

Belt Public Schools

EK-5
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.

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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 / Mavrinac | 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

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 $> 100.4^{\circ}$ 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.

Early Kindergarten, Kindergarten, and Elementary Students

A child must be 4 years of age by September 10 to enter Early Kindergarten. A child must be five years of age by September 10 to enter kindergarten and six years of age by the same date to enter first grade.

Board policy requires that all new kindergarten students or first grade students entering school for the first time have a health examination.

Please mark your children's belongings and clothing so that they can be easily identified if lost. Lost and found articles are reported to the office.

In order to stay in at recess or lunchtime, students must be ill and bring a note from home.

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 Policy:

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.

When a student is absent for more than 10 days or has excessive tardiness, the principal will send a letter to the parents expressing concern with the student's attendance and/or requesting a meeting with the parent and teacher. The purpose of this meeting will be to develop a plan to make sure the absences have a minimal effect on the students' academic success. If truancy does become a problem the school truancy officer will take an active role in the situation and appropriate legal action may result.

Excused absences

- Illness of the student
- Serious illness or death in the immediate family
- Family emergencies at the request of the parent/guardian
- Absences should be approved in advance if possible. A phone call to the office or a note at least one day prior to is preferred.

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.

Tardy

- 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. This is cumulative for the semester.

Parental Check Out Of Student:

If it is necessary to come and get your child during the school day, come to the main office. We will call your child's classroom and have the teacher send them to the office at that time. Elementary students leaving school before 10:30 AM will be counted absent for morning attendance. Students leaving before 2:30 PM will be counted as absent for afternoon attendance. Middle school and high school attendance is taken by period.

Make-Up Work

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.

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.
- Students will be respectful to the drivers.
- Bus students are to go immediately to the bus areas when they are dismissed in the afternoon.
- Keep all parts of the body inside the bus at all times.
- Students will remain seated at all times when the bus is in motion.
- Do not throw anything from the bus.
- 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.

Student Lockers or Cubbies

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.

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.

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 Network

See Board Policy 3612

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.

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

1. Educational Purposes Only. All use of the District's electronic network 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.

2. Unacceptable Uses of 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.

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 20202-460

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.

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.

Elementary

Grades EK & K

U – Unsatisfactory
S – Satisfactory
H – High Attainment

Grades 1-5

A, A- Excellent
B+, B, B- Above Average
C+, C, C- Average
D+, D, D- Below Average
F Failing

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/color 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:

- Shorts or skirts must be at least thumb length when arms are extended at their side
- Skirt and dress must be at least finger-tip length when arms are extended at their side, including slits
- 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.
- 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.
- Lunch is closed campus for all students in grades K-8 unless otherwise designated by the administration.
- Breakfast: \$1.00 Students & Adults
- Lunch: \$2.00 Students, \$2.75 Adults (. 25 Cents for additional milk)

Cold Weather Advisory Guidelines for Recess & Outdoor Physical Activity

Fresh air and exercise is an important part of the school day. Time spent outdoors gives students the opportunity to engage in activities that allow them to relax from the structure of the classroom for a short while.

Conditions that should be considered in the determination for outside recess:

Temperature

Wind Chill

Age of Students

Length of Time Outdoors

Adequacy of Clothing of the Children

Condition of the Playground

1. When properly clothed, elementary school-aged children can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution should be practiced when temperatures are below 30 degrees, including the wind chill factor.
2. When temperatures fall below 0 degrees including the wind chill, students are kept indoors (“feels like” temperature based on www.weather.com for zip code 59412).
3. It is the parent/guardian’s responsibility to ensure their children come to school dressed appropriately for the weather. K-5 students are required to wear snow boots, snow pants, coat, hat and gloves when snow is on the ground and are required to wear coats 40 degrees or colder.
4. Requests to stay indoors based on health reasons need to be channeled through the classroom teacher to determine a workable system for when a student should not participate in outdoor activities due to health.

Student Behavior

Playground

Safety is of the utmost importance in the use of the playground. The playground rules and guidelines were created for everyone’s protection and should be followed at all times.

General Rules:

1. Students should always use friendly language, take turns, and throw only school designated recess equipment.
2. Always stop and **freeze** when hearing a recess supervisor’s whistle.
3. Any equipment checked out from the classroom or equipment tub is to be returned to its storage location by the student who checked it out.
4. Students should rock-paper-scissor to solve disputes or disagreements.

Slide:

1. Go feet first, keeping hands and feet within the slide.
2. Only go down the slide and make sure to wait your turn.
3. Wait until the person in front of you is off before you go

Swings:

1. Swing forward and backward.
2. Make sure to come to a stop when you are finished.
3. Only swing one at a time.

Jungle Gym & Monkey Bars:

1. Hang by hands only.
2. Stand clear of those who are taking a turn.
3. Always look up or down before climbing on or climbing off equipment.
4. Standing or jumping from the top of equipment is dangerous and not permitted.

Competitive Games

1. All PE rules apply when playing one hand touch football, basketball, tag, or other competitive games.
2. Dodgeball or use of a hardball for baseball is not permitted during recess.
3. Include everyone in games. Remember: You Can't Say, "You Can't Play."

Hallways and Classrooms

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 (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.
- Literature and pictures of questionable nature will not be permitted.
- 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 up to three (3) full 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. The suspended student is not allowed on school property during the time of the suspension and no participation in any school activity is permitted. 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. |

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.

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

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.