

**MISSOULA COUNTY PUBLIC SCHOOL DISTRICT**  
**STUDENT HANDBOOK**



*2023 – 2024*



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## **TO STUDENTS AND PARENTS:**

The Willard 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.

## **SUPERINTENDENT’S MESSAGE**

Welcome to the Missoula County Public School District. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the accompanying signature card for return to the School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

*Micah Hill, Superintendent*

## **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.

- Jeff Avgeris  
Email: [javgeris@mcpsmt.org](mailto:javgeris@mcpsmt.org)
- Grace Decker  
Email: [gdecker@mcpsmt.org](mailto:gdecker@mcpsmt.org)
- Nancy Hobbins  
Email: [nhobbins@mcpsmt.org](mailto:nhobbins@mcpsmt.org)
- Koan Mercer  
Email: [kmercerc@mcpsmt.org](mailto:kmercerc@mcpsmt.org)
- Wilena Old Person  
Email: [woldperson@mcpsmt.org](mailto:woldperson@mcpsmt.org)
- Karen Sherman (represents Lolo, Woodman, DeSmet)  
Email: [ksherman@mcpsmt.org](mailto:ksherman@mcpsmt.org)
- Jennifer Vogel (represents Seeley-Swan High School, Clinton, Potomac)  
Email: [jvogel@mcpsmt.org](mailto:jvogel@mcpsmt.org)

- Arlene Walker-Andrews (represents Bonner, Target Range)  
Email: [awalker-andrews@mcpsmt.org](mailto:awalker-andrews@mcpsmt.org)
- Meg Whicher  
Email: [mwhicher@mcpsmt.org](mailto:mwhicher@mcpsmt.org)
- Keegan Witt  
Email: [kwitt@mcpsmt.org](mailto:kwitt@mcpsmt.org)
- Rob Woelich (represents Hellgate Elementary)  
Email: [rwoelich@mcpsmt.org](mailto:rwoelich@mcpsmt.org)

## **NOTICE OF NON-DISCRIMINATION**

The Missoula County Public School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

**Name and/or Title: Trevor Laboski, Title IX Coordinator**

**Address: 909 South Ave. West, Missoula, MT 59801**

**Telephone No. (406)728-2400**

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

## **THE WILLARD WAY**

### **BE YOUR BEST SELF**

- Be present
- Be on time
- Be curious
- Give your best effort
- Be prepared
- Be reflective
- Take responsibility

### **BE COURAGEOUS**

- Be kind, caring and honest
- Build positive relationships
- Collaborate with others
- Stand up for what you believe

- Celebrate diversity
- Be respectful
- Ask for help
- Encourage others

### **BE A GRADUATE**

- Be creative
- Communicate well
- Make choices
- Set goals
- Complete your work, turn it in
- Pass your classes
- Build your future
- Activate a growth mindset
- Become more educated forever

## ACADEMIC CREDIT

Willard operates on an academic quarter system. Each academic quarter is approximately 9 weeks long for a total of 4 learning opportunities per year. The school day has four periods each 70 minutes consisting of instructional time. A student earns 0.5 credits for each completed class for a total of 2.0 credits per learning quarter and 8 credits per year (not including the non-class-based ways of accruing credits, ie: work co-op). Our teachers keep ALL the essential understandings and student outcomes in MCPS's curriculum.

A "full year" course (that is, 1.0 credit) may be completed in two academic blocks at Willard. Full year courses are being labeled "A" and "B" for what was previously referred to as "semester 1" and "semester 2." For example, US History A at 0.5 credits and US History B also at 0.5 credits together yield a full year's worth of 1.0 US History credit.

For year-long classes, to the extent that we can stretch our FTE (we won't be able to do it in every year-long class), we will offer both "A" and "B" semesters during each trimester for credit recovery purposes as students transfer from the comprehensive schools with credit deficiencies. The exception to the A and B labels is mathematics. We run "A", "B" and "C" sections of mathematics to ensure students receive appropriate mathematics instruction.

70-minute class periods

One course (9 weeks) = 0.5 credits

Four course learning quarter (9 weeks) = 2 credits

## LEARNING BLOCK SCHEDULE

- FIRST QUARTER: AUGUST 29TH – NOVEMBER 3RD (46 DAYS)
- SECOND QUARTER: NOVEMBER 7TH – JANUARY 19TH (43 DAYS)
- THIRD QUARTER: JANUARY 23TH – APRIL 5TH (47 DAYS)
- FOURTH QUARTER: APRIL 9TH – JUNE 7TH (42 DAYS)

## ATTENDANCE

Willard School requires a *higher* level of commitment to regular attendance and punctuality than the other Missoula high schools. In order for you to achieve academically to the fullest extent possible, you must attend school regularly.

**Because our learning quarters are shorter than the other high schools' semesters, and each class is 70 minutes in length, you miss more by being out even a single day.**

Moreover, reliability is critically important. Reliability begins with showing up—being where you are supposed to be when you are supposed to be there. You will be a better student and a more valuable, high demand employee if you master the concept of reliability in your school attendance.



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, 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 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 your best long-term interest. These practices and procedures will assist families and school personnel in making attendance decisions.

### **Student's Attendance Responsibility**

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. Be proactive in requesting any missed assignments due to an absence; and
4. Complete assigned work in a timely manner.

### **Parent or Guardian's Responsibility**

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.

**IF A STUDENT IS GOING TO BE ABSENT, A PARENT OR GUARDIAN NEEDS TO CALL THE SCHOOL AS SOON AS POSSIBLE AT 542-4073 TO REPORT THE ABSENCE.**

If your student is absent and the school does not receive a telephone call from you, the administrative assistant will call you to notify you of your student's absence. Keep in mind that we have a waiting list. **If your student is not committed to attending and doing school work, then he or she may be withdrawn in order to make a place for a student on the waiting list.**

## Absences

**During a learning quarter, a student is allowed only three absences of any kind.** Any school work missed must be made up. Students will be released and excused during the school day for bereavement, legal, dental, medical or counseling appointments for actual time of the appointment plus reasonable travel time. Students are given 48 hours to provide written verification of an absence. After 48 hours the absence is unexcused.

Chronic conditions resulting in frequent, medically excused absences need verification, in writing, by the attending physician. Parents should contact our counselor about establishing a plan to accommodate absences due to a sustained medical condition.

Willard utilizes a tiered system to proactively address attendance issues and provide a support system to help students stay in school. In brief, all students enter school at the tier one level. Each learning quarter a student may miss a maximum of three days, and/or class periods, before an attendance plan is issued. Once issued, parents/guardians will be notified the student is now on an attendance monitoring/support plan, or tier two. If a student continues to miss school days/periods the student moves to a tier three attendance plan. Tier three students meet with administration to work out a plan to address attendance issues. A parent/guardian meeting may also be scheduled at this time. A student who continues to miss school on tier three may earn a leave of absence from the program if s/he is unable to meet Willard's attendance requirements. Parents/guardians will be notified if and when such a determination is made. Please note Willard will use a tiered policy to monitor behavior and academic progress as well. We all know attendance is key to student success, working together, we can ensure each student is able to meet the goal of graduation.

### Types of absences

**A. 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
  - e. Parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices
2. School authorized excused absences
  - a. Approved field trips
  - b. Interscholastic competitions and events
  - c. Other activities as approved by the school

**B. 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.

### **Tardiness**

You are tardy if you are not in class on time. Being more than five minutes late to class on any single day is considered an absence. An accumulation of four or more tardies will lead to a behavior intervention plan to address issues related to tardiness. See "Plans of Improvement" below.

***Again, attendance is essential to success.***

***Therefore, Willard staff does not take student absences lightly.***

***Be SUCCESSFUL ..... Don't be late!***

### **Human Sexuality Instruction Absence**

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours-notice before such instruction is scheduled to occur.

## **BELL SCHEDULES**

### **DAILY SCHEDULES:**

#### **REGULAR DAYS:**

STUDENTS ATTEND SCHOOL DAILY MONDAY THROUGH FRIDAY FROM 9:30 AM TO 3:30

PM AS FOLLOWS:

PERIOD 1	9:30-10:55
PASSING	10:55-11:00
PERIOD 2	11:00-12:10
LUNCH	12:10-12:55
PERIOD 3	1:00-2:10
PASSING	2:10-2:20
PERIOD 4	2:20-3:30

### **LATE-IN DAYS:**

**EVERY THURSDAY IS A LATE IN DAY. CLASSES BEGIN AT 10:10AM AND FINISH AT 3:30PM. THERE IS NO ADVISORY TIME ON LATE IN DAYS.**

PERIOD 1	10:10-11:15
PASSING	11:15-11:20
PERIOD 2	11:20-12:25
LUNCH	12:30-1:10
PERIOD 3	1:15-2:20
PASSING	2:20-2:25
PERIOD 4	2:25-3:30

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

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

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

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

For additional information, please see Policy 3225.

### **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.

The possession and use of cellular phones, ipods, laptop computers, netbooks, ipads and other mobile learning devices on school grounds, at school-sponsored activities, or while otherwise under

the supervision and control of Willard staff, is a privilege not a right. We maintain a work-place standard regarding personal cell phones and other devices.

Students may use cell phones (or devices capable of making calls or sending text messages, tweets, etc.) in the building before school begins, during passing time between classes, during the lunch period, and after the school day ends, or when use is specifically directed by a staff member. A cell phone must be kept out of sight and turned off during instructional time (including time out of a classroom on a hall pass) unless directed by a staff member.

**You may NOT use your phone during class unless directed by the teacher. Texting during class is not allowed without permission. Texting surreptitiously could lead to an integrity violation.**

**Using your phone during passing time will NOT excuse tardiness.**

**Unauthorized use of a cell phone disrupts the instructional program, contributes to tardiness, and distracts from the learning environment. Staff will confiscate cell phones when used inappropriately. For a first violation, the phone will be returned to the student at the end of the school day. After that, phones will only be returned to the parent or guardian. Repeated unauthorized use of a cell phone will result in entries on your behavior log and potentially to a behavior plan of improvement.** Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

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. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

## **CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS**

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

## COMMUNICABLE DISEASES

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

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Coronavirus	

## 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 Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

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 under the applicable grievance procedure. 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. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website (Policy 3210) or any District or school office or by contacting the Title IX Coordinator Trevor Laboski (406)728-2400, ext. 1038 or email [tlaboski@mcpsmt.org](mailto:tlaboski@mcpsmt.org).**

**Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website (Policy 3210) or any District or school office.**

## **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 *Authorization for Electronic Access* Agreement prior to being authorized to use the District's computer resources. See Appendices B (K-6) and C (7-12) for the forms. For additional information, see 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 effects the climate or efficient operations of the school.

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

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

### **Gun-Free Schools/Firearms**

**In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of**



Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school. The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

## **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.

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 the 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.

## **WILLARD SCHOOL CULTURE**

"Cultural identity in Willard school is expressed through the vast amounts of difference between each individual. The cultural identity at Willard is like a big mixed drink with almost every flavor in the book. Willard's cultural identity is also known to flourish simply due to the fact nobody's cultural beliefs are ever really threatened. Tolerance at Willard school is amazing, not one person is threatened cause what they look like or wear, everyone is gauged and evaluated on how they act and treat others. The teachers' tolerance is also just as commendable, in any other school if you got caught swearing or mouthing off you would be toast, done for, but at Willard teachers look to the source of the problem and evaluate on a human basis, cause they understand we are all humans, and humans have strong feelings. The relationships at Willard are tight, it's like one big old family, and everybody looks out for everybody. Without this form of friendship at your school or your working place, it's hard to make it enjoyable, there for it becomes a stress factor. Willard is also a great form of social justice, because it takes a lot of people who were told they couldn't make it and help them succeed. This form of social justice is cleaning up possibly spoiled morals of discouraged young adults, and gives a sense of hope and belonging, and if that isn't social justice I don't know what is. The American dream is expressed through Willard in the sense that, like the U.S. it's a giant cultural melting pot, but instead everybody is simply getting along, and not being such critics. If the U.S. could even achieve half the overall moral, self-containment, and mutual respect, then it may just have a chance after all." –Andy Campbell, Student 2008

## **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. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, 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.

### **Expulsion**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, 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 and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored 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 the Principal's Office at least one week prior to the requested distribution.

## **DRESS AND GROOMING**

The student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes, or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

Missoula County Public Schools expect that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Each MCPS High School is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

### **Minimum Expectations:**

1. Shoes must be worn at all times.
2. All underwear and undergarments will not be visible. Undergarments must be covered when sitting, standing, or bending. (visible waistbands and visible straps are allowed)
3. Clothing will not contain wording or graphics that advertise or promote illegal activities, are sexually explicit, or that contain obscenity or profanity.

The dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom. Student athletic apparel will be defined by safety and competitive performance standards.

A student will be requested to make an adjustment. Subsequent violations will result in a behavior contract. Willard is a workplace with work-place standards for attire and decorum.

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

Check with the counselor about dual credit, college coursework, and other advanced academic opportunities.

## **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. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity.

## **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.

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 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.
4. 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.

- 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.

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

- 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.

C. A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Missoula County Public School District subject to the student's eligibility as set out in **the Student Activities Handbook**. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal.

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

### **Activity Attendance**

1. The primary focus for student enrollment is educational. MCPS distinguishes absences as:

- Unexcused: no valid reason given for non-attendance
- Excused: parent or guardian has excused the student for a known reason
- 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.

## **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.

## **Citizenship Policy:**

The Board of Directors of the Missoula County Public Schools offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate and observe in extracurricular activities and school sponsored events serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise this privilege of participating and spectating in extracurricular activities and school sponsored events must conduct themselves in accordance with the board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The activities director shall keep records of violations of the Citizenship Policy.

## **Alcohol and Drug Policy:**

- A. The policy 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, 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 should receive professional assistance at family expense.
- C. Any student knowingly finds himself/herself in the company of persons who illegally possess, use, transmit, or are under the influence of alcohol, performance enhancing drugs, or controlled substance (i.e., frequenting of areas, 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. The policy will apply to any student engaging in 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 alcohol and drug policy.

**Alcohol and Drug Policy Violations:** Third offense in a student's high school career: Full suspension from all extra-curricular activity for one calendar year.

- First 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 is notified of suspension.
- 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 is notified of suspension.
- Reduction of suspension times: 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 that he/she will participate in the course. Student will be required to submit evidence of course completion and shall continue to attend practices/participate in the activity during the period of suspension if approved by the Activity Leader. 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 the approved education course or 50 days with self-report and the course.

Any penalties imposed under this Activities Code of Conduct may be carried from season to season if the student has not completed the requirements for the violation during the season. For example,



if a student is found to have engaged in a first violation of the Alcohol, Drugs and Tobacco Rules when only two weeks of an activity season remain, the penalties shall carry over into the next activity season in which the student participates.

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

## **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.

**A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by the Missoula County Public School District subject to the student's eligibility as set out in the Student Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the 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.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school 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. The new free & reduced application can be found at [http://www.opi.mt.gov/pdf/SchoolFood/Forms/FreeR/12\\_13FRApplication.pdf](http://www.opi.mt.gov/pdf/SchoolFood/Forms/FreeR/12_13FRApplication.pdf).

Free or reduced-price meal forms are also available in the office at Willard or on the MCPS website. Even if you choose not to eat school meals, completion of free or reduced-price meal forms helps to maintain meal funding for the District, so please apply if your family qualifies.

Breakfast and lunch will also be available for purchase at Willard. We have *Grab and Go* after first period. If you couldn't make it to the morning breakfast or ate at home and then realize you could use a bite to eat, you can grab a breakfast bar, a carton of milk and a piece of fruit or a little juice and be on your way. There are a few rules you need to follow: **you will come to the kitchen right at the end of first period and pick up your items; you do have to pay or use your food program account (only one breakfast is allowed a day); and *Grab and Go* is only for breakfast bars.**

## 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 at least 30 days before the event.

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.

### Credits Earned/Grade Placement

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

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

## **High School**

Our expectation is that every student will make 100% effort every day. To receive credit for a course a student must achieve at least 70% of the possible points. Grades below 70% are considered NOT passing and receive no grade, designated as “NG”. Students receiving an NG must retake the class. Alternatively, a student may earn an incomplete signified by an “I”. Students receiving an incomplete have the opportunity to finish incomplete work to earn credit for the course. Missing work must be completed within two weeks after the end of the quarter or at the teacher’s discretion.

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**

### **Activities**

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Graduation activities will include:

A ceremony that takes place on the Thursday evening before the comprehensive high school graduation ceremonies (typically on a Saturday). This gives students an opportunity to celebrate with the Willard community, and also participate in their homeschool graduation ceremony if they so choose and are eligible to do so. The Willard graduation ceremony includes community members and celebrates the accomplishments of all our graduating seniors. This includes guest speakers, teacher awards for students, and recognition of the graduating class.

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

### **Requirements for a Diploma**

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

A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

### **Early Graduation**

Willard offers early graduation opportunities to students who want to graduate earlier than their originally projected graduation date. Students may earn credits toward graduation outside the school day. They are allowed to make a contract(s) with a teacher(s) to earn extra credit(s); take online classes; earn elective credit for employment and/or volunteer work during the school year and summer; as well as individual projects.

Students completing the required 24 credits at the end of our fall or winter terms are considered early graduates (unless they are in their fifth year of high school). After earning the required credits students may want to continue to attend Willard until the end of the school year, but they must make other plans due to the large number of candidates on our wait list. Students may return to their school of record to take elective classes; take U of M or Missoula College classes; enlist in the military to name a few options.

**Graduation requirements will not generally be waived; however, in rare and unique circumstances, a recommendation may be made to approve a minor deviation from the graduation requirements.**

**A student who has an experienced educational disruption will be entitled to graduate with a diploma if the student has met the minimum credit requirements established by the Board of Public Education. The District may distinguish the diploma in a reasonable manner from other diplomas issued. The Board of Trustees may enroll a student who is not yet 19 years and was awarded a diploma due to educational disruption and who seeks access to reasonable curriculum designed to advance postsecondary success.**

### **HOMELESS STUDENTS**

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

## **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.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized form signed by the student (or by the parent, if the student is a

minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3413.

## Integrity

Because the teachers at Willard are dedicated to providing a quality, challenging education, we insist upon honesty, truthfulness, and academic integrity from students. Nothing will win staff and student respect and admiration more than honesty. Aim to be 100% ethical and above board, 100% of the time.

### Violation

Integrity is violated by any of the following:

Cheating –

Plagiarism –

Forgery –

Lying –

### Example

Using notes or another student's work without express permission of the teacher; copying the work of another student without the express permission of the teacher

Using someone else's words or ideas without giving proper credit to the source; presenting words or ideas of another as your own whether purposefully or through omission; copying and pasting from an internet source

Signing a parent's name or calling in as that parent or other authority

Misrepresenting the truth in any way; for example, telling a teacher you are going to another room and don't; telling a teacher you are working on schoolwork while cruising the Internet; telling the secretary you have to go to



Violation	Example court in the morning but court doesn't actually start until 2:00 pm.
Stealing –	Taking something without permission that does not belong to you
Unauthorized Assistance –	Helping someone else violate the guidelines for academic integrity, taking answers from a teacher's guide, accessing or destroying another's work; or <b>ANY OTHER ACTIVITY THAT FALSIFIES</b> the academic work required of Willard students

Violations of integrity are serious offenses. The first violation is the one and only warning you will get; a second violation becomes an entry on your behavior log, potentially leading to a behavior plan and loss of credit; the third violation will result in your withdrawal from the Willard Alternative High School Program. **Violations are cumulative for a full calendar year from the date of the most recent integrity violation and do not necessarily “go away” at the end of a learning block or the end of a school year.** Academic effort and honesty are important at Willard and in life.

## **LAW ENFORCEMENT**

### **Questioning of Students**

Law enforcement or social service workers 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 or warrant, 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 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**

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have a written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the

medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

## **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 and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406)542-4073 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.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website.

- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- 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.

## **PLANS OF IMPROVEMENT**

Willard School uses plans of improvement with positive intent to help students both accept responsibility for their actions and change their behavior. Attendance, academic, and behavior plans are based on our student agreements and your voluntary choices as part of the program—come to school, do the work, and be safe and appropriate. You may receive AT MOST any combination of two (2) plans listed below each quarter that “stick”. “Stick” means the behavior plan was not satisfactorily completed.

If a student receives a first plan, parent/guardian will be contacted to make parent/guardian aware of the plan.

If a student receives a second plan, a parent will be contacted to schedule a parent meeting.

If a student earns a third plan that sticks, he/she will be withdrawn from the program.

An academic plan may be issued as a third contract with an opportunity to do the work to make the plan not stick. Failure to complete a third academic plan makes it stick and will result in either a leave of absence or removal from the program.

## **ACADEMIC PLAN OF IMPROVEMENT—DO THE WORK**

Should academic progress become a concern, the student will earn a plan of improvement that will require work be made up within the specified amount of time stated on the plan. Students not passing two of their four classes will earn a Tier II academic plan. Students will be notified of Tier II status and come up with a plan to make up any missing work. The student will have an entire week to demonstrate progress. If the work is made up, the plan does not count toward the two allowed. When work is not made up within the specified amount of time, a Tier III plan will be issued and students will meet personally with either the counselor or principal.

Tier III plans require students check in each day with their teachers to assess student progress towards academic goals outlined in the plan. If the student does not demonstrate academic progress, a second Tier III plan will be issued. If the student does not complete the second Tier III plan, student will either be placed on a Leave of Absence or earn a withdrawal from the alternative program.

## **CONTINUED LACK OF ACADEMIC PROGRESS MAY RESULT IN EITHER A LEAVE OF**

## **ABSENCE OR WITHDRAWAL FROM THE ALTERNATIVE PROGRAM.**

### **ATTENDANCE PLAN OF IMPROVEMENT--COME TO SCHOOL**

Willard uses a tiered system to track student attendance and provide opportunities for students to resolve attendance issues. All students start on tier 1 at the beginning of the year. Students are permitted three unexcused absences. On the fourth absence in any period (that is, in any class) during a learning block, your advisory teacher will initiate an attendance plan of improvement. Students on attendance plans are placed in tier 2, which includes parent notification. A parent meeting may also be scheduled to address concerns. The next absence (#5) places a student in tier 3. Tier 3 provides students with more intensive intervention. They will meet with a staff member who develops a plan for success with the student. If absences continue to be a problem, students on tier 3 may be placed on a leave of absence until the next learning block.

A student may NOT be absent while on a Tier III attendance monitoring plan, unless the legitimate appointment which created the absence is verified in writing. If a student is absent while on Tier III, and is not meeting the agreed upon goals of the plan, the student may earn either a leave of absence or removal from the alternative program.

At the end of the quarter or school year (whichever comes first), a student who has not completed a Tier III attendance plan will start the next quarter or school year on Tier II. If the student has perfect attendance the first two weeks of the semester they will move back to Tier I. However, if a student is absent, they will immediately move to Tier III.

### **BEHAVIOR PLAN OF IMPROVEMENT—SAFE AND APPROPRIATE**

A behavior contract is written to address specific inappropriate behaviors, such as, but not limited to, disrespect to a staff member; sleeping in class; online bullying; public displays of affection; confrontations; trash-talking; racist, sexist, or homophobic comments; unauthorized cell phone use; and abuse of computers and electronic devices. Behavior contracts will be in effect for the remainder of the learning block and may be continued through the next learning block until the goals of the behavior plan are met.

Warnings and entries on your behavior log (which is written and reviewed with you but not issued as a behavior plan of improvement) allow you time and encouragement to correct inappropriate behavior. If you do not change your behavior after intervention and personal reflection, a plan is issued. If following that first behavior improvement plan, you persist in negative behaviors despite continued intervention, a second behavior support plan will be written. There will not be a third.

NOTE: If your behavior is sufficiently egregious (e.g. fighting), you may receive a behavior support plan or be removed from Willard without a behavior plan of improvement or warnings.

Coming to school, doing your school work, and staying safe and appropriate are choices you make, and renew daily, to be in the program.

## **PROTECTION OF STUDENT RIGHTS**

### **Parent Rights**

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

### **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 seek parental consent prior to and 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 bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. 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 during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see 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 Infinite Campus Parent Portal or Student Student. 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.

### **Emergency School-Closing Information**

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.
- Tune into one of these media outlets:

[Missoulian](#)

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 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.

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be broadcast on:

### **Personal Protective Equipment**

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

### **SEARCHES AND SEIZURES**

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

### **Students and their Personal Effects**

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student 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 policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

### **Vehicles Parked on School Property**

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall sign the authorization form contained in Appendix D. Students who park on District property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

### **School Property**

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. 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**

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

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. *Quid pro quo*: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 1700 for additional information regarding the District's prohibition against discrimination and harassment.

## **STUDENTS IN FOSTER CARE**

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

## **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 (FERPA). 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. 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 45 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 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 a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

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.

See Policy 3121 for more information.

### **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 may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the 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, 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 expulsion 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. 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, grade level, 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.

### **Rights Under FERPA**

Specific parental and eligible student rights are Appendix A in this Handbook.

### **Privacy Matters – Photographs and Social Media**

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in

publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

## **STUDENT SCHEDULES**

### **REGULAR DAYS:**

STUDENTS ATTEND SCHOOL DAILY MONDAY THROUGH FRIDAY FROM 9:30 AM TO 3:30 PM AS FOLLOWS:

PERIOD 1	9:30-10:55
PASSING	10:55-11:00
PERIOD 2	11:00-12:10
LUNCH	12:10-12:55
PERIOD 3	1:00-2:10
PASSING	2:10-2:20
PERIOD 4	2:20-3:30

### **LATE-IN DAYS:**

**EVERY THURSDAY IS A LATE IN DAY. CLASSES BEGIN AT 10:10AM AND FINISH AT 3:30PM. THERE IS NO ADVISORY TIME ON LATE IN DAYS.**

PERIOD 1	10:10-11:15
PASSING	11:15-11:20
PERIOD 2	11:20-12:25
LUNCH	12:30-1:10
PERIOD 3	1:15-2:20
PASSING	2:20-2:25
PERIOD 4	2:25-3:30

## **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 5 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Beach Transportation at 549-6121.

#### **Shuttle Bus Schedule**

In the morning ride your regular school bus to your home school, and then transfer to the Willard shuttle bus. Reverse this procedure in the afternoon. NOTE: Bus numbers are subject to change so they are not included in this handbook. They are available by calling our main office 542-4073.

Students who take the shuttle bus to and from the other high schools are expected to uphold the positive image of Willard by following all rules of *those* schools. Be respectful to staff and administrators. Remain in the designated area unless pursuing official school business. Thanks to all students who care about Willard for cooperating in this small way. 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.

### **VIDEOTAPING OF STUDENTS**

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed

appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is available.

## **VISITORS**

The District has the discretion to permit visitors. 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.

## Receipt of Handbook and Acknowledgement of Rights

I have received a copy of the Willard Alternative Learning High School Student Handbook for 2023-2024 during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal by October 12 of this school year.

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Name of Student

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Signature of Student

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Signature of Parent

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Date

## **Appendix A – FERPA RIGHTS**

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who

objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

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

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

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

## **APPENDIX B - K-4 AUTHORIZATION FOR ELECTRONIC ACCESS**

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication<sup>1</sup> to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

### **Use of New Web Tools**

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

I will sign my name to show I understand and will follow the rules.

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<sup>1</sup> "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, pager, iPod, or other mp3 or audio-video players and cameras.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## **APPENDIX C - 5-12 AUTHORIZATION FOR ELECTRONIC ACCESS**

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication<sup>2</sup> to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

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<sup>2</sup> "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.



## Use of New Web Tools

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## **APPENDIX D – HIGH SCHOOL STUDENT AUTHORIZATION TO PARK ON DISTRICT PROPERTY**

*Parents and Students:*

Please read together and after signing, return this document to the school.

By exercising the privilege of parking on District property, including school parking lots, I acknowledge that I do not have any expectation of privacy in the odors emanating from my vehicle which may alert a human or a canine to the presence of alcohol, illegal drugs, drug paraphernalia or weapons. I acknowledge that I have received notice from the District that it may use trained dogs to sweep for the presence of alcohol, illegal drugs, drug paraphernalia or weapons.

By exercising the privilege of parking on District property, including school parking lots, I consent to the District's unannounced deployment of trained dogs around my vehicle while parked on District property, including school parking lots.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

*For students under the age of 18:*

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_