian, or which have been recorded as unexcused, may be handled as part of the disciplinary process.

Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the individual teacher.

Absences necessitated by student participation in field trips or extra-curricular activities must be excused in advance. The participating student is responsible to secure each teacher's signature on a pre-arranged absence slip and request homework assignments prior to the date of the absence.

### **F. Procedure for Student Prearranged Absences**

All absences other than illness and family emergencies should be planned for in advance. Prearranged Absence forms are available in the Attendance Office.

Students participating in school-related activities must fill out the Activities Prearranged Absence forms. **This form is to be picked up from the coach or sponsor of the activity and returned complete to them at the time the coach sets. The list of students attending the activity should be handed in to the Attendance Office by 3:00 p.m. the day preceding the trip. Also, notify the attendance office of any changes occurring the day of the event before leaving.**

### **G. Attendance Intervention**

Each school will develop an attendance intervention committee. At the beginning of each school year, the attendance intervention committee will confer regarding students who have had attendance issues in the past. This will provide an opportunity for proactive intervention by the school and the family of the student.

Students accruing six (6) or more absences in a semester will be considered at-risk for developing chronic absenteeism. A sixth absence in a semester will result in an attendance letter to the parent and a referral to the attendance intervention committee for review. Unexcused absences may result in a referral to the attendance intervention team prior to the sixth absence. The attendance intervention committee may, at any time, intervene on behalf of student considered to be at-risk as a result of attendance issues.

A student accruing ten (10) or more absences in a semester will be considered chronically absent. The school principal or designee will contact the student's parent/guardian to confer regarding attendance interventions. High school students accruing excessive absences may have class credit placed on hold until an appropriate attendance intervention plan has been developed and implemented. Chronic absenteeism may result in a referral to Child and Family Services or to the Missoula County Attorney as a child truant from school in accordance with Section 20-5-106, MCA.

Student(s) in "Attendance Intervention" and not in "good Academic Standing" may not be allowed to attend dance extra-curricular activities for Prom, Fireside, Snowball Formal, Homecoming, etc.

- Effective August, 2010, all students participating in a school sanctioned sport or activity will be required to achieve a minimum cumulative grade point of 2.0. No student athlete or activities participant may have an "F" in any subject during a grade reporting period: i.e., mid-quarter, quarter, or semester. An athletic or activities participant who received an "F", or whose grade point is below 2.0 will be ineligible for the following 10 school days during which time the grade will be reviewed by a weekly grade check. A weekly grade check will be needed until the next grading period. If the "F" is raised and the GPA is at least 2.0, the participant will regain eligibility. If the quarter/semester grade remains the same after 10 school days, then the participant will remain ineligible for that grade-reporting period. During the period of ineligibility, the participant may practice. For students with an IEP or 504 Plan, building administration and Special Education Teacher/504 coordinator will confirm that all accommodations have been fully implemented. All classes a participant is enrolled in and for which he or she receives credit shall count in the determination of athletic eligibility. Credit deficiencies may not be made up in any manner except regularly scheduled classes during the two regular school semesters. Summer school, correspondence courses, night courses, etc., may not be used to regain eligibility.
- Repeated instances of tardiness will result in more severe disciplinary action.

***Make-up work schedule:***

1 day absence - 2 days make up time  
2 days absence - 3 days make up time  
More than 2 days absence - 1 week make up time

***Make-up work schedule for suspended students:***

Students, who have been suspended for behavior, will have an opportunity to complete missed homework; however they will have no additional time to complete the work. It is the responsibility of the suspended student to contact their teacher about missed work and complete it independently as if they were in attendance. Teachers will have individual discretion to grant additional time. Tests missed during suspension will be taken on the day the student returns from their suspension.

**AWARDING HONOR ROLL STATUS**

Honor Roll designations may denote 3.0, 3.5, or 4.0 levels of achievement.

**BELL SCHEDULE:**

**Regular Schedule COVID ADJUSTED:**

Morning Block 8:30-11:30

Lunch 11:30-12:00

Afternoon Block 12:00-3:00

**FRIDAY INTERVENTION:**

8:30-11:30

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

The policy of the Board of Trustees of Missoula County Public Schools is to provide students and staff with a school environment free from bullying, harassment, and intimidation. Missoula County Public School District will not tolerate bullying, harassment, and intimidation in any form at school or school-sponsored activities and events, including off campus events, school buses, any event related to school business, or, through the use of electronic communications, that substantially and materially disrupts the orderly operations of the District.

Bullying is any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
- creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- substantially and materially disrupts the orderly operation of a school.

Bullying (including cyber-bullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

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

Bullying/Harassment forms are available in the Attendance Office.

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.

## **BUS CONDUCT**

Safety, respect and courtesy are expected of all students who ride the school buses to and from school and to field trips. Any time there is a behavior infraction on the bus, parents will receive a Bus Conduct Report and/or a phone call from the principal.

- Classroom conduct is the accepted behavior (Be Respectful, Responsible, Safe and Kind).
- This looks like: following the driver's instructions, remaining properly seated, talking quietly, and keeping your hands and personal items to yourself.
- Obscenities and profanity will not be tolerated on the school bus.
- Bullying/harassment (teasing, shouting, pushing, intimidation or fighting) is not acceptable.
- Students who do not follow the rules may be suspended from the bus.

### **Seatbelt Expectations**

If seatbelts are available on your bus:

- All students are required to wear seatbelts as designed.
- Students are expected to buckle themselves in once they have taken their seat. If a student needs assistance, students may ask the bus driver for help.
- Students refusing to use seatbelts as designed will be subject to a Bus Conduct Report and/or a phone call from the principal.

- Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

## **CELL PHONES**

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated.

**Secondary students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins, during the lunch period, and after the school day ends.** These devices must be kept out of sight and turned off during the instructional day (including time out of a classroom on a hall pass and during study halls). Unauthorized use of such devices disrupts the instructional program, contributes to tardiness, and distracts from the learning environment. Therefore, school officials, including classroom teachers, may confiscate such devices when used inappropriately. Confiscated devices will only be returned to the parent or guardian. Repeated unauthorized use of such devices may result in progressive disciplinary action. For additional information, please see MCPS Policy 3630.

## **COLLEGE ENTRANCE REQUIREMENTS FOR ATHLETIC SCHOLARSHIPS**

Students have a responsibility to register on the NCAA Clearinghouse website if they believe they may compete athletically at the college level. The NCAA website is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). There are requirements for Division I and Division II schools, which include core classes and grade point average requirements. NAIA Colleges may have academic requirements which students should investigate.

## **COMMUNICABLE DISEASE AND ILLNESS**

If your child feels too ill to participate in school or needs more care than is reasonable in the classroom, the child should stay home until he/she feels better. A complete list of symptoms or illness when students must stay home can be found on the District website under the student services then the health services tab. Occasionally, it may be necessary for the school to send a child home due to illness. If there is the possibility of a communicable disease, the child may return when the condition clears or a health care provider authorizes the child's return to school. The school may also enforce more stringent illness guidelines when advised or ordered to do so by the health department in outbreaks of contagious illnesses.

## **COMPLAINTS BY STUDENTS AND PARENTS**

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 grievance procedure policy. For additional information, see MCPS Policy 1700.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor. If still unresolved, the matter generally 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. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints.

## **COMPUTER RESOURCES**

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the Acceptable Use Agreement prior to being authorized to use the District's computer resources. For additional information, see MCPS Policy 3612.

## 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 and exercise 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.

### **Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, rules and discipline for each high school in the Missoula County Public Schools district will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally affects the climate or efficient operations of the school.

### **Violation of Student Code of Conduct**

A student's past discipline records, individual circumstances and severity of a particular incident will determine the specific nature of the consequences. **The school administration reserves the right to determine the level of disciplinary action taken depending upon the severity of the infraction.** All discipline is cumulative for students during their years in Missoula County Public High Schools.

Infraction	Possible Consequences/Depending upon the Severity of the Infraction.
<b>Use/Possession of Alcohol:</b> Shows evidence of being under the influence or in possession of alcohol by look, smell, action, or result of Passive Alcohol Sensor (PAS). Refusal to comply with administrative request to submit to PAS will constitute evidence of use and result in commensurate consequence.	<ul style="list-style-type: none"> <li>✓ OSS/ISS or Refocus (3-5 days) and police contact</li> <li>✓ OSS/ISS or Refocus (5-10 days) and police contact</li> <li>✓ OSS (10 days and/or possible recommendation for expulsion)</li> <li>✓ Students are automatically referred to Project SUCCESS where available.</li> </ul>
<b>Use/Possession of Tobacco or Nicotine:</b> Use or possession of tobacco products and paraphernalia, including electronic or smokeless devices, is strictly prohibited in the school or on the school grounds.	<ul style="list-style-type: none"> <li>✓ Police Contact, citation, detentions or suspension or option to attend Tobacco Cessation classes where available.</li> <li>✓ Police contact, citation, and OSS/ISS or Refocus (1-5 days)</li> </ul>
<b>Use/Possession of Drugs:</b> Shows evidence of being under the influence or in possession of illegal drugs by look, smell or action. Includes possession of drug paraphernalia.	<ul style="list-style-type: none"> <li>✓ OSS/ISS or Refocus (3-5 days) and police contact</li> <li>✓ OSS/ISS or Refocus (5-10 days) and police contact</li> <li>✓ OSS (10 days and/or possible recommendation for expulsion)</li> <li>✓ Students are automatically referred to Project SUCCESS where available.</li> </ul>
<b>Transfer/Distribution/Sale of Drugs:</b> Evidence of reasonable suspicion of student engagement in the transfer/distribution/sale of illegal drugs.	<ul style="list-style-type: none"> <li>✓ Police contact and OSS 10 days and possible recommendation for expulsion.</li> </ul>
<b>Weapons Possession:</b> Having or transferring weapons, (including but not limited to) knives, guns, martial arts weapons, flammables, explosives or anything that could cause danger to the health and safety of students or staff. (Facsimiles of weapons are considered to be weapons.)  Knives of any size are not allowed on campus.	<ul style="list-style-type: none"> <li>✓ Knives will be confiscated. Parent may pick up. Subsequent offenses may result in suspension or recommendation for expulsion.</li> <li>✓ OSS/ISS or Refocus (1-10 DAYS), police contact and/or possible recommendation for expulsion.</li> </ul>

<b>Threats or Physical Assault on School Employee</b>	<ul style="list-style-type: none"> <li>✓ OSS/ISS or Refocus (1-10 days) and police contact</li> <li>✓ Possible recommendation for expulsion.</li> </ul>
<b>Defiance/Insubordination/Class Disruption:</b> Includes insulting, verbal abuse, obscene language, profanity or gestures, and disruption of the learning environment.	<ul style="list-style-type: none"> <li>✓ Warning, detention, OSS/ISS or Refocus (1 day)</li> <li>✓ OSS/ISS or Refocus (2-5 days)</li> </ul>
<b>Harassment—Race, Religious, Cultural, or Sexual:</b> Any degrading or threatening act that fails to respect the rights and feelings of others. May include slander, prejudicial/discriminatory/inappropriate comments, touching, innuendos, or rumors. May also include any harassing or threatening act conducted via text message, voice message, email, sharing video evidence, or other means of online communication. If the behavior or its ramifications constitutes a disruption of the learning environment, administrators reserve the right to discipline students who threaten and/or harass their classmates regardless of where or how the specific behavior occurs.	<ul style="list-style-type: none"> <li>✓ Conference, investigation, detention, OSS/ISS or Refocus(1-5 days)</li> <li>✓ Possible formal complaint and further consequences.</li> <li>✓ Police contact</li> </ul>
<b>Misconduct, Inappropriate Behavior or Disruption of Orderly School Process:</b> Includes tampering with fire alarm system, bomb threats, arson, extortion, illegal entry, trespassing.	<ul style="list-style-type: none"> <li>✓ OSS/ISS or Refocus(1-5 days) and police contact</li> <li>✓ Long term suspension (10 days) and/or possible recommendation for expulsion.</li> </ul>
<b>Vandalism/Theft/ Malicious Mischief:</b> Stealing from the school or peers or defacing personal or school property.	<ul style="list-style-type: none"> <li>✓ Detention/Restitution</li> <li>✓ Investigation and police contact</li> <li>✓ Police contact, OSS/ISS or Refocus (1-5 days)</li> </ul>

<p><b>Cell Phones:</b> Cell phones are to be turned off and out of sight during class time, unless authorized by the teacher. <b>Class time includes release time for senior study hall, activities, and time out of class on a hall pass. Students may only use cell phones before school begins, during passing periods, during the lunch period, and after the last class period is complete.</b> Staff will confiscate any cell phone that is being used or visible/heard during unauthorized times. Refusal to hand over cell phone to staff constitutes insubordination and may result in ISS or OSS. Confiscated phones will be returned to parent/guardian.</p>	<ul style="list-style-type: none"> <li>✓ Warning by teacher</li> <li>✓ Confiscation, parent must pick up from office</li> <li>✓ Confiscation, parent must pick up, progressive detentions, OSS/ISS or Refocus.</li> </ul>
<p><b>Cheating/Forgery/Pass Violations:</b> An effort to improve grades by copying notes, papers, looking at another's paper or test, plagiarism, etc.</p> <p>Using signatures not authorized by parent to school authorities on progress reports, excuse slips, passes, or impersonating parent calls for excuses.</p>	<ul style="list-style-type: none"> <li>✓ Detention; zero for work; parent notification, possible replacement assignment, OSS/ISS or Refocus</li> <li>✓ Removal from class with failing grade; OSS/ISS or Refocus (2-5 days)</li> </ul>
<p><b>Appearance/Attire for School/Dress Code:</b> Students may not wear revealing clothes or clothing that advertises, depicts, or promotes illegal (or controlled) substances, inappropriate language, sexually explicit pictures, slogans or gang logos.</p>	<ul style="list-style-type: none"> <li>✓ Correction of problem</li> <li>✓ Sent home to change/parent notification</li> <li>✓ OSS/ISS or Refocus (1-3 days)</li> </ul>
<p><b>Fighting/Assault:</b> Physical attacks or fights</p>	<ul style="list-style-type: none"> <li>✓ OSS/ISS or Refocus (1-3 days) and police contact</li> <li>✓ OSS/ISS or Refocus (4-10 days) and police contact</li> </ul>
<p><b>Altercation:</b> Verbal quarreling; physical challenge to fight.</p>	<ul style="list-style-type: none"> <li>✓ Warning, detention, Mediation, OSS/ISS or Refocus (1-3 days) and police contact</li> </ul>
<p><b>During lunch period, failure to disperse upon staff request.</b></p>	<ul style="list-style-type: none"> <li>✓ Loss of open campus privilege during lunch; lunchroom restriction, detention</li> </ul>

<b>Inciting, Encouraging, or Supporting a Fight:</b> If a staff member responds to the scene of an altercation or fight and orders the crowd to disperse, anyone who does not leave the scene will be disciplined. Sharing video evidence will be considered inciting, encouraging or supporting a fight.	<ul style="list-style-type: none"> <li>✓ Detention</li> <li>✓ OSS/ISS or Refocus(1-5 days)</li> <li>✓ Police contact</li> </ul>
<b>Truancy:</b> Skipping a class, study hall or school day without permission of parent/guardian.	<ul style="list-style-type: none"> <li>✓ Detention for each period missed</li> <li>✓ Possible loss of credit, OSS /ISS or Refocus (1-5 days); contact with County Attorney for those under</li> <li>✓ compulsory attendance age.</li> </ul>
<b>Tardies:</b> HG: 0-5 min tardy period. 3 tardy per class per quarter. 4 <sup>th</sup> tardy: 1 detention. 5 <sup>th</sup> tardy: 2 detentions. 6 <sup>th</sup> tardy (or more) multiple detentions/possible ISS. SENT: tardy after bell until attendance is taken and instruction starts; not to exceed 3 minutes. Three (3) tardies per class per semester, 4 <sup>th</sup> tardy- 1 detention, 5 <sup>th</sup> tardy – 2 detentions, 6 <sup>th</sup> tardy – 1 day Refocus Program, 7 <sup>th</sup> tardy – 2 days Refocus Program/parent conference. BS: 5 min. limit as tardy.	<ul style="list-style-type: none"> <li>✓ Teacher penalty</li> <li>✓ Detention by Administration</li> </ul>
<b>Closed Campus:</b> Students must remain on school grounds throughout the day EXCEPT during lunch. Leaving grounds during lunch is a revocable privilege.	<ul style="list-style-type: none"> <li>✓ Warning</li> <li>✓ Detention</li> <li>✓ Multiple detentions, OSS/ISS or Refocus</li> </ul>
<b>No Check-Out:</b> Did not sign out with permission from parent/guardian to leave campus	<ul style="list-style-type: none"> <li>✓ Absence remains unexcused</li> <li>✓ Warning/parent contact</li> <li>✓ Detention</li> <li>✓ Multiple detentions, OSS/ISS or Refocus (1-3 days)</li> </ul>
<b>Violation of Computer Acceptable Use Policy:</b> See further clarification in computer lab or on signed agreement.	<ul style="list-style-type: none"> <li>✓ Warning or loss of computing privileges</li> <li>✓ Removal from class</li> <li>✓ OSS/ISS or Refocus(1-5 days)</li> </ul>

Violation of MHSA Spectator Rules (Sportsmanship)	✓ Immediate removal from activity. Violation may result in prohibitions from attending further activities.
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## 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.

## COUNSELING

### Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 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. [See **Graduation Requirements** on page 18]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact guidance office.

**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.

## DISCIPLINE AND DUE PROCESS

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

### Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or

property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Notice of the suspension including an explanation of its basis and notice of the right to a review of the suspension will be provided to the parents as soon as possible. At the request of the parents, the building principal, Executive Regional Director, and/or the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process. Students, who have been suspended for behavior, will have an opportunity to complete missed homework; however they will have no additional time to complete the work. It is the responsibility of the suspended student to contact their teacher about missed work and complete it independently as if they were in attendance. Teachers will have individual discretion to grant additional time. Tests missed during suspension will be taken on the day the student returns from their suspension.

## **Expulsion**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board of Trustees has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard.

After an investigation into the student's conduct, the administrator must notify the student's parent of the intent to proceed with an expulsion. The administrator must send a written notice to the superintendent regarding the recommendation to expel the student, the specific charges against the student, a description of the rule or regulation broken and supporting evidence.

The superintendent must send written notice to the parents regarding the recommendation to expel the student, the specific charges against the student, a description of the rule or regulation broken, supporting evidence, the date, time, and location of the Board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

## **Students With Disabilities**

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

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

School publications distributed to students include: school newspapers, yearbooks, and literary publications. All school publications are under the supervision of a teacher, sponsor, and the principal. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.



## **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to Activities Office at least one week prior to the requested distribution and be stamped to show approval.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

1. Shoes must be worn at all times.
2. Underwear will be covered and excessive skin will not be shown during normal activities such as walking, sitting, and going up or down stairs.
3. Clothing will not contain wording or graphics that advertise or promote illegal activities, are sexually explicit, or that contain obscenity or profanity.
4. Wearing of items that have been associated with gang activity (regardless of color) will not be tolerated.

## **DUAL CREDIT COURSES / COLLEGE COURSEWORK**

Check with grade level counselors about dual credit, college coursework, and other advanced academic opportunities.

## **EPINEPHRINE AUTO-INJECTORS IN SCHOOLS**

Each district school may maintain a stock supply of auto-injectable epinephrine to be administered immediately for actual or perceived anaphylaxis ( life threatening allergic reaction) in any student by a school nurse or other authorized personnel in accordance with Montana law (MCA § 20-5-421) and Board Policy 3416. Emergency Medical Services (911/EMS) will be called immediately. The parent will be notified following all administration of epinephrine and EMS notification. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plan.

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

Student participation in student government, clubs, performing or competitive activities, and athletics is governed by the regulations developed and administered by the Montana High School Association and the

Missoula County Public School District. The Athletic Code of Conduct is a commitment to represent self, school, family and the community in the most positive manner at all times. The code of conduct is in effect for the entire school year and all subsequent high school years, to include fall athletic practice in August and any school-sponsored events, regardless of the time of year.

## **I. Academic, Residence, and Behavioral Requirements and Responsibilities**

MCPS Academic Requirements: These academic requirements apply to athletics, MHSA sponsored chorus, band, and orchestra festivals or competitions, competitive speech, and cheerleading. Students may not participate in spring tryouts (i.e., cheerleading) if they are ineligible.

A. Effective August, 2010, all students participating in a school sanctioned sport or activity will be required to achieve a minimum cumulative grade point of 2.0. No student athlete or activities participant may have an “F” in any subject during a grade reporting period: i.e., mid-quarter, quarter, or semester. An athletic or activities participant who received an “F”, or whose grade point is below 2.0 will be ineligible for the following 10 school days during which time the grade will be reviewed by a weekly grade check. A weekly grade check will be needed until the next grading period. If the “F” is raised and the GPA is at least 2.0, the participant will regain eligibility. If the quarter/semester grade remains the same after 10 school days, then the participant will remain ineligible for that grade-reporting period. During the period of ineligibility, the participant may practice. For students with an IEP or 504 Plan, building administration and Special Education Teacher/504 coordinator will confirm that all accommodations have been fully implemented. All classes a participant is enrolled in and for which he or she receives credit shall count in the determination of athletic eligibility. Credit deficiencies may not be made up in any manner except regularly scheduled classes during the two regular school semesters. Summer school, correspondence courses, night courses, etc., may not be used to regain eligibility.

1. The purpose of these requirements is to insure the student is progressing toward graduation. Graduation is based on the earning of a set number of credits rather than the achievement of a specific grade point.
2. Students who are academically ineligible may not compete at any level (varsity, junior varsity, sophomore, or freshman).
3. Transfer students who come from a school with MHSA academic requirements, will be eligible at MCPS if they were eligible at the previous school, but only for the first semester of attendance. They will be subject to MCPS eligibility standards the next semester.
5. Seniors must be in at least five academic classes and meet the above academic eligibility requirements in order to participate second semester.

## **II. Residence and age eligibility requirements:**

- A. Residence eligibility rules are established by the MHSA and apply to MHSA sanctioned activities only. Basically students must live, with their parents, in the school attendance area of the school for which they compete.
1. If a student moves from the attendance area of one MCPS school into the attendance area of another MCPS school (within the city) he/she may choose to remain at the original school or enroll in the new school. Eligibility will remain intact as long as the move is valid (with the parents). In-district transfers not involving a parent move to the new attendance area must be

approved by the Superintendent. Students must also adhere to the Transfer Rule as imposed by the Montana High School Association.

2. A student who is ineligible due to the transfer rule may compete on the JV, sophomore, or freshman level but not varsity.

3. All questions concerning residence eligibility should be directed to the building Principal and/or Activities Director.

- B. Age eligibility rules are established by the MHSA. Students are not eligible for MHSA events if they turn 19 before midnight of August 31 previous to the school year participation.

### **III. MCPS Student Responsibilities:**

#### **Activity Attendance**

1. The primary focus for student enrollment is educational. MCPS distinguishes absences as:
  - a. Unexcused: no valid reason given for non-attendance
  - b. Excused: parent or guardian has excused the student for a known reason
  - c. Exempt: absence is due to a legal, medical/dental, bereavement or school sponsored reason. These absences can be documented.
2. MCPS counts absences in the first two categories toward the district attendance policy.
3. For activity participation, either in practice or competition, a student needs to be in class every scheduled period of the school day or have given documentation for an exempt absence to the attendance clerk or an administrator for that day. Students missing class due to unexcused or excused absences are ineligible on the day of absence for practice or competition.
4. Students missing classes for school activity events will be “school related absent”. This does not provide students with any additional makeup time for work missed. This same type of absence may be provided to non-school community or club groups when their activity is consistent with the MCPS activities programs. Such include but are not limited to; Missoula Youth Hockey, Rodeo Club, Alpine skiing, etc.
5. Prom and other school sponsored dances – a student must be in “good academic standing” and not in “Attendance Intervention” status.
  - Effective August, 2010, all students participating in a school sanctioned sport or activity will be required to achieve a minimum cumulative grade point of 2.0. No student athlete or activities participant may have an “F” in any subject during a grade reporting period: i.e., mid-quarter, quarter, or semester. An athletic or activities participant who received an “F”, or whose grade point is below 2.0 will be ineligible for the following 10 school days during which time the grade will be reviewed by a weekly grade check. A weekly grade check will be needed until the next grading period. If the “F” is raised and the GPA is at least 2.0, the participant will regain eligibility. If the quarter/semester grade remains the same after 10 school days, then the participant will remain ineligible for that grade-reporting period. During the period of ineligibility, the participant may practice. For students with an IEP or 504 Plan, building administration and Special Education Teacher/504 coordinator will confirm that all accommodations have been fully implemented. All classes a participant is enrolled in and for which he or she receives credit shall count in the determination of athletic eligibility. Credit deficiencies may not be made up in any manner except regularly scheduled classes during the

two regular school semesters. Summer school, correspondence courses, night courses, etc., may not be used to regain eligibility.

### **Discipline**

- A. Students participating in school activities will be expected to conduct themselves appropriately at sports and activities related functions. They must keep in mind that they are representing their parents, school, and community when participating in activities. Students are expected to act in a mature, responsible manner and exhibit sportsmanship and respect for others at all times. They must adhere to the school's "Code of Conduct."
- B. All students participating in school activities are subject to the MCPS Code of Conduct. Students and parents should review the code and be familiar with the MCPS Alcohol and Drug Policy.
- C. Students involved in activities will be disciplined when necessary. Everyone involved will be treated firmly, consistently, and fairly according to the situation.

## **CODE OF CONDUCT**

Student participation in student government, clubs, performing arts, competitive activities and athletics is governed by the regulations developed and administered by the Montana High School Association and the Missoula County Public School District. The Athletic Code of Conduct is a commitment to represent self, school, family and the community in the most positive manner at all times. The Code of Conduct is in effect for the entire school year and all subsequent high school years, to include fall athletic practices in August and any school-sponsored events, regardless of the time of year. ([Seasonal Activities Code of Conduct Sign-Off](#) [Code of Conduct Parent](#) )

The Code of Conduct includes the following:

### **Academic Expectations**

A student must achieve a cumulative GPA of 2.0 or higher and may not have an F in any subject at each grading period i.e. mid-quarter, quarter, and, semester, to be eligible for participation in competitive athletic and specific activity programs.

### **Citizenship Expectations**

Missoula County Public Schools offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the

school district throughout the calendar year either away from, or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policies and must refrain from activities that are illegal, immoral, or highly inappropriate. Participation in activities is a privilege conditioned upon meeting the eligibility criteria established by the MCPS Board of Trustees, administration, and individual activity coaches and sponsors. The Activities Director shall keep records of violations of the Citizenship Expectations.

### **Alcohol / Drug and Other Conduct**

- A. The Code of Conduct shall be enforced during the school year when a student (regardless of age) is enrolled at MCPS for school-sponsored activities, including summer activities.
- B. Any student involved in an extra-curricular performing or competitive activity or athletic program shall not knowingly purchase, possess, use, transmit, or be under the influence of alcohol, tobacco, alternative nicotine product performance enhancing drugs, or controlled substances of any kind during a school year, regardless of the student's age. A student who finds himself or herself in jeopardy because of a substance abuse problem will be referred for professional assistance at the family's expense.
- C. Any student who knowingly finds himself/herself in the company of persons who illegally possess, use, transmit, or under the influence of alcohol, performance enhancing drugs, or controlled substance (i.e., frequenting of area, places, or sites where drugs and/or alcohol are present) is expected to leave within a reasonable period of time. Failure to do so will result in discipline as if they were in violation of this policy.
- D. Any student engaging in an inappropriate or offensive conduct or any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).
- E. Student Transfers: A student who transfers from one Missoula County Public School to another or from another district will maintain his/her accumulative offense status regarding the Code of Conduct.

### **Code of Conduct Violations**

1. First offense in a student's high school career: The student shall be suspended from competing or performing in a school-sanctioned activity for one year. Days counted include 12 calendar months beginning the date the student is notified of suspension.
2. Second offense in a student's high school career: The Student shall be suspended from competing or performing in any school-sanctioned activity for one year. Days counted include 12 calendar months beginning the date the student was notified of the suspension.

3. Third offense in a student's high school career: Full suspension from all extra-curricular activity programs for the remainder of the student's high school career.

**Reduction of suspension time:** A student can reduce the suspension time for first and second offenses by registering for an approved education course and providing documentation from the approved program he/she will participate in the course. The student will be required to submit evidence of course completion and shall continue to attend practices in the activity during the period of suspension if approved by the Athletic Director. First and second offenses can be reduced further if a student self-reports to the Activity Director or designee within 48 hours of the incident and completes the approved education course. First offenses are reduced to 30 days with the approved education course or 20 days with self-report and the course. Second offenses are reduced to 60 days with approved education course or 50 days with self-report and the course.

**Violations are cumulative during a student's four years in high school.**

### **Appeals Procedure:**

Due process shall be given to all students with regard to administration of the code of conduct policy. Any appeals of consequences shall be made in writing to the high school administration. All appeals will be addressed through the Uniform Grievance Procedure outlined in MCPS Board Policy 1700. This process can be found on the MCPS website under the Policy section.

### **PARENT/GUARDIAN CODE OF CONDUCT:**

*The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of athletics is achieved when competition reflects these "six pillars of character."*

1. I will refrain from coaching my child or other players during games and practices.
2. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak to coaches at an agreed upon time and place.
3. I will remember that student athletes participate to have fun and that the game is for youth, not adults.
4. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his or her performance.
5. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex or ability.
6. I will promote the emotional and physical well-being of the student athletes ahead of any personal desire I may have for my own child to win.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the student athletes.

8. I (and my guest) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players' coaches, officials, and spectators at every game, practice or sporting event.
9. I (and my guest) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
10. I understand that any violation of this code of conduct will be cause for dismissal, suspension, or permanent expulsion from future athletic contest.

**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.

## **FAMILIES IN TRANSITION (FIT) PROGRAM**

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services (regardless if in a Title I school), all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

### **MCPS McKinney-Vento Program**

Missoula County Public Schools employs a Families-in-Transition (FIT) liaison to advocate for families and to assist them in coordinating academic support for their students. The FIT liaison works closely with Family Resource Center or FIT coordinators at each building in the district to assure eligible families receive needed support. The FIT liaison assists families with immediate school enrollment for eligible students (regardless if missing immunization or academic records), arranges for busing or transportation assistance, and refers students for Title I services for those in grades K-8.

For more information or assistance with determining eligibility, contact the MCPS FIT Liaison at the Administration Building, 215 South Sixth Street West, Missoula, MT 59801, 406-728-2400 ext. 1080

### **Eligibility for FIT Services According to the McKinney-Vento Act**

The term “homeless children and youth” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing. Examples in Missoula might include: Carole Graham, Mountain Home Montana, YWCA Gateway Program, YWCA Pathways Shelter, Family Promise, Missoula Youth Homes, etc.;
- Living in a motel, hotel, trailer park, or campground due to economic hardship;
- Abandoned in a hospital;
- Awaiting foster care placement;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
- Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;

- NOT living with a parent or legal guardian; is an unaccompanied youth living in a situation that meets one of the definitions listed above or due to extreme conflict, unsafe or unsupportive living conditions.

### **Family Resource Center of Families in Transition Coordinator**

A Family Resource Center or Families in Transition Coordinator is available in each MCPS building. FRC/FIT coordinators are available specifically to serve families seeking help with life's transitions, challenges and changes. The coordinators assist with accessing resources and services, to include:

- McKinney-Vento services for families and youths experiencing homelessness (as defined by the McKinney-Vento Homeless Assistance Act);
- Additional academic supports;
- Housing and employment – options and information;
- Clothing, food and toiletries – supplies and resources;
- Information, referrals and paperwork assistance;
- Connections to community supports and programs; and
- Crisis/personal support.

To learn more about the services available to families and youths experiencing transitions due to economic hardship, talk to your building FRC/FIT coordinator, secretary, teacher or principal.

### **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 extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- 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.
- Student replacement identification cards.
- Fees for lost, damaged, or overdue library books or textbooks
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires 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. Application for such a waiver may be made to the Activities Office.



## FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Applications are available in the main office or online at the [district web site](#).

Students:	Breakfast--\$ 2.00	Lunch--\$ 3.00
Adults:	Breakfast--\$ 2.25	Lunch--\$ 3.50

## FUNDRAISING

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 before the event.

Please refer to MCPS Policy 3530 for additional information.

## GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Promotion to the next grade level is based on successful completion of the coursework, attendance, performance based on standardized testing, or other testing administered.

<u>Credits Earned</u>	<u>Grade Placement</u>
6 credits	10 <sup>th</sup> grade, sophomore
12 credits	11 <sup>th</sup> grade, junior
18 credits	12 <sup>th</sup> grade, senior

## GRADING GUIDELINES

Letter Grades--Students' grade are alphabetically designated (i.e., A, B, C, D, F).

Grade point averages will be computed on a 4-point scale as follows:

- A--4.0 points
- B--3.0 points
- C--2.0 points
- D--1.0 points
- F--0.0 points

"I" is used as an incomplete and the students are given a specific length of time by the teachers to complete the work in the course. Incompletes not made up are recorded as failures (F).

## GRADUATION

### Requirements for a Diploma

A student in one of Missoula County Public High Schools enrolled for credit prior to the end of the senior year may receive a diploma and participate in the graduation ceremony if he/she passes required courses, pays all fines, and meets school and state requirements. 24 total credits are required for graduation.

Subject	MCPS Graduation Requirements (Class of 2017 & beyond)	Montana University Admission	College of Technology Admission
English	4 credits	4 credits	4 credits
Math	3 credits	3 credits (Algebra 1, Geometry, Algebra 2)	2 credits
HPE	2 credits	2 credits	2 credits
Science	2 credits (Earth & Space Science, Biology)	2 credits	2 credits
Social Studies	2.5 credits (1 US History; 1 US Government)	3 credits (1 of global studies)	2.5 credits (no global studies requirement)
Fine Arts	1 credit	1 credit	1 credit
Practical Arts	1 credit	1 credit	1 credit
Other Electives	8.5 credits	As required for HS graduation	As required for HS graduation
Foreign Language	Not required	Not required (2 years recommended)	Not required

A student with a disabling condition will satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a principal may recommend that the Superintendent approve a minor deviation from the graduation requirements.

**Valedictorian/Salutatorian:** These will be determined based on the following criteria:

1. GPA
2. ACT Score
3. Number of Dual Enrollment Courses

## HEALTH SCREENINGS

Hearing screening is done for kindergarten, 1<sup>st</sup> and 9<sup>th</sup> grade students and vision screening is done for Pre-school through 5<sup>th</sup> grade students. Parents are notified if there are concerns. Screenings are not meant to take the place of professional exams.

## HEALTH SERVICES

First aid for injuries and illness response is provided by school staff and if present and available, a school nurse. It may be necessary for the school to contact emergency services or to send a child home due to illness or injury. It is VERY important that the school have current emergency names and phone contacts. Parents and guardians should complete a new health history form whenever there are significant health changes in your child such as a new life threatening allergy. Ask the school secretary or school nurse for this and any other health related forms, procedures or information or see the district website under the student services then health services tab.

## 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 purposes.

## IMMUNIZATIONS

**Immunizations:** All students must have written proof from a health care provider of adequate immunization before they may attend school as per state law, unless they have a current signed medical or religious exemption or conditional form. Please see the school secretary or school nurse for questions or details or the district website under the student services then health services tab. Immunizations are available through your child's health care provider or the Missoula County Health Department located at 301 W. Alder, phone 258-4745, which offers a sliding fee scale for children's immunizations and walk-in hours. You must have a copy of your child's immunization record to obtain immunizations from the health department. For further information, see MCPS Policy 3413.

## LAW ENFORCEMENT

### Questioning of Students

Law enforcement or social service works must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.

- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal or designee will observe the meeting if the social service worker declines to notify the parents.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of 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.

### **Service of Process**

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

## **MEDICINE AT SCHOOL**

Most student medication can be taken at home either before or after school. Only those medications that your child must have while at school are permitted. “Medications” include prescription, over the counter and homeopathic or alternative medications such as vitamins. For the safety of all students, students are not allowed to carry any medication unless permitted by law (allergy and asthma medications) or by an accommodation plan. Parents or guardians must bring all other medications to the school office or health

office in a pharmacy or manufacturer labeled container. All medications must have annual written parent permission and health care provider signature on file. Unused medication is discarded at the end of the school year. Related medication information and forms may be found on the district website under the student services then health services tab.

## **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.
- 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. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer.
- 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.

## **PROTECTION OF STUDENT RIGHTS**

### **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
- 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.

## **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 have permission from his or her parent that morning. Parents/guardians should notify the attendance office at least an hour in advance to excuse the student. The student must check out at the attendance office before leaving school grounds.** 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. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

## **RELIGIOUS PRACTICES**

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. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. 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. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings in school

programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see MCPS Policy 2460.

## **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 the end of each semester. At other times written reports may be obtained by contacting the records clerk. Grades, attendance and discipline records are available electronically at every report period through Q Parent Connect or Student Connect. Please contact the school records clerk to sign up for this valuable resource.

## **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.

### **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.

### **Drills: Fire, Tornado, 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.

## **SCHOOL CLOSURE**

### **Severe Weather or Other Emergency Notifications**



Missoula County Public Schools will notify students and parents as early as possible if severe weather or other emergency circumstances require that:

- **Schools delay their starting time OR**
- **Schools are closed and cancelled for the day.**

School District officials work closely with the bus company and city/county transportation officials to monitor the condition of local roads and highways during severe weather or when other circumstances arise.

The District will use the Connect5 communications system to notify student and staff households by telephone and/or e-mail should school be cancelled or delayed. A recorded phone message and email (assuming there is an email address for the household provided to the district for communications) will be generated to each household as early as 6:15 a.m.

In addition, notifications will be made to:

- Visit the District's website at [www.mcpsmt.org](http://www.mcpsmt.org)
- Tune into one of these media outlets:

[www.missoulian.com](http://www.missoulian.com)

KGVO (1290 AM)

KYSS (94.9 FM)

KGGL (FM 93.3)

KZOQ (FM 100.1)

KXDR (98.7 FM)

KMSO (FM 102.5)

KECI (local NBC Television Affiliate)

KPAX (local CBS Television Affiliate)

KTMF (local ABC Television Affiliate)

If you hear that school buses are delayed or that school is starting late due to severe weather, keep your child(ren) at home and supervised until either buses arrive or until the publicized time that school begins. Remember, teachers and other staff may also have difficulty getting to school and may not be available to supervise students.

### **Parent Cooperation during an Emergency**

Missoula County Public Schools' personnel are prepared and practice regularly for a variety of emergencies in the schools. If you, as a parent, hear of an emergency, please check the district's website or local radio/television media. The district will keep local media informed if there is an emergency. The District's website at [www.mcpsmt.org](http://www.mcpsmt.org) will also be used to post information as it becomes available.

**Please do not telephone the school or travel directly to the school.** Phone lines may be needed to respond to the emergency. In addition, emergency vehicles and first-response workers must be able to get to the school. If your child must be evacuated during school hours, your child will be taken to and cared for at a safe location. If you have specific concerns about emergency procedures, stop by and visit with your student's teacher or the school principal.

### **SEARCHES AND SEIZURES**

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. Searches may include the use of canines.

### **Students' Personal Effects**

School officials may search a student and/or the student's personal effects (e.g., purses, backpacks, coats, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's rules. The search must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **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. School officials may cut locks in order to conduct a search.

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. See MCPS Policy 3231.

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.

### **Seizure of Property**

Evidence produced by a search that reveals that a student has violated or is violating the law or District rules may be seized and impounded by school officials. When appropriate, such evidence may be transferred to law enforcement authorities.

Evidence produced by a search may be used in a disciplinary proceeding against the student.

## **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or building Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat 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 will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, 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 principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

Complaints may be submitted via the District's Uniform Grievance Policy. Please refer to MCPS Policy 1700 for additional information regarding the filing of a complaint and the District's prohibition against discrimination and harassment.

## **STUDENT OFFICES AND ELECTIONS**

Student elections take place in the spring of the previous year. Freshmen elections take place at the beginning of the school year. Contact the activities director in the front office for more information.

## **STUDENT RECORDS**

### **Access by Parents and Student**

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act. The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age. 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 building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 15 days of receipt of a written request. 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, the student (if 18 years of age or older), and school officials with legitimate educational interests are persons who may regularly access 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 the Individuals with Disabilities Education Act, or an individually designed program for a student with disabilities under Section 504 of the Rehabilitation Act of 1973;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does 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. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

Students and Parents are encourage to access grade, schedule, discipline and attendance information using the Parent Connect and Student Connect components of the district's school management software Q. You can access Q ParentConnect or StudentConnect by entering the following URL in your browser; <http://q.mcps.k12.mt.us/ParentPortal/> or <http://q.mcps.k12.mt.us/studentportal/> . If you do not have user ID or password information please contact the school's record's clerk.

### **Access by Other Individuals and Entities**

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.

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 in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

### **Challenging Content of Records**

Students over 18 years of age, 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 or references to expulsions and out-of-school suspensions through this process.

### **Directory Information**

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 includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

### **Maintenance of Records**

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

## SUMMER SCHOOL

Summer school is not always available for students. Summer school options and credit recovery options should be discussed with counselors. Each high school has a variety of opportunities for students to recover or make up credit for on-time graduation.

## 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.

## TRANSPORTATION

### School Sponsored

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 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.

### Buses and Other School Vehicles

The District makes school bus transportation available to all students living more than 3 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 **Beach Transportation at 549-6121**.

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.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

## VIDEORECORDING OF STUDENTS

The District has the right to use video equipment 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 equipment 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. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

## **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.

## **VOLUNTEERING IN THE MCPS SCHOOLS**

The district will focus on recruiting, training and placing more volunteers in service in its public schools during the 2015-16 school year. Volunteers are needed for many positions, including library aides, reading assistants, classroom helpers, writers & editors (i.e. school newsletter), field trip chaperones, and mentors for student projects, job shadows or internships. *Volunteers who perform tasks on a regular basis are asked to register with the MCPS Volunteer Service office and if necessary, go through a name-based background check prior to working in the schools.* This registration enables the District to record the types of duties that volunteers perform, assist with training, and ensure that their experiences are enjoyable and beneficial to students and teachers. Volunteers who work directly with students in a location where an MCPS employee is not present to supervise the activity will need to go through a name-based criminal background check. This requirement has been put in place to ensure the safety of students who spend "unsupervised" time with volunteers. There are many opportunities for volunteers to work in schools in "supervised" activities, however, so please do not let this requirement keep you from supporting your local school! We need volunteers to share their talents and expertise with our students. To register as a volunteer and complete a background check form, go online to [www.mcpsmt.org](http://www.mcpsmt.org). For more information, please contact Brittany Gross, the district receptionist, at 728-2400, ext. 1030.