

Middle School Student/Parent Handbook
St. Ignatius Public Schools
2023-2024



“Right Here, Right Now”

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ST. IGNATIUS SCHOOL DISTRICT 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 an environment in which everyone will become a responsible citizen accountable for his or her 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.

ADMINISTRATION AND STAFF

Board of Trustees

Chairman	Jeff Evans
Vice-Chairman	Mary Leishman
Member	Stan Delaney
Member	J.P. Thomas
Member	Tony Incashola Jr.

Administration/Office

Superintendent	Jason Sargent
Middle School Principal	Shawn Hendrickson
Assistant Principal	Steve Picard
Counselor	Shannon Redmond
District Clerk	Adam Hawkaluk
Assistant District Clerk	RaSena Christopher
Middle School Secretary	Lou Rice
Registrar/Attendance	Jackie Spidel
School Resource Officer	Amber Vinson

Faculty

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Keyboarding		

Our goal is for students that are involved in extra-curricular activities be also committed to their academic achievement. We want students involved in activities outside of school and participating in activities that they are interested in. In order for students to be successful in activities and in school they must be committed to both. Any student involved in extra-curricular activities will have to meet the following rules to continue full participation in the activity.

1. At the beginning of the season the coach will submit a list of athletes/managers to the Activities Director. The activities director will get the list to teachers, attendance clerk, and study table monitor. A grade check will be administered every Tuesday starting the second Tuesday of each quarter.
2. Any student who has an F will be required to attend after school study table before attending practice. A note from the study table monitor will required to be admitted to practice.
3. The middle school team will deem a student ineligible for the week (Tuesday to Tuesday) if he or she does not show effort and academic achievement. They will be able to continue practicing. Activities director will notify coaches of study table and ineligible athletes weekly.
4. Ineligible students will not travel with the team, including Saturdays. Ineligible students will not be allowed to miss school for any competition, home or away.
5. Middle school athletes are not required to submit an advanced makeup in order to attend a competition.

Extra-Curricular Activities

Extra-curricular activities available to middle school students are: volleyball, football, cross-country, cheerleading, girls and boys basketball, wrestling, track and tennis.

Assessment

Smarter Balanced Assessment

The Smarter Balanced Assessment is administered each spring, in grades 6-8, per state and federal requirements. The Smarter Balanced Assessment is in alignment with Common Core State Standards. This assessment is conducted online in the Spring and was piloted during the 2013-14 school year.

Attendance Policy

Frequent absences disrupt the continuity of instruction. The benefits of regular classroom attendance cannot be entirely regained by extra or after-school instruction. Consequently, many students in these circumstances are able to achieve only limited success in their academic programs. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to provide maximum educational benefits for each student. The regular contact of pupils with one another in the classroom and their participation in well-planned instructional activity is vital to this purpose. This is the well-established principle that underlies the requirements of compulsory schooling in every state in the nation. It is very important that you (parent/student) understand the following policy regarding student absences. As a student of St. Ignatius Middle School, you will be held strictly accountable for each day of school missed.

To prevent any possible misunderstanding, students are advised that, in general, three types of absences are recognized.

Leaving School/Arriving Late: When it is necessary for student to leave school with parent permission, the student is required to sign the check-out sheet in the office. Students are required to have parental permission. Students who are tardy to school must bring a note from the parent or guardian to be excused. If a student is 15 minutes or more late to class, she/he will be considered absent for that period. Students are responsible for going to the attendance office to get an admit slip before returning to class. Students who use class time for this purpose will receive an unexcused tardy.

Excused Absences: For one-day excused absences, makeup must be completed by the second time the class meets after the student returns. For absences longer than one day, teachers shall allow a reasonable time to complete makeup, normally one class for each class missed.

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
6. Attendance at church-sponsored, tribal-sponsored or other cultural activities will be excused if all the criteria for advance makeup are met.

School Sponsored Absences: School-sponsored absences include sporting events and extra-curricular activities. Sponsors will email staff as to who will be absent and for how long. Work will still need to be made up, but no form will be required.

Unexcused Absence: All absences that do not meet the criteria above shall be considered unexcused, and the student will not receive credit for any makeup work that will affect the grade for that class. The following are examples of unexcused absences:

1. truancy
2. missing the school bus
3. leaving school without checking out.
4. trips not approved in advance with all makeup completed
5. leaving the campus without permission
6. not attending a scheduled class
7. being more than 15 minutes late to a class without permission.

Truancy: This type of absence occurs when the student is absent without permission from the home and will not be excused by the school. This is a serious offense and will result in the following action being taken. The parent will be notified and the offense explained. The student will receive a zero in all classes missed and work will be made up on student time.

Tardy to School: Students tardy to class must have a note from his/her parent or the responsible staff member to be admitted. If the student does not have a signed note it will be considered an unexcused tardy.

Tardies: Unexcused tardies can result in a detention with the classroom teacher. If a pattern of tardies becomes apparent for an individual student the administration and team will meet with the parents and student to develop a plan.

Reporting an Absence: The home is requested to notify the school office before nine o'clock when a student is absent. You can do this by calling 745-3811 ext. 2028. If the home does not contact the school office, the office will attempt to contact the parent or guardian by

phone. If no phone contact is made, the student must present a note to the school office, or the absence will be considered unexcused.

Make-Up Work: Students are to check with their teachers regarding make-up work. If tests were announced before the absence, students may be required to make up the test the day the student returns. Make-up work will be the responsibility of the student. If not completed, "0's" or incompletes will be assigned. TIME LIMIT = 2 days for each day absent. After this time limit, zeroes will be entered in the grade book.

Assignments: If parents wish to pick up a student's work after 2 day's absence, the office should be notified by 10:30 a.m. (Requests after 10:30 may not be met the same day.) Assignments can be picked up between 3:25 p.m. and 4:00 p.m. This allows a homework request slip to be sent around to the student's teachers without interrupting classes.

Awards and Recognition

We believe that all students can succeed in one or more areas of school. In order to create a successful school environment, we believe students need to be encouraged and recognized for good behavior, citizenship, attendance, and academic achievement. The Middle School Team will focus on recognition of good deeds throughout the year.

Quarterly Awards Assembly (Top DOG)

Each quarter, an awards assembly will be scheduled. At this assembly, awards will be made to each student who meets criteria in the above three areas. Also, the Team will present a Golden Eagle Award for a combination of positive citizenship, academic achievement, and extra-curricular (community and school) activities. Golden Eagles will be chosen for each grade level in the Middle School for any one quarter.

Just Desserts Event

In order to encourage excellence in a single area of school endeavors (academic, social, or extra curricular), the TEAM will organize an assembly of students for a culinary treat on a monthly basis. Each TEAM member will choose students to attend without input from other TEAM members. An attempt will be made to reward student for improvement and good efforts.

Honors Trip

Each spring the TEAM will organize a field trip for student who maintain a least a cumulative 3.50 grade point average and consistently exhibit appropriate behaviors. Final grade calculations for the Honors Trip will be made at Mid-Term of the fourth quarter. Discipline can prevent a student from attending. The decision on who gets to attend will be made by the middle school teacher team.

Discipline

The following are the premises on which St. Ignatius Middle School has based the student discipline plan.

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

1. We believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.

4. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world.
5. We believe that there should be a logical connection between misbehavior and resulting consequences.

Major Discipline Infractions

Students that commits a major discipline infraction will be immediately suspended from school and their parents will be contacted (see Discipline Matrix). The suspensions can range from **one day up to ten days** depending on the situation. A parent/g conference will be required for any student that is suspended for breaking an absolute. Law enforcement involvement and expulsion recommendations may result in some situations (see matrix).

1. Students are not to possess or use alcohol, drugs, or any illegal substances
2. Students **are not to be involved** in violence or intimidation.
(includes physical behaviors such as pushing, shoving, or tackling)
3. Bullying/Harassment
4. Students must be compliant with instructions from their teachers.
5. Disrespect towards teachers, staff, and other students will not be tolerated.
6. Bringing weapons to school will not be tolerated.
7. Leaving class without permission.

Suspension / Expulsion: Students who are disruptive to the educational process of St. Ignatius Middle School, may be suspended by the principal. A written explanation describing the reason for suspension will be sent home to parents. Students that are suspended, either in or out of school, shall be expected to complete the work in all classes that they miss.

Students who skip assigned detention shall be given additional consequences by the administration. If they are disruptive while attending detention, they can receive a suspension. Students shall be given one day to arrange transportation when they have been assigned detention. Students who are chronic offenders or who consistently refuse to accept consequences may be referred to the Board for expulsion.

Core Beliefs Regarding Discipline

The first belief is that “students don’t care how much you know until they know how much you care.” A strong, positive approach to discipline is the best way to emphasize care for students. This path is nurturing and emphasizes contingent as well as non-contingent interaction, modeling and a high degree of staff involvement. Contingent interaction is acknowledgment for a job well or imperfectly done such as, “Wow! You tied your own shoes today.” or “Thank you for raising your hand” and “That’s not quite right, let’s try one together.” The interaction is dependent on the child’s behavior. Non-contingent interaction is not dependent upon the child’s behavior. Non-contingent interaction is attention for no particular reason except that the adult or teacher is simply interested in the child as a human being. The interaction is not dependent upon the child or student completing some task. Examples are, “Tell me how your day is going?” or “Let’s read together.” Non-contingent interaction is a form of unconditional positive regard. It is the most important part of any discipline program or relationship and is the foundation upon which healthy relationships are built. A strong, positive approach to discipline includes plenty of contingent as well as non-contingent interaction and will help promote self-esteem and lead children to take responsibility for their own behavior. Discipline programs which promote anything other than independent behavior in children are doomed for failure.

The second belief in working with students is that good discipline is a matter of good timing. In order to hone timing skills, it is suggested that a proactive rather than a reactive approach be used to eliminate misbehavior in school settings. A proactive approach to solving problem behavior allows the

teacher to deliver instructional interventions which are not dependent upon the occurrence of the undesired behavior. Proactive strategies that focus on early identification and prevention are less intrusive and more effective than reactive interventions applied after the behavior has occurred. A reactive approach to solving problem behavior has the teacher delivering interventions which are not dependent upon the occurrence of the undesired behavior. When we allow children to misbehave before applying corrective procedures, (a reactive approach) we are allowing the child to practice misbehavior. Practicing misbehavior can lead to permanent misbehavior.

The third belief in working with students is that conflict is an essential part of healthy development – or growing up. Throughout their school years, students will continually challenge each other and school staff. This is not to say that they are bad or misguided, but that they will naturally seek areas of uncertainty in order to determine the limits within which they must operate. This is a necessary and healthy part of development. Then in order to maintain professionalism and sanity, teachers must remember that challenging behavior is a manifestation of an internal question that all children and young adults ask themselves, ‘Do you care enough about me to let me know what is right and what is wrong?’ Providing a predictable environment with clear limits and expectations, consistent and effective discipline, and adequate supervision will reduce conflict and improve self-esteem.

The fourth belief in working with students is that most behavior is the product of parenting, both positive and poor. Not all behavior is the result of biological and psychological processes. These factors do play some part in problem behavior in some cases and they should be fully explored when a student is experiencing difficulty in school. Research suggests that much problem behavior is learned. It is important to keep in mind that regardless of whether or not a problem is the result of biological or psychological processes, there is much that school staff can do to help the student be successful.

The fifth belief is that problem behavior is captivating in nature – we often cannot resist the temptation to take turns when dealing with intractable students. Students with problem behavior typically exhibit a sequence of behaviors (e.g., off task – arguing—defiance—physical aggression) that is not only frustrating, escalating, unsafe, and limiting to academic performance, but occurs together in a rather predictable manner. The parent or teacher plays an active role in this sequence, warning – warning, again warning, yet again. In other words problem behavior can be viewed like a set of stairs. It is a series of steps in which students and teachers or children and parents each take a turn and each subsequent step up the stairway becomes less productive and more reinforcing to the child and more frustrating to the adult. The analogy is that each turn (exchange between student and teacher after misbehavior) is equivalent to a step up the stairway until the pair reaches an unbearable limit, which is in its end a lose-lose situation for both the student and the teacher. Preventive Discipline disallows reaching the unbearable limit, because teaching and learning energy are too valuable to drain on problem behaviors.

MISSION MIDDLE/HIGH SCHOOL	DISCIPLINE MATRIX
OFFENSE	CONSEQUENCE
Alcohol, Drugs, possession/use/consumption/paraphernalia (cumulative over middle and high school years)	1st - 3 days OSS, law enforcement contacted 2nd - 5 days OSS, law enforcement contacted 3rd - 10 days OSS, law enforcement contacted, recommend 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
ISS accumulation	4 ISS – 1 OSS,
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
Gross Insubordination	1 st – 1 day ISS or OSS 2 nd – 2 days ISS or OSS 3 rd – 3 days OSS
Inappropriate Dress	Opportunity to correct wear other clothes, 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 Lunch ISS	1st – 2 days Lunch ISS 2nd - 4 days Lunch ISS 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/lighting a fire	1 st – 3 days OSS/SRO notified 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, Law Enforcement Involvement
Profanity in Class	1st – Lunch ISS 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 ISS/OSS
The Step Process	1 st – Warning/Teacher-Student Conference 2 nd – Teacher-Student Conference, Parent Phone Call, Lunch ISS/or Study Tables 3 rd – Student Referred to Principal
Theft	1 st - 1-3 days ISS or OSS, SRO 2 nd – 3-5 days OSS, 3 rd - 10 days OSS/SRO, expulsion
Threat/Threat Towards the School/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 suspended, referral to Law Enforcement
Tobacco/E-cigarette/Vape Pen Use on school property	1st - 3 days ISS/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/Truancy/Skipping/Closed Campus Violation	1st – 1 day lunch ISS 2nd – 2 days lunch ISS 3rd - 1 day ISS, closed campus 1 month

Flow Chart for Student Misbehavior

Classroom

Action Plan/Time Out
Parent Communication
Assigned Consequence
Administrative Intervention - Major

School Grounds and Hallways

Action Plan/Time Out
Parent Communication
Assigned Consequence
Administrative Intervention - Major

Administrative Intervention

Parental Contact and/or Conference If Needed
Detention/In School Suspension
Behavior Contract If Deemed Necessary
Suspension
Expulsion- School Board Hearing

Behaviors that will result in Action Plan referrals are:

Inappropriate language (some)
Disruptive noises
Talking that is disruptive to instruction
Disrupting others from learning
Name calling
Failure to keep your hands and other objects to yourself
Refusal to work

Hazing/Bullying/Intimidation

Hazing in any form, including initiation, is strictly forbidden by School District No. 28. 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 hazing immediately to school personnel. Person violating this policy will be suspended and possibly expelled. Law enforcement will be informed and criminal charges will be encouraged.

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.

Withdrawal from School

Students must first go to the Principal's Office to secure a check-out slip. School officials will not forward your school records to another school unless you have properly checked out. (This includes payment of all fines and charges plus prompt return of all textbooks and equipment.) Parents must sign a withdrawal form and call the Principal's Office to approve withdrawal. Check-outs will be done before or after school. The regular classroom period will not be interrupted.

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.

Field Trips

Middle School students are given opportunities to enhance their education through the use of off-campus field trips. Permission to Attend Forms for field trips are given several days in advance of the trips, or at the beginning of the school year. These school forms are due to the field trip sponsor by the date specified by that sponsor.

Students who do not have their school forms turned in will not be allowed to attend the field trip. Forging parent or guardian signatures will be considered a major infraction and will result in dismissal from the field trip.

At any time a sponsor/chaperone finds that an illegal act of any sort has occurred, law enforcement will be notified 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.

Some field trips require prior classroom academic preparation. This prior work must be successfully completed before a student will participate in the actual off-campus activity. Field trips may involve situations, which require, for student safety, absolute and immediate response to teacher directives. Accordingly, the teachers must have confidence in the student's ability and willingness to comply to teacher directives. This is a matter of trust developed throughout the school year. If a student has not developed this trust he/she may be denied an off-campus activity. Parents will be notified prior to such decisions. **This includes, but is not limited to, the 8th Grade Tour of Montana (field trips).**

Infinite Campus

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

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. The medication must be kept in the main office at all times.

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 the Medication/Treatment Authorization Form at the back of this handbook.***

Parent and Student Rights

Parents are encouraged to contact the school if they have questions or concerns with rules, application of rules, or any other issues they wish to discuss with teachers and/or administrators. Parents are invited to visit the school.

Access to Student Records

Rights of parents concerning examination of their children's records:

1. Parents, legal guardians, and eligible students, under the provisions of the Family Educational Rights and Privacy Act are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the school has a maximum of 45 days in which to comply.
2. Unless the school agency has received official or legal evidence to the contrary, (divorce decree, contested custody, etc.) it may presume that either parent has legal right of access to the records of students, and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during any period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If the parent requests a copy of the records, the request must be honored.
5. If educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, a parent or legal guardian may request that the records be amended.

Due Process Rights

Board Policy 3055 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.

Due process involves the following:

1. Students must be informed of the rules.
2. Students must be informed of the consequences of breaking the rules.
3. Students must be given notice of the evidence and the grounds of the evidence.
4. Students have a right to a fair hearing. They have a right to tell their side of the story.
5. No disciplinary action will be taken without sufficient evidence.
6. Punishment must be in line with the offense.
7. A hearing must be requested within three (3) days of the offense.
8. Parents must be notified of any action within 24 hours.

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)
75-3811 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

Family Educational Rights and Privacy Act (FERPA)

In compliance with applicable governmental regulations, the record-keeping practices of School District #28 shall include the following:

1. Provision to annually inform parents of their rights regarding the educational records of students.
2. Announcement of the procedure to be followed by those who seek to examine, challenge, or obtain copies of student educational records.
3. Announcement of the location of student educational records and the responsible district office.

Disclosure of directory information will be made without prior or written parental permission. Directory information, for the purpose of the School District #28, may include: student name, address, grade in school, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended.

Personal identifiable information, for the purpose of School District #28 may include such information as: name of parents, and other family members, health records, identifiers such as student or social security number, descriptions of personal or educational characteristics, test scores, and other similar information. Written consent by parent, guardian or adult student will be given before release of personal information.

- Officials of School District #28 may disclose the educational records of a student without prior or written consent in the following instances:
- When parents or legal guardians seek to examine the records of their own children.
- When parents request that records be transferred to schools or school districts in which students seek or intend to enroll.
- When requested by school officials from schools or school districts in which students intend to enroll.
- To officials and employees of School District #28 who have a legitimate educational interest in these records.
- To eligible students (those who have reached 18 years of age or are attending a post secondary educational institution) who seek to examine their own educational records.
- To comply with a judicial order or lawfully issued subpoena, provided that a reasonable attempt has been made to notify the parents prior to compliance with judicial order.
- To appropriate organizations and governmental officials. (as specified by the Family Educational Rights and Privacy Act, P 99.31)

Written records of disclosure will be maintained by the responsible school district officials. Disclosure records will be maintained on approved forms and will be filed with the educational records of students.

Unless it has received legal evidence to the contrary, (legal instruments or court orders governing such matters as divorce, separation, or custody) School District #28 will presume that both parents of students have the legal authority to examine the educational records of their children.

Parental Involvement and Opportunities

Change of Address

Parents are required to notify the office of any changes during the school year. This is for student safety reasons. We appreciate parent cooperation in this matter.

Checking Grades

Students and parents at St. Ignatius Middle School may check their grades online at stignatiusschools.org. – Infinite Campus tab. Passwords may be obtained from the attendance office.

Classroom Interruptions

Middle School students are our first priority and the classroom time is precious to us. In order to sustain optimum learning-time we ask that our classroom time be preserved. Classes will not be interrupted for delivery of casual messages, cards, flowers or balloons.

Contacting a Teacher

We strongly encourage all parents to maintain open communication with the school and their child's teachers. You may call the office during school hours and the teachers will either return your call or will set up an appointment time when he or she will be free to talk with you. The best time to contact one of the Team members will be before school, during their prep period, or after school from 3:25 to 3:40. The Middle School Team regularly meets during their prep period. The Team would like to meet with every parent who requests a meeting during the school year. If you have a question or a concern, please DO NOT WAIT until it is a problem. Contact the teacher, the principal, or the counselor.

Indian Education Committee (when parent board gets elected)

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

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.

School-Wide Positive Reinforcement Activities

Administration and staff will plan and allow school time for school-wide and grade-level activities to reward students for consistently making good choices. These planned activities, field trips, and assemblies will be offered to promote a positive school climate. We welcome any parent involvement in these activities. If you would like to be involved, please contact the secretary and leave your name and phone number.

The best motivator for students is acknowledgement of their successes. Activities will be planned for students who earn the activity by following school rules and turning in homework. Our goal is to help each child develop and become what he, or she is capable of becoming. Expectations and consistency are healthy ways of

promoting responsible behavior. We will encourage students and arrange a variety of activities, which will appeal to the educational interests of the students.

Student Behavior and Expectations

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 assigned after-school tutoring by the teacher. The teacher will give the student written notification as well as make every attempt to contact a parent/guardian that they will need to report to study table the following night after school with a plan for work completion and number of days assigned to complete work. The teacher will email the students name and number of nights assigned to the after-school tutor. If a student completes work prior to the number of nights assigned they will be released by the after-school tutor. If a student does not show up for after-school tutoring or shows a lack of diligence while there to complete work the student will be written up with a referral to the office. If a student continually displays a lack of diligence, that student may be expelled from school by recommendation of the Superintendent to the Board of Trustees. 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 student's discipline file and entered in the log entries on infinite campus. Students of School District #28 must comply with state law 20-5-201. After School Study Table is available and can be assigned by classroom teachers on Monday through Thursday from 3:30 to 4:30 P.M. unless assigned another time by the principal. THESE ASSIGNMENTS TAKE PRECEDENCE OVER ALL EXTRA-CURRICULAR ACTIVITIES. PARENTS WILL BE GIVEN NOTICE AND WILL BE RESPONSIBLE FOR TRANSPORTATION.

Behavior Contracts

To ensure the development of a positive attitude, good citizenship and a healthy self-concept, the Middle School Team and administrator may develop individual education contracts for students who have repeated inappropriate behavior.

Chemical/Substance/Illegal Drug Use

Students are not permitted to use or be in possession of tobacco, e-cigarettes, vapes, alcohol or other chemicals at school or at school-related activities. Any student in possession of or under the influence of alcohol or any illegal drugs shall receive out-of-school suspension for a minimum of three days. Appropriate law enforcement agencies shall be notified. A drug detection canine unit will be used periodically to check classrooms, lockers, the parking lot, and other areas of the school for drugs. HB 643 Montana statewide tobacco-free school law prohibits anyone from using tobacco products in a public school building or on any public school property, 24 hours a day, every day of the year.

Closed Campus

Middle school students will not be allowed to leave campus during the school day, including lunch. Exceptions to this policy can be made by the principal on a day-by-day basis upon the receipt of a written note or phone call from parent or guardian. If leaving campus, student must be picked up/escorted by their parent/guardian. Students who violate this policy will be given consequences deemed appropriate by administration.

Display of Affection and Inappropriate Touch

Any display of affection or inappropriate touch will not be tolerated at school or during any school-sponsored event. Examples of these behaviors include but are not limited to: hand-holding, kissing, caressing, and sitting on laps. The staff member who observes the behavior will complete a discipline referral. Consequences will be given by the administration based upon the severity and frequency of the inappropriate behavior.

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.
- 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.
- Hats are allowed, as long as they don't disrupt the educational process, have appropriate slogans. It is the teacher's discretion whether to allow it in their classrooms.

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.
- Hoods are not allowed to be worn at school or in the cafeteria.
- 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.
- Sunglasses are not allowed to be worn during the school day, unless required by a physician, with proper documentation.

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.

Arson/Bomb Threats/Explosives

Any student caught perpetrating a bomb threat, committing an act of arson, setting off or bringing explosives will be recommended for expulsion and a complaint will be filed with law enforcement against that person.

Lockers

Students will be assigned locker space although the school reserves the right to deny or take away locker assignment. Lockers are the property of the school district, and teachers and the principal may check lockers at any time. Do not give your locker combination to your friends. The school will not be responsible for anything missing from a locker. Lockers are subject to inspection by local law enforcement personnel and their dogs. Locks are not provided by the school.

Phone Calls/Cell Phones/Electronic Devices/Earbuds/Headphones/MP3

There is a phone located outside of the main office for student use, with permission. Local calls may be made with this phone. Students will not be allowed to make long distance calls at school expense. 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. Use of cell phones, headphones, ipods, or other similar electronic devices is considered a privilege. Use of electronic devices can be a valuable part of the educational experience. Use of electronic devices as tools is up to each teacher's discretion. This privilege can be revoked at any time and the equipment in question can be confiscated. In general, cell phones and electronic devices not to be seen or heard in the middle school. Confiscated equipment can be picked up by a parent or guardian in the main office.

Retention Policy

Retention at any grade level is a critical educational decision. The retention decision should be approved only if a school-based team (which includes the student's parent/guardian, appropriate teachers, counselors, administrators, and other appropriate support staff) judges it will result in measurable improvement in the student's range of abilities, both academic and social. A middle school student may be asked to repeat a grade (with principal approval) for up to one year if this minimum requirement is not met.

Summer School Policy

If a student receives a combination of 2 F's per quarter for 3 quarters in their CORE classes (Math, English, Science, Social Studies), they can be required to attend Summer School. Summer school takes place the two weeks after school gets out for the year. Students and parents will be notified via letter home, as soon as the team is able to know where students stand grades wise. Others may be added to the summer school list later, as grades come in for 4th quarter. 8th graders who have received 2 F's per quarter for 3 quarters in their CORE classes, will not receive their 8th grade promotion to high school certificate, until they finish Summer School.

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.

Student Rights & Responsibilities

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.

Please sign and return the **Internet Use Agreement at the back of this handbook.*

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 sees 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 School District #28.

The Teacher Team

Teaming allows teachers from the core curriculum to work together and assist students in achieving success in school. There has been an empirical link between team organization and improved student learning. Students will be monitored by six teachers on a daily basis. These teachers will have a common teaming period to discuss curriculum and meeting the special needs of students.

The team's goal is to encourage a stronger sense of community. Teachers will monitor students' progress and learning styles. We will have time to communicate more effectively with parents. Students will know we are concerned about their success and that we will not allow them to "slip through the cracks".

The team will generate strategies to improve student motivation, coordinate homework and test schedules, diagnose student difficulties, work to integrate curriculum and increase consistency in discipline policies.

We need strong parent support. We encourage parents and students to contact us during our teaming time so we might better serve the needs of the student. We want to teach students that real happiness comes from

realizing our plans, our hopes and our beliefs. We want to work together as a school community to create this atmosphere.

Education is a cooperative effort between home and school. We're on the same side and we need to be focused on collective strategies that will benefit students and help them have positive learning experiences.

Visitors/Guests

St. Ignatius Middle 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 Middle School must arrange an appointment through the principal's office, and have a parent/guardian present for the visit/tour.

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: 2020-21 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 acknowledge that the student handbook is located on the St. Ignatius School District webpage, and I will read 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 back up 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 Calling System. 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.