

High School Student/Parent Handbook
St. Ignatius School District #28
2023-2024



“Right Here, Right Now”

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St. Ignatius School Goals

The St. Ignatius School District teachers will provide a flexible, comprehensive and developmental curriculum that is subject to ongoing evaluation and revision to meet the needs of all learners.

Effective communication will be maintained between all staff, students, and community members of the St. Ignatius School District.

The St. Ignatius School District will strive to create a community in which everyone will become a productive citizen accountable for their own learning, environment and behavior.

The St. Ignatius School District will provide, maintain, and encourage the use of up-to-date technology to assist learners in the twenty-first century.

School Programs will be assessed and evaluated to assure we are reaching our full potential in these areas: Safe and Welcoming; Sense of Belonging, Curriculum and Instruction, and a Plan for the Future.

Bell Schedule

Mission High School Schedule 2023-24				
Monday	Tuesday	Wednesday	Thursday	Friday
	Advisory/Enrichment/Club 8:15-8:40	Advisory/Enrichment/Club 8:15-8:40	Advisory/Enrichment/Club 8:15-8:40	Period 1 A/B 8:15 - 9:35
Period 1 A/B 8:45 - 10:10	Period 1 A/B 8:45 - 10:10	Period 1 A/B 8:45 - 10:10	Period 1 A/B 8:45 - 10:10	Period 2 A/B 9:40 - 11:00
Period 2 A/B 10:15 - 11:45	Period 2 A/B 10:15 - 11:45	Period 2 A/B 10:15 - 11:45	Period 2 A/B 10:15 - 11:45	Period 3 A/B 11:05 - 11:45
Lunch 11:45-12:20	Lunch 11:45 - 12:20	Lunch 11:45-12:20	Lunch 11:45 - 12:20	Lunch 11:45 - 12:20
Period 3 A/B 12:25 - 1:55	Period 3 A/B 12:25 - 1:55	Period 3 A/B 12:25 - 1:55	Period 3 A/B 12:25 - 1:55	Period 3 A/B 12:25 - 1:00
Period 4 A/B 2:00 - 3:25	Period 4 A/B 2:00 - 3:25	Period 4 A/B 2:00 - 3:25	Period 4 A/B 2:00 - 3:25	Period 4 A/B 1:05 - 2:15

School Song

School Colors: Royal Blue and White

School Mascot: Bulldog

Three cheers for our school Mission High, May our banner so proudly fly
Our team in the blue and the white, Go to battle to fight, fight, fight (rah, rah, rah)
MHS we uphold In bravery and deed so bold, For victory is our aim
And we will fight with all our might to win this game...

M-I-S-S-I-O-N

Mission! Mission! Go Fight Win!!

Enrollment Requirements

ADMISSION TO SCHOOL AND RESIDENCY

Attendance in Montana is controlled by law. If the student resides inside of the District, the student is entitled to attend a school within the District unless that student has been expelled by the Board or is otherwise ineligible. If the student resides outside of the District, attendance is usually within the discretion of the Board of Trustees. Section 20-5-320, MCA, discusses the criteria for discretionary non-resident attendance, and Section 20-5-321, MCA, discusses the criteria for mandatory non-resident attendance

Under Montana law, a person can have only one residence, and a minor's residence is **generally** the residence of his or her parents. There are some exceptions to when a minor's residence can be other than that of his or her parents.

In determining the place of residence the following rules, based on Section 1-1-215, MCA, will be observed:

1. It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose.
2. There can only be one residence.
3. A residence cannot be lost until another is gained.
4. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of such unmarried minor child.
5. If neither parent has legal custody, it is the residence of the legal guardian or custodian appointed by a court of competent jurisdiction.
6. If an adult qualifies as a caretaker relative, it is the residence of the caretaker relative.
7. Unless there is a caretaker relative or a guardian appointed by a court, the residence of an unmarried minor who has a parent living cannot be changed by the minor's own act or any other person who does not have a recognized legal relationship with the student.
8. The residence can be changed only by the union of act or intent.

Prior to admission of any student, the District will require proof of residency or qualification for admission under Section 20-5-321, MCA. A student shall be deemed to have complied with residency requirements if he/she meets any of the following criteria:

1. The student's parents/guardians reside within district boundaries.
2. The student is an emancipated minor residing within district boundaries.

Proof of Residency

The Superintendent or designee shall retain a copy of the initial document or written verification offered as proof of residency. In addition, the Superintendent or designee shall annually verify the student's residency as needed. When presented with a substitute address designated by the Secretary of State for victims of domestic violence or stalking residing within district boundaries, the Superintendent or designee shall accept and use the substitute address for all future communication, correspondence, and in all public records. If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine whether the student meets legal residency requirements. Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

1. Property tax payment receipts, deeds or escrow papers
2. Rent payment receipts and rental agreements
3. Utility service payment receipts
4. Declaration of residency executed by the student's parent/guardian and property owner

If a student is seeking admission on the basis of the residency of his or her court-appointed

guardian or custodian, the guardian or custodian shall be required to present to the

Superintendent or designee all court orders appointing that individual as the student's guardian.

Admission of Homeless Students

The District recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. The District will strive to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to other students in the school system. In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

Out of District Student Enrollment

Out of district students will be encouraged to attend the school in their district of residence. In unusual circumstances out of district students may enroll in St. Ignatius Schools if they were in good standing in their previous school. Good standing means they must have shown academic progress, regular attendance, and appropriate behavior in their previous placement. The administration will make a recommendation for admission, which will be approved by the Board of Trustees in the June School Board meeting.

Full-time Student

To be considered a full-time student in St. Ignatius school freshmen, sophomores, and juniors must be enrolled in eight classes in our block schedule day. Students taking online courses must be enrolled in a minimum of five classes. Seniors must be enrolled in six classes with at least five courses worth .5 credit per semester.

Immunization Requirements

The State immunization law requires all students in grades 6-12 be given a second MMR immunization to be allowed to attend public school. Students will not be allowed to attend school until proof of immunization or religious exemption is provided to the school.

Visitors and Guests

St. Ignatius High School welcomes visitors. Upon arrival, visitors must check in with the main office and pick up a visitor's pass. Only official school business will be considered as a legitimate reason for issuing a visitor's pass. Visits from friends of our students wanting to "see what the school is like" are not considered official school business. Students should not bring visitors to school in the morning expecting to obtain permission for them to attend classes. Non-enrolled students interested in a tour of St. Ignatius High School must arrange an appointment through the principal's office.

Student Rights & Opportunities

School Resource Officer

The school resource officer helps to improve the overall safety of our school while

building positive relationships with students and staff. The officer assists the administration in criminal investigations and offers support to students, offenders, victims, and their family members. The officer is under the direction of the Lake County Law Enforcement. Contact 745-3811 x 2039

Procedure to Resolve Parent/Teacher or Student/Teacher Disagreements

Disagreements with teachers or complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. An employee who is object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she seems them. Please use the following steps as a general guideline in resolving issues.

Step 1: Direct conversation between parent, student, and teacher. If a parent or student has a disagreement or misunderstanding with a teacher, the parent or student should address the concern to the specific teacher directly involved with the circumstances surrounding the concern.

Step 2: Meeting with the parent, student, teacher and principal. If a parent or students is not satisfied with the outcome of Step 1, a meeting with the teacher, parent, student and principal will be arranged at a mutually convenient time. This step is informal and verbal.

Step 3: If the parent's concern is not satisfactorily resolved in Step 1 or 2 then the parent/student can submit in writing a grievance form to the Superintendent of Schools for District #28.

Internet: Student Acceptable Use Agreement

Acceptable Use: Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement.

Privileges: The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.

Network Etiquette: Each student is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:

Be polite. Never send or encourage others to send abusive messages. Use appropriate language. (Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.) Use electronic mail appropriately, no sales, advertisements or solicitations, etc.. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Parents or legal guardians may gain access to their student's e-mail upon request. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Acceptable Use Policy, must be reported to the principal, teacher or systems administrator.

Unacceptable Network Use: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of the St. Ignatius School District, are forbidden.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the Network or the Internet system. Vandalism also includes, but is not limited to: abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will subject the student to appropriate disciplinary action.

Security: Security on any computer system is a high priority because of multiple users. Do not use another individual's account nor log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher or systems administrator.

Privacy: It is advised that students not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to others' personal information or that of organizations.

Service Disclaimer: The District makes no warranties of any kind, whether expressed or implied, for the service it is

providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

Assemblies

Attendance at assemblies is not optional. Skipping an assembly shall be treated as skipping any other class. If a student chooses to not participate in an assembly they will be sent to the office or ISS. Personal electronics are expected to be off and away during any assemblies. Before any speaker is retained to talk to the student body, the sponsor and administrative team will be fully informed of the content and delivery style of the speaker to insure:

- There will be no “put-downs” of anyone in the assembly message.
- There will be no vulgar language, gestures or swearing.
- The speaker will model the kind of behavior and speech we wish our students to emulate.
- If the topic is controversial, parents will be informed in writing or in person of the content and be given an opportunity to opt their students out of the presentation.

Top Dawg Assemblies and Recognition System

At the end of each quarter students will be honored in the areas of Attendance, Grades, Behavior and MBI/MTSS Universals. The Top Dawg assembly will recognize students in these specific areas and categories:

- Attendance: Students will be honored for Perfect quarter attendance.
- Grades: Every quarter students will be given academic certificates for Grade points averages of 4.0, 3.5 or better and 3.0 or better quarterly.
- Behavioral: Students will be honored that have no major referrals each quarter.
- Universals: MBI and Graduation Matters will honor top students in each category for the DAWG universals. Student First Awards will be given quarterly for students that have shown courage and resiliency in their pursuit of graduation.

Infinite Campus

If a parent/guardian or student wants to check their grades they log into Infinite Campus. While here they can check grades or even their lunch balance. Call Jackie Spidel at 745-3811 x 2028 for passwords and log in information.

Indian Education Committee

This is a parent group that is open to the public that represents and works to improve Indian Education and success of enrolled members and descendants in School District #28. The parent group meets the second Wednesday of each month.

School Board Meetings

The St. Ignatius School District Board of Trustees meets the third Tuesday of every month at 7pm in the library. All meetings are open to the public.

Equal Opportunity and Non-Discrimination Policy

It is the policy of School District #28 that all students should be guaranteed an educational environment free from discrimination on the basis of sex, including discrimination in the form of sexual harassment, which encompasses sexual violence, and including discrimination on the basis of sexual orientation or gender identity. For students attending schools and other educational institutions that receive Federal financial assistance, this guarantee is codified, in part, in Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities receiving Federal financial assistance.

"Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 85 Fed. Reg. 30026 (May 19, 2020), and any other agency actions taken pursuant to that rule, for consistency with governing law, including Title IX, and with the policy set in this order. School District #28 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinators: Shannon Redmond (HS/MS Counselor), Kassandra Bowers (Elem. Counselor)
745-3811 x2024 x1041

Title IX Investigators: Chantell Moore (Elem Principal), Shawn Hendrickson (HS/MS Principal)
745-3811 x1005 x2005

Title IX Decision Maker: Jason Sargent (District Superintendent)
745-3811 x4003

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the **St. Ignatius High School** receives a request for access.

Parents or eligible students should submit to the school principal **[or appropriate school official]** a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the **[School]** to amend a record should write the school principal **[or appropriate school official]**, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

Listed below are disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if

the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student. 20 U.S.C. § 1232g(b)(1)(L).
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966. (20 U.S.C. § 1232g(b)(1)(K))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, St. Ignatius School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the St. Ignatius School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Student directories;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want St. Ignatius School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30th. St. Ignatius School District has designated the following information as directory information:

Student's name
Address
Telephone listing
Electronic mail address
Photograph
Date of birth
Dates of attendance
Grade level
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Honors and awards received

Field Trips

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Occasionally groups will go on academic and/or motivational field trips. We expect students to represent our school in a positive way on the bus and wherever the advisors decide to take students. At any time a sponsor finds that an illegal act of any sort has happened law enforcement will be called immediately. Any hazing of any sort will not be tolerated on any school-sponsored trip. Anybody found hazing will be removed from any further trips, suspended, possibly expelled, and law enforcement notified. Students with attendance issues and/or failing grades can be held back from attending.

Activities and Clubs

Athletic Director	Mr. Stuart Grant
Football	Mr.
Volleyball	Ms. Marissa Mock
Cross Country	Mrs. Chris Eichert
Boys Basketball	Mr. Stuart Grant
Girls Basketball	Mr. Dalton Delaney
Cheerleading	Mrs. Kendal Baldwin
Pep Band	Mrs. Kendal Baldwin
Wrestling	Mr. Jacen Petersen
Track	
Softball	Mr. Shane Reum
Tennis	Ms. Cecelia Koskela
Drama Club	Mr. Tim Marchant
F.C.C.L.A.	Mrs. Cindy Noland
Indian Club	Ms. Adele Martin
Math Contest Team	Mrs. McClure/Ms. Koskela
TECH Club - Skills USA	Mr. Matt Young
Student Council	Ms. Koskela/Ms. Schilling
S.S.C. Club	Mrs. Sara Keast
M.B.I. /P.S.I. Teacher Group	Mr. Shawn Hendrickson, Mr. Young, Mrs. Baldwin, Ms. Koskela, Ms. Redmond
National Honor Society	Ms. Shannon Redmond
Band/Choir	Mrs. Kendal Baldwin
Yearbook	Mrs. Kendal Baldwin

Use of School Grounds

The use of school grounds outside normal school hours needs to be controlled and limited in use. The use of basketball courts and fields for recreation is allowed and encouraged by students and community. School grounds will be off limits for camping by students and/or community without written permission from the principal. Any overnight activity will need to be sponsored by a staff member after receiving principal approval. Camping on school grounds without permission of the principal will be considered trespassing. Others wishing to use school grounds must fill out a facilities use request form which can be obtained at the district office.

Motor Vehicle and Parking Lot

The right and obligation of the school to control student use of automobiles is well established by law. Students will be held strictly accountable for their use of automobiles. Students who drive a personal vehicle to school shall not drive that vehicle during the school day including during the lunch hour. The principal on a day-by-day basis may

make exceptions with a phone call from parents for unusual circumstances. Students are not allowed to pick up vehicles off campus and are not allowed to become passengers while off campus during the school day. Students who drive in a reckless or irresponsible manner on their way to school or from school, who park in an improper manner at school, or who drive without permission from the principal during the school day may have their driving privileges restricted or revoked in addition to other consequences. The district will perform random K-9 searches of the parking lot as a school safety precaution. By parking on school district property, students consent to searches of property. K-9 searches that result in a hit on a vehicle and a student refuses the search will result in law enforcement being called to continue the search. If you are asked to open your vehicle for a search and refuse, you will forfeit the opportunity to park on district property for the rest of your time as a student in the St. Ignatius School District.

Attendance

In order for teachers to provide an orderly educational program, students need to attend school regularly. Although state law does not require students who are 16 years old or older to enroll in school, if such students choose to enroll in the St. Ignatius Public School, they must comply with all the rules here, including attendance rules. (Tribal law is different in regard to when a student can legally drop out of school) Any student that checks out of school must be given a questionnaire and be given the opportunity to state why they are leaving. If the reason is to dropout the school must do everything it can to prevent a dropout situation. If the student is tribal, the school must notify tribal education for any student that could potentially be considering dropping out. We discourage and do everything we can to prevent a dropout situation for any student.

- WE BELIEVE that education can open doors to a better world for every child.
- WE BELIEVE that time is the most precious resource in education. Whenever a teacher has to spend his or her limited time unnecessarily re-teaching or re-testing students who were absent, this time is unavailable to other students in the group.
- WE BELIEVE that all children benefit most when every child who is enrolled in school attends regularly. Although the school will do its best to provide individual attention, teachers must spend most of their time teaching groups, not individuals. The group cannot stop or go back every time a student is absent, so a student who misses the experiences provided on one day will often not be able to make them up with a sense of community learning.
- WE BELIEVE that it is the responsibility of the school to provide a meaningful educational experience in every class on every day. We believe that it is the duty of students and parents to help the schools meet this responsibility by taking the commitment to attend class seriously.

Attendance Policy

Students who are marked absent more than 10 days in a class, in any one semester can have credit withheld for that class or lose points off their final grade.

Exceptions may be made in cases of bereavement or serious illness when a student is kept home under doctor's orders.

Requests for exceptions will only be granted when a formal request is submitted in writing to the principal. If a student is 15 minutes late to a class he or she will be considered absent for that period. School related absences would not be included in this

count. Three unexcused tardies is equal to one absence. Participation points can be given in any class and not attending class because of an unexcused absence will result in zero points for that day. Students that are absent beyond the 10 allowable days will lose 2 semester percentage points for every absence, not to go below 60%. Students can make up lost, excused days/attendance points by attending study tables for one hour/per day of school missed. All students who exceed 10 unexcused absences in one semester will be reported to county and/or tribe depending on who is responsible for the student by law.

Excused Absences

For excused absences, makeup time is number of days absent (n) plus one (n + 1). Absences must be excused by the guardian within **48 hours** of the original absence, or the absence will be considered unexcused. In extenuating circumstances the principal will determine a make-up deadline.

The Principal shall excuse absences for:

1. Illnesses (if student brings a note from the parent or guardian when he or she returns to school; if no note is brought, the absence shall be marked "unexcused.")
2. Medical or dental appointments (note from doctor or dentist may be required)
3. Pre-excused absences (if approved by the principal and if advance makeup is completed satisfactorily)
4. Family emergencies (with notes from parents or guardians)
5. Court appearances, if ordered by the court, or spending time in juvenile detention.
6. Attendance at church-sponsored, tribal-sponsored or other cultural activities will be excused if all the criteria for advance makeup are met.

WAIVER OF ATTENDANCE POLICY: In unusual circumstances, exceptions may be granted upon appeal to the principal.

Notifying the School

When a student must be absent because of illness or an emergency, the parent or guardian should call the school (745-3811 option 1) between 8:00 and 8:30 a.m. To be excused, the parent or guardian must contact the school within **48 hours** of the original absence, or the absence will be considered unexcused. Parents can excuse by calling or sending in a note with their child or bringing in a note themselves.

Pre-Excused Absence Notice

Students must complete a pre-excused absence notice for classes if they are aware of an impending absence for all or part of a period. Students will be excused through a pre-excused absence notice for personal or family reasons. Parents must first approve and sign the absence before students will be allowed the pre-excused absence. Students must get their assignments from the teachers of any classes they are going to miss before the activity. All assignments must be completed and approved by the teachers of the classes within the number of days absent (n) plus one (n + 1). The student has the responsibility to make-up additional work assigned by the teacher upon his/her return, by the next class period. Students will not be allowed to interrupt classes, in session, to get assignments.

Students who are gone from classes while attending school-sponsored activities will only be required to do a Pre-Excused Absence if required by their teacher or coach. Sponsors will get a list of participants and email teachers of when and where students are going.

The list will also be sent to Attendance Secretary Jackie Spidel, so the attendance can be properly tracked.

Semester tests cannot be made up in advance and can only be waived by the teacher for extenuating circumstances. Absences during semester test week are discouraged.

Unexcused Absences

All absences that do not meet the criteria above shall be considered unexcused, and the student will not receive credit for any makeup work (unless extenuating circumstances exist or the teacher waives the absence), which will affect the grade for that class. The following are examples of unexcused absences:

- truancy
- missing the school bus
- leaving school without properly checking out (includes going home during lunch and not returning to school without notification from a parent/guardian)
- trips not approved in advance
- leaving campus without permission
- not attending a scheduled class
- being 15 minutes or more late to a class without excused permission
- an absence that is not verified or excused by a parent/guardian

Illness/First Aid

If students become ill or suffers an injury during the school day, they should request permission from their classroom teacher to go to the attendance office. Students will not be excused from school unless permission and transportation arrangements can be made with the parents or guardians. In cases of serious injury, the parents or guardians will be notified as soon as possible, and the student will be taken to the doctor or hospital.

Participation in Extracurricular Activities

Students will not be allowed to participate in any extra-curricular activities on days when they were absent from school for any period of time, nor on the day following an absence (except for documented medical absences, pre-excused absences, or extenuating circumstances). This includes practices, events, dances and all other activities. The coach/sponsor is responsible for getting a list of absences from the attendance officer. Use fee for participating in extra-curricular activities will cost students \$40.00 for the year. This will also admit students to all extra-curricular events.

Academics

Eligibility

To be eligible to participate in activities at St. Ignatius High School, student/athletes must meet two sets of criteria:

- (1) To be eligible for any activity sponsored by MHS or MHSA, including pep band, music ensembles, drama, or any other school sponsored activity that requires practice on a regular basis; a student must meet the following criteria:
 1. The student must be currently enrolled in 8 classes for the entire semester for regular education classes or 7 classes if utilizing the Mission Forward Academy.

2. The student must not have received a semester grade of I or W in any classes enrolled the previous semester.
3. The student must pass a minimum of 5 classes the previous semester.
4. The student must have been enrolled in an approved educational program the previous semester.
5. All students who transfer from another accredited high school will have their initial eligibility determined by current MHSA policy, which is passing 4 classes.
6. On the first day of a new semester, eligibility for activities shall be determined according to the MHS academic eligibility policy. Deadlines for incompletes and coursework makeup is two weeks after the start of the new semester.
7. Students become eligible/ineligible the following Monday after the semester ends.

It is the student's responsibility to ensure their current academic schedule and grades meet the activity eligibility criteria.

- (2) It is the belief of MHS that academics need to come first in a student's life. It is our desire that student's pass all subjects in which they are taking. Therefore, the following bi-weekly eligibility check will be done:
1. If the report shows any "F", then the student will be required to attend an after school tutoring session until 4:00 pm every day for the next two weeks. After 4:00 pm, the student is allowed to participate in practice.
 2. If the report shows two or more "D" grades, then the student will be required to attend an after school tutoring session until 4:00 pm every day for the next two weeks. After 4:00 pm, the student is allowed to participate in practice.
 3. If a teacher is gone on a Monday when checks are being made, the student must have the principal or AD sign the form in place of that teacher.
 4. Study table rosters will be turned into the head coach on Monday before practice. The coach will then review the forms to check if any athletes have after school tutoring. The coach will give the forms to the athletic director by Thursday afternoon.
 5. At any time if a student athlete is not following eligibility expectations, such as attending after-school tutoring, grade improvement, attendance/behavioral issues, a student can be suspended by district administration for up to two weeks, or until expectations are met. Expectations for any student-athlete will be documented when the student-athlete is suspended.

Report Cards

Report cards will be given to each student or mailed home during the week after the end of each quarter. Mid-term reports will be mailed near the middle of each quarter to parents for each student who is at risk of failing, and for students who are earning an A. Teachers, at their discretion, may mail mid-term reports for any student. An incomplete (I) grade at the end of a quarter or semester will become an F after two (2) weeks unless arrangements have been made with the teacher and the counselor has been notified.

Academic Letters

Students may receive a school letter for academic excellence. To be eligible, a student

must remain on the high honor roll (3.5 GPA) for the first, second, and third quarters of the current academic year. Students may be deemed ineligible for such a letter if they commit violations of academic standards, such as cheating or plagiarism.

Academic Dishonesty - Cheating /Plagiarism/Facilitation/Fabrication/Use of A.I.

Honesty and integrity are valued in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time. The ramifications of academic dishonesty can be far reaching. It can impact a student's GPA and class standing, chances of a student's acceptance to a college or a job, and potential recommendations for scholarship awards.

Definitions

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitation: Intentionally or knowingly helping or attempting to help another student violate any provision of the policy.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Use of Artificial Intelligence: using generative artificial intelligence to complete any or all of your work without explicit permission from your instructor.

See Discipline Matrix for consequences

Changing or Dropping Courses

Every effort is made to register students for the courses they want or need. Schedule changes will be permitted during the first 10 days of class each semester only.

Permission must be received from the instructor, counselor, principal, and parent.

Students who drop a class after the 10-day period will receive a WF in the class on their report card. In unusual cases this policy may be waived if a written proposal from parents, student, and teacher is approved by the principal.

Lack of Diligence, After-school Tutoring, Study Table

Students who willfully and repeatedly show a lack of diligence towards completing their work and/or have accumulated zeroes in coursework will be recommended to the RTI team. The team will notify guardians of the concern and what interventions are currently being done to help the student. A lack of diligence is to be defined as an accumulation of behaviors that indicates the student does not want to attend school or participate in the learning process. The behaviors include, but are not limited to, the following: excessive tardies or absences to class lack of cooperation in class, rude or discourteous behavior, and continual lack of preparation for class. Documentation of lack of diligence will be kept in the office discipline file and entered in the log entries. Students of School District #28 must comply with state law 20-5-201.

SPECIAL EDUCATION

The district provides free and appropriate public education and necessary related services to all children with disabilities residing with the District, as required under the Individuals with Disabilities Educational Act, Section 504 of the Rehabilitation Act of

1973, and the Americans with Disabilities Act. Parents should contact the guidance department for information on special education and 504 services.

Graduation and Honors

Graduation Requirements

Credits	Course
4	English
2	Social Studies (U.S History, American Government)
1	Fine Art
2	Science (Earth Science, Biology)
2	PE/Health (1.0 PE 9 and .5 Health 10, .5 PE Elective)
3	Math (Must include Algebra I)
1	Personal Finance
1	Career/Technical Education (Family & Consumer Science, Shop, Computer Applications)
7	Elective Courses
*	Senior Project (includes 40 hours community service)
23	Total Credits for Graduation

Recommended Courses by Year

Freshman (9 th grade)	Sophomore (10 th grade)	Junior (11 th grade)	Senior (12 th grade)
English 9	English 10	English 11	English 12
Earth Science	Biology	US History	American
Math course	Math course	Math Course	Government
Health & PE I	Health II	Chemistry (must	Personal Finance
Electives (Fine Art,	PE activity	have C- average in	Math elective
CTE, International	Electives (Fine Art,	Biology)	Science elective
Languages)	CTE, International	Electives (Career	Electives (Career
	Languages, Social	path focuses)	path focused)
	Studies)		

Credits are calculated as .5 per semester. Exceptions include Advisory worth .25 for the year (Pass/Fail) and Aide worth .25 per semester (Pass/Fail). Students may apply for .25 PE credit substitutions for participation in a sport, with a maximum of .5 credits over 4 years. This is not automatically applied to all athletes, there is an application, scoring rubric, time log and the credit, if awarded, is Pass-Fail.

- Every teacher will give a semester test, end-of-course test, or final project; the weight of that test/project will be determined by each individual teacher and explained at the beginning of each semester.
- Students will not be allowed to graduate until all requirements are met and credit from colleges, correspondence schools and/or other high schools have been properly documented. No students will graduate from St. Ignatius High School until the Senior Project requirements have been met.
- To participate in the graduation ceremony, students must be fully eligible to receive their diploma at the time the ceremony is held. Students who fail to meet the required rubric score for procedures will not participate in the graduation ceremony.

Montana University System Admission Policies Students
must meet *one* of the following:
Or have at least a 2.5 high school GPA (grade point average)
Or rank in top half of school's graduating class

Minimum Admission Exam Scores	ACT Composite	SAT Total
MSU-Northern	20	1440
MSU---Billings & Bozeman; UM--- Missoula, Western & MT Tech	22	1540

AND students must demonstrate math proficiency for full admission status and placement into college---level mathematics:

Assessment	Minimum Score
ACT Math, ACT Writing/English	22, 18
SAT Math SAT Writing/English	520, 440
AP Calculus AB or BC Subject Exam	3
CLEP College Algebra-Trig, Calculus or Trig	50

OR

Minimum Grades of C in each math course of the High School Rigorous Core including 4 years of math (Algebra I & II, Geometry and a course beyond Algebra II)

Students will not be allowed to graduate until all requirements are met and credit from colleges, correspondence schools and/or other high schools have been properly documented. No student will graduate from St. Ignatius High School until the Senior Project requirements have been met.

To participate in the graduation ceremony, students must be fully eligible to receive their diploma at the time the ceremony is held. Valedictorian and Salutatorian must have completed the honors diploma requirements.

All classes will be grades on a four point (A=4, B=3, C=2, D=1, F=0) scale. Pass---Fail grading will only be used upon the request of the instructor and approval of the Principal before the beginning of the school year. Every teacher will give a semester test, the weight of that test will be determined by each individual teacher and explained at the beginning of each semester. **Teacher Aide Positions and Math/English Lab classes are worth .5 credit for one year or .25 per semester. Advisory is worth .25 credit for the year with curriculum requirements.**

EARLY GRADUATION

Seniors wishing to graduate at the end of the first semester must apply by October 1. Students need to have written permission from the principal, their counselor and parents in order to be eligible for early graduation. Forms can be obtained from the counseling department. Students not completing all course work prior to the end of the semester must take a minimum of 4 credits the following semester.

Honors Diploma Award

To receive an Honors Diploma graduates must:

- Meet all State and District graduation requirements.
- Cumulative GPA of 3.25 or above.
- Complete nine (9) Honors Diploma credits, a minimum of two (2) from each of the four groups below.

-To be eligible for Valedictorian and Salutatorian, you must earn an Honors Diploma.

-Please see the course description catalog for prerequisite information.

-Not all courses are offered every year. Please see Ms. Redmond or Mr. Pule to make sure you stay current on requirements.

-Course substitutions may be made with the approval of Mr. Hendrickson and Ms. Redmond.

Group 1	Group 2	Group 3	Group 4
Honors Level English (1 year) Speech World History Native American Film & Literature (2017-18) Leadership & Communications Online Courses <ul style="list-style-type: none"> • Not Acellus or course recovery • Otherwise not offered at Mission 	Algebra 2 and Geometry Trig/Calc. Statistics Any other higher level math courses we may offer Online Courses <ul style="list-style-type: none"> • Not EdGenuity or course recovery • Otherwise not offered at Mission 	Chemistry Advanced Biology Anatomy & Physiology Online Courses <ul style="list-style-type: none"> • Not EdGenuity or course recovery • Otherwise not offered at Mission 	Visual Arts (beyond 1 st year) Band (beyond 1 st year) Choir (beyond 1 st year) World Language <ul style="list-style-type: none"> • Level One • Level Two Manufacturing Courses (beyond 1 st credit earned) Business Courses (beyond 1 st credit earned) Family & Consumer Science Courses (beyond 1 st credit earned) Online Courses <ul style="list-style-type: none"> • Not Acellus or course recovery • Otherwise not offered at Mission

Career Pathways

Career Pathways are a program of study in a specific career pathway, which is a sequence of instruction based on recommended standards and knowledge and skills, consisting of coursework, co-curricular activities, worksite learning, service learning and other learning experiences. Our mission is to help our high school students develop knowledge and skills to guide students toward their chosen academic and career goals, by providing a course of study that will help them transition into the workforce, trade school, college or university. We want to support different learning styles, value different interests and talents, and adapt and respond to up and coming technology and workplace needs. Students must earn

a semester grade of C- or higher in their pathway specific courses, to gain recognition for pathway completion.

Completing a Pathway- Students who choose a Pathway(s), and meet all of the pathway requirements will...

- Receive recognition at graduation on the graduation program
- Earn a Pathway Cord for the program they completed, to be worn over their gown during graduation commencement
- Receive recognition of Pathway completion on their final transcript

List and Coursework of the Career Pathways available at St. Ignatius High School

Course offerings and availability may affect the chosen pathway. If course availability becomes a roadblock to pathway completion, an appeal can be made to the Principal with consultation of the counselor. Final decision will be made by the Principal.

Animal Science – Biology, Chemistry, Environmental Science, Anatomy and Physiology, Stats, MTDA Veterinary Science (1 semester), Job Shadow Cord - Green

Child Development/Pre-K – Child Development, FACS, Personal Finance, Health, Elementary Aide, Job Shadow, First Aid/CPR, Intro to Education Cord - Purple

Construction Technology – Woods I, Woods II, Woods III, Welding, Job Shadow Cord - Brown

College Prep/Honors – The Honors Curriculum + one other Pathway completed, Job Shadow Cord - Blue

Culinary Arts – FCS 1, Baking & Pastry Tech, International Foods, Culinary Arts, Personal Finance, First Aid/CPR, ServeSafe, Job Shadow Cord – Blue, White, and Black

Elementary/Secondary Education – Biology, Chemistry, Geometry, Health, Advanced PE, Spanish I, World History, Speech, Computer Application, Teacher's Aide, Intro to Education, Childhood Development (Mrs. Noland, MTDA or Acellus/EdGenuity), First Aid/CPR, Job Shadow Cord – White and Blue

Fine Arts – Music Tech/Video Production, Choir or Band, Speech, Art I/II, Photography or Drawing and Painting or Ceramics, Native Film and Literature, Job Shadow Cord - Pink

Health Occupations – Biology, Chemistry, Anatomy and Physiology, Stats or Trig./Calc, MTDA Health Occupations (one semester), Job Shadow, Coordinate a local Blood Drive Cord - Red

Hospitality/Tourism – FCS, Culinary Arts, Personal Finance, International Foods, Baking & Pastry Tech, Speech, Leadership, ServeSafe, Job Shadow Cord – Silver and Navy

Business/Information Technology – Personal Finance, Pre-Calc/Trig or Statistics, Algebra and Computers (if applicable), Intro to Business, Intro to Marketing, or Intro to Law or Accounting/Entrepreneurship, Job Shadow Cord – Teal and White

Liberal Arts – Speech, Leadership, Honors English (2+ years), Native Film and Literature, Salish or

Spanish, Psychology (MTDA), Job Shadow Cord - Gold

Welding Technology – Welding I, II, III, IV – Dual Credit from Missoula College if available, Job Shadow Cord - Silver

Engineering/Robotics – STEAM (if applicable), Intro to Engineering, Intro to Robotics (if available), Pre Calc./Trig or Statistics, Algebra and Computers (if class was available)

Valedictorian & Salutatorian:

VALEDICTORIAN and SALUTATORIAN shall be selected from seniors who have been enrolled in St. Ignatius High School for at least one year, who have completed a college prep curriculum and have earned an Honors Diploma. Selection shall be based on cumulative high school grade point average including the last semester of the senior year. Selection of co-valedictorian and co-salutatorian shall be avoided except when candidates have identical GPAs to .001.

National Honor Society

Students who represent the highest ideals of leadership, scholarship, character and service may be inducted into National Honor Society. To be considered, a student must be a Senior, Junior or Sophomore who has at least a 3.25 grade point average for all semesters thus far completed. To be considered or retained for membership, all students must carry at least 3 courses each quarter selected from the academic areas: social studies, language arts, science or math. A five-teacher committee appointed by the NHS advisor and the principal would make the selection of inductees. The advisor will serve as an ex-officio, non-voting member. Selection will be made and an induction ceremony completed after the third nine-week grading period and before the end of the year. Removal of a student from Honor Society shall be carried out by the selection committee in accordance with written guidelines developed by the committee and policies of NHS. Guidelines of criteria for membership will be given to any student upon request in the beginning of each year. Guidelines and expectations will be discussed in the opening principal address of students.

Dual Credit

The Dual Credit program allows high school students to enroll in college classes and earn both high school and college credits. The student is responsible for any college tuition and fees. Application forms are available from the guidance department.

Distance Learning

Correspondence Courses

The principal must approve all correspondence courses and/or online replacement courses if they will replace any regular course offerings. If the application is approved, the student shall bear full responsibility for any costs incurred through such a course.

- If a student does not complete courses purchased by the school without a justifiable reason any additional courses will need to be purchased by the student.
- Courses can be scheduled in the Mission Forward room or done during outside time beyond regular school hours with a plan approved by the principal.

Mission Forward Academy

St. Ignatius Schools offers many opportunities for students to recover missed credits, failed courses, or an alternative to the regular education program. Students interested in Mission Forward will be accepted on case by case process. Our goal is keep students in school and make graduation possible depending on a wide range of situations and/or circumstances. Students interested in the Mission Forward Academy:

- Must fill out an application and be approved by the principal who will consult with the counselor and Mission Forward Coordinator for space and appropriate placement.

- Regular attendance is mandatory or your Mission Forward opportunity will be given to someone else. This is an opportunity and regular attendance is imperative for success.

Mission Forward Alternative Diploma

Students who qualify and are approved by the principal can pursue an alternative diploma. The St. Ignatius/Mission Forward Academy Diploma requires:

10.55.905 GRADUATION REQUIREMENTS

(1) As a minimum, a school district's requirements for graduation shall include a total of 20 units of study that enable all students to meet the content standards and content-specific grade-level learning progressions.

(2) In order to meet the content and performance standards, the following 13 units shall be part of the 20 units required for all students to graduate:

- (a) 4 units of English language arts;
- (b) 2 units of mathematics;
- (c) 2 units of social studies;
- (d) 2 units of science;
- (e) 1 unit of health enhancement, with 1/2 unit each year for two years;
- (f) 1 unit of arts;
- (g) 1 unit of career and technical education;
- (h) 1 unit personal finance;
- (i) 6 units of electives (Career and Tech Classes/Endorsements are encouraged)

(3) Units of credit earned in any Montana high school accredited by the Board of Public Education shall be accepted by all Montana high schools.

(4) In accordance with the policies of the local board of trustees, students may be graduated from high school with less than four years enrollment. (History: 20-2-114, MCA;IMP, 20-2-121, 20-3-106, 20-7-101, MCA; NEW, 1989 MAR p. 342, Eff. 7/1/89; AMD, 1998

MAR p. 2707, Eff. 10/9/98; AMD, 2000 MAR p. 3340, Eff. 12/8/00; AMD, 2012 MAR p. 2042,a. Eff. 7/1/13.)

Students will also be required to complete Senior Project, and if the district can afford career certifications in areas of their interest the school will actively pursue those opportunities.

Discipline & Code of Ethics

As required Student Due Process Rights Board Policy 7.3.1 provides for student rights under the school discipline policy. The student has a right to the due process as defined below. Any student accused of an action and threatened with punishment for this action has the right to request a hearing before the Principal or the Superintendent, with the student's parents attending if he/she desires. If a student is still dissatisfied he/she may request a hearing before the Board.

St. Ignatius Staff shares Core Beliefs when dealing with Disciplinary Situations:

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world.
- We believe that there should be a logical connection between misbehavior and resulting consequences.

Due Process

Due process involves the following:

- Students must be informed of the rules.
- Students must be informed of the consequences of breaking the rules.
- Students must be given notice of the evidence and the grounds of the evidence.
- Students have a right to a fair hearing. They have a right to tell their side of the story.
- No disciplinary action will be taken without sufficient evidence.
- Punishment must be in line with the offense.
- A hearing must be requested within three (3) days of the offense.
- Parents must be notified of any action.

Minor/Major Infractions

Minor infractions of the discipline code will typically be handled as follows:

The student will receive consequences from the teacher ranging from a conference to detention. Minors will be handled by the teacher while majors are referred to administration with a referral. If suspension is deemed necessary the Principal will act based upon the severity and frequency of the misbehavior (see Discipline Matrix). In the event of a severe infraction, immediate suspension may result. Law enforcement officials may be called and an expulsion recommendation may be made when deemed appropriate by the administration.

MISSION MIDDLE/HIGH SCHOOL	DISCIPLINE MATRIX
OFFENSE	CONSEQUENCE
Alcohol, Drugs paraphernalia, possession(cumulative over HS)	1st - 3 days OSS, law enforcement contacted, 2nd - 5 days OSS, law enforcement contacted, 3rd - 10 days OSS, law enforcement contacted, recommend expulsion
Alcohol, Drugs, use or consumption	1 st – 5 days OSS, law enforcement contacted, 2 nd – 10 days OSS, law enforcement, Expulsion
Arson/Bomb Threat/Explosives	Notify Supt., OSS pending expulsion hearing, SRO
Aggravated Assault	1st – OSS pending expulsion hearing, SRO
Associated Misconduct	1st - OSS 1 day, no extra-curricular, 2nd - OSS 3 days, no extra-curricular
	3rd - Suspended 5 days, recommend expulsion
Bullying/Harassment/Hazing/Intimidation/Cyberbullying	1st -1- 3 days ISS/OSS, 2nd -3- 5 days OSS 3rd – OSS pending expulsion hearing
Bus Violation	See Bus Garage Rules and Regulations
Cell Phone/Ipod/MP3/Electronic Devices	1st – parent pick-up 2nd - parent pick-up, Lunch ISS 1 day
	3rd - parent pick-up 2 day Lunch ISS 4th - 1 day ISS, cell phone not allowed at school
	5th - 2 days ISS/1 day OSS
Cheating/Plagiarism/Facilitation/Fabrication	1st - zero, redo, parent contact 2nd - 59% for quarter
	3rd - loss of credit for the semester
Destruction of Property, Vandalism	Under \$50 - Clean-Up, SRO, ISS/OSS 2nd - 3 days ISS/OSS 3rd SRO, expulsion
	Over \$50 - SRO, 5 days OSS 2nd – SRO, OSS pending expulsion hearing
Drug Dealing/Selling	OSS, pending expulsion hearing, SRO
Excessive Tardies (Individual Class or Cumulative)	3 Tardies – Lunch ISS, 4 Tardies – 2 days Lunch ISS 5 tardies – 4 days Lunch ISS 6 tardies – 1 day of ISS 7 tardies – 2 days ISS 8 tardies – 1 day OSS 9 tardies – 2 days OSS
Gross Insubordination	1 st – 1 day ISS or OSS 2 nd – 2 days ISS or OSS 3 rd – 3 days OSS
Inappropriate Dress	Refer to Counselor if female, opportunity to correct, if refusal – ISS
Insubordination	1 st – Lunch ISS 2 nd – 2 days Lunch ISS 3 rd – 1 week Lunch ISS 4 th – 2 days ISS/OSS
Failure to Serve Detention	1st – 2 days Detention 2nd - 4 days detention 3rd - 1 day ISS 4th - 2 days ISS
False Alarms/Pulling Fire Alarm	1 st – 3 days ISS/OSS, SRO 2 nd – 5days OSS, SRO, Recommend Expulsion
False Accusations Towards Staff or Students	1 st – 1-3 days ISS/OSS 2 nd – 5 days OSS, Recommend Expulsion
Fighting	1st - 1-3 days ISS/OSS 2nd - 3-5 days ISS/OSS 3rd – 5-10 days OSS, Recommend Expulsion
Forgery/Impersonation/Lying	1st - 1 day ISS/OSS 2nd - 3 days OSS 3rd - 5 days OSS
Identification of Self	1st - 1 days ISS 2nd - 1 days ISS/1 OSS 3rd - 3 days ISS/OSS
Internet/Computer Violation	1st - loss of privileges 2 weeks 2nd - loss of privileges quarter
	3rd - loss of privileges for rest of year
Littering	1st - lunch clean-up 2nd - 1 week clean-up 3rd – 1 week clean-up, 1 week lunch ISS
Lighting of Combustibles/Fireworks/Starting a Fire	1 st – 3 Days OSS/SRO Notification 2 nd - OSS pending Expulsion Recommendation
Possession of Lighter/Fireworks	1st – 1 day ISS 2nd - 2 days ISS 3rd - 2 days OSS/1 day ISS
Possession of Knife with Blade Shorter than 4"	1st - 1 days ISS/OSS 2nd - 3 days OSS 3 rd – OSS pending Expulsion Recommendation
Possession of Weapons/Gun	Zero Tolerance, Expulsion, SRO Notification
Profanity in Class	1st – Detention to ISS 2nd - 1 day ISS 3rd - 2 day OSS 4th - 3 day ISS/OSS
Profanity Directed Towards Staff	1st - 1 day ISS/OSS 2nd - 3 Days OSS 3rd - 5 days OSS
Public Display of Affection	1st - Warning/Call 2nd – Call/Detention 3rd - 1 day ISS 4th - 2 days OSS/1 day ISS
The Step Process	1 st – Warning/Teacher-Student Conference 2 nd – Teacher-Student Conference, Parent Phone Call, After-School Detention 3 rd – Student Referred to Principal
Tardies After Lunch	3 rd tardy- week closed campus 4 th - 45 days closed campus 5th – 90 days closed campus 6th - closed campus for remainder of school year
Theft	1 st - 1-3 days ISS or OSS, SRO 2nd – 3-5 days OSS, 3 rd - 10 days OSS/SRO, expulsion
Threat/Extortion Staff/Blackmail	OSS pending expulsion recommendation/hearing, SRO
Tobacco/E-Cigarette/Vape Pen Possession	1st - 1 day ISS/OSS, referral to Law Enforcement
	2nd - 3 day ISS/OSS, referral to Law Enforcement
	3rd - 5 day OSS, referral to Law Enforcement
Tobacco/E-cigarette/Vape Pen Use on school property	1st - 3 days OSS referral to SRO, 2 nd - 5 days OSS, referral to SRO, 3rd – expulsion
Trespassing	1st - 3 days OSS 2nd - recommend expulsion
Unauthorized video recording/photos	1st - 1-3 days ISS/OSS 2nd – 3-5 days OSS 3rd – OSS pending expulsion recommendation
Unexcused Absence/Tuancy/Skipping/Closed Campus Violat.	1st – 1 day lunch ISS 2nd – 2 days lunch ISS 3rd - 1 day ISS, closed campus 1 month
	4 th - 2 days ISS closed campus for semester, attendance contract 5 th -2 days ISS, closed campus for the remainder of the school year

Students, who are suspended, out of school, shall be expected to complete the work in all classes that they miss. Students who receive suspension shall work on their class assignments while they are suspended, so that they will not be behind when they return to class. If a student is OSS/Expelled they will not be admitted into any extra- curricular activity for that day or year. Students that are OSS or Expelled will not be allowed on campus for any reason for that day or year. If a student is in ISS that person can practice, but not participate in games or travel with the team for that day.

Our Mission: Demonstrate Integrity, Outstanding Effort, Gain Respect, Share Responsibility (DOGS)

Mission High School students:

- are considerate and kind to other people,

settle disagreements peacefully without fighting, name-calling, insults or put downs,

- behave in a safe and considerate manner while riding school buses or walking to or from school,
- practice habits of good health; get proper rest, food and exercise; and do not abuse their bodies by using substances such as cigarettes, alcohol or drugs,
- do their best on school assignments,
- respect the authority of all staff members in the school,
- speak civilly, without profane or obscene language,
- use all school facilities and equipment in a safe manner,
- respect school and other people's property,
- respect the school, helping keep grounds and facilities free of litter,
- respect themselves, and do not lie, steal or cheat,
- respect others, and do not threaten, intimidate or "bully" other students,
- are on time arriving from school in the mornings, and are on time returning to class after class changes and noon,
- do not bring weapons to school or in vehicles or on school grounds (weapons violations will result in an expulsion recommendation.)
- do not block the hallway with their legs and allow people to walk unobstructed down the hall,
- do not bring cell phones, pagers; lap tops can be used for educational use only, no movies or other use will be allowed in school or in the library.

Montana State Law

According to Montana State law a student must:

1. Comply with the policies of the trustees and the rules of the school which he attends
2. Pursue the required course of study
3. Submit to the authority of the teachers, principals and district superintendent
4. Be subject to the control and authority of the teachers, principal, and district superintendent while he or she is in school premises, on his or her way to and from school, or during his or her intermission or recess.

Tardiness

Three unexcused tardies shall count as an absence for purposes of administering the attendance policy.

Truancy

Students who are truant will receive consequence as deemed appropriate by the principal. In addition, they may be ticketed by juvenile authorities. Students are truant if they are absent from school without an excusable reason, leave school without checking out, leave school without the permission of their parents, come to school, but do not attend assigned classes or study halls, or obtain permission to go to a certain place but do not report there. Leaving school without being excused by the office will be considered truancy.

Weapons at School

According to Section 3050 of board policy and the provisions of the Gun-Free Schools Act, 20 USC 7151, any student who brings a weapon onto school property, shall be

expelled for a period of no less than one calendar year unless modified by the Board of Trustees, upon recommendation from the District Superintendent. No Student shall possess any firearm, without authorization, on the way to and from school, or during intermission or recess. A weapon defined by this policy and law includes knives (with 4" blade), a sword, straight razor, brass or metal knuckles, clubs, firearms, nunchuks, throwing stars, or anything that's used with the intent of causing harm. Students who violate these policies can expect to face Board level discipline and expulsion from school. The parking lot is considered a part of school and personal vehicles on school grounds are subject to search.

Illegal Substance/Chemical Use

It is the philosophy of St. Ignatius School District # 28 that students should be encouraged and supported in their efforts to develop and maintain illegal substance/chemical free life-styles. St. Ignatius School District # 28 believes that the use of any substance to alter body or mind, which is not required for medical or psychological reasons, is in conflict with our learning environment. We recognize the use of mind-altering chemicals as a significant health problem for students, resulting in negative effect on behavior, learning, and the total development of each individual. Student's use and misuse of mind-altering chemicals affect academic growth, achievement, activities participation and the development of related skills. Other students are affected by the use, misuse and abuse of mind-altering substances by family, teammates, schoolmates or other significant person

in their lives. We believe the close contact of coaches, advisors and students in the classroom or activities provides a unique opportunity to observe and assist one another.

The goal of this specific policy is to help the students of St. Ignatius School District #28 overcome any problems resulting from their use or misuse of alcohol or other illegal substances/mind- altering chemicals including tobacco products, e-cigarettes and vapes. Students and/or their families are encouraged to seek confidential assistance in obtaining early positive intervention.

A student may not:

- Use, or have in possession drugs of any kind during an activity season, during school or attending a school related activity. Alcohol is considered a drug.
- Use, or have in possession, tobacco, vape, or an e-cigarette in any form at any time during an activity season, during school hours, or at school-sponsored functions.

Any student in possession of or under the influence of illegal drugs, mind-altering substances, alcohol, tobacco, or e-cigarettes/vape will receive consequences (see Discipline Matrix). Appropriate law enforcement agencies shall be notified. A drug detection canine will be used periodically to search lockers, other areas of the school for drugs, and the parking lot. All bathrooms and locker rooms are equipped with vape/drug detection units to assist in our prevention/safety efforts.

Extra and Co-Curricular Participation

Offenses are cumulative through a student's tenure at St. Ignatius High School meaning that offenses will stay with a student until they graduate. Offense consequences will carry over into an athlete's next registered sport season. Extra-curricular students, who violate the Chemical Use and Abuse Policy of School District No. 28, during the school year, will abide by the consequences set forth in the Extra-Curricular Handbook.

Closed Campus

St. Ignatius High School maintains a closed campus during school hours. Once a student arrives on campus, campus is closed until school releases, unless properly checked out of school by a parent/guardian. Students are only allowed to leave during lunch, but only if they are walking off campus to eat lunch. Driving vehicles is strictly prohibited. Freshman will have to earn their privilege to leave campus during lunch. All freshman who have all of their grades at C's or higher at the first mid-term report, will earn the privilege to leave campus. Grade checks to earn this privilege will be made at mid-term and quarter grading periods.

Damaging or Destroying School Property

Students and their parents will be expected to pay the costs of repairing any damage to the facility or to any school property. For consequences see discipline matrix. This includes textbooks. According to state law (MC 20-5-201-2), "When a pupil defaces or damages school property his parent or guardian shall be liable for the cost of repair or replacement." If textbooks are lost or damaged unnecessarily, fines will be assessed. Fines will be assessed on books that show wear beyond what is considered normal during the school year. Lost books or books damaged beyond repair must be paid for

according to the replacement cost of the books at the time of issue.

Dance Guidelines

1. Students must attend school the entire day leading up to any dance, or the previous day, if the dance is on a Saturday.
2. Students who leave the dance for any reason will not be readmitted.
3. Dances must be over by 11:00 p.m. except for prom which may last until 11:30 p.m.
4. St. Ignatius High School students may only attend. Guests may only attend for prom, with the permission of the principal.
5. The dance area must be lit enough to allow for adequate supervision.
6. Student prom guests must have paperwork filled out prior to attending any dance.

7. Students who sponsor the dance are responsible for cleaning up after the dance.
8. No middle school students, or students over 18, who have graduated high school, or are not in school, shall not be admitted into high school dances.
9. Any unsafe dancing or distasteful displays of affection while dancing are prohibited.
10. Formal attire is required for attendance at the prom.

Display of Affection

Students may engage in handholding but not kissing, caressing or other inappropriate display of affection. The staff member who observes the behavior will complete a discipline referral and contact the parent. Consequences will be given by the administration based upon the severity and frequency of the inappropriate behavior.

Fire Alarms and Bomb Threats

Any student caught pulling the fire alarm as a prank or perpetrating a bomb threat will be recommended for expulsion and a complaint will be filed with law enforcement against that person. MCA 45-8-102 (the law) states That a person who transmits "...a false report or warning of a fire or other catastrophe..." is guilty of Disorderly Conduct. Also "a person convicted of disorderly conduct shall be fined not to exceed \$100 or be imprisoned in the county jail for a term not to exceed 10 days, or both.

Field Trips

Occasionally classroom will go on academic and/or motivational field trips. We expect students to represent our school in a positive way on the bus and wherever the advisors decide to take students. At any time a sponsor finds that an illegal act of any sort has happened, law enforcement will be called immediately. Any hazing of any sort will not be tolerated on any school-sponsored trip. Anybody found hazing will be removed from any further trips, suspended, possibly expelled, and law enforcement notified.

Foreign Exchange Students

The District is interested in furthering international understanding through international education and student exchange programs. Foreign exchange students are admitted to our schools through recognized, District approved exchange programs. The Superintendent or designee may assign the number of spaces available for foreign exchange students at the high school in the District.

Exchange organizations must be approved by the District to qualify students to enter high school in the District. Approval is granted on a yearly basis to exchange programs that provide evidence that the requirements listed in this document can be fulfilled.

PROGRAM ELIGIBILITY

Applications for approval are submitted each year. Approval status shall be determined by a committee comprised of the Superintendent, high school principal and one high school counselor who will recommend approval or denial of admission to the Board.

Eligible programs must be listed each year with full status in the Advisory List of International Educational Travel and Exchange Programs published by the Council on

Standards for International Educational Travel (CSIET). No exceptions will be made.

Exchange organizations must be able to show evidence of bonding and sufficient insurance to pay claims related to illness, accident, or death of an exchange student and possible liability to the host family. Exchange programs must provide orientation sessions in the home and/or receiving country before and after the exchange experience.

Hazing/Harassment - Bully Free School

Hazing in any form (including initiation, which is degrading) is strictly forbidden by School District No. 28 (Board Policy 3005). No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, and personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons are required to report any and all acts of bullying/hazing/harassment immediately to school personnel. Person violating this policy can be suspended and possibly expelled. Law enforcement will be informed and criminal charges will be encouraged. St. Ignatius is a Bully Free Zone. Students will be educated on what a bully free school represents and how we can enforce our expectations to meet this requirement.

Dress Code

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff. Glasses must allow staff to see the student's eyes.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers(colored bandanas), must not threaten the health or safety of any other student or staff.

- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Staff will require students to be adequately covered and dressed appropriately for school. Consequences for wearing or violating the dress code can be found in the Discipline Matrix.

Phone calls, Cell Phones, Electronic Devices, Ipod, MP3

The main office has a phone for student use. Local calls may be made with permission. Students will not be allowed to make long distance calls at school expense, unless pre-approved through the office. **Classes will not be interrupted for phone calls for students except in an emergency. Messages will be delivered to students regarding calls received at the school.** Electronic devices maybe used during lunch, before and after school. Cell phones, headphones, ipods, air pods, and other similar electronic devices are not to be seen or heard during class time. Phones or electronic devices that are confiscated and can be picked up by a parent or guardian at their convenience and possible discipline administered (see discipline matrix).

Skateboards

Use of skateboards, heelys, and rollerblades on school property is prohibited at all times. If brought to school they must be checked into the office.

Lockers and Backpacks

Lockers are provided to students for their convenience. The school reserves the right to assign, deny, and inspect lockers. The school accepts no responsibility of any items left in a locker, and further advises against leaving any valuable items in lockers since they are not constructed in a manner to provide total security. The school reserves the right to enter any locker at any time. No item will be removed from the locker without the student's knowledge, or unless witnessed by a school administrator and at least one other adult. Lockers are subject to inspection by local law enforcement personnel, contracted canine detection units, and their dogs. Backpacks will be searched with reasonable suspicion.

Medications

Prescribed medications must arrive in a container with the original, unaltered prescription label attached. The label must display all legal information required for a pharmacist to dispense a prescription medication such as valid issue and expiration dates, the patient's name, the medication name and dosage instructions, and the doctor's name. The label information must match the physician's order. Proper form must be filled out for school staff to give any medication of any kind. All medication must be stored in the main office.

Over-the-counter medications must arrive in the original, unopened store-issued container. The container must be labeled with the child's full name and birth date and the date the parent sends the medication to school.

The Medication/Treatment Authorization Form must be completed entirely and accompany

any medication (either prescribed or over-the-counter) to be given to a student in school. **Both a parent/legal guardian and the prescribing doctor must sign the form for prescription medication.** Staff will not be able to assist in the provision or self-administration of medication to your child without this written consent.

The Medication/Treatment Authorization Form solely applies to consent for the assistance of the provision or self-administration of prescription or over-the-counter medications to students. Administration of certain medications by staff to students requires delegation by a licensed nurse pursuant to Montana law. Assistance with the provision or self-administration of medication is limited to the following acts:

- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Opening the lid of the above-referenced container for the student;
- Guiding the hand of the student to self-administer the medication;
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
- Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

The Authorization for Possession or Self-Administration of Asthma, Severe Allergy, or Anaphylaxis Medication must be completed entirely by the parents and the physician for a student to be allowed to possess and/or self-administer asthma, severe allergy or anaphylaxis medication.

The parent, legal guardian, or an authorized adult must hand carry medications to the school. District personnel, upon receipt, will verify the quantity of each medication. Parents may not send medications to school with your child. The parent or legal guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.

****Please see Appendix for Medical/Treatment Authorization Form***

MEDICATION / TREATMENT AUTHORIZATION FORM

Student's Name _____ Sex _____

Date of Birth _____ Grade _____

The following section is to be completed by the parent or legal guardian:

I hereby grant permission to the principal or his/her designee of School District #28 to assist in the self-administration of the prescribed or over-the-counter medication and/or treatment to my child while in school and away from school while participating in official school activities. I also give permission for School District #28 to administer First Aid to my child for minor injuries and to seek medical attention when it is needed, if I cannot be reached by phone

It is my responsibility to notify the school if and when these orders change.

Parent/Guardian name: _____

Emergency phone #: _____ Home/work phone #: _____

Address: _____

Signature: _____ Date: _____

Over-the-counter medication authorized: _____

Child's allergies: _____

The following section is to be completed by the prescribing physician for prescription medication:

The student named in this document is under my medical supervision for the diagnosis described below. I have prescribed the following medication/treatment, which is necessary to be given in school. I am aware that trained non-medical staff may administer this physician prescribed service.

This order is to be effective for the school year: 2018-19 or earlier stop date: _____

Diagnosis _____

Treatment _____

Name of medication Brand _____ Generic _____
Strength _____

Amount (#of tablets or teaspoons) _____ Time(s) _____

Frequency _____ Duration _____

Possible side effects _____

Is student authorized to carry and use asthma inhalation medication or EpiPen? _____ Has the student been instructed in the use of asthma inhaler or EpiPen? Yes No

Physician Signature _____ Physician Name _____

Date: _____ Office Phone _____ Office fax _____

ACKNOWLEDGMENT / RELEASE FORMS

Online Handbook Acknowledgment

I know and understand that the student handbook is located online on the St. Ignatius School District webpage. I take responsibility for reading the student handbook and agree to follow its tenets. Should I choose to deviate from guidelines, I also choose to be subject to the consequences of such behaviors. I understand that the student handbook will be used as my policy clarification manual.

Student _____ **Date** _____

I have read the student handbook and agree that my child shall comply with the terms of the handbook.

Parent _____ **Date** _____

Please return this signed form to school.

Internet Use Agreement

Student:

I have read the Acceptable Use Agreement and understand that Internet sites are filtered and that Internet use on my district computer may be monitored. I hereby agree to comply with the described conditions of acceptable use.

Student Signature_____ **Date**_____

Student name (please print)_____

Parent or Guardian:

As the parent or guardian of the above named student, I have read the Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for the district to filter or restrict access to all inappropriate materials. I will not hold the District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

I hereby give my permission and approve the issuance of an electronic account for my child.

Parent or Guardian Signature_____

Parent or Guardian Name (printed)_____ **Date**_____

Please return this signed form to school.

Student Media Release

From time to time during the school year, the media may photograph out schools, teachers and students to visually explain the many varied types of programs and events which School District #28 offer. Those photographs or videotapes may be used in newspapers, on television or in School Board publications. Also, School District #28 has unique opportunities to publish or display student's work. Will you permit School District #28 to publish or display your child's work while he/she attends school?

- ☐ I give permission for my child to be photographed and work displayed for reasons explained above.
- ☐ I **do not** give permission for my child to be photographed or work to be published or displayed as explained above.

Parent Signature _____ Date _____

Field Trip Release

Occasionally classrooms will go on academic and/or motivational field trips. Information regarding each field trip should be included on calendars or with classroom information sent home prior to the trip. However, sometimes students forget to inform parents and/or bring back signed permission slips. In an effort to have a backup plan, please consider signing this form to give your child permission for school day field trips for the current school year. My son/daughter has permission to attend school-sponsored field trips for St. Ignatius School District #28 for the current year. (At any time a sponsor finds that an illegal act of any sort has happened law enforcement will be called immediately. Any hazing of any sort will not be tolerated on any school-sponsored trip. Anybody found hazing will be removed from any further trips, suspended, possibly expelled, and law enforcement notified.)

Parent Signature _____ Date _____

Movie Release

I give my son/daughter permission to watch (please circle):

G

PG

PG-13

Parent Signature _____

Emergency Release

Only the following individuals are authorized to pick up my child in the event of an emergency and staff is unable to reach parent:

Name	Relationship	Phone
------	--------------	-------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature _____

Automated System Use Consent

The Federal Communications Commission requires _____ School District to obtain your consent to send outreach messages to you via our automated system Apptegy Automated Calling Outreach message can include information about schedule changes, school events, parent reminders, cancelled activities, and other non-emergency messages.

The District wants to keep you informed in multiple ways. Our system allows us to send messages to you through different mediums – phone calls, texts, emails – regarding important school information. To ensure we are able to do this, please fill out this form. You have the right to not consent to receiving messages from our system – **you will still continue to receive emergency calls even if you do not consent.** You can also revoke your consent to receive messages from our system at any time by contacting _____.

Student name: _____ School: _____

Parent/Guardian name: _____

Please check:

☐ **I give the District and my child's school consent to send me outreach messages.**

The District can reach me via the following (check all mediums in which you request messages to be sent and enter the phone number/address):

☐ Telephone/cell phone: _____

☐ Text message: _____

☐ Email: _____

Parent/Guardian Signature: _____

Date: _____

OR:

☐ **I do not give the District and my child's school consent to send me outreach messages. I understand I will only receive emergency calls.**

Parent/Guardian Signature: _____

Date: _____

Please return this signed form to school.