

# **Arlee School District**

## **Junior High & High School**

### ***2022/2023***



The Arlee School District Student Handbook contains information that students and parents are likely to need during the school year. This handbook is a living document and can be updated/changed regularly throughout the school year with administrative discretion. All changes during the year will be documented in red and notification of changes will be sent out.

Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available online and in the school office. (Click the following link to [Arlee School District Policies](#))

## **TO STUDENTS AND PARENTS:**

### **Dear Families (Parents and Guardians) and Students,**

Welcome to Arlee School District. We are so honored that you have chosen to join us this year. We recognize that students and families are under more stress, going through more transitions, have access to more digital and online media, and need new skills to navigate this world. We know that each student arrives at school with a different set of experiences and we want to do what we can to create the best learning environment for each student.

Some focal points at Arlee JH/HS are as follows:

1. Safety. All students will be educated in a safe environment with safe people. We will ensure environmental safety, physical safety, and emotional safety. We recognize that when students do not FEEL safe, they cannot learn. We also recognize that EACH student shows up with a different structure for safety. Some have to overcome hurdles before learning can occur. We want to know those hurdles so we can meet those needs.
2. Trust. We need to work together (educators and families) to build trust with each other so that the students trust the work we are doing. We may not always see eye to eye, but we can disagree respectfully and work together to navigate issues while remaining solution focused. When the adults trust each other, the students will trust us too.
3. Restorative Practices. We know that behavior is the language of students. This means that students will make choices that need correction and learning. We will approach this from a restorative practice model which means that we will teach the student what was wrong with the behavior, teach the student another option to navigate the situation, give the student an opportunity to repair any relationships damaged by the choice, and integrate the student back into the learning environment as quickly and safely as possible.
4. Education. Our primary goal in school is to educate your student. That said, education has many different components. We must teach students to also be productive members of society that contribute to the community who value the lives and well-being of themselves, their school, the community in which they live, and other systems where they participate.

We are committed to providing a positive learning environment for your student. We ask that you partner with us to learn more about your student. The more we partner, the more successful we will be. You are the expert on your student. We are the experts on education. Together, we can make a great team.

We look forward to having an outstanding year with you!

## **BOARD OF TRUSTEES 2022-2023**

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

**Brian BigSam: Board Chair**

**Lisa Koetter: Vice Chair**

**Lindsey O'Neill: Trustee**

**Jason Stockdale: Trustee**

**Ron Ritter: Trustee**

## **NOTICE OF NON-DISCRIMINATION**

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

**Lonnie Morin: Title IX Coordinator**

**72220 Fyant Street. Arlee, MT. 59821**

**(406) 726-2101**

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

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## **ATTENDANCE**

To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the guidance of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record. Type of absence can only be changed within 24hrs of the absence.

If a student reaches 5 absences in a semester, the parent will be contacted and a plan will be put in place to help the student have success while attending Arlee JH/HS. Should a student reach 10 absences in a semester there is potential for the student to be dropped from the class.

## **Make up Assignments:**

It is the student's responsibility to request any make-up assignments. Students who are absent will have the same number of days as they were absent to make up and hand in missing assignments without penalties. After that deadline, teachers may reduce grades.

1. If a teacher assigns a project due date, the assignment is due on or before that date. If a student is absent on the project due date, the project will become due when the student returns to school. Penalties may be assessed for late projects.
2. When a student's absence is school related, assignments are due when the student returns to school. Penalties may be assessed for late assignments.

## **Tardiness**

Chronic tardiness may potentially require a team meeting with the appropriate school personnel to determine an appropriate way forward for the student. We have to look at the barriers that are keeping the student from getting to school on time and/or the barriers that are keeping the student from wanting to attend on time. The principal will determine the need for a team meeting. Depending on the severity of the situation, the student could lose their privilege for open campus.

## **Types of absences**

### **Excused, Unexcused, Exempt**

EXEMPT absences are defined as follows:

- a. Honor Roll, No Tardy and/or Perfect Attendance Passes
- b. Cultural or religious activities with parental request ahead of the activity
- c. Required court appearances
- d. Counseling appointments
- e. School sponsored activities including athletics, field trips, etc.
- f. College visitations (up to two days)

EXCUSED absences are defined as follows:

- a. Personal illness or doctor visit with a doctor's note or parent phone call
- b. Bereavement approved by the Principal
- c. Other unforeseen absences approved by the Principal

UNEXCUSED absences are defined as follows:

- a. Out of school suspensions
- b. Not attending school or classes (skipping)
- c. Any absences marked unexcused can be petitioned to the HS/JH office until the end of the next day the student returns to school. After that, it will remain unexcused and will not be changed.



## **AWARDS AND HONORS**

### **High School**

Valedictorian  
Salutatorian  
National Honor Society membership  
Honor Roll  
Honors Diploma  
Academic All State for sports  
participants

No Tardy Pass (No more than 2 abs. per  
qrt.)

Honor Roll Pass (No more than 2 abs. per  
qrt.)

Perfect attendance Pass

### **Junior High School**

Honor Roll

No Tardy Pass

Honor Roll Pass

Perfect attendance Pass

## BELL SCHEDULES

# Arlee JH/HS Bell Schedule



2022/2023

### Regular Schedule

1st Period	7:50 - 8:49
2nd Period	8:52 - 9:51
3rd Period	9:54 - 10:53
4th Period	10:56 - 11:55
Lunch	11:55 - 12:25
5th Period	12:25 - 1:24
SSR/Advisory	1:27 - 1:44
6th Period	1:44 - 2:43
7th Period	2:46 - 3:45

### Assembly Schedule

1st Period	7:50 - 8:40
2nd Period	8:43 - 9:33
3rd Period	9:36 - 10:26
4th Period	10:29 - 11:19
5th Period	11:21 - 12:11
Lunch	12:11 - 12:41
6th Period	12:41 - 1:31
Assembly	1:34 - 2:52
7th Period	2:55 - 3:45

### Late Start Schedule

School starts at 9:50am	
1st Period	9:50 - 10:34
2nd Period	10:37 - 11:21
3rd Period	11:24 - 12:08
Lunch	12:08 - 12:40
4th Period	12:40 - 1:24
5th Period	1:27 - 2:11
6th Period	2:14 - 2:58
7th Period	3:01 - 3:45

### 1st Semester Finals Schedule (HS)

Students are not required to attend Study Halls, Teachers Aides or COMPLETED MTDA courses during semester finals.

#### Tuesday, January 10th

Study (1st Prd.)	7:50 - 8:30
1st Period	8:30 - 10:00
Break/Snack	10 minutes
2nd Period	10:10 - 11:50
Lunch	
3rd Period	12:35 - 2:05
Break	10 minutes
Make Up Time	2:15 - 3:45

#### Wednesday, January 11th

Study (1st Prd.)	7:50 - 8:30
4th Period	8:30 - 10:00
Break/Snack	10 minutes
5th Period	10:10 - 11:50
Lunch	
6th Period	12:35 - 2:05
Break	10 minutes
Make Up Time	2:15 - 3:45

#### Thursday, January 12th

Study (1st Prd.)	7:50 - 8:30
7th Period	8:30 - 10:00
"GO DAY"	10:00-3:45

### 2nd Semester Finals Schedule (HS)

#### Tuesday, June 6th

Study (1st Prd.)	7:50 - 8:30
1st Period	8:30 - 10:00
Break/Snack	10 minutes
2nd Period	10:10 - 11:50
Lunch	
3rd Period	12:35 - 2:05
Break	10 minutes
Make Up Time	2:15 - 3:45

#### Wednesday, June 7th

Study (1st Prd.)	7:50 - 8:30
4th Period	8:30 - 10:00
Break/Snack	10 minutes
5th Period	10:10 - 11:50
Lunch	
6th Period	12:35 - 2:05
Break	10 minutes
Make Up Time	2:15 - 3:45

#### Thursday, June 8th

Study (1st Prd.)	7:50 - 8:30
7th Period	8:30 - 10:00
Softball	10:00 - 12:30
Lunch	
Check Out	1:30 - 3:45

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING PREVENTION POLICY**

“Bullying is repeated and intentional threats, physical assaults, and/or intimidation that occur when individuals or a group exert their real or perceived difference in power or strength on one another. It can take the form of Verbal Bullying, Social Bullying, Physical Bullying or Cyberbullying.” –  
[www.traumaawareschools.org/bullyingCyberbullying](http://www.traumaawareschools.org/bullyingCyberbullying)

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

All complaints about behavior that may violate this policy shall be promptly investigated. The first report of bullying will involve a school official meeting with both students and implementing conflict resolution and restorative practices to work through any conflict. Families (parents/guardians) of both students will be notified.

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

For additional information, please see Policy 3225.

## **CELL PHONES**

We recognize that cell phones are an everyday part of many students' lives, but also feel it is important to note that their use on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege. Our goal is to maintain the integrity of the learning environment while also teaching students how to use cell phones appropriately, when to use cell phones, and balance the use of cell phones as a tool to learn as well as connect.

Each classroom teacher will be allowed to have their own classroom rules for cell phone use with the general policy being that cell phones are to be stored during instructional time.

Students may need to be in contact with their family (parents/guardians) during the school day. This expectation needs to be proactive and coordinated between the adults, prior to the school day.

If a student does not comply with the teacher's expectations of cell phone use in their classroom, the teacher will be allowed to have the student “park” his/her phone with the teacher for that class period. The teacher will have a public location to place the phone during the class period. No one will be allowed to touch the phone. At the end of the class period, the phone will be returned to the student.

If there is a more intrusive need to help a student regulate his/her phone use outside of the above listed procedures, there will be a meeting with the student and the principal as a means of managing any cell phone use moving forward and the student will be asked to “park” their cell phone in the main office.

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

## **COMPLAINTS BY STUDENTS AND PARENTS**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent’s office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal’s and Superintendent’s offices.

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District’s website [arleeschools.org](http://arleeschools.org) or any District or school office or by contacting the Title IX Coordinator.**

**Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District’s website or any District or school office or by contacting Anne Tanner, SPED Director.**

## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet District or building standards of grooming and dress.

Obey all building and classroom rules.

Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

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

To achieve the best possible learning environment for all our students, the Arlee Joint School District's rules and discipline will apply:

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

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

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

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing or selling alcoholic beverages or powder.
- Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs and drug paraphernalia.

- Using, possessing, controlling or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. *Graduation Requirements can be found in Appendix B*

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

## **Personal Counseling**

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

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent unless required by state or federal law for special education purposes.

## **DISCIPLINE AND DUE PROCESS**

**Discipline means to teach.** In our district, we do just that. We recognize that behavior is a language and students often use it to express feelings, thoughts, and emotions that cannot be articulated through words. Thus, we could create a long list of "inappropriate" behaviors. However, the bottom line is safety, regulation and building skills. We also want to instill the back to school climate universal expectations.

There's a balance between empathy and accountability. We must let students know that we understand the circumstances from where their behavior comes from. However, we have to have practices in place that teach accountability and skills for various situations.

We understand that parents/guardians want to ensure that the "other" student is also being held accountable when there is more than one student involved in a situation. It is critical for parents/guardians to understand that we CANNOT disclose what is occurring with another student. We will ensure the same happens for your student as well.

At the middle school level, we operate from the place that students have more understanding of their own needs. Although, we want to ensure that middle school students have all of the skills expected at the elementary level to first build upon.

At the high school level, we want to ensure that the skills from the ELEMENTARY and MIDDLE school levels are in place. If they are not, then we have to return to teaching those skills. We can make an assumption based on data and research, that a student with extreme behaviors that lead to multiple discipline referrals does not have a skill set in place where he/she can identify stressors, implement appropriate and safe coping strategies and articulate his/her needs. BEHAVIOR is a LANGUAGE and the underlying message is that the student has a need that adults have to help meet.

Once the skills are in place at the ELEMENTARY and MIDDLE school levels, at the high school level, we move onto reflection. Students need an adult to help them REFLECT on the situation. What happened? What can be done differently next time? What does the student need to ensure safety of self and others? How can adults support this student?

We recognize that there are precipitating factors to all events. The best interventions are ones that require positive adult relationships, looking at the root of the behavior and addressing the root, not the symptom. Extreme behaviors will have varying discussions and outcomes depending on the severity and the number of occurrences. We recognize that safety always comes first for ALL students.

Isolating a student for behavior does not TEACH the appropriate behavior. Students may need a smaller space with fewer students, to be removed from certain students, a different environment, more time or support to address stressors, more adult supervision or a different skill set to address these behaviors.

Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct. If needed, Disciplinary action will be taken.

### **Disciplinary Matrix**

Please see Appendix C.1 - C.4

### **In-School Discipline Placement “IDP”**

IDP is used as an alternative educational program at the school site during regular school hours. The principal may place students in IDP for a single period, half days, or one day based on the infraction. Students are required to bring the necessary materials to spend their time completing their course work individually. No outside food/drinks may be delivered.

### **Suspension “OSS”**

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parent the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others or would be disruptive to the educational process.



### **Expulsion**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

### **Students With Disabilities**

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

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

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

### **Non-School Materials**

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

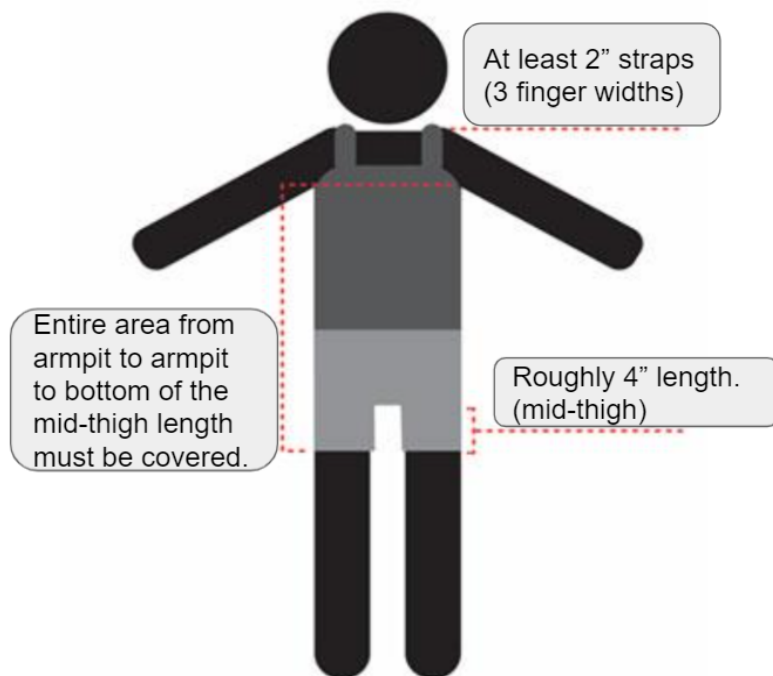
Prior approval must be obtained before displaying any of these materials. Materials should be submitted to the Principal at least one week prior to the requested distribution.

## **COMPUTER RESOURCES**

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

## **DRESS AND GROOMING**

The purpose of a dress code is to ensure a safe learning environment for all who attend school. Students may express their personalities when they dress. No profanity, drugs, alcohol, inappropriate or lewd comments or weapons will be allowed to be displayed on any apparel including hats, hoodies and coats. Students who wear clothing that is disruptive in the educational environment will be required to change into more appropriate attire.



## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs and organizations. Please refer to the Student Activity Handbook.

**Please note:** Student clubs and performing groups such as the band, choir and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

## FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

- Activity Fee \$30.00
- Shop Fee \$10 (Upper level courses that offer custom projects will require the student to pay for additional materials or supply them.)

- Ceramics Class and Painting class each have a Fee of \$25 (Custom projects will require the student to pay for additional materials or supply them.)
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Music rental for equipment.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged or overdue library books.
- Fees for lost or damaged chromebooks and chargers.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for qualification of such a waiver can be found with the building secretary.

## **FOOD SERVICES**

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Arlee School District is currently classified CEP and offers free breakfast and lunch to all students K-12. Food/Nutrition/Snacks needs to be looked at as a critical part to the school day and the success of all students. Students who are hungry cannot learn. Students who need additional snacks to maintain regulation should be allowed those snacks throughout the day.

Please refer to Policies 2510 for additional information regarding the District's wellness program and its meal charging policy.

## **FUNDRAISING**

Student clubs or classes, outside organizations and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Superintendent prior to the event.

Except as approved by the Superintendent, fundraising by non-school groups is not permitted on school property. Please refer to Policy 4210 for additional information.

## GRADING GUIDELINES

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator.

We believe in the integrity of academics and learning. Students will create their own work. Plagiarism, cheating and families (parents/guardians) completing the work of their students, etc., will be addressed on a case by case basis by the teacher and possible administration.

If a student needs credit recovery, a team will work with that student, families (parents/guardians) and the teachers to discuss what may be appropriate for course recovery.

### Grading Scale

A+	100	B+	87-89	C+	77-79	D+	67-69	F	59 & Below
A	94-99	B	84-86	C	74-76	D	64-66		
A-	90-93	B-	80-83	C-	70-73	D-	60-63		

## GRADUATION

### Junior High School Activities

Participation in promotion is reserved for those members of the 8th grade class who have passed 60% of their classes prior to the promotion ceremony.

Some students may be invited to participate in the promotion ceremony as class speakers. Students invited to participate may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at the promotion ceremony.

Missing fees and/or school property may result in the loss of the students ability to participate in the promotion ceremony. This would include any textbooks, uniforms, chromebooks, chargers, ect.

### High School Activities

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

Some graduating students may be invited to participate in the graduation ceremony according to academic class standing or class officer status. Students invited to participate in the

graduation ceremony may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

Note: Students who are considering participating in collegiate level athletics need to be aware of possible additional course requirements. Please see the following NCAA regulations

<https://www.ncaa.org/student-athletes/play-division-i-sports>

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

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

### **Requirements for a Diploma for Class of 2023 and beyond.**

Please see Appendix B

High School Graduation and University Preparation Requirements Policy 2410, 2410P

### **Valedictorian Selections:**

The valedictorian will have an honors diploma unless no student earns one in any given year. In the case of a tie between the highest GPA's of both honors diplomas, there will be co-valedictorians. In case no one earns an honors diploma in a given year, the valedictorian is the student with the highest GPA, but will receive a regular diploma. Selections of the salutatorian will follow the criteria for the selection of the valedictorian.

Students may substitute online classes for face to face classes in case of scheduling conflicts and will need to petition to the Honors Diploma Committee.

NOTE: For earning credits toward a regular or honors diploma, students are required to take classes at A.H.S. in the following way: Face to face classes taught at Arlee High School (A.H.S.), online classes taught through Montana Digital Academy and Brigham Young University (B.Y.U.), Acellus, Odysseyware, PLATO or other computerized programs will not count for credit toward a regular or honors diploma. These options will be allowed only for students in credit recovery programs or for at-risk students admitted to the YES program. NOTE: If a student takes an online class with Montana Digital Academy, (MTDA) the student

will follow all rules of MTDA. Arlee School will report the grade the student receives with MTDA. Students and parents will need to communicate with the MTDA instructor.

If a student takes online classes with MTDA or BYU during a regular scheduled period of AHS, the student will need to finish the class within the semester the grade is to be credited.

Seniors are required to be in attendance six (6) out of seven (7) consecutive class periods. Only one (1) class can be a teacher's aide position. Five (5) core classes and one (1) TA. Arlee School will only allow a maximum of (2) two credits of School to Work credits during the student's A.H.S. career. Students who are requesting work release must supply documentation of employment on their employer's letterhead for each credit requesting.

One hundred and forty-eight hours (148) of documented work time will equal one (1) elective credit.

### **Requirements for a Diploma in class of 2023 and beyond.**

Please see Appendix B

## **HOMELESS STUDENTS**

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

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

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

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

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria such as educational

programs for disadvantaged students, students with disabilities, gifted and talented students and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs and school meals/nutrition programs.

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

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5).

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.



## **LAW ENFORCEMENT**

### **Questioning of Students**

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

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

### **Students Taken into Custody**

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

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

notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Service of Process**

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

## **MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

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

For additional information, please see Policy 3416.

### **Communicable Diseases**

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

These diseases include, but are not limited to:

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

## **OPEN CAMPUS**

The privilege of open campus is extended only to high school students during the established lunch period. The open campus privilege will be withdrawn if a student abuses the privilege, has a vehicle violation, or creates a behavior problem while downtown. Once students arrive at school, they are to remain at school until the end of the day or unless checked out by parents/guardians or other approved adults designated by parents/guardians. Junior High Students are not permitted to leave after they arrive on school grounds.

## **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the school administrator.
- Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school

office at 406-726-3216 ext. 2301 for HS and ext. 2404 for JH to make an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

- Become a school volunteer. For further information, contact Lonnie Morin, District Clerk, at 406-726-3216 ext. 5.

## **PROTECTION OF STUDENT RIGHTS**

### **Surveys**

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

### **Collection of Personal Information from Students for Marketing**

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent or the office must receive a phone call from a parent/guardian prior to their departure. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

## **RELIGIOUS PRACTICES**

Each student has a right to individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2311.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences are issued to parents/guardians starting at 5 absences. Report cards with student grades or performance in each class or subject are issued to parents/guardians on a midterm basis. Approximately every nine weeks. Please see the school calendar on the school website.

## **SAFETY**

### **Accident Prevention**

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

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

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

- Automated Phone Call
- Text Message (If you have signed up.)
- Updated on the School Website ([arleeschools.org](http://arleeschools.org))

### **Personal Protective Equipment**

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

## **SEARCHES AND SEIZURES**

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

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

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

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

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

Parking on District property is a privilege for all students. Students may not use, transport, carry or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property vehicles may be inspected at any time by staff or by contractors

employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia or weapons.

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

### **School Property**

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

### **Seizure of Property**

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

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

## **SEXUAL HARASSMENT**

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

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

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or



3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), , or “stalking” as defined in 34 U.S.C. 12291(a)(30).

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

Complaints may be submitted via the District’s Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 for additional information regarding the District’s prohibition against discrimination and harassment.

## **STUDENTS IN FOSTER CARE**

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

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

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

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

## **STUDENT RECORDS**

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

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention or destruction of a student's permanent or cumulative records in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older) and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents or Trustees of the District; cooperatives of which the District is a member or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

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

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

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

### **Challenging Content of Records**

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

### **Directory Information**

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

### **Maintenance of Records**

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

### **Rights Under FERPA**

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

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

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public including music performances, sporting events, open assemblies or field trips.

## **STUDENT SCHEDULES**

Students will enroll in Fall classes starting each spring. Class offerings are located on the school website. Some prerequisites are required for certain classes as well as fees.

For individual student schedules, please check on Infinite Campus Parent Portal or Student App. For more information on logging into Parent Portal, please reach out to the technology department through our website ([arleeschools.org](http://arleeschools.org))

If you have any questions or concerns about scheduling, please contact the JH/HS Counselor or the Principal.

## **SUMMER SCHOOL**

Junior High Summer School is designed to help students fill in any gaps they might have in reading and math. It is typically a 4 week program finished prior to the Fourth of July. Be sure to check the website for any updates as we get closer to the summer break.

High School Summer School is through Montana Digital Academy (MTDA). Students can take credit for the first time, or for credit recovery to make up for classes with a failing grade. Please contact the school counselor or the principal if you have any questions.

## **TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception that the student be permitted to ride with the parent, if the parent presents —

before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living in the Arlee School District. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the school secretary.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

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

### **VIDEOTAPING OF STUDENTS**

The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

## **VISITORS**

The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the building they are entering's main office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

## **ARLEE SCHOOLS ANNUAL NOTICE OF DISTRICT POLICIES**

Individuals with Disabilities Education Act (IDEA) - Arlee Policy 2161

Bullying Harassment Intimidation - Arlee Policy 3225

Uniform Complaint Procedure - Arlee Policy 1700

Title 1 Parent and Family Engagement - Arlee Policy 2158

Family Educational Rights and Privacy Act (FERPA) - Arlee Policy 3600, 3600F

Pupil and Family Rights - Arlee Policy 3600, 3600F

McKinney-Vento Homeless Assistance Act - Arlee Policy 8100

Nutrition and Wellness - Arlee Policy 2520

Student and Family Privacy Rights - Arlee Policy 2132

District Wide Asbestos Program - Arlee Policy 8420

## **APPENDIX A – FERPA RIGHTS**

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The District classifies the following as Directory Information: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Arlee School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



## APPENDIX B – GRADUATION REQUIREMENTS

<u>Courses</u>	<u>Honors Graduation Requirements</u>	<u>Distinguished Graduation Requirements</u>	<u>Foundational Diploma Requirements</u>	<u>NCAA</u>
English	<b>4</b> (1 credit Dual Enrollment or AP)	<b>4</b>	<b>4</b>	<b>4</b>
Mathematics	<b>4</b> (PreCal/Stats or Higher) ***Excluding PreAlgebra***	<b>3</b> (Alg II or higher)	<b>2...2...3 Credits</b> You need 2 credits in two of the courses and 3 credits in one of the courses. (Example: <u>3math</u> , 2sci, 2soc)	<b>3</b> (Alg 1 or higher)
Science	<b>3</b> (1 credit Dual Enrollment or AP or Physics)	<b>2..&amp;..3 Credits</b> You need 2 credits in one of the courses and 3 credits in the other courses. (Example: 3sci & 2soc OR 2sci & 3soc)		<b>2</b> (natural/physical including one year of lab science)
Social Studies	<b>3</b> (Including 1 credit of US History or Dual Enrollment or AP)			<b>2</b>
Health Enhancement	<b>1</b> (½ credit for 2 years with health required as ½)	<b>1</b> (½ credit for 2 years with health required as ½)	<b>1</b> (½ credit for 2 years with health required as ½)	<b>You also need:</b>  <b>16</b> Core Courses  <b>1</b> year of additional English, mathematics or natural/physical science.  <b>4</b> years of additional courses (from any area above, foreign language or comparative religion/philosophy).
Fine Arts	<b>1</b>	<b>1</b>	<b>1</b>	
Vocational and Technology (at least 1/2 credit of each)	<b>1</b>	<b>1</b>	<b>1</b>	
JMG & Consumer Economics	<b>1</b>	<b>1</b>	<b>1</b>	
Electives	<b>6</b>	<b>7</b>	<b>7</b>	
<b>Total Credits</b>	<b>24 Credits with a minimum 3.3 GPA</b>	<b>23 Credits</b>	<b>22 Credits</b>	

## APPENDIX C.1 – DISCIPLINE MATRIX      MINOR INFRACTIONS

Infraction Definition	Expected Behavior	Consequences
<b>Kissing / Public Display of Affection:</b> Any physical activity other than holding hands is inappropriate behavior.	Students shall not engage in kissing and /or public displays of affection.	Detention or administration discretion.
<b>Littering:</b> Any leaving or scattering of trash around in or around school property	Students shall help to keep all Arlee buildings and grounds free of trash.	School service or administrative discretion.
<b>Cell Phones:</b> Cell phones cannot be used during instruction time.	Students shall adhere to building-wide expectations on cell phone use. Including classroom rules.	1 <sup>st</sup> infraction will result in parking of the phone with the teacher. 2 <sup>nd</sup> Infraction will result in the loss of phone/device for the day. Any further infractions will be dealt with at administration discretion.
<b>Dress Code Violations:</b> Clothing that is immodest, vulgar, extreme, unsafe, or disruptive of the learning process is not appropriate.	Students should dress and groom appropriately according to Arlee Schools dress code.	The inappropriate clothing must be changed or covered. Repeat offenses will be considered insubordinate behavior.
<b>Tardy:</b> Tardiness is extremely disruptive to the education process.	Students should arrive to class on time and prepared for the day's lesson.	Detention from teachers or administration. Habitual tardiness could result in the loss of having open campus.

**APPENDIX C.2 – DISCIPLINE MATRIX MODERATE INFRACTIONS**

Infraction Definition	Expected Behavior	Consequences
<b>Harassment / Disrespect:</b> Any disrespectful behavior toward other students or staff, including name calling, teasing, provoking, threatening.	Students are expected to treat other students and staff with respect during all school times.	IDP or OSS will be assigned at the administrator's discretion.
<b>Use or Possession of Tobacco Products and Substitutes:</b> Using, possessing, distributing, purchasing or selling tobacco products, vapor products, or alternative nicotine products (tobacco includes but is not limited to cigarettes, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation)	Arlee students shall not use or possess tobacco products or substitutes. Students in possession of tobacco will be referred to the police.	IDP or OSS will be assigned at the administrator's discretion.
<b>Use or Possession of Alcohol products:</b> Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.	Arlee Schools students shall not use or possess any types of alcohol. Students in possession of alcohol will be referred to the police.	IDP or OSS will be assigned at the administrator's discretion.
<b>Use or Possession of Chemical Substance:</b> Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances (includes medical marijuana), look-alike drugs, drug paraphernalia and any such substances that contain chemicals which produce the same effect of illegal substances.	Arlee Schools students shall not use or possess any types of chemical substances. Students in possession of chemical substances will be referred to the police.	IDP or OSS will be assigned at the administrator's discretion.
<b>Disruptive / Uncooperative Behavior:</b> Any behavior which interferes with the school learning environment.	Students shall not interfere with the learning process of others.	IDP or OSS will be assigned at the administrator's discretion with potential for a behavior contract.
<b>Profane Language / Deliberate</b> Any use of language, verbal or non- verbal, that shows irreverence or is vulgar.	Arlee Schools students shall use acceptable language during school time and at school events.	Detention or IDP will be assigned at the administrator's discretion.
<b>Misleading Personnel / Cheating:</b> To deceive, to lead or guide with dishonest intentions, including but not limited to: false notes or phone calls, admit slips, permits to leave, tampering with tests, or attempting to receive credit for work that is not your own.	Arlee Schools students are expected to be honest and truthful. Students and parents may be required to attend a conference with the parties involved.	Detention or IDP will be assigned at the administrator's discretion.

<b>Missed Detentions:</b> When a student misses a scheduled administrative detention without first making arrangements with the attendance office or administrator.	Arlee Schools students are expected to complete all detentions when scheduled. If an emergency situation occurs, students should make other arrangements with the attendance office or administrator.	IDP will be assigned at the administrator's discretion with potential for a behavior contract.
<b>Truancy:</b> When a student is absent without the knowledge of the parent/guardian/school official or if the absence cannot otherwise be excused by the building principal or a district attendance office.	Arlee students are expected to attend class and abide by the district attendance policy.	Attendance contract with potential for loss of open campus.

\*\*\*IDP- In School Discipline Placement

\*\*\*OSS- Out of School Suspension

### APPENDIX C.3 – DISCIPLINE MATRIX MAJOR INFRACTIONS

Infraction Definition	Expected Behavior	Consequences
<b>Insubordination:</b> Open and/or repeated defiance to authority.	Students shall follow the directions given by school personnel. Students and parents may also be requested to attend a conference with the parties involved.	IDP or OSS will be assigned at the administrator's discretion with the potential of a behavior contract.
<b>Fighting/Assault:</b> An assault is a willful, physical attack, upon another person. A fight is a physical confrontation in which two or more people willfully use force with the intent of inflicting harm on each other as the result of a conflict.	Students shall settle differences by non- physical means. Students and parents may be required to attend a conference with the parties involved. Students may be charged with breach of the peace and taken to court.	IDP or OSS will be assigned at the administrator's discretion with potential for loss of open campus and a behavior contract.
<b>Vandalism:</b> Deliberate, mischievous, malicious destruction or damage of property.	Students shall respect the property of other students, staff, guests, the school district, etc. Students and parents may be required to attend a conference with the parties involved. Restitution will be required. May also be turned over to the police.	4 days IDP or OSS will be assigned at the administrator's discretion and police will be contacted.
<b>Theft:</b> Any wrongful taking of property of another person or of the school district.	Students are expected to respect the real or personal property of the other students, staff, guests and the school. Students and parents may be required to attend a conference with the parties involved. Restitution will be required.	IDP or OSS will be assigned at the administrator's discretion with the potential of a behavior contract. The police will be contacted
<b>Sexual Harassment:</b> Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: unwanted verbal comments of a sexual nature, sexual name calling, pressure to engage in	Students are expected to treat others with respect on school premises or off school premises at a school sponsored activity.	IDP or OSS will be assigned at the administrator's discretion and a behavior contract will be put into place.

sexual activity, and repeated propositions.		
<b>Sexual Assault:</b> Sexual assault is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: unwanted touching, pinching patting, and unwanted body contact.	Students are expected to treat others with respect on or off school premises, at school sponsored activities. Students and parents may be required to attend a conference with the parties involved. Students may be charged with sexual assault and taken to court.	IDP or OSS until School Board hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances.
<b>Sexual Misconduct:</b> Any sexually related behavior, which is judged to be clearly detrimental to the education, welfare, safety or morals of other pupils.	Students will not engage in sexually related behaviors while on school property or under the supervision of any school personnel. This rule applies to curricular as well as extracurricular activities. This rule applies to school sponsored events anywhere, as well as school sponsored travel to and from such events.	IDP or OSS until School Board Hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances.

\*\*\*IDP- In School Discipline (Alternate Learning Location)

\*\*\*OSS- Out of School Suspension

#### APPENDIX C.4 – DISCIPLINE MATRIX BOARD ACTION

Infraction Definition	Expected Behavior	Consequences
<b>Continued and Willful Disobedience:</b> Deliberately failing to obey rules and/or instructions of staff.	Students shall follow the rules and instructions set upon them by staff and administrators.	IDP or OSS until School Board hearing at the administration's discretion.
<b>Threatening the Safety or Intending to Harm Others:</b> Any behavior which is clearly detrimental to the education, welfare, safety of others.	Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage. Students will give others freedom from danger, injury, or damage.	IDP or OSS until School Board hearing at the administration's discretion and police contact.
<b>Possession of Weapons:</b> Knowledge of or possessing any weapon, instrument or device, such as guns, knives, etc., which may be considered a threat to the safety of others.	Students shall not be in possession of any firearm, weapon, or device which may be considered a weapon.	IDP or OSS until School Board hearing and police contact.
<b>Willful destruction or defacing school property:</b> Students shall not deface or destroy any school property.	Students should take pride in their school and keep it looking nice.	IDP or OSS until School Board hearing at the administration's discretion and police contact.
<b>Any behavior which, in the judgment of the local Board of Trustees, is clearly detrimental to the education, welfare, safety, or morals of other pupils.</b>	Students shall allow other students the opportunity to learn successfully without fear of their welfare, safety, or morals.	IDP or OSS until School Board hearing at the administration's discretion and police contact.

<b>Torturing, tormenting or abusing a student or in any way maltreating a student or a teacher with physical violence.</b>	Students shall treat all other students with respect and will not torture, torment or abuse any student(s) or staff. Students and parents may be required to attend a conference with the parties involved. Students may be charged with sexual assault and taken to court.	IDP or OSS until School Board hearing at the administration's discretion and police contact. reclassify the offense to a lesser category depending on specific circumstances.
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**Any combination of the mentioned disciplines may be utilized by the administration: Out- of- School suspensions (it is the student's responsibility to get work from all classes missed), IDP, Detentions, School Service, Administrative Contract, and loss of class privilege to attend in combination with any other discipline methods. ANY VIOLATION THAT MAY CONSTITUTE A CRIME MAY BE TURNED OVER TO THE POLICE.**