

**PHILIPSBURG
SCHOOL DISTRICT
2022-2023
STUDENT-PARENT
HANDBOOK & FORMS**



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Philipsburg School District

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WELCOME

This handbook is designed to provide information regarding the general administration of the school district by parents, students, staff, and administration. This handbook is not designed to be all-inclusive, but rather to address those areas that mainly impact the teaching and learning process. Knowing the rules and regulations of the school district will help everyone have a successful year. Feel free to contact us if you have questions regarding any topic in this handbook. We are excited to work with you to ensure that students have a productive learning environment.

District Mission Statement

“To provide a rewarding and positive learning environment for our students through parent, student and staff teamwork.”

Student Rights and Responsibilities

Students have the right:

- To an education that is well planned by the teacher.
- To an educational experience which utilizes interesting and well-prepared materials.
- To fair and impartial treatment.
- To an educational experience that helps to build a positive self-image and self-concept.
- To an educational facility that is conducive to learning.
- To have recourse to appeal a situation deemed unfair.

Students have the responsibility:

- To be present and on time unless ill or excused.
- To follow the rules and regulations both written and oral established by the classroom teacher, the administration and the school board.
- To treat fellow students and teachers with respect at all times.
- To treat the property of the school and others with respect.
- To do their own work and try their best at all times.

Parent-School Partnerships for Success

Philipsburg School District recognizes that the best predictor of student success is the extent to which families encourage learning at home and involve themselves in their child’s education. When parents and teachers share a responsibility to help a child learn and meet educational goals – students can succeed. For more information on parent engagement, check out the following link: <https://www.waterford.org/education/how-parent-involvementleads-to-student-success/>

Parent-Teacher Organization

PTO Mission Statement: Our mission is to encourage communication between the school and the community and foster cooperation among parents, administration, and staff to promote the well-being of our children and support the continuous improvement of education. If you have any questions or would like to join PTO, please email ptopburg@gmail.com.

Effective Schools

Effective schools make students feel safe – physically and emotionally. Research has shown schools are more effective when they have the following characteristics:

- Clear and focused mission
- High expectations for success
- Opportunities to learn and time on task
- Safe and orderly environment
- Positive home-school relations
- Frequent monitoring of student progress
- Instructional leadership

Working together we can provide the best educational environment for student success (*Lezotte, 1991, Brighthouse and Tomlinson, 1991*). Communication between teachers, students, and parents is highly valued and encouraged.

Arrival and Dismissal Times for Kindergarten through Sixth Grade

8:00 Playground supervision begins. We ask that students not arrive before 8 AM.

8:20 Beginning of School Bell

3:30 End of the Day Bell

2:30 Fridays – Early Dismissal

1:30 Designated dates (see below)

August 29th, November 23rd, December 23rd, and June 2nd.

<i>*Lunch and recess times will be determined and specific grade level information will be sent home in the first week of school.</i>

Protection from the Elements

Students will be brought in from the playground or kept inside when the air temperature reaches zero or below or when a combination of air temperature and wind speed create a wind chill of zero or below. The weather station in the teacher's lounge will be the source that will be used for this determination.

Breakfast & Lunch Prices

K-6 Breakfast: \$3.25 7-12 Breakfast: \$3.50

K-6 Lunch: \$3.75 7-12 Lunch: \$4.75

Salad Bar: N.A. 7-12 Salad Bar: \$5.00

Adult Breakfast: \$4.25 Adult Lunch: \$5.25

Extra Milk: \$0.75

School Safety and Security

Due to the uncertainties of this day and age, all entrances to our schools will remain locked during the day to increase security for students and staff. Access to the main entrances will be controlled by fob activated locks issued to the appropriate staff. For parents and the public there is a bell to ring and you can be recognized by our school secretaries or administration. Calling ahead is helpful if your child has an appointment and needs to be checked out of school.

Attendance

Philipsburg School District believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. We believe that regular attendance is critical to a student's ongoing progress. Studies show that students who have poor attendance are much more likely to drop out of high school and have learning problems. These policies reflect our plan for success in this area.

The school asks that the parents/guardians call to notify us when the student is absent. In compliance with the Missing Children Information Act, the school must make a reasonable effort to notify the parent/guardian by phone of the student's absence as soon as the absence is noted if the school has not already been notified. If phone contact has not been made, the student must bring a note upon returning to school signed by the parent/guardian and stating the reason for the absence.

Students must not leave the school building or grounds any time during the day unless they have reported to the office and received permission. Failure to obtain permission may result in the absence being counted as truancy. Parents/guardians who wish to have their students leave the school grounds during the school day must send a signed note with the student before the student can be released. A note can be sent at the beginning of the school year for students who go home for lunch or who have weekly ongoing appointments such as music lessons.

Students will be expected to complete make-up work for absences. Teachers will work with students to determine how much time will be allowed for completion of the make-up work. Those students who know ahead of time that they will be absent should talk to their teachers and collect the forthcoming assignments if available prior to the absence.

The District recognizes exceptional student attendance each quarter.

Absences

In general, the following types of absences are recognized:

Excused absences are those that are caused by illness, danger to health from serious exposure (weather) or imperative necessity (emergency medical and dental appointments, death or funeral in the family). The students will be allowed three (3) days to make up the missed work caused by excused absences.

Unexcused absences are those that occur with the knowledge of the parent/guardian but for reasons not listed above (shopping, vacations, etc.) or due to no prior notification of the school concerning an absence. If the absence will cause the student to exceed the ten (10) day limit or if a parent/guardian believes that an upcoming lengthy absence should not count toward the limit the parent may **apply** for a waiver from the principal.

Teachers will only provide make-up work for pre-approved absences. Students will not be allowed to make up work missed during unexcused absences unless a waiver is granted.

Truancy is an absence without the knowledge of the parents. This is a serious offense and will result in the notification of parents and the Sheriff's Department. Appropriate consequences will be devised and any work missed cannot be made up.

By law, any student absent ten consecutive days must be dropped from the rolls and needs to reregister in order to return to school. Students who miss over 10% of their school days of attendance (*five* days per quarter grading period) are missing a significant amount of instructional time. If a student has these excessive absences, a family/ student, teacher and principal conference will be scheduled to review the absences and create a plan for improvement. When students are tardy or leave early from school, the hours are accumulative. When they reach seven (7) hours of tardies, it will be counted as one day absent. Following the attendance meeting the student will be considered on attendance probation for the remainder of the quarter. Each day the student misses after being placed on attendance probation the principal will have the option of notifying the sheriff or county attorney. **The attendance office will act in accordance with 20-5-105 and 20-5-106 of the School Laws of Montana.**

Continued excessive absences may result in retention at current grade level if a significant amount of instruction has been missed.

Attendance Verification

The parent must call when their child is not in school. A student must bring a note to their teacher if they are **planning** to be gone from school. If a note is not provided and the parent has not called in, the absence will be considered unexcused. When a student is absent for three (3) consecutive days and develops a pattern of such extended absences the principal may require the parent to provide a note from a medical professional. The safety of our students is of great importance to the district. For this reason, we ask that parents call the school if the student will not be in school that day. If no call is received, the office will attempt to call to verify that the child is safely with their parent/guardian.

Leaving School Early

If a student must leave the building because of illness, accident, medical or dental appointments, etc., they MUST come to the office and the office person MUST talk to the parent/guardian before the student will be allowed to sign out.

The only three (3) ways in which a student may checkout:

1. Written note from the parent/guardian, followed by a phone call from the office personnel.
2. Telephone contact from the parent/guardian to the office personnel or the administration.
3. The parent/guardian personal checks out his/her child at the main office of the school.

Failure to follow this rule may result in an unexcused absence.

Elementary Grading and Reporting Pupil Progress

The purpose and intent of any grading system is to report accurately a pupil's progress to the pupil and his/her parent/guardian. Each nine week's grade will be the weighted average of daily class work, class participation, special projects, effort, tests and quizzes. They may reflect special adaptations and considerations that are a result of an Individual Education Plan.

The school is aware of the necessity of keeping the parent/guardian as current as possible on the student's progress with the use of progress reports, notes, and phone contacts. If you have questions about your student's progress, please contact the teacher. A conference can be arranged to create a plan for success.

K-6 Grading Guidelines

K-3

E	Excellent	90-100%
S+	Very Good	80-89%
S	Satisfactory	70-79%
S-	Below Satisfactory	60-69%
U	Unsatisfactory	Below 60%

4-6

A	90 – 100%	Superior
B	80 – 89%	Above Average
C	70 – 79%	Average
D	60 – 69%	Below Average
F	Below 60%	Unsatisfactory

Students will not be allowed to take a zero on an assignment. Students should complete their assigned work. Students who need additional assistance or time for assignments should work with their classroom teacher to make arrangements.

Report Cards

Student grades or performance in each class or subject are issued to parents via email unless otherwise requested.

Parents are encouraged to log in to Infinite Campus to check on student progress. Report cards are issued to parents during parent/teacher conferences. Report cards not picked up during parent/teacher conferences are mailed to parents. At the end of the year, report cards are sent home. The District requires that unsatisfactory progress reports and report cards be signed by the parent and returned to the school within ten days.

Students in grades 4-6 are honored for earning a grade point average of 3.00 or better each quarter. Third grade students are included in the Honor Roll List beginning the 3rd quarter of the school year.

Promotion and Retention

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing (See Policy 2421 for more information).

Electronic/Cellular Devices

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will a student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Student may use cellular phones on campus before school begins and after school ends. Unauthorized use of electronic devices can disrupt the classroom. Devices may be confiscated by school officials. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action (See Policy 3630 for more information). Students need to be sure their electronic devices are turned off and kept secured. Theft of devices left in backpacks, lockers, etc. may occur if devices are left unsecured.

K-12 Discipline

3 R's – Be respectful. Be Responsible. Be Ready to Learn.

A strong and fair discipline system helps to ensure safety and order in the learning environment. It can also help to ensure that no one will be denied his/her education because of the actions of others in the classroom or school. A discipline system and structured behavior learning plan is at the heart of our desire to teach students the difference between right and wrong, taking responsibility for their actions toward community, and support their ability to settle disputes in a non-violent manner. The staff at Philipsburg School District works together to achieve these ends.

- All students should be treated with dignity and respect.
- Students should be taught skills for success.

- Motivation and responsibility are encouraged through positive pro-active interactions.
- Misbehavior provides a teaching opportunity.
- Corrective procedures for misbehavior should be implemented. in a calm and respectful manner.
- Staff must work together to meet student needs.
- Patterns of chronic misbehavior should prompt staff to develop a pro-active individualized plan.
- Schools and communities should work together to meet the diverse needs of students.
- Safe schools create an environment where academics can flourish.
- Positive, pro-active and preventative efforts of schools and communities can reduce violence.
- It is essential that school and home work together to help students become responsible.
- Bullying is strictly prohibited and consequences will be given for any bullying incidents.

Student Behavior

Individual teachers are responsible for determining the rules, guidelines and consequences for conduct in their classroom. These procedures will be taught to students during their first few weeks of school and will be reviewed throughout the year as needed.

Most misbehaviors can be handled by teachers or support staff.

Some examples of these behaviors include the following:

- Unsafe conduct
- Disrespect
- Inappropriate language
- Classroom disruption

Consequences may include the following:

- Reteaching of expectations
- Parent contact
- Detention
- Loss of privileges
- Other logical consequences related to the behavior such as an apology, restitution, etc.

Discipline Referrals

Referrals to the office should be minimal. Behaviors of a more serious nature can result in an office referral.

Examples of these behaviors include the following:

- Truancy
- Plagiarism
- Obscene behavior
- Disorderly conduct
- Defiance/insubordination
- Threat or intimidation
- Physical or verbal aggression
- Profanity and/or gestures
- Bullying/teasing/Cyber-bullying
- Misuse/abuse of technology

- Destruction of personal or physical property
- Racial or sexual insults/hazing
- Fighting/physical altercation
- Any behavior deemed to be of a serious nature, behaviors that are repetitive and not being sufficiently corrected, dangerous behaviors, and/or behaviors that are against the law (Illegal acts: weapons, possession of illegal substances, vandalism, assault and/or theft).

Consequences may include the following:

- Time-out
- Loss of Privileges
- Parent notification
- Detention
- Interim Alternative Setting
- In-School Suspension
- Out-of-School Suspension
- Law Enforcement Report
- *Expulsion

***Expulsion** is the exclusion of a student from school by action of the Board of Trustees for which the student is presently enrolled. If a student is expelled during a semester, the student may or may not receive credit for that semester.

The Superintendent of a school may recommend the expulsion of a student to the Board. The recommendation shall be in writing, addressed to the Board of Trustees and shall set forth in detail the charges of misconduct upon which the recommendation is based. The recommendation shall propose the length of the expulsion, when it shall begin and whether or not the student should be granted credit for work completed in the present semester. The names of the persons who may be called as witnesses shall be listed on the recommendation. When an offense is deemed serious enough, any of these interventions may be utilized. For more information see Philipsburg School District Policy 3310 Student Discipline and 3300 Suspension and Expulsion. Montana Code Annotated (*MCA*) 20-5-201 (Referenced in this handbook).

Due Process

Students have a right to due process. Students will be told what s/he has allegedly done. Student will be told what the evidence is against him/her and be able to have his/her side of the story be heard. Behavior referrals will include the following procedures:

1. Tell the student what he/she is alleged to have done.
2. Tell the student the evidence against him/her and hear his/her side of the story.

If it becomes necessary to pursue the matter beyond simple in-school discipline, the responsibility for assuring the student's right to adequate due process will be assumed by the administration.

Appeal

A basic ingredient of law is that one who is not satisfied with a decision may appeal it to a higher authority. This, too, is an integral part of due process. The student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. The superintendent's decision may then be appealed to the Board of Trustees, and if still not satisfied, the student may (through an adult) appeal his/her case to the county superintendent. It is understood that teachers and the administration will always attempt to administer these policies and rules in a fair and equitable manner. It must be remembered by all that each case must be judged on its own merit. Forms are available in the school office for the district grievance procedure.

Searches and Seizure

The District has a responsibility for the health and safety of its students during the school day, at all extra-curricular activities and events, and all activities conducted on school premises. Use of and/or possession of drugs, alcohol, tobacco and tobacco innovations, controlled substances, medications (including over-the-counter medications without permission), and any other illegal drug, and or drug paraphernalia on school property or at a school sponsored event pose a serious risk to health and safety to students, employees and visitors. Possession and use of weapons on school grounds poses an additional risk to the health and safety of students, employees, and visitors.

To protect students, employees, and visitors from these risks, 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 a result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parent in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use.

Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to mitigate or eliminate risks to and disruption of a safe and healthy educational environment. In keeping with these goals, the Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as students and their personal effects to maintain health, safety, and security in school.

School property, including but not limited to desks and lockers, is owned and controlled by the school 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 or not there is reasonable suspicion. The District may also employ contractors to handle trained dogs to assist in searches. For additional information, see **Policy 3231**.

Computer Usage

Computer usage in the classroom, library, or lab is a privilege. Any unauthorized or improper usage of computer hardware or software will be considered for disciplinary action. Students and parents must have a signed copy of the Computer Network/Internet Use Consent Form on file as included in the Philipsburg School Electronic Technologies Acceptable Use Policy.

Library

Use of the library should be considered a privilege. Students are encouraged to use the library for reference work. There are special rules for reference materials. Learning the use of the library and observing its rules help to develop good citizenship.

GENERAL CONDUCT GUIDELINES

Respect for staff

It is expected that all students show respect for all school staff. Failure to show proper respect for staff and/or to obey their reasonable directives, both written and oral, will result in a discipline referral.

Care of School Property

It is expected that students be proud of their school and take care of it. Students who damage school property intentionally shall be held responsible for the cost of repair or replacement.

Respect for other students

It is expected that all students show respect for each other. There is to be no harassment of any student including intimidation and physical abuse. Physical fighting of any kind will not be tolerated.

Theft - Theft of any nature is unacceptable.

Drugs and Alcohol

A student shall not knowingly possess, use, transmit, or show evidence of being under the influence of any illegal drug or alcoholic product or be in possession of drug paraphernalia or an alcoholic product on school property or at a school sponsored function. Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

Tobacco, tobacco products, and fake tobacco products

A student shall not possess or use any tobacco product on school property or at school sponsored functions. This rule applies to all areas of the school grounds as well as in the school buildings and on school or activity buses. Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

Corporal Punishment

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

Weapon-free schools

No student shall possess any weapon or firearm on the way to and from school, on school property, or at school related event. Violation of this provision shall result in discipline up to and including expulsion in accordance with State Law and **Policy 3310**.

The Board will expel any student who uses, possesses, controls or transfers a firearm for a definite period of time of at least one (1) calendar year. The Board authorizes the Superintendent, upon written notification to the Board Chair, to modify the discipline on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

Possession of a weapon in a school building

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

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities; “weapon” means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, brass or metal knuckles, or any other article or instrument possessed with the purpose to commit a criminal offense.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry or store a weapon in a school building.

This policy does not apply to law enforcement officers acting in their official capacity.

Cross Reference:	3300	Suspension and Expulsion
	3226	Bullying, Harassment
	5015	Bullying, Harassment
Legal Reference:	§ 16-11-302(1)(7),	MCA Definitions
	§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment penalty – defense
	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
	§ 45-5-637, MCA	Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties
	20 U.S.C. § 7961, et seq.	Gun Free Schools Act of 1994
	29 U.S.C. § 701	Rehabilitation Act of 1973

Transportation

Transportation is furnished for student who live at least three miles from school in accordance with Montana State Law. The Board reserves the right to pay individual transportation contracts according to Montana State Law. Students riding the school bus must follow bus rules. Students being transported on a school bus are under the supervision, direction and control of the bus driver, and shall be subject to the directions of the bus driver. Riding the bus is considered an extension of the classroom and students are expected to follow school rules to and from school. Riding the school bus is a privilege not a right. Inappropriate behavior will be addressed utilizing District policies and procedures outlined in the discipline section of this handbook.

School Bus Rules

- Obey driver instructions
- Keep aisles clear
- Remain seated until the bus is completely stopped
- Keep everything inside the bus
- Keep all objects from being thrown on the bus
- Talk quietly – do not yell
- Keep your hands to yourself – be courteous
- No weapons are allowed
- No smoking, chewing, tobacco/vapor products, alcohol or drugs



Bus Routes/Services

Parents need to notify the office if they move out of the city limits and require bus services. Also, if students live out of town and move into town, the District needs to be notified that the child will no longer need bus services. If a student is going to ride the bus with a friend, he/she must have a signed note from their parents, give it to the school office who will notify the bus driver.

Meal program

Breakfast and lunch are available for purchase for your students. Although meals may be purchased individually, by cash and/or check at the school, you can also purchase credit on your student(s) meal account(s). Specific procedures for purchasing and charging for meals will be sent home at the beginning of each school year.

Cafeteria guidelines

Students are expected to maintain appropriate behavior in the cafeteria by responding to the directions of the supervising personnel. Good manners and appropriate conversational voices are to be used. Students are expected to pick up after themselves. Should students be unable to maintain these behaviors, specific seating may be assigned for a period of time. Soda pop is not allowed at lunch time.

Bicycles/Skateboards/Scooters, etc.

For the safety of others who are playing, students must walk their bicycles onto and off the playground. Students are encouraged to wear bike helmets. Locks are recommended. The District will not be responsible

for damages or thefts of bicycles. Bikes must be kept in the bicycle rack. Skateboards and scooters may not be used on the school grounds due to safety concerns.

Gum/Candy/Soda Pop

Chewing gum and eating candy during school hours is prohibited on the school grounds or in the classroom unless an individual teacher has established specific guidelines. Students may bring candy in their cold lunches to be eaten in the lunchroom. Students may not buy pop or energy drinks during the school day for lunch on campus.

Homework Guidelines

Homework refers to work which the student is assigned to do on his/her own time as an extension of the regular work. Often the students have time allocated during the school day to do their work. **Wednesday night is family night. All student activities must end by 6 PM.**

Homework serves a valid purpose when it:

- Provides essential practice in needed skills,
- Trains students in good work habits,
- Promotes growth in individual responsibility,
- Enriches and extends school experiences,

To support homework completion, we ask parents/guardians to:

- Spend time with your child on their school work as needed,
- Make sure your child understands and completes their assignments,
- Stay in touch with your child's teacher,
- If your child seems to be struggling with homework, let the teacher know.
- Encourage your child to read,
- Teach your child to value learning and to take responsibility for themselves.

Lost and found

All clothing, play equipment and backpacks should be clearly marked with the owner's name. Unclaimed clothing and articles are placed on the lost and found shelves located near the trophy case in the hall near the cafeteria. Unclaimed articles are donated to a local charity at the end of each semester so please check for lost items as soon as you are aware something is missing.

School Activity Cards

School Activity cards may be purchased at the beginning of the school year. These cards permit entrance to all school athletic events that are school sponsored. Cost of a card for grades K-4 students is \$25, cost for students in grades 5-12 is \$40, cost of an adult card is to be announced (TBA). There is a maximum charge of \$100 per family for the Student Activity Cards. Fees for individual tickets for events are adults \$6 and students K-12 \$5 (*prices may be subject to change).

In order to maintain a safe and enjoyable family experience, it is recommended that all elementary students attending high school events be directly supervised by a parent or other designated adult. If students become a problem at an event, parents will be called to pick them up and their privileges for attendance may be suspended.

Visitors

Visitors are welcome and are expected to report to the office upon entering the school. When visiting a classroom, prior arrangements must be made with the classroom teacher at least one day prior to the visit. We reserve the right to limit visits if they become a distraction to the learning environment. Exceptions will be determined by the building principal. Unauthorized visitors may be considered trespassers and subject to law enforcement intervention.

Enrollment Procedures

The Missing Children Act requires that parents/guardians enrolling students for the first time must show a birth certificate or some proof of identity for the student. In most cases immunization records or other school records will suffice for identification. Students entering school for the first time are required by state law to show proof that proper immunizations have been secured or an appropriate exemption executed. For kindergarten, a student must turn five by September 10 of the year of enrollment. A student must attend school until he/she reaches their sixteenth birthday.

Foster Care

Students in foster care are entitled to educational stability under Title I for their duration of time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians for whom the child welfare agency has placement and care responsibilities." 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 homes. The District will collaborate with the child welfare agency regarding the child's "best interest."

Field trips

Educational field trips are planned occasionally during the school year. Parents will be notified of field trips. Permission slips will be sent home for field trips. A general permission slip will also be sent home for walking field trips off the school campus.

Emergency Drills

Montana law requires at least eight emergency drills including fire, earthquake, lockdowns/intruders be conducted each year. These drills will be conducted at various times during the school year.

Fire Drills

During fire drills, students are to remain quiet, follow their teacher's direction, walk briskly and keep to the side of the corridor. The student seated nearest the classroom door should hold it open until the last person has vacated the room and then close the door as they leave. Students sitting next to the windows should see that

they are closed. All students who leave the building will be directed to move away from the building at a safe distance. Teachers will keep their classes together outside on their designated spot.

Earthquakes

During earthquake drills students are to drop to the floor, cover their heads under a desk and hold until given instruction. If the evacuation notice is given students should follow the fire drill plan. Additional drills will be conducted throughout the school year for building and classroom lock-downs and for building/grounds evacuation.

Music/Band

Students in grades 5-6 have band. The music teacher works with the student to select an instrument. Students in grades K-4 have music class. JH and HS students can select Band as one of their fine arts courses.

PE/Health

Students in grades K-6 have PE/Health classes. Students are required to have gym shoes that need to stay at school. The shoes do not have to be new, just clean. JH students have PE/HE. HS students need 2 credits of PE/HE.

Guidance Services

The District provides a counselor to assist students with problems, either personal or school related. The purpose of the guidance program is to help students make a satisfactory adjustment to school and to teach skills for successful living.

RTI (Response to Intervention Team)

The RTI team is a process for addressing the needs of students considered at-risk academically, socially or environmentally. It is a teacher assistance process that can lead to the development of interventions to improve the success of the student.

Title I

The Title I program is designed to meet the needs of students who are not performing as expected in the areas of reading or math. It is the objective of the program to help each student increase their skill to grade level.

Speech and Language Services

Speech services are available for students who qualify as Speech and Language Impaired. The District works with the Great Divide Educational Services. Specialized staff evaluate speech, language, and voice disorders, Participate as a member of a child study team to determine if a student is educationally handicapped, design a speech/language program to be carried out for intervention, Provide periodic follow-up and re-evaluation for the student. Each year the school conducts screenings to identify students who may be in need of services. Parents will be notified of any unusual performance and recommendations.

Special Education

The elementary special education resource rooms serve students who have learning needs. To be eligible for special education services the student must have been referred by the parent/guardian, teacher, counselor, or principal for comprehensive testing. If qualified in the opinion of a child study team, the student will be admitted to the program, an individual education plan (IEP) is developed for each student.

Section 504

When the district determines that a student has a physical or mental impairment which substantially limits one or more major life activities, a meeting is scheduled with the parent to design a 504 Plan. The purpose of the 504 Plan is to design accommodations for the student so they can benefit fully from their school experience.

Vision and Hearing

Good vision and hearing are keys to good academic performance. Students in kindergarten, first, third and sixth grades are screened for vision yearly as well as students specifically referred. Parents of students who appear to have problems are informed of concerns by letter or email and are asked to take the student to an eye care specialist.

Hearing screening is provided each year to all students in kindergarten, first, ninth, new students, special education students and teacher referrals. The regional audiologist informs parents by letter of any hearing concerns that are identified and we ask that the parents follow through with medical care.

Sealants for Smiles

Usually in the fall, a local dentist provides the program Sealants for Smiles. Parents will be notified when this program occurs.

Child Protection

School personnel are required by state law to report suspected child abuse when indicators are brought to their attention. After the report is made, the case is under the jurisdiction of the Department of Child Protection or the local law enforcement agency. Agencies have legal authority to visit the students at school about reported abuse/neglect. (Parental contact should be made by these agencies if visitation occurs).

McKinney-Vento – Education for Homeless Students

The purpose of this program is to ensure that every child and youth experiencing homelessness has equal access to the same free, appropriate public education as provided to their peers living in stable housing.

Preschool Screening

Each spring the Philipsburg School District in cooperation with the Great Divide Educational Services conducts a preschool screening for the children of the community ages birth through kindergarten entry. The purpose of

the screening is to check children in various health and developmental areas and to provide services whenever there is an indication of need.

STUDENT HEALTH GUIDELINES

When students are together in group settings they are exposed to many germs, sometimes for the first time. Students may not always follow good hygiene habits. Remember, teaching your child good cleanliness habits is one step you can take to help prevent the spread of infectious diseases and keep your children healthy. When children become ill at school, calls will be made to the families or emergency numbers for the child to be picked up as soon as possible. The health risk to other children at the school site must be our first priority. It is not safe to allow a child with a communicable disease to remain in the school setting.

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: Hepatitis, Rubella (German Measles), Influenza, Chickenpox, Scabies, Measles (Rubella), Mumps, Meningitis, Pinkeye, Streptococcal disease, Ringworm, Tuberculosis, or Coronavirus (COVID-19).

Children with the following symptoms should not be in the school setting:

Fevers of 100 degrees or greater. Children should be without fever for 24 hours before they return to school. Children with vomiting or diarrhea should remain at home until these symptoms subside for 24 hours. The following bacterial infections warrant not being at school. Children need to be treated with antibiotics for 24 hours before returning to school:

- Strep throat
- Impetigo and Bacterial conjunctivitis (red eyes with colored, pus-like drainage)
- Other skin infections

Generalized rashes (over multiple parts of the body) mean you should keep your child at home. A medical examination is probably warranted. Children with chicken pox should stay home until their sores dry up.

Immunizations

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria (whooping cough), poliomyelitis, measles, mumps, rubella, and tetanus. Pertussis immunization is not required for students who are seven (7) years or older. Haemophilus influenzae type “b” immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student’s parents/guardian. The certificate shall be made part of the student’s permanent record.

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.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician. **Religious exemption reasons must be filed annually.** If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. The statement for an exemption shall be maintained as part of the student's immunization record. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow attendance in school by a student who has not been immunized against each disease listed in 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubella), and mumps. Rubella, diphtheria, pertussis, Haemophilus influenzae type "b", and tetanus vaccine. The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student or file an exemption for personal or medical reasons.

Medications

A student who must take prescription medicine during the school day that is necessary for his or her health and wellbeing must have 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 office. The District's school nurse or school employee to whom the task has 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. When prescribed medicine is necessary during school hours, a doctor must provide written directions regarding dosage amount and time of day. The parent must also provide written permission for the school to administer the medicine according to the doctor's direction. The office will provide the form necessary to document all of this information. These forms are then kept on file in the school office. 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.

All medications will be kept in the school office in a locked cabinet and students will be required to come there to receive the medication. If prescribed medicine needs to be injected, additional individual procedures need to be established. No over the counter medications i.e. aspirin, pain relievers, ointments, cold tablets, etc. will be provided by the school. In the event parents wish to have these medications administered at school the parents must provide written permission for the school to administer the over-the-counter (OTC) medication and must provide the OTC medication. Parental permission notes are to be written for each illness.

Accident Prevention

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

- Avoid conduct that is likely to put the student or other students at risk of injury.
- Follow the behavioral standards in this handbook as well as behavior rules specific to an activity such as in P.E., playground equipment use, and/or other classroom activities.
- Remain alert to and promptly report safety hazards.

- Know emergency evacuation routes and signals as well as follow supervisor directions.
- Follow the instructions of teachers, bus drivers, and other District staff 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 a parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment as well as information about allergies, medical conditions, and/or medications. Therefore, parents are asked to complete an emergency care consent form each year so the information is current. Please notify the school office if this information changes during the school year.

COVID-19 – Protocols

Students and employees will be excluded from school buildings and activities if they test positive for COVID-19 or if they have a fever of greater than 100.0. Parents/guardians will be notified if a student or staff member is diagnosed with COVID-19 via school email and/or messenger. The name of the individual will not be shared; only that a staff member or student in a grade has tested positive for COVID-19. County personnel will conduct contact tracing as per the county and state guidelines.

- Promotion of hand washing and germ transmission prevention
- Hand sanitizer is available in all classrooms
- Education through signage and visual instruction
- All classrooms will have cleaning supplies available
- Restrooms and locker rooms will be disinfected several times per day
- Cafeteria will be disinfected after breakfast and between lunch sessions
- Extra-curricular activities will follow MHSА and school guidelines

Head Lice

We ask all families to check their children for head lice on a weekly basis. This is the best procedure for reducing the incidence of head lice at school. We will conduct periodic head checks at school throughout the school year.

When lice or nits are found, parents are notified to come and pick up children. Treatment and the removal of all nits are required before a student may return to school. Upon return to school, the student must be checked again at the office before returning to class.

In general, our practice is to send students out to recess as we believe that it is an important time of the day for getting some fresh air and establishing social skills. If students are too sick to go out to recess then they are probably too sick to be at school and we suggest you keep them at home for one more day.

School Field Trips

A general permission for participation on all field trips for the school year will be sent home in the fall. Teachers will send home notification of each individual field trip before the trip. Students with severe disciplinary actions may not be allowed to participate. It will be at the discretion of the building principal.

Student Records

Student records are on file in the main office. All information related to individual students shall be treated in a confidential and professional manner. These records are the property of the school, but will be made available in an orderly and timely manner to students and parents. Transfer of records requests will be honored in compliance with FERPA (Family Educational and Privacy Rights Act) and the Montana School Accreditation Standards. For additional information refer to the school website under FERPA.

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 program.

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.
- 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.

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 requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsions and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow 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.

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.

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 to 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 disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if

the official needs to review an education record in order to fulfill his/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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington DC 20202-4506

Equal Opportunity

Philipsburg School District is committed to equal educational opportunities for all students. The District is an equal opportunity employer.

Notice of Non-Discrimination

The Philipsburg 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 designated youth groups. Please call the school office if you have an inquiry and a designated staff member will be in contact.

Uniform Grievance Policy

The District Uniform Grievance **Policy 1700** is a progressive system, which attempts to solve issues at the least formal level possible. Standard grievance procedures, with a specific chain of command, shall be followed in all but emergency situations. Parents or students with a grievance must follow this procedure. All complaints or grievances must be filed in writing with the appropriate point of contact who will review and schedule an appointment for a mutually conducive time.

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 the Superintendent under the applicable grievance procedure. 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.

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 from any District or school office or by contacting the Title IX Coordinator. 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 from any District or school office.

Grievance Points of Contact

1st Point of Contact: Classroom Teacher
2nd Point of Contact: Principal
3rd Point of Contact: Superintendent
4th Point of Contact: School Board

Note: Any attempt to skip levels in the grievance process will result in being referred to the proper point of contact.

JUNIOR HIGH AND HIGH SCHOOL SPECIFIC INFORMATION

Arrival and Dismissal

- 8:00** We ask that students not arrive before 8 AM.
- 8:20** Beginning of School Bell
- 3:30** End of the Day Bell
- 2:30** Fridays – Early Dismissal
- 1:30** Designated dates: August 29th, November 23rd, December 23rd, and June 2nd.

JH & HS Class Periods

1st Period	8:20 – 9:14
2nd Period	9:17 – 10:11
<i>SNACK Break</i>	10:11 – 10:21
3rd Period	10:21 – 11:14
4th Period	11:17 – 12:11
<i>LUNCH</i>	12:11 – 12:38
5th Period	12:41 – 1:35
6th Period	1:38 – 2:32
7th Period	2:35 – 3:30

Friday Bell Schedule

1st Period	8:20 – 9:05
2nd Period	9:08 – 9:53
<i>SNACK Break</i>	9:53 – 10:03
3rd Period	10:03 – 10:48
4th Period	10:51 – 11:36
5th Period	11:39 – 12:24
<i>LUNCH</i>	12:24 – 12:51
6th Period	12:54 – 1:39
7th Period	1:42 – 2:27

Attendance

Students who are in the junior high and high school must be present at the beginning of class to be counted as in attendance. If a student has been absent, students must get an absence form from the office and submit it to the teachers.

Homework Policy

For an extended project, if the student is absent the day the project is due, the day-for-a-day rule does not apply.

- Homework turned in one (1) day late, will receive a **20% deduction** off the final grade of the assignment.
- Homework turned in two (2) days late will receive a **40% deduction** off the final grade of the assignment.
- Homework turned in three (3) or more days late will receive a **ZERO**.

Make-up Homework Policy

A student who misses school for an excused/approved absence will have 1 day for each day of absence upon return to school to turn in all make-up work unless special circumstances are arranged and approved by the teachers and/or administration if applicable. Please note: It is the student's responsibility to make arrangements for making up assignments, presentations and tests. Missing work that occurred during the

unexcused absence(s) will not be permitted to be made up and the student will receive a zero for those assignments.

MS/HS Grading

The grading system utilized within Granite High School/Junior High School will be that of a weighted scale. Advanced classes will use a 5.0 scale. Adaptive grading may be utilized in programs, which govern student achievement through the use of a written Individual Education Plan (IEP). The grade earned at the end of the semester is a cumulative grade for that semester (two quarters) and it is the grade which is recorded. Grades are equivalent to the following numerical schedule:

A	90 - 100%	Superior
B	80 - 89%	Above Average
C	70 - 79%	Average
D	60 - 69%	Below Average
F	Below 60%	Failure
I	*Incomplete	

F=Failure---An "F" grade may be made up only by repeating the course. However, the F remains visible on the transcript and is figured in the accumulative GPA.

*I is considered an "Incomplete." In order to be eligible to receive the grade of "I", the student must have completed seventy percent of the course work with a passing grade. An "I" will result in an "F" grade if course work is not completed within three days of the end of the quarter or semester, unless an extension is approved by the teacher and administration. Extenuating circumstances are at the discretion of the administration. Refer to ATTENDANCE-Excused Absences.

Report Cards

- Student grades or performance in each class or subject are issued to parents via email unless otherwise requested.
- Parents are encouraged to log in to Infinite Campus to check on student progress. Report cards are issued to parents during parent/teacher conferences. Report cards left behind will be mailed to parents.
- The District requires progress reports and report cards be signed by the parent and returned to the school within 10 days if there is a D, F, or an I on the report.

Adding and Dropping Courses

Adding and dropping courses will be allowed during the first five days of the semester unless recommended by a teacher and approved by the administration.

Promotion/Retention

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing (See **Policy 2421** for more information).

HS Graduation Requirements

The Board of Trustees shall establish the requirements for graduation according to the requirements set forth in the Standards for Accreditation of Montana Schools. Two diplomas will be awarded for the general education program and the honors programs.

HS Graduation requirements are as follows:

GENERAL DIPLOMA	HONORS DIPLOMA
ENGLISH: 4 Credits	ENGLISH: 4 Credits
MATHEMATICS: 3 Credits Algebra, Geometry and Algebra II required. Advanced Math recommended.	MATHEMATICS: 4 Credits Algebra, Geometry, Algebra II, and Advanced Math Required.
SCIENCE: 3 Credits (additional credits are recommended which include Chemistry and/or Physics)	SCIENCE: 4 Credits Chemistry and Physics are required.
SOCIAL STUDIES: 3 Credits World History, US History, and Government	SOCIAL STUDIES: 4 Credits Geography, World History, US History, Government
HEALTH ENHANCEMENT: 2 Credits	HEALTH ENHANCEMENT: 2 Credits
FINE ARTS: 1 Credit	FINE ARTS: 1 Credit
VOCATIONAL/PRACTICAL ARTS: 2 Credits Technology Education or Business Education	VOCATIONAL/PRACTICAL ARTS: Technology Education or Business Education
LIFE SKILLS: 1 credit	LIFE SKILLS: 1 Credit
FOREIGN LANGUAGE: 1 credit	FOREIGN LANGUAGE: 2 Credits
ELECTIVES: 2.5 Credits Jobs for Montana Graduates is highly recommended.	ELECTIVES: 1.5 Credits Jobs for Montana Graduates is highly recommended.
PUBLIC SPEAKING: .5 Credits	PUBLIC SPEAKING: .5 Credits
MIMINUM CREDITS: 24 Credits	MINIMUM CREDITS: 26 Credits
This diploma prepares students for admissions in the Montana University System (Out of State Colleges may have additional requirements).	This diploma offers more difficult and challenging courses which are designed to prepare students for competitive universities, academic scholarships and AP courses which can lead to early college credits. All credits must be from an accredited institution.

Graduation Ceremony

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

Valedictorian and Salutatorian Criteria

A student must be enrolled full-time in Granite High School for one (1) entire year (two full semesters) prior to the second semester of their Senior year, to be eligible for the Valedictorian or Salutatorian awards.

Each member of the graduating class will be ranked according to grade point average. The two students having the highest and second-highest cumulative G.P.A will be awarded the Valedictorian and Salutatorian. Using numerical values, the G.P.A. will be computed two places past the decimal point, except for the Valedictorian and Salutatorian.

Only grades from an accredited educational institution will be computed.

The Valedictorian and Salutatorian are chosen at the end of the third quarter. Those quarter grades are figured into the computation to determine rank.

Noon Break and Open Campus

With written parental permission, students will be allowed to walk or drive to their own home for noon break. Students must sign out from the office when leaving and sign back in upon returning from noon break, or at any time they leave the building such as for appointments. Students are not permitted to be in, ride in, or drive any motor vehicle during the noon break without written permission and approval from their parents.

Vehicles Parked on School Property

- Parking on District property is a *privilege*, not a right, 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 this handbook. Students who park on District property without signing the authorization form may be subject to discipline.

All students who choose to drive to school, regardless of the type of vehicle, will abide by the following guidelines in the interest of student safety:

All motorized vehicles will remain parked during the student day unless written parental permission is filed with the Principal (See NOON BREAK). Failure to follow the prescribed parking rules will result in loss of driving privileges on campus before, during and after school. Students who drive or operate their vehicles in an unsafe manner will be reported to the county sheriff's office. The rules apply to all motorized vehicles, snowmobiles, motorcycles, cars, trucks, etc. The student parking lot will be determined by the administration. Students are required to park in the established parking area.

Attendance and Discipline

Please see the elementary section of this handbook (topics are listed on the table of contents) for specific information regarding attendance and discipline.

Sexual Harassment

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, request sexual favors and engages in verbal or physical conduct of a sexual or sex-based nature.

Students who believe that they may have been harassed or intimidated should contact a counselor, teacher, principal, or administrator. 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.

For specific information regarding Sexual Harassment Prohibition – See **Policy 3225**.

JUNIOR HIGH & HIGH SCHOOL – ADDITIONAL INFORMATION

Classroom teachers are the primary authorities and point of contact for any disciplinary actions. Disciplinary actions also follow a process of progressive measures from least restrictive to increased consequences and/or punishment.

Dress Code

Students are expected to wear clothes that are neat and clean in appearance and suitable for the school's educational atmosphere. School is like the student's "place of work" and it is important that a student's attire not interrupt the learning atmosphere. Personal appearance of students is primarily the responsibility of the parent/guardian and the student. The Administration reserves the right to define what is excessive or in bad taste and to require the student to correct the problem.

Shirts, blouses or dresses must have at least a two-inch shoulder strap and the person's undergarments should not show. Students should not wear items that expose cleavage or bellies. Shorts and skirts need to be at least fingertip length or longer. Clothing that is excessively tight such as Spandex, bike shorts, or yoga pants are not allowed unless the covering shirt is fingertip length or longer. Students should also refrain from wearing sleep wear.

Sexually explicit or suggestive shirts, shirts advertising alcohol, tobacco products or drug use are not allowed.

Hats shall not be worn in the building between 8:00 A.M. and 4 P.M. unless it is a special event and thus allowed by staff and administration.

Dress code violations will result in students being asked to make arrangements to change. Progressive discipline will be used for multiple violations that may be viewed as disruptive, defiant, or disrespectful.

Electronic/Cellular Devices

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will a student operate a cell

phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Student may use cellular phones on campus before school begins and after school ends. Unauthorized use of electronic devices can disrupt the classroom. Devices may be confiscated by school officials. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action (See **Policy 3630** for more information). Students need to be sure their electronic devices are turned off and kept secured. Theft of devices left in backpacks, lockers, etc. may occur if devices are left unsecured.

Electronic/Cellular Devices - Students in Grades 7-12

Students may use cellular phones before school begins and after school ends. Students in grades 7-12 may also use such devices during the noon break or in between classes so long as students are not tardy or absent as a result from phone use. These devices must be kept off and secure during the instructional periods of the school day. Unauthorized use may result in grounds for confiscation of the device by a school official, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Lockers and Personal Items

The District is not responsible for personal valuables lost or stolen on school grounds or during school sponsored activities or vehicles parked on school grounds. Keep all valuables secured with locks, available at the office, while using lockers in the hallway or locker room.

Dance Rules

All school rules for student behavior/conduct apply at dances.

- Upon leaving the dance, students will not be allowed to reenter.
- Granite High School students in grades nine through twelve may attend high school dances.
- Junior High dance attendees must be 7th and 8th grade students.
- Out of district guests must be approved by the Superintendent. Adults guests (over 18) are not permitted. ● Homecoming is the only 7-12 dance.
- Eighth Graders are not permitted to attend Prom
- Any exceptions must be pre-approved by the administration at least five days in advance.

Student Council

Student Council participation is voluntary. Student Council representatives are elected by their peers and meet on a regular basis. Participation in the student council is encouraged as this opportunity presents an exciting avenue of discovery and responsibility. It is a true representation of Democracy. For further information on how to participate, please contact the school office.

Co-Curricular Participation

Co-curricular participation is a privilege not a right. Students must keep their grades high enough to be eligible. Behavior and conduct must reflect our district's core principles whether in or out of school.

- If a student has an unexcused absence or is ill and not in school for any part of a school day, he/she will not be allowed to participate in any co-curricular activity for that day, i.e. practice, play, travel, perform, unless authorized by the superintendent or athletic director.
- The participant may gain permission to participate if he or she is excused prior to the absence. If a student is involved in an in-school suspension, the student will be allowed to participate after the suspension is completed.
- Alcoholic beverages, tobacco, vapor products, alternative nicotine products, and/or other controlled substances of any description shall not be used or be in the possession of any student who participates in a co-curricular/school-related activity. Possession is defined as being in the location where alcohol, tobacco, vapor products, alternative nicotine products, or a controlled substance are present as observed by law enforcement officers, school staff or other responsible individuals who are willing to openly come forward and provide information.
- Freshmen, Sophomores, Juniors, and Seniors must be registered and attending seven classes.

Participation in All-State Competitions

Participation in All-State competitions and meets of champions extends the particular season until that competition. Any student found to be in association with illegal activities will lose the school's sponsorship.

Activity Bus Rules

- (1) All participants are expected to ride to and from events on the bus provided.
- (2) Students may ride to and from an activity with their parents. If the participant travels with another participant's parents, the student must have his/her parents sign a parental release form that must be approved through the office one day prior to the trip
- (3) All persons riding the activity bus are to clean up after themselves, remove all trash, check seats and be responsible so as to not destroy or damage the transport vehicle.
- (4) Boys and girls are not allowed to sit together on any activity bus trip.

Eligibility

Philipsburg School District is a member of the Montana High School Association and is required to abide by that association's rules and eligibility standards for participation in various activities. Philipsburg School District has additional standards that are above and beyond the MHSA requirements.

Weekly Progress Reports

A weekly failing list will be maintained in the office for authorized school personnel to review.

- Any student that has an accumulated failing grade in any class or an accumulative grade point less than 2.0 after the second week of any quarter will be assigned to 40 minutes of academic study table each morning of the following week with a minimum of four consecutive available academic study halls.
- Non-attendance, non-compliance or lack of diligence, as determined by the academic study hall monitor, will render the student ineligible to participate in any extra and cocurricular activities during that week.

- Academic study table will continue until the student maintains a passing grade and/or has a 2.0 GPA or higher in all subject areas. Grades will only be checked on the first day of each school week.

Midterm/Quarterly Eligibility

Any student that fails a class(es) or has a grade point average less than 2.00 for a quarter is declared academically ineligible. Ineligible students will not be allowed to participate in any extra or co-curricular activities during the next four and one-half weeks and must attend the academic study table. They may be reinstated if they do not have any F's and have a grade point average of at least 2.0 at the mid-term.

Non-attendance, non-compliance or lack of diligence, as determined by the academic study hall monitor, renders the student ineligible to participate in any extra and co-curricular activities during the next four and one-half weeks and all letters, honors and awards will be forfeited. Future activities are also suspended.

Transfer Student Eligibility

Students transferring into Philipsburg Public Schools must maintain MHSA minimum standards to be eligible for extra and co-curricular activities. Once enrolled in school, they must maintain the district's academic eligibility requirements as stated above.

Behavioral/Conduct Eligibility

Poor behavior/conduct may also cause a student to be ineligible to participate in co-curricular activities. Repeated detentions, poor attendance (i.e. tardies/absences) accumulated behavior/conduct incidents and suspensions, may, at the discretion of the coach, result in consequences.

Additional rules and regulations will be illustrated in the Co-Curricular Handbook. Parents and students need to be aware of the training rules as well. Please ask the coach to provide a copy of the training rules.

NOTE: Eligibility rules and policies apply from the beginning to the end of each school year and throughout the summer for honor society members.

Athletic Physicals

Students in **grades 5-12** who participate in any co-curricular activity must have a physical, parent permission slip and other forms on record in the office before they can participate in the first practice. Forms are available in the office. Physicals are only valid from June - May of the upcoming school year. High school students participating in MHSA-sanctioned activities shall follow all physical examination requirements of MHSA.

High School students will be required to pay a \$25.00 student activity fee for athletic participation per sport. They will also be required to purchase a student activity ticket. Both of these fees are due before the student will be allowed to participate in the first practice of each sport.

Junior High students are required to purchase a student activity ticket before they will be allowed to participate in the first practice of each season in the sport they are participating in.

REFERENCE INFORMATION - BOARD POLICY & MONTANA CODE ANNOTATED

Montana Code Annotated 2021

TITLE 20. EDUCATION

CHAPTER 5. PUPILS

Part 2. Duties -- Prohibitions -- Penalties

Duties And Sanctions

20-5-201. Duties and sanctions. (1) A pupil:

- (a) shall comply with the policies of the trustees and the rules of the school that the pupil attends;
- (b) shall pursue the required course of instruction;
- (c) shall submit to the authority of the teachers, principal, and district superintendent of the district; and
- (d) is subject to the control and authority of the teachers, principal, and district superintendent while the pupil is in school or on school premises, on the way to and from school, or during intermission or recess.

(2) A pupil who disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district, harms or threatens to harm another person or the person's property, or otherwise violates district policy regarding pupil conduct is subject to punishment, suspension, or expulsion under the provisions of this title. When a pupil defaces or damages school property, the pupil's parent or guardian is liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of any damage.

(3) In addition to the sanctions prescribed in this section, the trustees of a high school district may deny a high school pupil the honor of participating in the graduation exercise or exclude a high school pupil from participating in school activities. The trustees may not take action under this subsection until the incident or infraction causing the consideration has been investigated and the trustees have determined that the high school pupil was involved in the incident or infraction.

(4) (a) A school district may withhold the grades, diploma, or transcripts of a pupil who is responsible for the cost of school materials or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

(b) A school district that decides to withhold a pupil's grades, diploma, or transcripts from the pupil and the pupil's parent or guardian pursuant to subsection (4)(a) shall:

(i) upon receiving notice that the pupil has transferred to another school district in the state, notify the pupil's parent or guardian in writing that the school district to which the pupil has transferred will be requested to withhold the pupil's grades, diploma, or transcripts until any obligation has been satisfied;

(ii) forward appropriate grades or transcripts to the school to which the pupil has transferred;

(iii) at the same time, notify the school district of any financial obligation of the pupil and request the withholding of the pupil's grades, diploma, or transcripts until any obligations are met;

(iv) when the pupil or the pupil's parent or guardian satisfies the obligation, inform the school district to which the pupil has transferred; and

(v) adopt a policy regarding a process for a pupil or the pupil's parent or guardian to appeal the school district's decision to request that another school district withhold a pupil's grades, diploma, or transcripts.

(c) Upon receiving notice that a school district has requested the withholding of the grades, diploma, or transcripts of a pupil under this subsection (4), a school district to which the pupil has transferred shall withhold the grades, diploma, or transcripts of the pupil until it receives notice from the district that initiated the decision that the decision has been rescinded under the terms of subsection (4)(a).

Philipsburg School District POLICY 3310

STUDENTS

Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing or selling tobacco products, vapor products, or alternative nicotine products (tobacco includes but is not limited to cigarettes, e-cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances (includes medical marijuana), look-alike drugs, drug paraphernalia and any such substances that contain chemicals which produce the same effect of illegal substances. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession;
- Using, possessing, controlling, or transferring a 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 members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct, including gang or gang activity.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- 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.
- Gambling for money.

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

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

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school

- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

Gun-Free Schools

The Board will expel any student who uses, possesses, controls or transfers a firearm for a definite period of time of at least one (1) calendar year. The Board authorizes the Superintendent, upon written notification to the Board Chair, to modify the discipline on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

Possession of a Weapon in a School Building

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

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities; “weapon” means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, brass or metal knuckles, or any other article or instrument possessed with the purpose to commit a criminal offense.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry or store a weapon in a school building.

This policy does not apply to law enforcement officers acting in their official capacity.

Cross Reference: 3300 Suspension and Expulsion
 3226 *Bullying, Harassment*
 5015 *Bullying, Harassment*

Legal Reference: § 16-11-302(1)(7), MCA Definitions
 § 20-4-302, MCA *Discipline and punishment of pupils – definition of corporal punishment – penalty – defense*
 § 20-5-202, MCA *Suspension and expulsion*
 § 45-8-361, MCA *Possession or allowing possession of weapon in school building – exceptions penalties – seizure and forfeiture or return authorized – definitions*
 § 45-5-637, MCA *Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties*
 20 U.S.C. § 7961, et seq. *Gun Free Schools Act of 1994*
 29 U.S.C. § 701 *Rehabilitation Act of 1973*

Montana Code Annotated 2021

TITLE 20. EDUCATION

CHAPTER 5. PUPILS

Part 2. Duties -- Prohibitions -- Penalties

Suspension And Expulsion

20-5-202. Suspension and expulsion. (1) As provided in **20-4-302**, **20-4-402**, and **20-4-403**, a pupil may be suspended by a teacher, superintendent, or principal. The trustees of the district shall adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in the suspension of a pupil and in defining the circumstances and procedures by which the trustees may expel a pupil. Expulsion is any removal of a pupil for more than 20 school days without the provision of educational services and is a disciplinary action available only to the trustees. A pupil may be suspended from school for an initial period not to exceed 10 school days. Upon a finding by a school administrator that the immediate return to school by a pupil would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a pupil may be suspended for one additional period not to exceed 10 school days if the pupil is granted an informal hearing with the school administrator prior to the additional suspension and if the decision to impose the additional suspension does not violate the Individuals With Disabilities Education Act, 20 U.S.C. 1400, et seq.

(2) (a) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm to school or to have possessed a firearm at school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school or to have possessed a firearm at school under this subsection (2)(a) must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration in writing to modify the requirement for expulsion of a student, up to and including eliminating the requirement for expulsion, on a case-by-case basis. The trustees shall annually review the district's weapons policy and any policy adopted under this subsection (2)(a) and update the policies as determined necessary by the trustees based on changing circumstances pertaining to school safety.

(b) A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals With Disabilities Education Act.

(3) In accordance with **20-4-302**, **20-4-402**, **20-4-403**, and subsection (1) of this section, a teacher, superintendent, or principal may immediately suspend a student if, prior to a hearing conducted pursuant to subsection (6), there is cause to believe the student brought a firearm to school or possessed a firearm at school.

(4) Nothing in this section prevents a school district from:

(a) offering instructional activities related to firearms or allowing a student to bring a firearm to school for instructional activities sanctioned by the district if:

(i) the district has appropriate safeguards in place to ensure student safety; and

(ii) the firearm is secured in a locked container approved by the school district when the firearm is at school and is not in use for the instructional activity; or

(b) providing educational services in an alternative setting to a student who has been expelled from the student's regular school setting.

(5) Before holding a hearing as required under subsection (6) to determine if a student has violated this section, the trustees shall, in a clear and timely manner, notify the student if the student is an adult or notify the parent or guardian of a student if the student is a minor that the student may:

(a) waive the student's privacy interest by requesting that the hearing be held in public; and (b) invite other individuals to attend the hearing.

(6) Before expelling a student under this section, the trustees shall hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly, as defined in **1-1204**, brought a firearm to school or possessed a firearm at school.

(7) When a student subject to a hearing is found to have not violated this section, the student's school record must be expunged of the incident.

(8) The office of public instruction shall make available on its website the information gathered from school districts that is provided annually to the federal government under the reporting requirements of 20 U.S.C. 7151, provided that any personally identifiable information is redacted.

(9) The provisions of this section do not require expulsion of a student who has brought a firearm to school or possesses a firearm at school as long as the firearm is secured in a locked container approved by the school district or in a locked motor vehicle the entire time the firearm is at school, except while the firearm is in use for a school sanctioned instructional activity.

(10) For the purposes of this section, the following definitions apply: (a) "Firearm" has the same meaning as provided in 18 U.S.C. 921.

(b) (i) "School" means a building, grounds, or property of a public elementary or secondary school.

(ii) The term does not include a student's home, a locked vehicle, a parking lot, or a commercial business when the student is participating in an online, remote, or distance-learning setting.

History: En. 75-6311 by Sec. 124, Ch. 5, L. 1971; R.C.M. 1947, 75-6311; amd. Sec. 4, Ch. 135, L. 1981; amd. Sec. 1, Ch. 457, L. 1995; amd. Sec. 3, Ch. 444, L. 2009; amd. Sec. 4, Ch. 364, L. 2013; amd. Sec. 1, Ch. 303, L. 2021

PLEASE SEE THE FOLLOWING PAGES FOR THE
FORMS THAT TO BE SIGNED AND RETURNED

Philipsburg School District 2022-23 - Title I - Schoolwide Program

TITLE I – PARENT-STUDENT-TEACHER COMPACT

PARENT/GUARDIAN AGREEMENT

I want my child to achieve; therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Establish a quiet place and time for homework
- Encourage my child's efforts and be available for questions
- Encourage my child to read at home
- Communicate regularly with my child's teacher
- Talk with my child about his/her school activities at least weekly

Date: _____ Signature: _____

STUDENT AGREEMENT

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

- Attend school regularly
- Come to school each day with pens, pencils, paper, and other learning tools
- Complete and return homework assignments when given
- Observe regular study hours at home
- Do my best in my work and in my behavior
- Show respect for myself, my school, and other people
- Ask for help when I need it

Date: _____ Signature: _____

TEACHER AGREEMENT

It is important that students achieve; therefore, I shall strive to do the following:

- Help each child grow to his or her fullest potential
- Encourage students and parents by providing information about student progress
- Communicate with families to support the student's learning
- Attempt to make learning enjoyable
- Show respect for each child and his/her family
- Be available to give extra help when it is needed
- Believe each child can learn

Date: _____ Signature: _____

K-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 communication¹ 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.

Use of New Web Tools

As part of 21st 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 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.

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 understand and will follow the rules.

Student Name (print): _____

Student Signature: _____

Date Signed: _____

Grade: _____

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

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date Signed: _____

H.S. Student Authorization to Park on School District Campus

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 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 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: _____

Vehicle Make/Model: _____ License Plate: _____

Date: _____ Grade: _____

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: _____

Receipt of Handbook and Acknowledgement of Rights

I received a copy of the Philipsburg School District #1 Parent and Student Handbook for the 2022-2023 school year. I understand the handbook contains information my child and I may need during the school year. I understand all students are held accountable for their behavior and subject to the disciplinary consequences outlined in the handbook.

I further acknowledge 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 1 of this school year.

Name of Student: _____

Signature of Student: _____

Signature of Parent: _____

Date: _____

KEEP THE FOLLOWING PAGES FOR YOUR CONVIENCE

WHOS WHO
&
CLASS ADVISORS AND PBURG COACHING STAFF

WHO'S WHO

HIGH SCHOOL 859-3232

ELEMENTARY 859-3233

FAX 859-3674

SCHOOL BOARD

Sara Rouse	Board Chair	(406) 381-1748
Genevieve Kulaski	Vice Chair	(406) 396-4276
Margie Lee	Trustee	(406) 261-8441
Joy Lucero	Trustee	(602) 319-4193
Denyse Lizer	Trustee	(775) 304-0428

ADMINISTRATION

Thomas Gates	Superintendent/K-12 Principal
Maggie Tallon	Assistant Principal
Linda Graham	Business Manager/District Clerk
Shannon Huckfeldt	High School/Admin Secretary
Tomme Carlyon	Elementary Secretary

TEACHERS

Kindergarten	Leigha Bates
Grade 1	Laykin Smith
Grade 2	Jamie Baumgartner
Grade 3	Criss Shea
Grade 4	Dustin Keltner
Grade 5	Brandie Morales
Grade 6	Kendra Kanduch
K-12 HPE	Crista Beattie
Music	Jill Waldbillig
English	Cassandra Hopkins
Spanish/English	Meredith McDonald
Literacy Coach	Jennifer Graham- <i>On Sabbatical</i>
Literacy Intervention	Amber Burch
Buss. /Tech Ed/Math	Kaley Hansen
Industrial Tech	Justin Blume
Mathematics/History	J.B. Chandler
Science	Melissa Kienitz
History/Literacy	Lauren Robbins
K-12 Counselor	Ray Hess
SpEd	Katie Tobin

SCHOOL NURSE

Melanie Graham

SCHOOL PSYCHOLOGIST

Sandy Shirley & Allison Brown

SPEECH PATHOLOGIST

TBD

CUSTODIAL STAFF

Chris Cornelius	Head Maintenance
Jack Housel	K-6
Sabrina Moore	K-6
Charlie Nelson	7-12

KITCHEN STAFF

Erin Moore	Head Cook
TBA	Asst Cook

TRANSPORTATION STAFF

Justin Blume	Director/Route
TJ Vietor	Route
David Swanson	Route
Denny House	Route

GREAT DIVIDE SPED COOP

Sara Novak	Director
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INSTRUCTIONAL AIDES

Carrie Coleman	SPED
Jessie Funkhouser	SPED
Carrie Coleman	SPED
Del Vose	SPED

SCHOOL RESOURCE OFFICER

Officer Royce

PARENT TEACHER ORGANIZATION

Heather Rich, President

ADVISORS/SPONSORS

SENIOR CLASS	Jill Waldbillig & Katie Tobin
JUNIOR CLASS	Cassandra Hopkins & Justin Blume
SOPHOMORE CLASS	Kaley Hansen & Melissa Kienitz
FRESHMAN CLASS	Crista Beattie & Meredith McDonald
GRADE EIGHT	Ray Hess
GRADE SEVEN	J.B. Chandler & Lauren Robbins
ACTIVITIES DIRECTOR	JB Chandler
GIRLS VOLLEYBALL	Kaley Hansen, Head Coach TBA, Asst Coach Laykin Smith, Jr. High Coach Amber Burch, Jr. High Asst Coach
BOYS FOOTBALL	Paul Kulaski, Head Coach TJ Ostler, Asst. Coach Jason Ostler, Co-Head Coach Dan Maneses, J.H. Head Coach Todd Brown, J.H. Asst. Coach
GIRLS BASKETBALL	TBD, Head Coach TBD, Asst. Coach Jackie Walter, JH Coach TBD, JH Asst. Coach
BOYS BASKETBALL	Mindy Avila, Head Coach Mike Rose, Asst Coach Ron Graham, JH Coach Melanie Graham, JH Coach
TENNIS	Heather Rich, Head Coach TBD, Asst Coach
BOYS AND GIRLS TRACK	Justin Blume, Head Boys Coach TBD, Head Girls Coach Kendra Kanduch & Dustin Keltner, JH Coaches
BAND/CHORUS	Jill Waldbillig
HONOR SOCIETY	Ray Hess
STUDENT COUNCIL	Jill Waldbillig
G-CLUB	Ray Hess & Justin Blume