

Belt Public Schools

6-12
Student Handbook
2020-21



Belt Public Schools ~ Expectation Matrix

Huskies	All Settings	Classrooms	Hallways	Cafeteria	Activities (field trips, athletics, assemblies, concerts, etc...)	Cyberspace
Safe	<ul style="list-style-type: none"> ✓ keep hands, feet, objects to self ✓ follow directions ✓ use common sense 	<ul style="list-style-type: none"> ✓ respect personal space ✓ follow directions immediately 	<ul style="list-style-type: none"> ✓ walk on the right ✓ respect personal space ✓ maintain flow 	<ul style="list-style-type: none"> ✓ clean up spills ✓ carry trays with care ✓ are aware 	<ul style="list-style-type: none"> ✓ follow directions for activities 	<ul style="list-style-type: none"> ✓ keep identities private ✓ open communication with teachers and parents
Responsible	<ul style="list-style-type: none"> ✓ report concerns ✓ help others ✓ display positive leadership 	<ul style="list-style-type: none"> ✓ complete homework ✓ come prepared ✓ make arrangements for make-up work 	<ul style="list-style-type: none"> ✓ organize personal belongings ✓ keep hallways clean ✓ close lockers 	<ul style="list-style-type: none"> ✓ eat what they take ✓ clean up after themselves 	<ul style="list-style-type: none"> ✓ are positive ambassadors of the school ✓ act appropriately 	<ul style="list-style-type: none"> ✓ use appropriate websites
Respectful	<ul style="list-style-type: none"> ✓ think of others ✓ understand differences ✓ use appropriate language ✓ ask permission 	<ul style="list-style-type: none"> ✓ are honest and truthful ✓ show consideration 	<ul style="list-style-type: none"> ✓ talk in a "0" level during class and a "1" level between classes ✓ respond to adult requests 	<ul style="list-style-type: none"> ✓ use voice level "2" or lower ✓ use "please" and "thank you" ✓ interact openly 	<ul style="list-style-type: none"> ✓ are courteous ✓ demonstrate sportsmanship 	<ul style="list-style-type: none"> ✓ value themselves and others
A Learner	<ul style="list-style-type: none"> ✓ make good choices ✓ are happy ✓ are confident ✓ expect to be the best ✓ have positive attitudes 	<ul style="list-style-type: none"> ✓ pay attention ✓ show curiosity ✓ display enthusiasm ✓ take intelligent risks 	<ul style="list-style-type: none"> ✓ manage time ✓ move with purpose ✓ gather materials efficiently 	<ul style="list-style-type: none"> ✓ power up with nutritious food 	<ul style="list-style-type: none"> ✓ appreciate opportunities ✓ participate 	<ul style="list-style-type: none"> ✓ utilize technology for educational purposes

Huskies rally together; we're a pack!

Belt Schools Mission

Our mission is to provide a safe, positive learning environment where all students are challenged to be productive, responsible citizens, who through continual learning, can participate in our global society.

We recognize that all children can succeed and deserve to be treated with dignity and respect.

Through quality classroom instruction and assessment, we will provide for each child's development physically, mentally, socially, and emotionally.

Equal Opportunity

Belt Public Schools are in compliance with the educational amendments of 1972, Title IX, and Section 504 of the Rehabilitation Act of 1983. No student shall be denied equal opportunity for education instruction, participation in school activities or employment by the school unless based on reasonable grounds as provided by law. The Title IX Coordinator is the Principal, Kyle Paulson.

Belt Valley Schools Lunch-Bell Schedule 2020-21

Belt Valley Schools Lunch - Bell Schedule 2020-21

Monday-Thursday			Friday		
Period	High School/MS		Period	High School/MS	
1	8:02	8:49	1	8:02	8:43
2	8:52	9:39	2	8:46	9:27
3	9:42	10:29	3	9:30	10:11
4	10:32	11:19	4	10:14	10:55
5	11:22	12:09	5	10:58	11:39
Husky Time	12:09	Lunch	6	11:42	12:23
Lunch Dismissal			Lunch Dismissal		
Wilson	12:16		Visocan/Stinson	12:20	
Cobb	12:18		Hoyer / Mavrinc	12:21	
Visocan/Vogt	12:20		Cooper	12:22	
Ross/COT/Cooper	12:25		Ross/COT	12:27	
Horton/Hoyer/Tillman	12:27		M. Graham	12:28	
Koontz	12:29		J. Graham	12:29	
M. Graham/ Meissner	12:30	1:00	Horton	12:30	1:00
6	1:03	1:50	7	1:03	1:44
7	1:53	2:40	8	1:47	2:29
8	2:43	3:30	Early Release		



Elementary Schedule					
	AM Recess	Recess	Lunch	Recess	Class
Pre-K			11:20		
K	9:40-10:00		11:25	11:50	12:20
1	9:40-10:00		11:30	11:55	12:25
2	10:00-10:20		11:35	12:00	12:30
3	10:00-10:20	11:20	11:45		12:10
4		11:25	11:50		12:15
5		11:30	11:55		12:20

Belt Husky School Song

Three cheers for valley High School
Fight for your fame
We'll win this game team
We will win this game
Rah! Rah! Rah!

Three cheers for valley High School
Fight for your fame
Three cheers for Old Belt High
Maroon and Gold
B-E-L-T B-E-L-T Belt Belt Belt

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General Rules and Regulations

The Student Handbook is designed to be in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process

In the case of conflict between Board Policy or any provisions in the Student Handbooks, the provisions in the student handbook are to be followed.

Pledge of Allegiance

Each school day will begin with the Pledge of Allegiance for students grades K-12. Students may be excused from this activity with consent of the administration.

Immunizations

All students entering school for the first time are required, by state law, to show proof that proper immunizations have been secured. A birth certificate must also be provided to the school for each child.

Guidelines for Keeping Sick Children Home from School

A healthy school community requires parents and schools to partner with each other A sick child who is unable to participate in school in a meaningful way should be kept home to rest and recover until symptoms resolve. Keeping a sick child home also protects other children, school staff, and visitors to the building from contracting an illness that can be spread from person to person. Please be aware of the following guidelines for school attendance and when a parent/guardian may be contacted to pick up their child.

Fever: A student must remain home with fever > 100.4° F and may only return after he/she has been fever-free for 24 hours without fever-reducing medicine such as Tylenol or Motrin.

Sore Throat/Respiratory Illness: A student with cold or flu like symptoms such as a deep cough or congestion must stay home and may return to school after being symptom-free for 24 hours or have written consent from a licensed medical provider.

Diarrhea/Vomiting: A student with diarrhea and/or vomiting must stay at home and may return to school only after being symptom-free for 12 hours.

Conjunctivitis (Pink Eye): Following a diagnosis of pink eye, a child may return to school 12 hours after the first dose of prescribed medication has been administered.

Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash must stay at home and may return to school only after a health care provider has made a diagnosis and authorizes the child's return to school in writing or symptoms have resolved completely.

Head lice (pediculosis): Students who have an active case of live lice may attend school only after treatment which eliminates all live lice. Head lice do not jump or fly and are most commonly contracted by head-to-head touch. Head lice are common in school-aged children, so parents should routinely monitor children for live lice and teach the avoidance of behaviors that spread lice.

If you take your child to a healthcare provider for an evaluation of illness or injury, please be sure to request a written letter stating when your child may return to school and any accommodations required upon his/her return.

Church/Family Night

Wednesday night is reserved for family night and/or church activities. No school activities will be scheduled after 6:00 PM.

Visitors

Belt School welcomes visitors, volunteers, and parents/guardians to the building. Upon arrival, all visitors must check in with the main office during school hours and pick up a visitors pass. Faculty and Staff have been directed to stop anyone in the building without a badge and ask them to report to the office to officially sign in. This not only gives us tighter security control, but also a way to account for all people in the building should an emergency situation arise. Non-enrolled students interested in visiting the school must arrange an appointment through the counseling department prior to arrival.

Attendance

The school asks that parents call to notify us on the morning of the day the student is absent. In compliance with the Missing Children Information Act passed by the legislature, the school must make a reasonable effort to notify the parent/guardian by phone of a student's absence as soon as the absence is noted if the school has not already been notified by the parent/guardian.

For middle school and high school students, if the school is not able to secure verification of absence from a parent/guardian on the day of the absence, the absence will be recorded as unexcused. The student will have two (2) days following the absence to produce written notice from the parent or guardian excusing the absence. If written notice is not delivered to the school office within two (2) days, the absence will remain unexcused.

Students in grades 6-12 may accumulate 10 daily absences (excused and unexcused combined, but not including school-related absences) from any one class each semester. **After the 10th absence in a class, a student will lose two percentage points from their semester grade for each subsequent absence, unless proof of absence comes with a doctor's note or legal note of some kind within 48 hours of returning to school that proves the absence was unavoidable.** The administration can make final

determination about an absence or absences.

Excused absences

- Absences approved by administration for school sponsored activities/athletic/competitive events
- Days approved by the administration for college visitation (seniors only, up to three (3) days).
- Illness of the student
- Serious illness or death in the immediate family
- Family emergencies at the request of the parent/guardian

Unexcused Absences:

- Any unverified absence for which a written excuse is not presented to the office within two (2) days.
- Any absence occurring during the course of the school day for which the student fails to check out at the office even if the absence would have normally been excused.
- Any tardy to a class of more than five (5) minutes.
- Any absence resulting from a student leaving a class without permission from the teacher or the class.

Make-Up Work Procedure

Regular school attendance is an important part of student's school experience. The make-up procedures are based on the premise that class time is of prime importance. After an absence, the following student responsibilities exist.

1. The student must contact the teacher the day following the absence. Except in unusual circumstances cleared by the building administration, a student should have one day for each day of absence to complete make-up work.
2. If a long-term assignment is due the day a student returns from a short (One (1) or two (2) days) absence, the assignment is due as scheduled, unless the student has made prior arrangements with the teacher.
3. If a scheduled exam falls on the day a student returns from a short (One (1) or two (2) days) absence, and the material was presented while the student was present, the student will be expected to take the exam as scheduled.
4. If a student is unexcused or truant, he/she is not entitled to make up work missed during this absence.

Procedure for checking in/out of school

A student must report to the office secretary for approval to leave school for any reason. Final permission to leave will be granted contingent upon the nature of the request as well as parent/ guardian consent by note or phone call to the attendance secretary prior to leaving. A student must check into the office when he/she returns to school. Checking in is also required when the student is more than five (5) minutes late for first period, or is late back to school from lunch. Failure to check out properly will result in a truancy or un-excused absence and will result in a disciplinary consequence.

Missing Work

A student missing three (3) assignments in any one (1) class, even if that student has not missed school, will serve detention until all assignments are completed to the teacher's satisfaction.

Teacher Responsibility

- Post all assignments for each week where students have easy access and archive assignments where students have easy access.
- Post detailed instructions for all assignments where students have easy access. Provide to the student one copy of all handouts distributed to students during the student's absence.

- Schedule appointments with students within a reasonable time to allow for makeup work to be complete in a timely manner.
- Grade makeup work within a reasonable time.
- Inform administration immediately of students more than three (3) assignments/tests/quizzes behind and provide administration with all materials necessary for the students to complete the assignments and assessments.
- Students will not receive full credit for late assignments due to unexcused absences.
- Teachers may determine the percent of deduction; however, a student should not receive a failing grade on an assignment that has been completed to the teacher's satisfaction.
- Teacher's satisfaction may be defined as:
 - All criteria of the assignment have been met.
 - Presentation of the assignment is neat and format is correct.
 - The assignment is complete

Implementation

- Administration will assign one (1) hour of detention to be served immediately after school for each day after the second day that assignments are not complete, until all assignments are completed to the teacher's satisfaction and all tests are made up.
- Detention will be served before a student may participate in any co-and extra-curricular activities to include practice and games.
- Administration will notify the activities director of any student's assigned detention prior to the start of detention. The student will notify the coach or advisor.
- Detentions resulting in missed practices/games may result in an immediate loss of playing time.
- Failure to report to detention will result in ISS until the student has completed all makeup work and work missed during ISS to the satisfaction of the teacher.

Tardy Policy

- A "tardy" to class is defined as a student not being within the threshold of the doorway when the tardy bell starts ringing.
- All tardiness will be considered unexcused unless extenuating circumstances warrant otherwise.
- Students arriving late due to a bus being late are **NOT** considered tardy.
- Students detained by another teacher must obtain a written pass from that teacher or this will be considered an unexcused tardy.
- Any student who is tardy 5 minutes or more for any class will receive an unexcused absence for that class. The teacher will record the absence.
- Three unexcused tardies in one class constitutes an unexcused absence in that class and will result in office referral. This is cumulative for the semester.

Bus Regulations

- Students who come to school on the school bus should return home on the school bus unless they have a note or phone call from home stating otherwise.
- Riding the school bus is a privilege. Improper conduct on the bus may result in bus riding privileges being denied.
- Only regularly scheduled bus students are to ride the bus unless prior arrangements have been made.
- Bus students are to go immediately to the bus areas when they are dismissed in the afternoon.

- Sit in your assigned seat, facing front, keeping your personal possessions, head, arms, legs, and feet inside the bus and inside your assigned space while on the bus. Students will be respectful to the drivers and obey directions.
- All school regulations apply to the bus.

Care of School Property

Desks, books, lockers, etc. are the property of the school district. The school district reserves the right to inspect any of its property at any time.

Any student who shall intentionally or accidentally destroy or damage any school property, or who shall deface by carving or with writing, or with pictures on any furniture, building, or other property shall immediately pay for the damage. Suspension may result for willfully defacing school property.

All books are to be covered at all times.

School Lockers 6-12

Each student will be assigned a locker at the beginning of the school year. Each student must take care of his/her locker in a responsible manner. Students may not change lockers with other students. Do not affix any item to the locker exterior or interior. Do not write on the locker. Do not leave items of value in your locker. The school is not responsible for loss or damage.

A lock with a combination will be provided by the office for all students in grades 6-8. These will be collected at the end of the year; if you lose the lock, you will be expected to pay for it. If you choose not to use it, losses are your responsibility. All lockers for students in grades 9-12 are self-locking and each student will be issued a combination at the beginning of the school year.

School lockers are the property of Belt Public Schools. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of the students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Posters and Printed Material

Any material not produced under the supervision of a faculty member of Belt Public Schools will not be distributed on or in the school building or on the grounds unless approved by the principal. All posters must be approved and initialed by the principal prior to hanging in the school.

Library

The library may be used from 7:45 a.m. to 3:45 p.m. Teachers will also allow time for student use of the library. Specific rules will be determined by the librarian. You are encouraged to use the library as much as possible. Absolutely no pop, candy, suckers, etc. are allowed in the library.

High school students with a pass from a teacher will be allowed to use the library. No student should be allowed in the library without a signed pass from a teacher, or prior arrangements between the teacher and librarian. Students provided with a pass are expected to use the library in a proper manner. Abuse of this privilege will result in the loss of library privileges.

Electronic Devices

Electronic devices to include iPods, MP3 Players, CD players, headphones, and similar devices will not be used in school except for during lunch in the cafeteria or outdoors. The school will not be responsible

for the loss of student property. Grades pre-K through 5 may not have electronic devices in school or on the playground.

Telephone Use

- Students are not to use the phones in the school office for personal phone calls unless extenuating circumstances require it, i.e. family emergency, illness.
- Students may use the classroom phone if necessary with permission from the teacher.
 - Should a student receive an emergency phone call, the office will contact the student.
- Should a student receive a non-emergency phone call, the office will deliver a message to the student at the end of the period.

Cell Phones

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

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 9 – 12 may also use such devices during the lunch period in the cafeteria, main hallway or outdoors. Students in grade 6-8 may use their cell phones during the lunch break, but not during lunch recess. K-5 Students are discouraged from bringing cell phones to school and their use is not permitted during the instructional day.

These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized visual possession and/or use will result in confiscation of the device by school officials, including classroom teachers and may result in disciplinary action. Confiscated devices may be returned, at the discretion of the building administrator, to the parent or guardian of the student or to the student. Repeated unauthorized use of such devices will result in disciplinary action

Student Use of Electronic Networks

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. (Board Policy 3612)

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

Acceptable Uses

All use of the District's electronic network are for educational purposes only and must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable Usage of the Network.

The following are considered unacceptable uses and constitute a violation of this policy:

A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access may be denied and he/she may be subject to additional disciplinary action. The system administrator shall confer with the principal regarding whether or not a user has violated this policy. The principal may deny, revoke, or suspend access at any time, with

his/her decision being final.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet service

Field Trips

Educational Field Trips are an integral part of the K-12 Curriculum and are conducted for the purpose of affording a first-hand educational experience not available in the classroom or school. Field trips, though an extension of the educational curriculum, are a privilege not a right. Individual teachers in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to poor academic performance and/or poor conduct. Students not attending a field trip are expected to attend class as scheduled and work will be assigned, including assignments related to the subject of the field trip.

Guidance and Counseling Services

The district recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support. The general goal of this program is to help students achieve the greatest personal value from their educational opportunities.

Drop/ Add Procedures

1. Students will be given **five (5)** school days at the beginning of each semester during which courses can be added or dropped.
2. Students need to sign up outside of class time for an appointment on the signup sheet on the round table in the counselor's office.
3. Counselor will try honoring all requests, however we can't guarantee each student will be given their top choices.
4. All schedule changes will require a signature from teachers, parents, and counseling/administration.
5. Completed drop/add forms must be turned into the school secretary.
6. Students seeking an independent study or Work Release need to sign up and visit with the counselor's office prior to obtaining administrative approval.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Release of Information

Throughout the school year, the District may release directory information regarding students, limited to:

Name, Address, Gender, Grade level, Birth date and place, Parents/guardians names and addresses, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school, Student Pictures, Pictures of Student Activities.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of **FERPA**. The name and address of the office that administers FERPA is:

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

Course Requirements and Grading

Specific grading procedures are left up to the individual teachers and take into account daily work and test grades, classroom discussion, behavior, attendance, and other criteria.

Scholastic Requirements of the State of Montana for 6th – 8th grades:

Communication Arts	1 unit each year
Social Studies	1 unit each year
Mathematics	1 unit each year
Science	1 unit each year
P.E./Health	½ unit each year
Visual Arts	½ unit each year
Music	½ unit each year
Vocational/Practical Arts	½ unit each year

Belt School Scholastic Requirements for 9-12

The following subjects are required of all students at Belt Valley High School:

Language Arts	4 credits
Mathematics	3 credits
Science	2 credits
Social Studies	3 credits
<i>*Require US History (1), Government (1)</i>	
Physical Education/Health	2 credits
Fine Arts	1 credit
Vocational/Practical Arts	1 credit

Grading for 6th -12th Grades

Specific grading procedures are left up to the individual teachers and take into account daily work and test grades, classroom discussion, behavior, attendance, and other criteria. Incomplete work not made up within the outlined attendance policy may result in a zero for the grade(s) missed.

In grades 6-12, achievement shall be reported to parents and students as:

Grade	Percentage	GPA
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33

B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1
D-	60-62	0.67
F	0-59	0
I	Incomplete	0

Student Aide

Twenty-four (24) credits are required for graduation from Belt Valley High School. Students must carry a minimum of 7 credits per semester. Students are limited to a maximum of one (1) Study Hall or Teacher's Aide per semester; exceptions may be made by the Administration.

Honor Roll

The Belt Valley High School honor roll is published at the end of the nine week period (quarter honor roll) and at the end of each semester (semester honor roll). In order to qualify for the Honor Roll, High School students must have a GPA of 3.25 or above and have no incomplete grades. In addition, High School students must not have received a D or F in any class. All courses receiving a letter grade are included in the grade point calculation.

High School Honor Roll Levels		Middle School Honor Roll Levels	
Highest	4.0	Highest	4.0
Exemplary	3.99-3.80	Exemplary	3.99-3.80
Distinguished	3.79-3.50	Distinguished	3.79-3.50
Honor	3.49-3.25	Honor	3.49-3.00

Honors Curriculum

Students meeting the following requirements will receive an honors diploma upon graduation.

Complete all requirements for graduation (3.5 or better GPA)

- Language Arts 4 credits
- Mathematics 3 credits
- Science 2 credits
- U.S. History 1 credit
- Government 1 credit
- PE/Health 2 credits
- Fine Arts 1 credit
- Vocational/Practical Arts 1 credit

Sub-Total: 15 Credits

In Addition: 6 Credits of Upper Level / Honors Classes (Identified in Course Listings) (3.0 or better)

Sub-Total 21 Credits

Additional Electives: 2 Credits (3.5 or better)

Portfolio (1 Credit) Student will develop a portfolio of work showing quality and depth of knowledge in academics, fine arts and/or vocational study and make a formal presentation to a

faculty/community group in the spring of the senior year. Portfolio includes a professional Résumé, a college essay, and a post-secondary school application. A complete Honors Application is found in “Appendix A” of the 6-12 Student Handbook.

Total 24 Credits

Dual Credit/ MTDA Classes

Belt High School in a partnership agreement with the MSU-GF College of Technology, MSU Billings, and MSU Northern, offers college classes online to students in their **junior and senior** year. A list of the classes offered by COT can be found on their web site under the link to High School Tracks. Classes offered can be used to meet a graduation requirement as long as the class is not offered in the Belt School curriculum as provided for in MCA 2005 20-9-706 (2). Completed classes may be transferred to a Montana University or college of choice for credit. Students attending schools outside the state of Montana should be sure the credits of choice will be accepted by the institution. Students earning credit in COT classes will receive that grade on their transcripts from Belt High School if the course has an approved OPI instructor. Students need to enroll in a full year (classes are often a semester in length) of Dual Credit COT classes, or they will be placed in Montana Digital Academy Class at semester. Students may take multiple Dual Credit COT classes per semester, but only 1 class can be taken outside the school day. All assessments in Dual Credit/MTDA classes must be proctored by the school counselor or a designated school appointee. For assistance registering for classes please see the school counselor.

All Fees for Advanced Placement and Dual Credit Classes are the responsibility of the student or the parent.

Valedictorian/Salutatorian

1. The senior with the highest overall grade point average (to three decimal places) and completing the Belt High Honors Curriculum will be Valedictorian. The senior with second highest overall grade point average (to three decimal places) and completing the Belt High Honors Curriculum will be Salutatorian.
2. To break a tie for either award, the award will be given to the student who has (in order of preference)
 - a. Taken the most advanced placement/honors courses that are offered at Belt High School. If a student is a transfer student, only comparable courses offered from the previous school and at Belt High School will be allowed.
 - b. Received the highest grades in advanced placement /honors courses.
3. If there is still a tie, the two students will be declared Co-Valedictorian or CO-Salutatorian, depending where the tie exists.
4. Transfer students will be eligible to be Valedictorian or Salutatorian if they attend Belt High School for their four (4) quarters of their senior year and have completed a comparable honors curriculum at a previous school(s).
5. Selection of Valedictorian and Salutatorian will be based upon eight semesters of high school credits.
6. If there is no senior within the school who meets the above listed criteria, the valedictorian shall be the senior with the highest grade point average and the salutatorian shall be the senior with the second highest grade point average.

Graduation

Senior students who are within one-half (1/2) credit of meeting the requirements for graduation may participate in the graduation ceremonies upon giving evidence of an approved plan to make up the deficiency.

Montana University System Admission Policies

In order to be admitted to any of the four-year campuses of the Montana University System, students must meet a combination of admissions standards, on the MUS website at <http://mus.edu/admissions.asp>.

FIRST, students must complete the Board of Regents' College Preparatory Program in high school. There are two tracks of college prep courses, the minimum core, established in 1991, and the rigorous core, adopted in 2002 as part of the math proficiency standard. OCHE maintains and posts the lists of each high school's core on the website: <http://mus.edu/asa/hscp/index.asp>. Students graduating in 2010 or later must complete the Rigorous Core to be eligible for a Montana University System Honor Scholarship.

Course	Minimum Core	Years	Rigorous Core	Years
Mathematics	Algebra I, II, and Geometry (or the sequential content equivalent).	3	Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II (such as Trigonometry, Pre-Calculus, Calculus, Computer Math or course equivalent)	4
English	Written and oral communication skills and literature	4	Written and oral communication skills, literature, and a designated college-prep composition or research-writing course	4
Science	2 lab sciences: one year must be earth science, biology, chemistry or physics	2	Full year each: General, physical or earth science; biology; chemistry or physics	3
Social Studies	Global studies (world history, world geography), United States history, government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), United States history, government. Economics, American Indian history or other third-year course. Recommend: ½ year of other courses such as psychology, humanities	3
Electives	World language, computer science, visual and performing arts, or vocational education	2	2 years of a second language, music, fine arts, speech/debate, career and technical education (such as information technology, computer science)	3

AND, Admissions Policy 301.1 requires that students meet one of three minimum requirements:

Minimum admissions exam scores:	ACT Composite	SAT Total
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UM-Missoula, MT Tech of the UM and UM Western	22	1540
MSU-Billings & Bozeman	22	1540
MSU-Northern	20	1440

OR have at least a 2.5 high school GPA (grade point average);
OR rank in top half of school's graduating class.
AND students must satisfy the Mathematics Proficiency standard (Policy 301.15):

Assessment	Fall 2009 +
ACT Writing Subscore on Optional Writing Test or	7
ACT Combined English/Writing Score or	18
Essay Score Writing Section of SAT or	7
SAT Writing Section Score or	440
AP English Language Literature Examination or	3
MUS Writing Assessment	3.5

OR a Minimum Score of 50 on CLEP Subject Exam in Composition.

Exceptions and additional details are available at <http://mus.edu/borpol/bor300/301-16.htm>.

Students who do not meet the Writing and/or Mathematics Proficiency standards may enter a four-year program under Provisional Admissions:

If a student has not yet demonstrated the ability to meet mathematics or writing proficient standards, the student may be admitted to a 2-year degree program or admitted provisionally to a 4-year program. Before gaining full admission status, the provisionally admitted student may prove appropriate proficiency by re-taking one or more of the listed assessments to earn the required score or earn a grade of C- or better in the math or composition course that is the prerequisite to the course that satisfies the general education program requirements. If students have been provisionally admitted, they must achieve full admission status before the end of three semesters or the completion of 32 credits in the Montana University System, whichever event occurs first.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)/NATIONAL ASSOCIATION OF INTERCOLLEGIATE (NAIA) ACADEMIC ELIGIBILITY

Students participating in high school athletics that plan to participate in college or university athletics will need to pay special attention to eligibility rules for admission. Students should work with their high school counselor, the coaches who recruit them, and college admissions offices to prepare for this important next step. It is critical for students and parents to have a full understanding of the requirements and to follow an academic plan to fulfill those requirements. It is the student/athlete's responsibility to meet NCAA/NAIA academic eligibility.

- **NCAA**

Students planning to participate in NCAA level athletics at college must be certified by the NCAA Eligibility Center. The Eligibility Center certifies an athlete's eligibility for both Divisions I and II. In order to be registered with the NCAA, students must complete the registration process found at <https://web1ncaa.org/eligibilitycenter/common/> (also available at www.ncaa.org).

- **NAIA**

Students planning to participate in NAIA level athletics at college can contact www.naia.org for additional information.

Accreditation

Belt Valley High School is accredited as a four year high school. Accreditation is provided by the State Board of Education.

Homeless Students

If a family or youth is experiencing an unsettled housing environment they may be entitled to services under Title X of Elementary/Secondary Education Act (ESEA). For more information on concerning the McKinney-Vento Homeless Education Assistance Act (Title X) and the school district's Homeless Policy (3125), see the following webpage link: <http://opi.mt.gov/pdf/Homeless/17HomelessBrochure.pdf>

Homeless children and youths may include:

- Individuals who lack a fixed, regular, and adequate nighttime residence;

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless as described above.

Dress and Appearance

Students will be expected to dress and groom appropriately for a school environment in which everyone can learn without distraction or disruption. These rules apply during the instructional day and official school events/activities when the student is a participant. If the student’s dress or grooming disrupts the educational process or violates the provisions of this policy, the administrator shall request the student to make appropriate corrections. Students may be sent home for repeat offenses.

Dress Guidelines:

Shirts:

- No inappropriate, offensive, or suggestive language or graphics including innuendos
- No alcohol, tobacco, drugs, or sexual connotations or graphics pertaining to these issues
- No backless or see through apparel
- No halter-tops
- Necklines should not extend below one hand’s width (of the student) from the lowest part of your clavicle/collar bone
- Tank tops must have at least a three finger (of the student) width strap at its narrowest point unless covered by another garment and must at all times cover undergarments; arm holes cannot reveal either chest or back
- Must extend past the waistband of the pants, shorts, or skirt so that no part of the stomach or back shows when the arms are raised horizontally
- Undergarments must be covered at all times, even while in the sitting position

Pants, shorts, and skirts:

- Dresses, skirts, and shorts must be hemmed and reach at least “fingertip length” with arms extended down at the sides regardless of layering underneath.
- Yoga/Leggings/Stretch Pants must be covered with a long shirt to “fingertip length.”
- Boxer and undergarments shall not be visible at any time, nor seen through holes or tears

Other:

- No hoods, hats, bandanas, or sunglasses may be worn in the school building during instructional hours
- No bare feet – shoes, flip-flops, or sandals are required.

Exemptions:

- School approved athletic uniforms
- Formalwear is considered appropriate for Prom and is encouraged
- PE attire shall be established by the teacher and administration.

- School functions when the student is not participating but is there as any other public person.

Process:

Staff observing dress that is inappropriate according to these guidelines should discretely visit with the student and ask him/her to modify his/her attire. If the student cannot or will not modify his/her attire appropriately, or disagrees with the staff member assessment, he/she should be referred to the principal.

Breakfast/Lunch Program

- Breakfast will be served from 7:30 until 7:55 and is available to all students grades K-12.
- Not all items on the plate need to be consumed.
- Lunch is closed campus for all students in grades K-8 unless otherwise designated by the administration. Vending machines will not be available to Middle School and Elementary students during the instructional day.
- Students may go for seconds when they have eaten a portion of each serving. A bite of the item they have not finished is sufficient.
- Milk is not mandatory. Students may not access the pop machines for their lunch. Only students who bring cold lunch will be allowed to have pop with lunch.
- Students are expected to utilize meal time to visit quietly amongst each other. No yelling, screaming, or roaming around the lunchroom is allowed.
- When their table has been dismissed, students are to dump and stack their trays and then line up in the hallway to return to class.
- Breakfast: \$1.00 Students & Adults
- Lunch: K-6 Students \$2.25, 7-12 Students \$2.50 , Adults \$3.00 (. 25 Cents for additional milk)

Motor Vehicles

Students are permitted to park on school grounds as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Any licensed driver may drive onto the school premises under the following conditions:

- Driver must possess a valid driver’s license.
- Local, state, and school traffic laws must be followed.
- Any driving action that is deemed dangerous by administration will result in disciplinary action and may result in driving privileges being revoked.
- The speed limit on campus is 10 mph.
- Students driving vehicles into the shop area may only move the vehicles in the morning before the busses arrive, in the afternoon after the busses leave, or during class time (not passing time) under the supervision of a teacher or administrator.
- The rear parking lot and parking on the sides of the gym are designated faculty and staff. The front parking lot is designated for students and visitors. Students must park in student designated areas.
- Vehicles parked on campus must be registered at the office. Registration forms are available in the office.
- No student vehicle will be permitted to leave the school grounds during school hours without permission of the school administration except during the lunch period.

Dances

Dances are held from time to time for the middle school and/or high school students. The following rules apply to all dances. This policy is developed to ensure that all dances planned by the class/organization are conducted in an organized and orderly manner.

Dance requests will not be considered by the administration unless approval of the dance has been given by the class or organization sponsor(s). All requests for dances must be approved by the administration two (2) weeks prior to the date of the dance.

- All dances 9-12, except the Prom, must end no later than midnight.
- Middle school dances will end by 8:00 p.m.
- Middle school students will not be permitted to attend high school dances and high school students are not allowed to attend middle school dances.
- Anyone other than Belt students must be registered at the office prior to the dance.
- Once students enter a dance, they may not leave and then return to the dance. Students must arrive at the dance not later than thirty minutes after the dance begins.
- All dances, excluding the Prom, must be held in the cafeteria.
- All dances should have at least 2 adult chaperons from outside the school faculty present at the dance that are acceptable to the administration. In addition, it will be the students' responsibility to secure faculty chaperons for all dances.
- At least one class/organization sponsor must be present at the dance.
- Clean-up after the dance must be finished prior to the next school day and is the responsibility of the class or organization sponsoring the dance. Money will be deducted from class organization activity accounts to pay for damages.
- Dances, excluding the prom, will be limited to one dance per month.
- Damage of school property will be the responsibility of the class or organization sponsoring the dance. Money will be deducted from class/organization activity accounts to pay for damage.
- No alcoholic beverages or other drugs will be allowed on school property during the dance. Anyone violating this rule, including the band, will be required to leave immediately, and the police will be notified. Students of Belt will be subject to the school's substance abuse policy.
- Anyone leaving will not be readmitted.
- Vulgar/provocative dancing such as grinding will not be allowed, not any form of dance which is sexually suggestive or mimics sexual acts. Back to front contact dancing will not be permitted.

Student Behavior

Students are expected to behave in a manner that is a credit to themselves and to Belt Public Schools. As young adults, students should display an attitude of responsibility and common sense. Any behavior that hinders the right of another student to obtain an education is prohibited. The following should be specifically noted:

- Address all staff and faculty in a respectful manner.
- Food or drink (in non-breakable containers) is prohibited in the classroom except with the permission of the teacher.
- Chewing gum in the building is allowed as long as responsibility is demonstrated. Abuse of this privilege will cause this privilege to be revoked.
- Food or drinks will be consumed in the cafeteria or cafeteria hall.
- Sunflower seeds are prohibited in the school building and school busses.
- No glass containers allowed due to breakage problems.

- Literature and pictures of questionable nature will not be permitted.
- Elementary students may not use cell phones during the school day.
- The administration, noon duty teachers, or lunch aides may make additional and appropriate rules in keeping with the safe and efficient management of the playground or hallways.
- Young couples are to act appropriately and avoid public displays of affection during school.

The teacher has primary responsibility for the matters of conduct and discipline in the classroom, in the school building, and on the school grounds.

Teachers have the authority to:

- Deny certain classroom privileges
- Remove a student temporarily from the classroom
- Use such reasonable measures as may be necessary to maintain discipline

Any teacher may make additional rules which he or she deems appropriate and necessary for the orderly operation of the classroom. These rules will be explained to you on your first day of class.

Student Discipline Code

Montana law clearly establishes guidelines for student behavior:

Any student shall comply with the policies of the trustees, and the rules of the school which he/she attends; pursue the required course of instruction; submit to the authority of the teachers, principal, and district superintendent while he/she is in school or on school premises, on his/her way to and from school, or during lunch hour or recess.

Any student who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in the school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, books belonging to the district, or property shall be liable for punishment, suspension, or expulsion under the provision of this title. When a student defaces or damages school property, as defined above, his/her parent or guardian shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent or any trustee and the proof of such damage.

Academic Integrity

The Belt faculty is committed to providing the skills necessary so that students become ethical consumers of all formats of information. We are committed to provide students with the skills necessary to prevent Academic Dishonesty. Forms of Academic Dishonesty include: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material, unauthorized collaboration, facilitating academic dishonesty; and other misconduct related to academics.

Consequences:

The following provides a guideline for teachers and administrators and may be accelerated depending on the severity. Student offenses are cumulative through each school, but do not carry from Elementary to Middle School or from Middle School to High School. Students who are caught cheating that are involved with school programs and clubs are subject to their specific rules and provisions. Club sponsors and the school counselor will be notified by the teacher and the administration when a student is guilty of cheating/plagiarism.

	Elementary	Middle School	High School
<i>First Offense</i>	Parent contact Replace Assignment	Parent contact Replace Assignment for reduced/loss of credit Minimum 1 Detention	Parent contact Replace Assignment for reduced/loss of credit Minimum 1 Detention
<i>Second Offense</i>	Parent contact Replace Assignment Loss of privilege up to 1 day ISS	Parent contact Replace Assignment for reduced/loss of credit Minimum 1 day ISS	Parent contact Replace Assignment for failing grade/loss of credit Minimum 1 day ISS
<i>Third Offense</i>	Parent contact Replace Assignment 1-3 days ISS	Parent contact No credit for work Minimum 3 days ISS	Parent contact No credit for work Minimum 1 day OSS
<i>Subsequent Offenses</i>	Subsequent Offense may result in: Extended ISS, OSS, Board Discipline Hearing, and Course Failure.		

Bullying/Harassment/Intimidation/Hazing (Board policy 3226)

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Definitions

1. “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. “District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or

an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- c. Creating a hostile educational environment.

5. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Any student whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Verbal Abuse

Students who, on school property or while on a school sponsored activity, verbally abuse, threaten, or defy a person under jurisdiction or employment of the Belt Public Schools, may be suspended. The administration will determine the length of suspension in each of these cases. Any subsequent infraction

under this policy may result in the administration recommending that the student be expelled for the remainder of the semester.

Constant, Non-Violent Disruption

Students who constantly disrupt, in a non-violent manner, a classroom or a school sponsored activity may be given detention or may be suspended by the superintendent with the length of suspension to be determined by the superintendent. Any subsequent infraction under this policy may result in the administration recommending that the student be expelled for a reasonable length of time.

Smoking or Chewing

The use or possession of Tobacco Products or Alternative Nicotine Products in any form is expressly forbidden on Belt School property or at Belt School events by school policy and Montana State Law. The school has the authority to refer violators to the proper authorities for legal action. Violators are also subject to disciplinary consequences including but not limited to detention, suspension, or expulsion. For more information, please refer to section on substance abuse. Offenses are cumulative throughout student careers.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- Expulsion
- Out-of-School Suspension
- In-School Suspension
- Detention
- Loss of bus privileges
- Loss of open campus privileges
- Notification to juvenile authorities
- Restitution for damages to school property
- Training Rules Violations

An accumulation of various disciplinary offenses as well as the severity of an offense may allow the school officials to recommend more serious disciplinary action, including expulsion. In the case of actions that violate state law, school officials may notify local authorities, depending on the nature and severity of the case. The administration reserves the right to evaluate student behaviors on a case-by-case basis and administer consequences accordingly

Detention

As Part of classroom or school wide student management, teachers or administrators may give written discipline referrals for inappropriate behavior. Each written referral may result in the student serving detention either with the classroom teacher or at a regularly scheduled detention period whichever is appropriate. Students who ride the school bus will have to make other arrangements. Parents will be notified of detentions in writing or by phone call. Students who refuse to attend detention may be subject to further disciplinary consequences up to and including expulsion.

In-School Suspension

The administration may impose in-school suspension for part, whole, or multiple school days when, in his/her opinion, a student's actions or attitudes warrant this form of discipline. Students receiving in-school suspension may participate in practices only, but are ineligible for competitions for the duration of the suspension.

Suspension

The administration may impose suspension for up to twenty (20) school days (MCA 20-5-202) when the student's actions or attitudes warrant discipline of this nature. The board shall be notified of any suspension beyond (5) school days. A student suspended from school is concurrently suspended from all school activities and is not permitted on school property during the time of the suspension. School assignments may be obtained and made up upon return to school following the suspension.

Expulsion

Expulsion is an act of authority limited to the board of trustees and is to be used when, in their opinion, exclusion from school will benefit the students of the district, or when it is determined that the student has become a clear and present danger to himself/herself or to others. An expulsion decision of the board of trustees is considered final.

Corporal Punishment

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

Student Due Process

When a student is accused of violating any school regulation, prior to the administering of punishment, the student shall be informed of the school rules and the district's due process procedure of which he/she is in violation. If the charges can be substantiated following notice and an informal hearing, the Principal or the Superintendent may then suspend or discipline the student. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In all instances the student will be allowed the opportunity to tell his/her side of the story. If the student denies that he or she is in violation of a policy, the student and/or parents may follow the Board Policy 1700 – Uniform Complaint Procedure.

Medication

The administration of any drug, including aspirin, is not the function of the Belt Public Schools.

Special circumstances may require the school to support physician and parents in the administration of prescribed medicine. When such circumstances arise, as determined by the superintendent, the following guidelines will be adhered to:

- a. A written authorization from the student's physician must be presented. This authorization must include: name of student, date, name of medication, time schedule for administration, dosage, and possible side effects and a termination date. Only oral medication will be given.
- b. A written authorization from the student's parents/guardian to give the medication, and a release from all liability in connection with the administration of the medication, shall be signed by the parents/guardian.
- c. Medication shall be delivered to the administration by the parents or guardian.

- d. The medications must be in the container from the pharmacy with the name of the student, date, name of the drug, dosage, and the name of the physician.
- e. A log or written record should be kept with the student's name, date, time, dosage given and initials of the person administering the medication.
- f. The office staff would be the usual one to give the medication, but in the absence of office staff the classroom teacher would assume responsibility.

Substance Abuse

The Belt Public Schools recognize that chemical dependency is a treatable health problem which does not respect any group or age. Health problems of youth are primarily the responsibility of parents/guardians and the community, but it is also the schools that share in this responsibility. Chemical dependency problems often create poor student behavior, negatively affect student learning, and may slow or retard the development of the student.

The most progressive way to deal with this problem is the absolute elimination of chemical use among the students of the Belt Public Schools. To enhance the elimination of chemical use, it is the responsibility of the school board, administration, staff, parents, community members, and students to support this program. This program will provide a unique opportunity to observe, confront, and eventually assist young people to become chemically independent. The ultimate goal shall be a chemically free student body attending the Belt Public Schools. All students will be afforded due process as required by law.

Student Policy:

- A. This policy is in effect any time the school has legal jurisdiction including but not limited to any school functions at home or away whether school or private transportation was utilized.
- B. If a student appears to be under the influence of an illegal substance at a school function, or is in possession, an attempt will be made to contact the parent. The student will be released to the parent or to a police officer.

Possession or Use of Illegal/Prescription Drugs/Alcohol	
<i>First Offense</i>	Immediate ISS until student parent/guardian conference. 10 days OSS; 3 to be served and 7 to be set aside with the successful completion of an approved Chem-Care program consisting of a minimum of 10 hours at the student/parent's expense. Failure to timely complete program will result in serving balance of suspension.
<i>Second Offense</i>	Immediate ISS until student parent/guardian conference. 10 days OSS; 5 to be served and 5 to be set aside with successful completion of an approved Chem-Care program consisting of a minimum of 30 hours at the student/parent's expense. Failure to timely complete program will result in serving balance of suspension.
<i>Third Offense</i>	Immediate ISS until student parent/guardian conference. OSS pending recommendation for expulsion.
Sale or Distribution of Illegal/Prescription Drugs/Alcohol	
<i>First & Subsequent Offense</i>	Immediate ISS until student parent/guardian conference. OSS pending recommendation for expulsion.

The first, second, and subsequent offenses are cumulative during the student's 6-12 attendance at Belt School.

Dangerous Items on School Property

Any item of an explicitly dangerous nature including, but not limited to guns, knives, or ordinance of any kind, is expressly prohibited from being on the school property at any time without the consent of the administration. Any person or persons who knowingly bring or have such items on school property without the consent of the administration are subject to suspension, expulsion, or discharge.

Gun Free School (Board Policy 3310)

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case by case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Extra-Curricular Activities

All usual and appropriate school rules apply during all extracurricular activities. Coaches, teachers, and sponsors responsible for athletic teams, co-curricular activities or other student groups may set additional standards related to dress, behavior, and training. Such standards must be appropriate to the purpose of the team of activity. Students must be informed of the requirements at the beginning of the activity or activity season.

Attendance

In order for a student to practice or participate in a contest, he/she must be in attendance at school for half of the day. A half day is defined as half the student's scheduled classes; in case of an odd number, for instance during an early bus departure, round to the higher number. The only exceptions are verified medical or dental appointments, family emergencies, and extenuating circumstances approved by the Athletic Director or the Principal. Student participation in activities on a non-school day is not determined by their attendance the preceding day.

Bus Policy

For liability purposes all students must ride to and from all extracurricular events on the bus provided for that activity, unless the coach, sponsor, or chaperon consents and has a WRITTEN NOTE from the student's parent or guardian that their child will be riding with them or with another parent or a responsible adult. Once the student is granted permission to leave the bus, the school is no longer responsible for that student.

Extra-Curricular Eligibility 6-12

Eligibility standards for all extracurricular participation will be set forth in the MSHA Handbook (www.MSHA.org) and as further refined below:

- Student must have an updated MSHA physical form on file in the office prior to participating in any athletic practice or event.

- Per MSHA rules, all athletes and parents each year must sign and initial the concussion statement of understanding. A completed form has to be on file in the office before a student can participate in any athletic practice or event.
- Student and their parent(s) or guardian must complete and sign the Athletic Code of Behavior- Release Form (see Appendix A).
- Student Activity fee's paid and no outstanding fines.

Academic Eligibility

To be eligible to participate in extracurricular activities at Belt Public Schools, a student at grade check must:

1. Maintain a cumulative average GPA of 2.0 or higher.
2. Have fewer than 2 F's during a grade check regardless of his/her cumulative GPA.

Grade checks shall be conducted every 4 ½ weeks (mid-quarter, end of quarter and semester), those students falling below the eligibility requirements will be placed on probation and shall be monitored on a weekly basis until the next 4 ½ -week grading period. Lists of ineligible students will be made available to those connected with activities (coaches, sponsors) by the athletic director following grade checks. Probation carries over from school year to school year. It will be the duty of those coaches and sponsors to notify their ineligible players/participants each week.

Beginning of Four and a Half Week Definition - The second four and a half weeks begins on the Monday morning following the week in which the first four and a half weeks ended. The student who became eligible (ineligible) at the four and a half week would then become eligible (ineligible) on Monday morning. Students on probation will have weekly grade checks conducted on Monday morning to determine eligibility for that week. Again, until a student has met the minimum eligibility requirements at the 4 ½ -week check, he/she will be monitored on a weekly basis and eligibility determined accordingly.

An out of school suspension will result in suspension from all competitions and practices for the duration of the suspension. Students receiving in-school suspension may participate in practices only, but are ineligible for competition for the duration of the suspension.

This applies to all extra-curricular athletics, cheerleading, any music program which practices after school, as well as, all student organizations and clubs, e.g., DECA, Drama, or Pep Band.

Lettering Criterion

A varsity sports participant will receive a letter if they finish the season in good standing and meet the requirements established by the head coach. The head coach will notify the student athletes of the requirements to letter in their respective sport at the beginning of the sport season.

FURTHER POLICY

There may be additional Student Policies contained within Board Policy which have not been specifically detailed in the Student Handbook. For questions on these policies please reference Board Policy

Addendum to Handbook

Additional rules and regulations may be added to this handbook at any time by the administration.

(Appendix A)

BELT VALLEY PUBLIC SCHOOLS
Athletic Department

Code of Behavior- Release Form

Dear Parents:

I am pleased that your son/daughter has expressed a desire to participate in the Belt Schools athletic program. By becoming a member of an athletic team, you and your child have assumed a responsibility to fulfill a significant and important commitment to his/her teammates, coaches, and team. We recognize the right of all students to practice the teachings of their religion, observe religious holidays, and attend religious education programs. Such requests to be excused from practice/competition will be honored without penalty. All students will comply with the following rules:

1. Possession/use of alcohol, illicit drugs, or tobacco products:
 - **FIRST OFFENSE:** Loss of eligibility for ten (10) school days.
 - **SECOND OFFENSE:** Loss of eligibility for twenty (20) school days.
 - **THIRD OFFENSE:** Loss of eligibility for thirty (30) school days.
 - **FURTHER OFFENSES:** Results in a hearing with the Board of Trustees relating to suspension time or permanent banning from all Belt athletic participation.

Offenses are cumulative during the students 6-8 and 9-12 attendance at Belt School.

2. Harassment of another student(s). Includes hazing, initiations, bullying, sexual harassment, and intimidation:
 - **FIRST OFFENSE:** Loss of eligibility for ten (10) school days.
 - **SECOND OFFENSE:** Loss of eligibility for twenty (20) school days.
 - **THIRD OFFENSE:** Loss of eligibility for thirty (30) school days.
 - **FURTHER OFFENSES:** Results in a hearing with the Board of Trustees relating to suspension time or permanent banning from all Belt athletic participation.

Offenses are cumulative during the students 6-8 and 9-12 attendance at Belt School.

3. An athlete who has been arrested by law enforcement officials will be suspended immediately from the team. A hearing between the athlete, parent or guardian, activities director, principal, and superintendent will be held. The results of the hearing could result in:
 - Reinstatement, suspension, or permanent banning.
 - Results of the hearing may be appealed to the Board of Trustees relating to suspension time or permanent banning from all Belt athletic participation.

4. In order to participate at practice or in a contest on a school day, athletes must attend class at least four (4) periods of that day (see student handbook page 29).

5. Regular attendance at practices/contests is essential to remain as a team member. Absences from practices and contests must be excused by the coach in advance and will be approved only for compelling reasons. Generally, a one game suspension will result for each unexcused absence, and excessive unexcused absences will result in dismissal from the team.

6. Athletes will be required to return all issued equipment or pay for replacement. Replacement of

Lost or damaged equipment will not be issued until payment is made for the item(s).

- 7. Athletes will be required to abide by all school rules and regulations as set forth by the MHSA, Board policy, student handbook, and activity handbook.

When participating in athletics, the possibility exists that athletes may sustain an injury, and it is very important that you and your child acknowledge this risk. While our overriding concern is the physical well-being of our students, there is a possibility that an athlete may suffer a severe injury as a result of participating in athletics. These injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. Belt School does not provide medical or injury insurance. The responsibility of any cost incurred as a result of medical attention with a student lies with the parent or guardian. The School District recommends to parents that they insure their child through their own policy or purchase supplemental insurance.

- 8. Participation in activities, groups, and teams is a privilege at Belt High School. Any student or student athlete who engages in derogatory, abusive, demeaning, and/or racially or sexually insensitive remarks or posting of pictures through electronic communication or online postings toward any student, student-athlete, coach, fan, or person(s) is considered to be “unbecoming of a Husky” and may result in discipline including suspension or removal from the activity, group, leadership position, or team.

“Unbecoming a Husky” would include but not be limited to:

- Any electronic communication or online posting that includes confidential information
- Any electronic communication or online posting that reflect negatively on your school, teammates, coaching staff, referees, or competitors
- Any electronic communication or online posting that depict illegal activities
- Any electronic communication or online posting including pictures with nudity or individuals in underclothing

By signing this letter, athlete and parent give permission...

- 1. for my child to participate in all interscholastic competitions to include MHSA sanctioned athletic activities to include football, basketball, wrestling, cross country, track, golf, and/or volleyball.
- 2. for medical treatment as determined necessary by medical professionals or school staff in the case of an emergency and have signed the MHSA medical release form.
- 3. for my child to ride the school transportation which is provided to/from school or to/from activities, field trips or other authorized functions of the school.

After having read this letter, please sign it, indicating your understanding and support of the rules and your acknowledgment and appreciation of the risk of injury. Your son/daughter must also sign and return this form to the Office prior to practice.

Sincerely,
Jeff Graham
Athletic Director

Print Athlete’s Name _____ Grade _____ Age _____
Athlete’s Signature _____ Date _____
Parent’s Signature _____ Date _____

Belt Schools Honors Diploma/Credit Application

Name(Please Print): _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Belt School courses offered for Honors Credit

Student must complete any of the six (6) below courses to receive an honors diploma.

Sem. 1 Grade	Sem. 2 Grade	Course Title	Teacher Initials Verifying Contract	Date Completed
		Advanced Art		
		Band		
		World History		
		Chemistry		
		Choir		
		Government		
		US History		
		Advanced Math		
		Marketing		
		Calculus		
		Spanish III & IV		
		Advanced Biology		
		Physics		
		English 11		
		English 12		
		Metals		
		Weight Training		
		COT* (Pending Admin. Approval)		
		Creative Writing		

Cumulative Honors GPA (Must be 3.0 or Higher)

Cumulative High School GPA (Must be 3.5 of Higher)

Administrative Signature: _____ Date: _____

Counselors Signature: _____ Date: _____

Counselor's Initials Student Honors Portfolio – Submitted by May 1st of Senior Year to Counselor

All writing components are completed in MLA format and are analytical in nature.

Professional Resume

An example of an essay used for a college application or scholarship.

Each class taken for honors credit has a writing component that is included in the Honors Portfolio.

All classes taken for Honors Credit involve higher order thinking skills, analytical problem solving, synthesis of information, and application of knowledge to new situations.

Honors Portfolio is organized in a three ring binder and has been presented to a public forum on the 2nd Tuesday in May at end of their senior year.

Honors Coursework required prerequisite skills developed from lower level classes.

Student has completed Honors Diploma requirements in order to be eligible for Valedictorian or Salutatorian.

Principal's Initials Student Honors Portfolio

Student has not violated school rules regarding plagiarism & cheating or demonstrated a lack of academic integrity during all four years of High School.

HANDBOOK SIGNATURE PAGE / INTERNET ACCESS CONDUCT AGREEMENT

Belt Schools requires that students in grades K-12 and parent/guardian signatures to be kept on file showing handbook policies have been read, understood, and agreed upon.

I have read the Student Handbook and understand the rules and regulations which are included.

Student Signature

Date

Parent/Guardian Signature

Date

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Belt School District's policy regarding District-Provided Access to Electronic Information, Services, and Networks. Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print): _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian (print): _____

Signature: _____

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the 2020-21 school year