



**EKALAKA PUBLIC SCHOOLS**

EKALAKA ELEMENTARY DISTRICT #15 • CARTER COUNTY HIGH SCHOOL

# *Student Handbook*

*2018-2019*

## **MISSION STATEMENT**

The Board of Trustees, the school staff, and the Ekalaka community are committed to establishing a learning environment that ensures all learners an equal opportunity for an educational program that will produce learners who are responsible and accountable, who value lifelong learning, and who are capable of succeeding in a changing world.

## **PHILOSOPHY OF EDUCATION**

The Trustees are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making assumed by the Board.

The Board will exert leadership in creating, maintaining, and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding should all be developed primarily and basically to enhance appropriate opportunities for students to learn and develop – personally, academically and socially.

## **ORGANIZATION**

The Ekalaka Public School (EPS) System is composed of two school districts. The legal names of each District are Ekalaka Elementary School District #15 and Carter County High School, Carter County, State of Montana. The Districts are classified as class three districts and are operated according to the laws and regulations pertaining to class three districts.

In order to achieve their primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state. Their legal powers, duties and responsibilities are derived from the Montana Constitution and the State statutes and regulations. School Laws of Montana and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board.

## **EKALAKA PUBLIC SCHOOLS BOARD OF TRUSTEES**

Helen King, Chair, High School District High School District #1  
Dennis Bishop, Vice Chair- High School District #3 & Elementary District #15  
Cassidy Jespersion, High School District #3 & Elementary District #15  
Samantha Harris, High School District #3 & Elementary District #15  
Arnold Rychner, High School District #3 & Elementary District #15  
Micheal Ashbrook, High School District #3 & Elementary District #15  
Vacant Board Seat, High School District #2

## **SCHOOL ADMINISTRATION**

Daniel Schrock., Superintendent

## **TELEPHONE DIRECTORY**

Carter County High School (406)775-8600  
Ekalaka Elementary District #15 (406)775-8625  
Fax Number (406)302-0349

# WELCOME

## To Students and Parents:

The Ekalaka Public Schools Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office. In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

EPS does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

\*Daniel Schrock., Superintendent, 775-8626

\*Cathy Frye, Guidance Counselor/Title IX Coordinator, 775-8614

**There are, on occasions, incidences that may arise that are not specifically delineated in this handbook. The Superintendent has been given the authority by the board to deal with those situations as they arise. Additionally, some rules or guidelines for students may be adjusted if necessary.**

## **ACTIVITY/ATHLETIC PASS**

Every student participating in extracurricular activities must purchase a pass.

Passes for student entrance to activities & athletic events may be purchased at the following rates:

Senior Pass: \$35.00      Student pass - \$40.00      Single pass - \$65      Family pass - \$150.00

If a pass is not purchased, students must pay the ticket price per event.

There are, on occasion, some activities that may be held at the school as a fund raiser or in an effort to offset the costs of a production, for which the student or family pass will not apply. If groups are hosting an event that is not covered by the activity pass, diligence should be taken in informing the public as to the cost for admittance.

## **ATTENDANCE POLICY:**

Regular attendance is very important to successful school work. Those students who are prompt and attend classes regularly experience a greater degree of success in their educational endeavor than those who are frequently tardy or absent. Regular and prompt attendance is a habit and should be cultivated as such. It is also important because his/her attendance record is often viewed by prospective employers and colleges as a key indicator of the student's sense of responsibility, commitment and reliability.

## **STATE LAW REQUIRES:**

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

## **OBJECTIVES OF THE FOLLOWING POLICY ARE:**

1. To identify and attempt to remedy situations where student absence is having an adverse affect on the student's progress in school.
2. To instill in each student the sense of responsibility necessary for success in school.
3. To maintain an accurate record of attendance of each student's permanent school record that is requested by employers and other schools.

When a student must be absent from school, students should bring a note in advance signed by the parent that describes the reason for the absence. If advance notice is not possible (as in the case of illness) then it is preferred that a parent calls before 10:00 a.m. the day of the absence. If no call is made, on the day of the student's return the student must bring a note, signed by the parent.

## **8 DAY POLICY: (Junior High & High School Only)**

Each student enrolled in EPS will be allowed to be absent (8) days per semester but not more than four (4) days per quarter. When students miss more than four (4) days in a quarter, they may be penalized two percentage points on their quarter grade for each absence beyond the fourth day. If the student has missed four (4) days from a class during the quarter, the parents will be contacted and they will be told if a grade deduction will be invoked. If the student has missed eight (8) days during the semester, a meeting will be held with the parent(s), the student, and the Superintendent. At this time an attendance plan will be written. If the student does not comply with the attendance plan, they must appear before the Board of Trustees. After the eighth absence and in compliance with the attendance plan, a note from parents may not be sufficient. Written notification must be obtained from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained and presented by the

parent/student within 2 days of the absence. Extenuating circumstances will be considered by the Superintendent.

Seniors will be allowed two (2) days for military enlistment or college visitation.

### **MAKE UP WORK:**

A student absent for any reason should promptly make up specific assignments missed or complete additional study assigned by the teacher. Work missed during an excused absence can be made up at full credit. Deadlines for make-up work will be a maximum of 1 day for every day missed. Failing grades may be given (at the discretion of the teacher AND the administration) for work missed due to an unexcused absence. If a student is in attendance for any part of a day, they are responsible for submitting their homework from the prior day and getting their assignments from the classes they missed that day. The current day's homework must be completed for the next class meeting. *For further information, see policies at 3122 and 3122p*

### **TARDIES:**

Students are expected to be in their desks or assigned work stations in the classroom when the tardy bell rings. A student will be counted absent rather than tardy if they are more than fifteen minutes late to a class. After the third tardy the student will be referred to the office for disciplinary action according to Attachment A.

### **Special Permissions:**

Students who do not live in the Ekalaka Public Schools attendance area will be required to submit an application for special permission annually. Acceptance of applications will be based on attendance, conduct, and school participation. Students with special permission may have to provide their own transportation.

## **AWARDS AND HONORS**

### **HONOR ROLL:**

To earn a place on the honor roll at the end of a grading period, the student must have a "B" average (3.00 G.P.A.). To be named to the A Honor Roll a 3.5 or better G.P.A. must be obtained. They may not have any grade below a C in any subject.

**SENIOR HONORS** – see "Class Ranking"

### **THE LETTER "C": (HS only)**

Following is the criteria for lettering in Academics, Athletics, Speech & Drama, and Music:

#### **ACADEMIC LETTERS:**

- The student must achieve a 3.0 grade point average or better for three (3) consecutive quarters during the school year. They may not have any grade below a C- in any subject.

#### **ACTIVITY LETTERS:**

- **Boys' Basketball, Girls' Basketball and Volleyball** – The student must make the tournament team roster. Selection is left to the discretion of the coaching staff.
- **Track** – The student must score a minimum of 5 points during the season. A student will automatically letter if they qualify for the Divisional Track Meet. Selection is left to the discretion of the coaching staff.
- **Football** – The student must start in varsity contests or contribute significantly to varsity games. Selection is left to the discretion of the coaching staff.
- **Cheerleading** – The student must participate at the varsity level for the entire season. Selection is left to the discretion of the coach.
- **Speech Letters:** Selection is left to the discretion of the coaching staff.

- **Music Letters:** The student must be enrolled in either band or choir for an entire school year and actively participate in concerts, contests and performances. Selection is left to the discretion of the music staff.

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. 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.

## **CAFETERIA SERVICES**

EPS participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced lunches are available based on financial need. Information about a student's participation is confidential. See the high school office personnel to apply.

1. All school lunches are on a pre-paid basis. Student lunches are \$2.50 for grades K-12. Adult Guest lunches are \$5.00. Notices will be sent home when lunch money is due and students will not be allowed more than five days charges.
2. A student may have seconds on everything available except dessert. However, if a student wishes a third helping, another lunch will be charged to him or her.
3. If a student brings his/her own lunch, milk may be purchased from ala carte for .50 cents.

## **CONDUCT IN LUNCHROOM:**

Students are expected to proceed to lunch in an orderly manner. Grades K-6 will be under the direction of their supervising teacher. Students are not to take lunch from the lunchroom, unless directed by staff for special meetings, etc. Under normal circumstances students will go through the line with their class. Grades 7-12 will be in descending order (i.e. seniors, juniors, sophomores, etc.).

EPS operates on an "open campus" noon hour for grades 9-12 only. This means that students may leave the building during lunch period. School rules apply whether on or off campus during this time. All other students are to remain on campus unless other provisions have been cleared through the Superintendent.

## Class Schedule

**Elementary School:** Student Drop-off: 7:45-8:00      School Day: 8:10-3:45  
No students should be dropped off before 7:45 am.

### High School Bell Schedule:

	<b>Regular</b>	<b>Assembly</b>
Period 1	8:10-9:05	8:10-8:59
Period 2	9:08-10:03	9:02-9:51
Period 3	10:06-11:01	9:54-10:43
Period 4	11:04-11:59	10:46-11:35
LUNCH	11:59-12:24	11:35-12:00
Period 5	12:27-1:22	12:03-12:52
Period 6	1:25-2:20	12:55-1:44
Period 7	2:23-3:18	1:47-2:36
Homeroom	3:21-3:45	HR/Assembly 2:39-3:45

## CELL PHONES & OTHER ELECTRONIC SIGNALING DEVICES

Student 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 District employees is a privilege which will only be permitted under the circumstances described herein. At no time will any student operate a cell phone or other device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other signaling devices on campus before school begins and after school ends. **These devices must be turned off during classroom instruction.** Unauthorized use of such devices disrupts the instructional programs and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. First time confiscated devices will be returned to the student at the end of the school day. Any device confiscated a second time will result in the device being retrieved by the parent/guardian. Any subsequent infraction will result in student detention/suspension and parent/guardian retrieval of the device.

Building-level administrators may grant permission for individual students or classes to use and/or possess cellular phones, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student or at the request of the instructor for technology educational usage.

## COMMUNICABLE DISEASES / CONDITIONS

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

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza	Chickenpox
Lyme disease	Salmonellosis	Chlamydia
Malaria	Syphilis	Colorado Tick Fever
Measles (Rubeola)	Scabies	Diphtheria
Meningitis	Shigellosis	Gastroenteritis
Mumps	Giardiasis	Pinkeye
Tuberculosis	Hansen's disease	Ringworm of the scalp
Whooping Cough (Pertussis)	Streptococcal disease, invasive	

*For further information, see policy 3417*

## **COMPLAINTS BY STUDENTS / PARENTS**

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy (#1700) in the District's policy manual.

Some complaints require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Access to the District's computer system and/or Internet service is an integral part of the educational process. Temporary access may be granted each student at the time of enrollment. Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school an Internet Access Conduct Agreement within 12 school days to assure continued access to the District's computer system and/or Internet Service.

Please understand that in accessing the Internet at EPS, students will be expected to adhere to the school's Internet Acceptable Use Policy. Access to EPS computer and internet resources is a privilege not a right. If a student utilizes a personal device on School grounds with administrative permission, they must route their internet traffic through the school network for CIPA compliance.

Students have no expectation of privacy in any materials that are stored, transmitted, or received via the EPS electronic network, EPS account or EPS computers. EPS reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.

### **ACCEPTABLE USE:**

The Internet may be used by students for research and educational activities. The network and the District's Internet connection may not be used to access, download, store and/or distribute any material (text, graphic, photo, or audio) that is defamatory, abusive, obscene, profane, threatening, or sexually explicit to the average person. Inappropriate use will result in disciplinary action by the Superintendent that may result in restricted, suspended, revoked or canceled Internet access by that user.

### **EPS Devices in the hands of students:**

Students are solely responsible for the Chromebooks or devices issued to them and must adhere to the following:

- Portable devices must be stored in designated locations and must be returned each night unless the high school student and parent/guardian has signed the Home Use Chromebook Policy signature form.
- Students must treat their device with care.
- Students must promptly report any problems with their device to a teacher who will report it to the Technology Coordinator.
- Students may not remove or interfere with the serial number, school asset tag, or name sticker.
- Students must not alter the appearance of the device in any way. (You may only write on the name sticker).
- Students must not hold their device by the screen.
- Food and drinks are not allowed by the device. The cost of any damage that is a result of food or drink will be the total responsibility of the student. Keep your chromebook away from food and drinks.
- Students will not lend their device to other students or use another student's device.
- Students will not tamper with another student's device.
- As with damage to textbooks, repairing damage beyond wear and tear is the responsibility of the student.
- Students will keep their chromebook within their provided cases when not in use.

#### **CLARIFICATION OF UNACCEPTABLE COMPUTER USE:**

Appropriate use of computers by students is closely monitored by the classroom teacher and Superintendent.

If a student uses a computer inappropriately, as deemed by the classroom teacher, he/she will lose computer privileges for a period of time. Examples are as follows, but are not limited to: Inappropriate/suggestive messages & sites, chat rooms, sharing passwords, chain e-mail, threatening messages, illegal activities, hacking activities, violence and hate, trespassing, plagiarism, spamming, personal financial gain, vandalism, using illegal copies of copyrighted software, changing displays, sounds, etc. from those set by the instructor without permission, downloading to the hard drive from the internet, installing software or playing games without permission & accessing another student/staff member's folder, or bypassing the district Web Filter.

#### **INTERNET CONDUCT:**

Users will abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite and use appropriate language. Use of vulgar language does not conform to established code of student conduct and may result in disciplinary action.
2. Do not reveal personal addresses or phone number of any student or staff member.
3. Students are responsible for their computer files. If your files are accessed by another student, notify the office immediately.

#### **Social/collaborative Web Use:**

Ekalaka Public Schools will make use of several Social/Collaborative Digital resources (Google Apps, and others) that are an important part of modern instruction. These resources are in the "cloud" on the Internet and provide tremendous utility at low cost to the district. Some of these resources utilize identification of a student to allow tracking of the student's progress (such as a first name). Through our use of these digital resources, we can assist students in understanding safe uses of the Internet in a fast paced world. If e-mail is enabled, K-10 students will not be able to send/receive e-mail outside the district, while Juniors and Seniors will have that capability. COPPA (Children's Online Privacy Protection Act) requires parental consent for websites that collect information for those under 13 without parental consent. EPS will assume consent provided the AUP is signed and returned and agrees that the utmost effort will be taken to verify that digital resources are of the highest security and follows FERPA (Family Educational Rights and Privacy Act), CIPA (Children's Internet Protection Act), and PPRA (Protection of Pupil Rights Amendment). Examples of

approved Digital resources can be found here: <https://studentprivacypledge.org/signatories/> for their pledges of security and responsible use of student information (such as names).

### **LIABILITY/DISCLAIMER:**

Ekalaka Public Schools makes no warranties of any kind, expressed or implied, for internet service. Use of any information obtained via the Internet is at each user's risk. EPS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. *For further information, see policy 3612.*

### **CONCESSION STAND**

Concession stand profits will go to the student organizations that work the stand (divided proportionally according to the hours/games that each group worked).

1. Profits will be divided after all home games conclude, and all outstanding bills are paid including reimbursement to the general fund of 100% of the sponsor's total salary and the minimum balance is satisfied.
2. A minimum of \$1000.00 (to be determined by administration) will remain in the fund to be used as "start-up" money for the next year and replacement/maintenance needs of the concession stand's physical equipment.
3. The advisor may limit the number of games any organization can work.

### **CONDUCT**

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

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline. Public displays of affection are considered socially unacceptable, may cause embarrassment to others and, thus, are not permitted at school. Keep an appropriate distance.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class. Cell phones, cameras, toys, knives of any size, audio players (MP3 players, I-pods, etc.) are **NOT** appropriate materials and may **NOT** be brought to class.
- Meet district or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Do his/her own work on tests and assignments. Cheating will result in a grade of zero.
- Not carry guns or knives of any kind at school or school events.

### **APPLICABILITY OF SCHOOL RULES AND DISCIPLINE:**

To achieve the best possible learning environment for all our students, EPS rules and discipline will apply:

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

## **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 other students, school personnel, or other persons, or for the purpose of self-defense.

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence/on-line courses for credit toward high school graduation provided the class is supervised by a certified teacher on staff. All courses taken for credit must be approved in advance by the Superintendent. *For further information, see policy 2410P*

## **COUNSELING**

### **ACADEMIC COUNSELING:**

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

### **PERSONAL COUNSELING:**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact Cathy Frye.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

## **DETENTION**

If detention is given for tardies, an infraction of school rules, or unexcused absences the time to be served must be served during lunch detention or after school according to the schedule of the assigning teacher in a room designated by the supervisor. If you have been assigned after-school detention you must report to the room after school and remain seated and quiet for the duration. No food, drink, or music is allowed. You must bring homework or reading material with you. Serving detention will supersede practicing for any extra-curricular event/sport.

## **DISTRIBUTION OF MATERIAL**

### **SCHOOL MATERIALS:**

School publications distributed to students include the Broadcaster (Journalism newspaper) and School-to-You (newsletter). All school publications are under the supervision of a teacher or sponsor and the Superintendent.

### **NON-SCHOOL MATERIALS:**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Superintendent. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

## DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

- Headgear and sunglasses shall be removed as soon as the student enters a district building or other buildings when representing our school.
  - Overshoes are to be removed and placed in designated areas.
  - No t-shirt messages reflecting alcohol, tobacco or offensive logos, designs or language.
  - Undergarments may not be visible.
  - Midriff tops, spaghetti strap tops, tube tops and halter tops are not permissible.
  - Backpacks are not considered part of a student's wardrobe and may not be carried into the classroom. They must be left in the student's locker.
  - Skirts and shorts must adhere to the "fingertip" rule. (Length must be one (1) inch or more below the student's fingertips when arms are relaxed at their side.)
  - Anything that creates a disturbance or interference to the educational environment will be deemed inappropriate.
- No pajamas or bedroom shoes may be worn unless it is a school function.

## DRIVER EDUCATION

Driver Education is offered for credit. Students fifteen (15) years old or older or who will reach their fifteenth birthday with six (6) months of the course completion are eligible to enroll. Students are scheduled by age, with the oldest student having first priority. The fee for drivers' education classes will be provided at the end of the school year. Non-residents will be considered only if there is space once all resident students are enrolled. *For further information, see Policy #2163*

## DRUG, DRUG PARAPHERNALIA, ALCOHOL USE OR POSSESSION

Students are prohibited by state/federal law, and by Ekalaka Public Schools policy, from possessing or being under the influence of drugs or alcohol. Possession or use of drug paraphernalia is also prohibited and treated as a drug offense. Drug sniffing dogs may be employed at any time to check the campus.

(These rules are in addition to those set forth in policy number 3310 and 3340 – Drugs, Alcohol and Tobacco Education and policy statements for Ekalaka Public Schools.)

- A student shall not use, have in possession, sell, or distribute alcohol or tobacco.
  - **First Offense** – Complete 5 mandatory sessions with the guidance counselor and, if applicable, miss one game/event in which student is eligible to play/participate and one day of out-of-school suspension.
  - **Second Offense** –No participation in sport/event for 4 weeks and three days of out-of-school suspension.
  - **Third Offense** – Recommendation for termination from all activity participation at a Board determination hearing\* and 5 days of out-of-school suspension.  
(\*Requires School Board Action)
- A student shall not (1) use, have in possession, sell, or distribute illegal drugs, and (2) abuse prescription or non-prescription drugs. This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in a prescribed manner. Possession is defined as the use of a prohibited substance or having a prohibited substance in personal possession.

- **First Offense** – Complete 5 mandatory sessions with the guidance counselor and have 5 days out-of-school suspension, also, if applicable, miss one game/event in which student is eligible to play/participate.
- **Second Offense** - No participation in sport/event for 4 weeks and recommendation of expulsion.

## EXTRACURRICULAR ACTIVITIES

Ekalaka Public Schools offers a variety of activities for students. If a student is involved in two or more activities at once, preference shall be given to the activity competing in elimination programs. However, if the student is aware that there will be an unavoidable conflict in the activities, both supervisors must agree to his or her participation or the student must make a choice. There will be some instances where the student may not be able to do all things. This situation would surface when chosen for a highly select group such as Show Choir or Academic Olympics. Selection to an interscholastic athletic squad would be highly competitive and may not afford an opportunity to participate in other activities if there is a conflict in dates. The student shall make his/her choice known to the supervisors at the beginning of any program in order that the supervisor may choose another candidate if there is a conflict. Once the student has made a commitment to a program, they will be expected to complete that season in their chosen activity.

### HIGH SCHOOL ATHLETIC ACTIVITIES:

- **Basketball** – Any interested student may play this sport. The basketball season is held in the winter.
- **Football** – Any interested student may play this sport. The football season is held in the fall.
- **Volleyball** – Any interested female student may play this sport. The volleyball season is held in the fall.
- **Track** - Any interested student may play this sport. The track season is held in the spring.

### JUNIOR HIGH ATHLETIC ACTIVITIES:

- **Volleyball** – Open to all female students in grades 5-8.
- **Football** – Open to all male students in grades 5-8.
- **Basketball** – Open to all male and female students in grades 5-8.
- **Track** – Open to all male and female students in grades 5-8.

### TEAM MANAGERS

Most teams are in need of managers to assist in record keeping, taking care of equipment and supplies, and to assist the coaches and players. The following guidelines will apply to the selection and responsibilities of all student managers. All students:

- Interested in working with the teams in a particular sport as a manager must apply to the head coach of that sport for a manager position.
- Must maintain the same eligibility requirements as that of the athletes.
- Must maintain the same dress code requirements as that of the athletes.
- Must understand that additional time requirements and physical labor (event setup and take down, laundry, cleaning of equipment/gymnasium/storage areas) will be part of the manager's duties.
- Must abide by all of the rules and regulations of Ekalaka Public Schools

A maximum of two (2) managers will travel to district/divisional/state tournaments.

### NON-ATHLETIC ACTIVITIES:

- **Academic Olympics** – Teams are selected each year from among the student body based on grade point average, test scores and class performance. Teams will be selected from Junior High (7-8) and from high school students.
- **C-Club** – All high school students who have lettered in an MHSAA sanctioned activity are eligible to participate.

- **Cheerleading & Drill Team** – Any high school student may tryout. Cheerleading will only be offered if a qualified advisor is hired. Upon Superintendent approval, students in lower grades may be allowed to participate.
- **FCCLA** – Open to all students, grades 8-12, who have taken a Family & Consumer Science Class.
- **FFA** – Open to all students, grades 8-12, who take one (1) semester a year of Vo-Ag.
- **Speech** – Open to all high school students interested in competitive speech & drama.
- **Pep Band** – All 7-12 students in band are considered members of pep band. Participation of 6<sup>th</sup> grade band students will be at the discretion of the band advisor/music instructor.
- **Jazz Band, Show Choir, Ensembles & Solos** – Open to all high school students in band and/or choir. Some auditions may be necessary.
- **Math Team** – The math instructor will select one team from Junior High (7-8) and one from high school students to compete on the math team.
- **National Honor Society** – Students earning an accumulated grade point average of at least 3.0 on a 4.0 scale, and who have been on the honor roll for a minimum of three consecutive semesters will be informed of potential eligibility for membership. Membership is based on Leadership, Scholarship, Character and Service.
- **Science Olympiad** – A selected team made up of science students, grades 9-12.

#### **ELIGIBILITY:**

A physical examination is required for each student in order to be considered eligible and to be approved for participation for any athletic event, including cheerleading. Students will not be allowed to participate unless they have a current physical.

EPS Week 1 Grace Period- Student will report to the class and the teacher in which the student is struggling academically during Home Room and remain in that class until 4:00 pm, after 4:00pm the student is free to attend practice. If student is struggling in more than one class, the student needs to prioritize which class to attend based upon which class the student is struggling in more so than other classes. During this week 1 grace period, students are still eligible to compete.

EPS Week 2 Ineligibility- Student is required to report to the class and teacher in which they are struggling in from home room until 4:00 PM. Students who are in their second week of ineligibility are not to report to practice, they are to use the time towards improving their academic standing. Students who are ineligible for two consecutive weeks are not allowed to participate in competition beginning on Monday during week 2.

EPS Week 3 Ineligibility- If a student is ineligible for three consecutive weeks, when grades are checked on Monday morning, the student will no longer be on the team for the remainder of that season.

EPS has determined that the following eligibility rules set forth by the Montana High School Association (MHSA) will *also* be applied to all non-athletic activities that involve events (Academic Olympics, Cheerleading, FFA, FCCLA, Jazz Band, Pep Band, Instrumental & Vocal Ensembles and Solos, Math Team, Science Olympiad, Show Choir, Choral Ensembles, Speech, etc.):

- Be regularly enrolled in twenty hours per week where the student participates.
- Be in regular attendance.
- Have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester at the school where the student participates.
- Have received a passing grade and received credit in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. This rule shall be waived for IDEA '97 and Section 504 students when their individual education plan (IEP) under IDEA or their educational accommodation plan under Section 504 certifies that the student is not required to meet this minimum academic requirement. If a student is assigned an "incomplete" or a "condition" in the subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final.

Additional eligibility rules for both athletic and non-athletic activities involving events set forth by EPS are as follows:

- Have written parental permission.
- Be in school THE ENTIRE DAY of the competition/event. Special circumstances will be considered in advance on a case by case basis and the Superintendent (or person in charge) may allow the student to participate. Without such permission, the student is ineligible to compete until the following day.
- Abide by all rules and regulations of the school or risk being declared ineligible by the administration.
- Not earn a failing grade in the same class for two (2) consecutive weeks or he/she will not be eligible the following week regardless of quarter break. All classes that the student is enrolled in will be included. Weekly assignments/assessments/grades must be given in all subjects in order for a student to have an opportunity to improve his/her grade. The teacher and the coach will notify the student who has been placed on the ineligibility list.
- If a student has been deemed academically ineligible, they will not be allowed to travel with the school for any extracurricular event.

#### **RULES FOR EXTRACURRICULAR PARTICIPATION:**

- **Detention:** Detention will be served before the student reports to practice or game/event.
- **Misconduct on Trips:** Coach/Advisor discretion will be used as to whether the student participates in the upcoming or subsequent events. Student will be referred to the administration for disciplinary action.
- **Curfew:** 10:00 p.m. on weekdays, 12:00 a.m. on weekends, unless otherwise specified by coaches/advisors
  - **First Offense** for breaking curfew – Warning
  - **Second Offense** for breaking curfew – Extra work at practice.
  - **Third and subsequent offenses** for breaking curfew – Coach/Advisor discretion for playing/participating in next game or event.

Violations are cumulative through the student's period of attendance in grades 7-8 and 9-12. All infractions are erased from the Junior High record and a student begins anew at grade 9. Infractions are cumulative for activities/athletics/events/etc. for grades 9-12.

#### **FAMILY NIGHT**

Wednesday night is reserved for family activities. Every effort will be made so that no school activities involving students will be scheduled after 6:00 p.m. on Wednesday.

#### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.

- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Shop Fees

## FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Permission must be made by the Superintendent at least five (5) days before the event. Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property.

*For further information, see policies 3530 & 3535.*

## GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Grade Placement</u>
6	10
12	11
17	12

## GRADING GUIDELINES & CLASS RANKING

### G.P.A. (Grade Point Average):

Each letter grade is assigned a point value. To compute the G.P.A. one adds the number of points one has received in academic subjects and then divides that sum by the number of academic subjects taken. School-to-work is not figured into the G.P.A.

The marking system uses the letters A, B, C, D, F, and I. The "F" indicates a failing grade and "I" indicates an incomplete.

<b>A</b>	<b>96-100%</b>	<b>4.00</b>
<b>A-</b>	<b>93-95%</b>	<b>3.67</b>
<b>B+</b>	<b>90-92%</b>	<b>3.33</b>
<b>B</b>	<b>87-89%</b>	<b>3.00</b>
<b>B-</b>	<b>84-86%</b>	<b>2.67</b>
<b>C+</b>	<b>81-83%</b>	<b>2.33</b>
<b>C</b>	<b>77-80%</b>	<b>2.00</b>
<b>C-</b>	<b>74-76%</b>	<b>1.67</b>
<b>D+</b>	<b>71-73%</b>	<b>1.33</b>
<b>D</b>	<b>68-70%</b>	<b>1.00</b>
<b>D-</b>	<b>65-67%</b>	<b>.67</b>
<b>F</b>	<b>64% and lower</b>	<b>.00</b>

### SEMESTER GRADES:

A semester grade is computed by adding up the points of the two quarter grades plus the semester test grade (if given) and averaging the total. Only full semester grades will be used to calculate the cumulative G.P.A.

### CLASS RANKING:

Class ranking is compiled from semester grades and will be determined by Grade Point Average (GPA). Each letter grade is assigned a point value. To compute the GPA, the number of points received in each academic subject will be added together and then divided by the total academic subjects taken. School-to-work is not figured into the GPA.

## **VALEDICTORIAN/SALUTATORIAN:**

The valedictorian and salutatorian will be chosen from the senior class. A senior must have attended CCHS for a minimum of two (2) academic years as a full-time student to be considered a candidate. The senior year will be considered a second year. The two (2) seniors with the highest G.P.A.'s will be awarded these honors. If the two (2) top seniors' averages are within .03 of each other at the end of the seventh (7th) semester, then co-valedictorians will be named and there will be no salutatorian. If there are two potential salutatorians with G.P.A.'s within .03 of each other at the end of the seventh (7th) semester, then 1 valedictorian and 2 co-salutatorians will be named. To qualify for valedictorian and salutatorian, the senior must have completed the college preparatory program as outlined by the Montana Board of Regents. Those requirements are as follows:

- 4 years (units) of English
- 3 years (units) of Math. Must include 1 year each of Algebra I, Algebra II & Geometry.
- 3 years (units) of Social Studies. Must include 1 year each of Global Studies & US History.
- 3 years (units) of Science. Must be chosen from Earth Science, Biology, Chemistry & Physics.
- 2 years (units) of approved electives. The guidance counselor has a list of approved courses.

## **INCOMPLETES:**

Incompletes will be allowed in situations where unusual or extreme circumstances exist. The student will have two (2) weeks to make up the missing work or test or the missing assignment or tests become zeros (0's). The student's grade will then be calculated using the zeros for any missing work. The teacher AND administrator (both must approve) may approve extensions for work or tests missed due to prolonged excused absences.

## **GRADUATION**

### **REQUIREMENTS FOR A DIPLOMA:**

- 4 years (units) of English
- ½ year (unit) of Speech
- 2 years (units) of Social Studies. Must include:
  - 1 year US Government
  - 1 year of American History
- 2 years (units) of Science – 1 unit must be a lab science
- 3 years (units) of Math
- 2 years (1 unit) of Physical Education – ½ unit per year for 2 years
- 2 years (units) of fine arts –for band, choir, or drama.
- 2 years (units) of vocational/practical arts
- 6 1/2 units of electives

The total number of credits required for graduation is 24. The administration encourages all students to take a variety of electives to expand and broaden their educational background. *For further information, see Policies 2410 & 2410P.*

### **EARLY GRADUATION:**

The Superintendent may grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7<sup>th</sup>) semester. A conference will be required with the Superintendent and the parent/guardian and the student.

Any student seeking to graduate before their seventh (7<sup>th</sup>) semester must complete the following procedure:

1. All applications must be submitted to the superintendent at least two (2) semesters prior to the proposed graduation date. Applications must be in writing and countersigned by parents or legal guardians if the student is a minor.
2. All applications must be accompanied by a recommendation from the high school guidance counselor.

Reasons considered for early graduation shall include a planned secondary educational program, medical, religious, or family emergency considerations or unique and compelling circumstances. The Board of Trustees will make the final decision for these petitions.

#### **PARTICIPATION IN COMMENCEMENT EXERCISE:**

A student's right to participate in the commencement exercises of the graduating class is an earned privilege. Only students who have completed all of the state and local requirements for graduation prior to the date of the ceremony will be allowed participation. Any student requested to participate may choose to decline the invitation. *For further information, see Policy 2333.*

#### **GUN FREE POLICY**

For the purposes of this section only, the following terms are defined:

- **School Building** – All buildings owned or leased by a local school district that are used for instruction or for student activities.
- **Weapon** – Any type of firearm, a knife with a blade four (4) inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles. (Policy Manual 3310) Possession of a knife of any length is a violation of school policy and will not be tolerated.

In accordance with the provisions of the Gun-Free School Act, 20 USC 3351, any student who brings a firearm onto school property shall be subject to the disciplinary provisions incorporated in the Ekalaka Public Schools Student Handbook, and with penalties up to and including expulsion for at least one calendar year, unless modified by the Board of Trustees, upon a recommendation from the district superintendent. Parents, law enforcement officials and Board of Trustee members will be notified immediately of any infraction.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922 (q), the district superintendent may allow authorized persons to display a firearm or other dangerous object for educational purposes. Advanced written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with MCA Section 20-5-202. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement which removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.

## **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

## **IMMUNIZATION**

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

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. *For further information, see policy 3413.*

## **LAW ENFORCEMENT**

### **QUESTIONING OF STUDENTS:**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent ordinarily will make reasonable efforts to notify parents.
- The Superintendent will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **STUDENTS TAKEN INTO CUSTODY:**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Superintendent will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The Superintendent will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. *For further information, See policies 4410 & 4411.*

## **LEGAL AGE**

All policies, rules and regulations at Ekalaka Public Schools will be followed by all students, including those who are 18 years of age and older.

## **MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine, in its original properly labeled container, to the assigned school employee in the business office. The teacher/assigned school employee will either give the medicine at the proper times or give the student permission to take the medication as directed. Under normal circumstances, absolutely NO medication (over the counter or prescription) can be kept in a student's possession during school hours.

*For further information, see policy 3416.*

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

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the Superintendent.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or Superintendent any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or superintendent, please call the school office at 775-8600 (high school) or 775-8625 (elementary) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. (See Protection of Student Rights on page 21.)
- Become a school volunteer. For further information, contact the business office at 775-8600.

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS:**

Certain screenings will be provided to new students (kindergarten, transfers) and any students where a staff member has made a referral. These services may include, but are not limited to, vision, hearing and scoliosis

screening. Parents will receive written notice of any screening results which indicate a condition that might interfere with a student's progress.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. *For further information, see policy 3410.*

## **PARKING**

*Student parking is located in the rear of the concrete parking lot away from the sidewalk. The parking closest to the schools is designated for school staff and visitors. Do not park in front of the building, even when school is not in session. Students will transition to and from the parking lot in an orderly fashion, giving buses and their occupants the right of way.*

## **RECESS AND PLAYGROUND RULES (Grades K-6)**

In addition to the general rules of conduct, the following rules are to be followed for the playground at the elementary school. All teachers and teachers' assistants on duty can add additional stipulations to ensure the safety of all students:

- Students are to play only on the designated playground area. Students should not arrive on the playground earlier than 7:50 a.m. as this is the time supervision begins.
- Students riding bikes to school should park them in the bicycle racks. Once students arrive at school in the morning, the bikes are to be parked until students are dismissed for the day.
- When going to and from the playground, students will walk on the sidewalks. Students will not run in from and out of the building during recess. Students will be allowed to go into the bathroom after asking the playground supervisor. Students will be excused one at a time unless it is an emergency.
- Squirt guns, sling shots, knives, hard baseballs, skateboards, rollerblades, or other potentially dangerous articles are not permitted on school grounds.
- Team sports such as football, soccer and other games that may require physical contact need to be played without knocking someone else down. For example, touch football requires a gentle touch and not straight arm pushing. Soccer requires kicking the ball not an opponent. No rough-play or jumping on another student's back will be allowed.
- Students are not to bring gum, candy, or food on the playground.
- All games stop when the bell rings. Students will go immediately to their proper door and line up.
- Students are expected to use all playground equipment in the manner it was designated to be used:

## **CONSEQUENCES:**

**1st Offense:** Verbal warning

**2nd Offense:** A minimum of 5 minutes on the wall. Students will be released from the wall when they can demonstrate appropriate behavior. This determination will be made at the teacher's discretion.

**Continual problems following rules:** Consequences may include office referral resulting in detention and/or notification of parents.

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROMOTION AND RETENTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing.

## **PROTECTION OF STUDENT RIGHTS**

### **SURVEYS:**

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

### **INSTRUCTIONAL MATERIALS:**

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include standardized tests or assessments.

### **COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING:**

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

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

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

## **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. Students who becomes ill during the school day should, with the teacher's permission, report to the office. The Superintendent or designee will decide whether or not the student should be sent home and will notify the student's parent.

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

### **PROGRESS REPORTS:**

Progress reports are sent out to parents when the quality of student's work is at a level considerably above or below expectations, or when a teacher simply wants to keep the lines of communication open. Progress reports are sent mid-way through each quarter, but may be sent at any time.

### **REPORT CARDS:**

Report cards are issued at the end of each quarter.

### **PARENT/TEACHER CONFERENCES:**

Conferences are scheduled at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents may pick up student report cards at these conferences. Final report cards will be mailed or sent home.

## **SAFETY**

### **ACCIDENT PREVENTION:**

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

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

### **ACCIDENT INSURANCE:**

The District cannot pay for medical expenses associated with a student's injury.

### **EMERGENCY MEDICAL TREATMENT AND INFORMATION:**

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

### **DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES:**

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

### **EMERGENCY SCHOOL-CLOSING INFORMATION:**

Inclement weather or other emergencies sometimes make it necessary to cancel school or to cancel bus routes. These decisions are not made lightly and are intended to protect the health and welfare of the students. The Superintendent or designee will make the decision to close the school. Either the bus driver or the Superintendent may decide to cancel a bus route if either (or both) determines that existing conditions jeopardize the health and safety of the students who ride the bus. If there is a school schedule change, the announcement will be made on the school website, Facebook posting, radio channels KFLN 960AM, 100.5FM (Baker) and KKRY 92.3FM. Telephone calls will be made to the extent possible. Electronic based automatic communication may be used for quick contact of parents and staff through phone calls or emails using a technology such as shoutpoint.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **STUDENTS' DESKS AND LOCKERS:**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school, even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. The parent will be notified if any prohibited items are found in the student's desk or locker. Locks are available through the main office for a \$5.00 deposit.

### **VEHICLES ON CAMPUS:**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

### **DRUG DETECTION DOGS:**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

## **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, Superintendent, or counselor who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect to avoid any behaviors known to be offensive and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the superintendent or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The superintendent or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the superintendent or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, submit the complaint in writing which must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the, the school designee, or the Title IX coordinator. Following receipt of the written complaint, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

For more information about the District's complaint procedure, see Policy 1700.

## **STUDENT OFFICES AND ELECTIONS**

Upcoming seniors are eligible to run for President, Vice-President and Secretary of the Student Council in the spring of their Junior year. The remainder of the Council is comprised of one elected class president and one elected student council representative from each class, grades 7-12.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

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

The Superintendent is the custodian of all records for both currently enrolled students and students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records within a reasonable time.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes

and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change the parent can contact the superintendent to indicate his or her desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

#### **SPECIAL EDUCATION RECORDS:**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **STUDENT SCHEDULES**

#### **DROPPING/ADDING CLASSES:**

Dropping or adding courses once a marking period starts is strongly discouraged. A deadline for drop/adds will be one week at the beginning of each semester. Drops after the one week limit will be considered under emergency status only. No drop or add will be approved without the consent of the counselor, superintendent and parent. After the one week period no student will be allowed to drop a class until the parent and teacher have had a conference.

Drop/add forms may be obtained from the guidance office. Once the form is completed, they must be returned to the guidance office so the student's record can reflect the change.

### **TELEPHONE CALLS**

Students, grades 7-12, will be allowed to make local telephone calls before school, during lunch time, and after school, using the telephone near the pop machines. Students will not be called out of class to answer

the telephone unless it is an emergency. Messages will be taken and posted on the message board in the office. All students may use classroom phones only with permission of the classroom teacher.

## **TEXTBOOKS**

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

## **TRANSPORTATION**

### **SCHOOL SPONSORED:**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Superintendent, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

### **BUSES AND OTHER SCHOOL VEHICLES:**

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 775-8600.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Take care of the bus and equipment, not deface the bus or its equipment.
- Keep their head, hands, arms, and legs inside the bus and not throw or hold any item outside the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students are in the designated bus drop off or pick up area, care will be taken to proceed in an orderly fashion while using crosswalks.

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

There will be consequences for misconduct, and bus-riding privileges may be suspended.

## **TRAVEL EXPENSE GUIDELINES**

The following guidelines will apply for students traveling on an approved school sponsored activity:

### **MEALS:**

- Students are provided one meal per day. The meal allowance will be \$12.00. Any overages will be paid by the student.
- Meal stops must be made to receive meal money. This does not include convenience store or snack stops.
- Any extra meals eaten will be at the travelers' expense. Students will be responsible for all costs over the stated meal allowance. Any costs over the allowance should be paid directly to the restaurant and not charged to the District.
- Every attempt will be made by the advisors/coaches to select eating establishments where meal money will provide an adequate menu selection.

- Individuals are responsible for gratuity. Gratuity should never be charged to the school.
- Every attempt will be made to have lunch meals prepared through the hot lunch program so that they may be taken on the bus at departure (sack lunches). Students will be charged the regular school lunch price.
- Where possible, coordination will be made with other schools for parents/booster clubs or other organizations to provide meals on a reciprocating basis.

### **MOTELS:**

When student travel requires overnight accommodations, the office will make arrangements in advance of the group/team departing Ekalaka. In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.

- Motel/hotel reservations will be made on the basis of availability, appropriateness and cost.
- Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus on rollaway).
- Separate accommodations for male and female students will be provided.
- If any emergency should arise on a trip (e.g., adverse road conditions, injuries or major infraction of rules), the athletic/activities director and/or Superintendent will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method.

### **Travel Rules & Regulations**

Students, when traveling with a team, group, club, etc. must realize the standard of behavior expected in school is applicable at all times. Students are representing Ekalaka Public Schools and should conduct themselves in such a manner that the school and community can be proud of them. The following specific rules combined with any/all rules stated in the Ekalaka Public Schools student handbook will be in effect at all times:

- 1) Students are not permitted in the rooms of students of the opposite sex at any time.
- 2) While on the bus, students of the opposite sex will be separated by coaches/sponsors. (i.e. males in the front, females in the back, coaches in the middle)
- 3) Public and/or private displays of affection are prohibited at all times.
- 4) Use of video machines, tapes and games must be approved by the coach/sponsor. All movies must be "G" or "PG" rated. All games must be "E" rated. No rental of movies (ex. pay-per-view) or games are allowed in hotel rooms.
- 5) Once permission has been granted by the parent the students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student (s) must sign out with the coach/sponsor when leaving and sign back in upon their return.
- 6) Departure and return times will be determined by the following criteria:
  - The group may not leave the day before the event if they can arrive a minimum of one (1) hour before their practice/game time AND not depart before 5:00 a.m.
  - The group will depart the activity site following the conclusion of the session in which they have participated in. Administrator discretion will be used regarding this rule when extraordinary circumstances so warrant.
- 7) If a student has been deemed academically ineligible, they will not be allowed to travel with the school for any extracurricular event.
- 8) FFA and FCCLA students MUST be competing to travel to state conventions.

### **OVERNIGHT STAYS FOR ATHLETIC EXTRACURRICULAR ACTIVITIES:**

If a tournament is held more than 100 miles away, the team may stay overnight in the host city with approval of the Superintendent.

**OUT OF STATE TRAVEL:**

CONUS (Continental United States) rates apply for travel beyond the 4 state region (ND, SD, WY & MT) or with pre-authorization of the Superintendent.

**VISITORS**

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the main office. Visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.