

**Stevensville High School Student Handbook**

**2023-2024**



**STEVENSVILLE**  
**YELLOWJACKETS**

***Proud Home of the JACKET NATION***

\*The contents of this handbook are subject to change based on updated policies, procedures, and or protocols of the Stevensville School SSD #2\*

# Stevensville High School

300 Park Ave. Stevensville, MT 59870

**Phone: 777-5481 • Fax: 258-1243**

## **ADMINISTRATION**

Dave Thennis, Superintendent

Eric A. Larson, Principal—Ext. 1142

Dani Smith, Assistant Principal/Activities Director—Ext. 1132

Vickie Vernon, 9-12 Registrar - Ext 1129

Karen Darnall, 9-12 Secretary - Ext 1130

### **Stevensville School Fight Song**

It's Stevensville High School we're cheering for

Sportsmanship always we'll have in store

Yellow and Black go flashing by

Our boys/girls are always there to fight

Get in the fight, fight, fight, with all your might

Always remember victory's in sight

V-I-C-T-O-R-Y

Spells victory for Stevensville High

S-T-E-V-I

J-A-C-K-E-T-S

## Stevensville Public Schools 2023-2024

August 2023 (5 days)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September (19 days)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October (20 days)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November (19 days)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December (15 days)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024 (20 days)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February (20 days)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March (16 days)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April (20 days)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May (22 days)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June (4 days)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Student Days: 180  
Teacher Days: 187  
PIR Days: 7

Each Wednesday is an early release. Students are dismissed at 2:00 pm.

The first day of PIR for staff is August 18, 2023
The first day of school for students is August 24, 2023 The last day of school for students is June 6, 2024
<b>PIR and MEA – No School</b> August 18, 21-22, October 19-20
<b>Vacation Dates – No School</b> August 31-September 1,4 – Fair and Labor Day November 22-24 – Thanksgiving December 22, 25-29, January 1-2 – Winter Break January 15 -MLK Day February 19 – Presidents' Day March 25-April 1 – Spring Break April 29 – Mini break May 27, Memorial Day

## 2023-2024 BELL SCHEDULES

### Tuesday Block

Period 1	8:20-9:59
Period 2	10:04-11:36
Lunch	11:36-12:16
Period 3	12:21-1:53
Period 4	1:58-3:30

### Wednesday Block

Period 5	8:20-9:59
Period 6	10:04-11:36
Lunch	11:36-12:16
Period 7	12:21-2:00

### Monday/Thursday/Friday

Period 1	8:20-9:20
Period 2	9:25-10:15
Period 3	10:20-11:10
Lunch	11:10-11:50
Period 4	11:55-12:45
Period 5	12:50-1:40
Period 6	1:45-2:35
Period 7	2:40-3:30

## 2023-2024 LATE START BELL SCHEDULES

### Tuesday Block-Late Start

Period 1	10:30-11:33
Period 2	11:38-12:41
Lunch	12:41-1:14
Period 3	1:19-2:22
Period 4	2:27-3:30

### Wednesday Block-Late Start

Period 5	10:30-11:28
Lunch	11:33-11:53
Period 6	11:58-12:55
Period 7	1:00-2:00

### Monday/Thursday/Friday-Late Start

Period 1	10:30-11:04
Period 2	11:08-11:42
Period 3	11:46-12:20
Lunch	12:20-1:00
Period 4	1:05-1:38
Period 5	1:42-2:15
Period 6	2:19-2:52
Period 7	2:56-3:30

## How To Access Infinite Campus

1. Go to [www.stevensvilleschools.org](http://www.stevensvilleschools.org)
2. In the upper right hand corner, click on Infinite Campus Login
3. In the drop down menu, click on Parents & Students
4. Enter the following information:
  - a. Username = the nine digit student number that is located in the upper right box of your student schedule (ex: 123456789)
  - b. Password = the three initials of your first, middle, and last names attached to the numbers of your birth month, date, and the last two digits of your birth year (ex: Despicable Me Three = dmt / December 27, 1999 = 122799 / password = dmt122799)
5. Sign In
6. If you have difficulty with your login, please contact the school counselor.

### **TO STUDENTS AND PARENTS:**

The Stevensville High School Student 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 note that references to policy codes are included to help parents confirm current policy. A copy of the SSD #2’s Policy Manual is available in the school office.

You and your parents must read this handbook and sign the accompanying signature card for return to the Stevensville High School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

*Eric Larson, Principal*

*Dani Smith, Assistant Principal/Activities Director*

## **BOARD OF TRUSTEES 2023-2024**

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

**Cathi Cook, Chairwoman**

**Dan Mullan, Trustee**

**Ben Meyer, Vice Chairman**

**Kris McCoy, Trustee**

**Stephanie Esch, Trustee**

**Tony Hudson, Trustee**

**Jennifer Gunterman, Trustee**

**Billy Donaldson, Trustee**

## **NOTICE OF NON-DISCRIMINATION**

The Stevensville School SSD #2 does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The SSD #2 is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The SSD #2 also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

**Eric Larson**  
**300 Park Avenue**  
**Stevensville, MT 59870**  
**406-777-5481 ext. 142**

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

### **ADVANCED PLACEMENT CLASSES**

Students enrolled in an advanced placement class must take the AP exam in May. Financial assistance for test fees is available for students who qualify. Students who are not enrolled in an AP class may opt to take the exam as well. Any student who drops an AP class at semester will forfeit his or her AP and honors designation on transcripts and the GPA will be adjusted accordingly.

### **ALTERNATIVE PROGRAMS**

Credit toward graduation requirements may be granted by the principal for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. Correspondence courses may only be provided by Stevensville SSD #2 faculty. Credit for work experience may be offered when the work program is a part of the school curriculum and supervised by the school. **Please see the Alternative Credit Request Form made available from your counselor that must be approved by the building principal. This form must be received and approved before senior grades are due for acceptance of credit.**

### **ANIMALS IN THE SCHOOL**

People bringing living or non-living animals into the school must receive prior permission from the supervising teacher and the building administrator. Animals, including all vertebrates and invertebrates may be brought into the classroom for educational purposes only. However, they must be appropriately housed, humanely cared for, properly handled and the SSD #2 should have received proof of current vaccinations prior to animal entry.

Neither students nor visitors to the schools shall bring pets of any kind onto school property or to any school function unless invited to do so by a teacher in the interests of education or instruction. The only exception to this policy will be guide dogs, helper animals, police dogs and drug dogs properly trained for those functions.

### **ATTENDANCE**

Regular attendance is crucial towards attaining optimal instructional opportunities. For a student to practice or participate in an extra-curricular activity, he/she must attend school for a full day on the day of the activity. Any exceptions, such as verified medical or dental appointments, family emergencies, or extenuating circumstances, must be approved by high school administration.

#### ***Absence Procedure***

- **Students who miss 10 minutes or more of class will be listed as an unexcused absence.** A telephone call or a note from a parent or guardian is necessary to excuse any absence, and all absences must be excused within two (2) days unless extenuating circumstances exist at the discretion of administration.



### ***Checking in/out of School***

- Once a student is at school, he/she cannot leave without parental permission verified by the office. If a student who attends school leaves without permission, they will be considered truant. If a student must leave during the school day, he/she must check out at the office and check back into the office upon returning to campus. Checking in is also required throughout the day, any time a student arrives after his or her first class of the day. **If a student is 18 years old, they are eligible for a self-checkout, but they must first complete and have administrator approval on the Self Check Out form available at the HS front office.**

### ***Missed Assignments***

- For illness or unexpected excused absences, students are afforded one day each day missed to turn in assignments missed. For extra-curricular or pre-planned absences, assignments are due upon return.

### ***Unexcused Absence***

- An unexcused absence occurs when a student is absent without permission from the parent/guardian or administration. If a student is unexcused for any period, he/she may not be entitled to make up work assigned during that period for credit, including participation points, tests, or quizzes.

### **Tardiness**

- Students are expected to be in class on time. Individual teachers will set up classroom consequences for tardiness. Excessive tardiness will result in administrative consequences. All students must sign in at the office when they enter school after the school day has begun. **Students will receive a lunch detention the third time (within a quarter) they are tardy after the first bell and after lunch. Students who are excessively tardy will receive discipline at administrative discretion.**

### **CARE OF EQUIPMENT**

Students are responsible for the reasonable and proper care of equipment and locker room facilities. All gear checked out to a participant should be cleaned and returned at the end of the season. Any damaged or missing equipment will be the financial responsibility of the student to whom it was checked out. All equipment must be turned in to the coach prior to participating in the next activity.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of SSD #2 employees is a privilege.

Students will have an opportunity to place their cell phone in a safe location in each classroom upon entry. **Students will not be allowed to take their cell phone with them when leaving the classroom (outside of passing time).**

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted, and the student's cell phone may be searched.

### **CLASS OFFICERS**

A president, vice president, secretary-treasurer and up to four student council representatives from each class are elected during the first week of school by each class during class meetings. All extra-curricular academic eligibility rules apply to class officers.

### **CLASS RANK (GRADE POINT AVERAGE)**

Class rank is compiled from semester grades calculated to hundredths. No high school classes taken while students are in junior high will count on the high school GPA or class rank. Honors courses will still be calculated on a weighted scale for valedictorian and salutatorian.

### **CLASS RETAKE PROCEDURE**

When a class has been retaken, the higher grade received will be the official grade. The course with the lower grade may be left on the transcript but will not be figured into the student's grade point average.

### ***Correspondence Courses***

- Correspondence courses must be approved by the administration prior to enrollment. To receive credit from an approved correspondence course, all course work, including the final, must be completed.

### ***Failure***

- A student who fails a course will be given one opportunity to retake the course in the regular classroom setting. If the student fails a second time, the student will assume the responsibility of completing an alternative course approved by the administration. We encourage students to apply to the MTDA for credit recovery during the school year and or summer school.

### ***Grade Improvement***

- A student who would like to retake a course to improve a grade is also afforded one opportunity to retake the course in the regular classroom setting. The original grade will

not be replaced and will remain on the transcript. Students will not receive credit twice for the same course.

### **Graduation**

- Students should be aware that it is their responsibility to arrange course make-up for previous failure to pass a course. Failure to take such responsibility to schedule an appropriate make-up course before the end of their senior year may/will result in a failure to graduate with one's class. **Students who need to make-up a course the summer after their senior year will not be allowed to participate in the graduation ceremony.**

### **CLOSED CAMPUS**

Campus will be closed to all students during school hours except for the lunch period for high school students or students with individually modified schedules. Any student leaving campus any other time without permission from the office will be considered truant and subject to disciplinary action. **Students are not to go out to cars during the school day except for before school, during lunch or after school.** The administration will work with parents if a student's open campus lunch privilege has been revoked.

### **COLLEGE PREPARATORY PROGRAM**

To enter the Montana University System students must have taken the following minimum college preparatory program while in high school:

- Eight semesters of English, Honors English, or AP English 9 – 12.
- Algebra I, Geometry, and Algebra II.
- World History/AP World History, United States History or AP US History, AP Government (year long,) Government (one semester,) and one social studies elective (one semester)
- Two credits of laboratory science; one of which must be Earth Science, Biology, Chemistry or Physics. Colleges may require three credits of science.
- Two credits selected from foreign language, visual and performing arts, computer science or vocational education. In-state colleges require or recommend two years of foreign language to be eligible for honors and presidential scholarships. General academic admission does not currently require a foreign language. Selective out-of-state colleges and universities require a minimum of two years of a single foreign language and recommend three to four years.

### **COMMUNICABLE DISEASES**

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

These diseases include, but are not limited to:

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

### **COMPLAINTS BY STUDENTS AND PARENTS**

Usually, student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the SSD #2 has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) except for complaints/concerns regarding sexual harassment and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any SSD #2 Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, SSD #2 provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

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

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. Please contact the Title IX Coordinator for more information.**

**Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. Please contact the high school for more information.**

### **COMPUTER RESOURCES**

Computer resources, including the SSD #2's electronic networks, are an integral part of the SSD #2's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the SSD #2's electronic networks or the SSD #2's computers. General rules for behavior and

communications apply when using the SSD #2's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the SSD #2's computer resources. See Appendices B (K-6) and C (7-12) for the forms. For additional information, see MCA 45-6-311.

## **CONDUCT**

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

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise self-discipline.

Attend all classes, regularly and on time.

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

Meet SSD #2 or building standards of grooming and dress.

Obey all building and classroom rules.

Respect the rights and privileges of other students, teachers, and other SSD #2 staff.

Respect the property of others, including SSD #2 property and facilities.

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

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

To achieve the best possible learning environment for all our students, the Stevensville School SSD #2's rules and discipline will apply:

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

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

The board grants authority to a teacher or principal to hold a student accountable for improper conduct in school, on the way to or from school, during intermission or recess, or at any school function whether home or away. Disciplinary action may be taken against any student guilty of disobedience or misconduct, including but not limited to instances defined below:

### ***Bullying***

- "Bullying" behavior is harassment, intimidation, hazing, threatening, insulting, or any demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is targeted, persistent, severe, repeated and that:
  - (a) causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
  - (b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
  - (c) substantially and materially disrupts the orderly operation of a school. The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

### ***Cheating/Plagiarism***

- Any form of academic dishonesty, including the unauthorized use of Artificial Intelligence (AI) will not be tolerated at Stevensville High School. **Disciplinary action will be taken for violation.**

### ***Controlled Substances***

- Students may not possess or be under the influence of alcoholic beverage, drug paraphernalia, illegal drugs, controlled substances, tobacco, or nicotine related products.

### ***Disruption***

- Students may not engage in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.

### ***Forgery***

- Students may not falsify a signature or make any false entry or attempt to authorize any document used or intended to be used in connection with the operation of a school.

### ***Insubordination***

- Students may not disobey directives from staff members or school officials or disobey rules and regulations governing student conduct.

### ***Retaliation***

- 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. A false accusation shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### ***Tardiness***

- Students are expected to be in class on time. Individual teachers will set up classroom consequences for tardiness between periods. Students who are late after the first bell or after lunch will be served lunch detention on their third tardy for the quarter. On their sixth tardy for the quarter, they will serve an after-school detention. Excessive tardies after that are subject to other discipline. All students must sign in and out at the office when they enter or exit school after the school day has begun.

### ***Theft***

- Students may not steal or attempt to steal school property or another person's property.

### ***Vandalism***

- Students may not destroy or attempt to destroy the property of the school or another person.

### ***Weapons***

- Students may not use, possess, or transfer weapons of any kind or any object, including electronic pain compliance devices (stun guns), and pepper spray/mace, that could reasonably be considered or used as a weapon in violation of the "possession of weapons other than firearms" section in policy 3311.
- Students may not bring guns, knives of any type or size, weapons, or dangerous materials of any kind onto campus or possess them on the way to or home from school. Such action will result in confiscation of item(s) and disciplinary action up to possible recommendation for expulsion.

### **CORPORAL PUNISHMENT**

No person who is employed or engaged by the SSD #2 may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and SSD #2 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.

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

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

### **Personal Counseling**

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

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

## **DANCE GUIDELINES**

- Students will have one hour after the dance begins to arrive.
- Once a student leaves the dance, he/she may not return.
- The advisor sponsoring the dance will work in coordination with the administration to secure a police officer for all school sponsored dances. The school group responsible for sponsoring the dance will be responsible for paying the police department for contracted services.
- All students from other schools wanting to attend SHS dances as a guest must be approved through an application process. The application forms are to be obtained in the high school office and approval is subject to a background check by the administration. All guests must be enrolled in a public, private, or home school. Guests that are enrolled at a post-secondary institution will not be allowed to attend high school dances. Guest application forms must be turned into the high school office 2 days prior to the specific scheduled dance.
- The following guidelines for dancing at a school sponsored dance apply both on and off the dance floor:



- Dancing must be safe for self and bystanders.
- No PDA or sexually suggestive movements
- Decisions regarding appropriate dancing are up to the discretion of the administration or chaperones. Students who fail to follow the guidelines for proper dancing will be denied entry or removed from the dance without refund. The administration will attempt to contact parents of students who have been removed from the dance for not following stated guidelines.

## **DISCIPLINE AND DUE PROCESS**

Students who violate SSD #2 policies, rules, and directives are subject to discipline at the discretion of SSD #2 administration. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for misconduct.

### **Detention**

Detention may be held during the lunch break period and or after school. Students will be allowed a one-day notice before serving their detention. Students will not be allowed to talk, listen to music, play electronic games, or sleep. Failure to complete an assigned detention will result in further disciplinary action. **Students will serve from 3:35-4:15 p.m. when given after-school detention.**

### **Campus Enhancement Program**

**With parent/guardian approval, a student may serve their after-school detention in the Campus Enhancement Program which includes cleaning up areas of our school to give back what was taken away with misbehavior. Students will be provided with proper cleaning and safety equipment.**

### **Out of School Suspension**

An administrator has the authority to suspend a student for up to ten (10) school days. **MCA 02-4-403.2. See SSD #2 Policy 3300.** The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard if notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An out of school suspended student may not be allowed on or near school grounds while serving suspension without prior administrative approval. An out of school suspended student may not be allowed to make up work during and/or after suspension.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's

immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process. See SSD #2 Policy 3300.

### **In-School Suspension**

A student who is guilty of misconduct may also be placed on in-school suspension (ISS). Students will report to the ISS area and will be expected to keep up with their coursework. Administration will communicate with parents on all applicable disciplinary action.

### **Expulsion**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing. See SSD #2 policy 3300.

### **Students With Disabilities**

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the SSD #2 must follow all procedural requirements of those Acts, including holding a manifestation determination meeting, when necessary, as required by these Acts.

### **DISTRIBUTION OF MATERIAL**

Any material not produced under the supervision of a faculty member of Stevensville High School will not be distributed on or in the school building or on the grounds without prior approval from administration.

### **DRESS AND GROOMING**

Any form of dress or adornment that disrupts the normal learning environment will not be allowed. The following dress or adornment will not be permitted:

- Displaying of adult themes or innuendo
- Bare feet
- Bare midriffs or backless tops or dresses
- Visible undergarments
- Drug or alcohol related display
- Low cut or revealing tops, dresses, or shirts.
- Shorts or skirts that are not at least "fingertip" in length.
- Spaghetti-strap tank tops (teacher discretion in P.E./Weight Training)

- No costumes (i.e. tails, ears, onesies)
- Exceptions to the dress code may be made with prior administrative approval.

### **DRIVER EDUCATION**

Sign-ups for driver education are in the high school office and specific course dates are to be determined. Students must be 14 ½ before signing up for the course and the cost is \$300.00. Please contact the High School Office for more information.

### **DUAL CREDIT COURSES / COLLEGE COURSEWORK**

Juniors and seniors 16 years of age or older may take college courses in conjunction with certain high school courses for a discounted tuition rate. Enrollment for summer and fall courses takes place in April. Enrollment for spring courses takes place in November. See the counselor for more information, and details are also available at:

[www.mus.edu/DualEnroll/begin.html](http://www.mus.edu/DualEnroll/begin.html).

### **EARLY GRADUATION**

In accordance with provisions of 20-9-313 MCA, the board hereby authorizes the high school principal to grant permission to students who have completed the minimum SSD #2 requirements for graduation after completion of the seventh (7th) semester. Any student seeking early graduation must follow the following procedure:

- All applications must be submitted to the principal at least one (1) semester prior to the proposed graduation date. Applications must be in writing and countersigned by parents or legal guardians if the student is a minor.
- All applications must be accompanied by a recommendation from the high school principal.

If the principal denies the application, the student may appeal the decision to the board. The student may choose to have the appeal heard in a closed session of the board. The decision of the board shall be final.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Below is a list of our 2023-2024 extracurricular athletic, activity, club, and organizational offerings:

### Athletics:

#### *Fall*

- Cross Country
- Football
- Soccer
- Volleyball
- Golf

#### *Winter*

- Wrestling
- Basketball
- Winter Special Olympics

#### *Spring*

- Tennis
- Track & Field
- Softball
- Baseball

### Activities/Clubs/Organizations

#### *Yearlong*

- Cheerleading
- Speech/Debate/Drama
- Yearbook
- Band
- Pep/Jazz Band
- National Honor Society
- DECA (Distributive Education Clubs of America)
- FCCLA (Family, Career, and Community Leaders of America)
- FFA (Future Farmers of America)
- Pep Club
- Student Council
- GSA (Gay Straight Alliance)
- Choir
- Key Club
- School Play

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

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Stevensville School

### Extra-Curricular Eligibility

- **Full MHSA compliance** - if a student is not passing a minimum of four classes at the end of a semester, he/she is ineligible for participation at any level in any MHSA sanctioned activity during the subsequent semester.
- **SHS compliance** – Weekly Eligibility Reports of a 2.00 GPA take place on Monday of each week. Eligibility runs from Monday to Monday.

- If a student is below a 2.00 GPA at any eligibility report while participating in an extra or co-curricular activity, he/she will be placed on academic probation for one week and will be assigned academic intervention. The student will still be able to fully participate in the activity.
- If the student continues to fall below a 2.00 GPA at the next eligibility report, he/she will be ineligible for competition and or travel for one week and will continue with assigned academic intervention.
- If the student has a 2.00 GPA or better at the next eligibility report, full eligibility is reinstated.

If the student continues to fall below a 2.00 GPA at the next eligibility report, he/she will remain ineligible and may be dropped from the activity until such a time the student achieves a 2.00 GPA or the student is removed from participation by Board action. This recommendation will be determined by the administration with input from the coach/sponsor.

**Please see the Student Activities Handbook for Training Rules for all extra-curricular activities.**

### **FAMILY NIGHT**

Stevensville School SSD #2 #2 will observe “family night” each Wednesday, beginning at 6:30 p.m. Scheduling school activities after this time will be avoided whenever possible.

### **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 extracurricular 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 SSD #2.
- Personal apparel used in extracurricular activities becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

- **Fees for lost or damaged Chromebook.**
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on SSD #2 premises.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the high school office.

### **FIELD TRIPS**

Buses will be used whenever possible. Everyone who goes to a destination on the bus must also return on the bus unless excused in person or in writing by the parent. When students are on a school trip, all school regulations are in force. Students are responsible to get their homework from the teacher of the class/classes they will be missing before they leave.

### **FOOD SERVICES**

The breakfast/lunch program is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price:

Breakfast:     \$1.25

Lunch:           \$2.50

Students who qualify may receive free or reduced breakfast and lunch costs. Applications are distributed at the beginning of the school year and are also available at any school office.

### **FOREIGN EXCHANGE STUDENTS**

All students must have a completed application submitted to the high school principal. Applications will not be granted to students who have already graduated high school in their home country. Foreign exchange students will not earn a diploma from Stevensville High School but may receive a certificate of attendance. They may participate in graduation ceremonies if they are listed as a senior at the time of enrollment. Foreign exchange students do not have to complete SHS graduation requirements.

### **FUNDRAISING**

All moneymaking projects must be submitted through the High School Office and approved by the principal. Organizations and individuals are not permitted to sell or operate any concessions without this approval.

### **GRADING GUIDELINES**

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

## **High School**

Parents are encouraged to view grades and student progress reports within Infinite Campus.

Report cards will be sent home at the end of each semester. These reports will include information relative to the student's academic achievement, attendance, and current grades. Parent and teacher conferences will be held twice each year in addition to report cards.

Incompletes will only be given for extenuating circumstances, not because students have failed to complete the assignments. Incompletes must be completed within ten (10) school days after the end of the grading period. If the assignment is not completed, a zero will be given for each assignment and the grade for the class will be calculated.

## **GRADUATION** **Activities**

Participation in graduation activities is reserved for those members of the senior class who have completed state and SSD #2 requirements for graduation before the ceremony.

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline. Students may be denied the opportunity to participate in the ceremony by the administration. Students must wear the approved dress components as outlined by the administration to participate in the graduation ceremony. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony. Students who have not completed all the requirements for graduation cannot participate in the graduation ceremony and will not receive a diploma until all requirements are completed.

## **Requirements for a Diploma**

Graduates must earn at least 24 credits. All students must complete a minimum of the following courses to graduate:

- Four years of English (8 semesters)
- One year of world history (sophomore year).
- One year of U.S. History (junior year).
- One semester of American Government (senior), with one semester social studies elective
- One semester of consumer education (junior year).
- Two years of science. Three years are recommended for students that want to go to a 4-year university.
- Three years of mathematics.
- Two semesters of physical education (one each freshman and sophomore year).
- One semester of computer applications
- One semester of health (sophomore).

- One year of fine arts.
- One year of vocational/practical arts.

It is the responsibility of each student to be sure that his/her graduation requirements have been met and that any course failures have been made up.

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

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a recommendation may be made to approve a minor deviation from the graduation requirements.

A student who has experienced educational disruption will be entitled to graduate with a diploma if the student has met the minimum credit requirements established by the Board of Public Education. The SSD #2 may distinguish the diploma in a reasonable manner from other diplomas issued. The Board of Trustees may enroll a student who is not yet 19 years and was awarded a diploma due to educational disruption and who seeks access to reasonable curriculum designed to advance postsecondary success.

### **HONOR ROLL**

A student must have a minimum grade point average of 3.00 to be placed on the honor roll. An "F" or "I" in any subject will disqualify a student from the honor roll.

### **HONORS/AP COURSES**

The following courses are more challenging than regular courses and factor into the 4-point GPA system as follows: a=5, b=4, c=3, d=2, f=0

AP Calculus AB	AP Calculus BC	AP U.S. History
AP English 12	AP Env. Science	AP Gov.
AP Language 11	H-Chemistry	AP Studio Art
AP World History	AP Biology	H-Physics
H-English 11	H-Algebra I	H-Spanish III, IV
H-Statistics	H-Pre-Calculus	

### **HOMELESS STUDENTS**

In accordance with federal and state law and regulations, the SSD #2 will provide homeless students with access to instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated



into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The SSD #2 will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is living are eligible to attend. In determining the best interest of the child, the SSD #2 will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

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

The SSD #2 shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

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

### **HOMEWORK**

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, varicella and tetanus. Haemophiles influenza type B is required for students under age five (5). Except for those vaccinations required by law, the SSD #2 will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

A student who transfers into the SSD #2 may photocopy immunization records in the possession of the school of origin. The SSD #2 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 SSD #2 must receive the original immunization records for the student who transfers into the SSD #2.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

### **LOCKERS**

Students will not be allowed to bring locks from home. Each locker contains a combination and code which the student is responsible for remembering. When assigned a locker, a student shall be responsible for its proper care. Locker inspections will be conducted when a student withdraws from school or at the end of the school year by the administration. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked. Under no circumstances are students to trade or share lockers without office approval.

### **MEDICINE AT SCHOOL**

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

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

If you have questions about the use of medication at school, or any other health issues please call Connie Johnson RN.

### **MONTANA DIGITAL ACADEMY**

Stevensville High School works in partnership with the Montana Digital Academy to present classes that Stevensville High School does not offer, as well as for credit recovery of core classes only. Students may take other courses offered by MTDA only after all other options have been exhausted in the school course offerings. Non-core class offerings will be a \$123.00 fee responsible to the student. Interested students may see the guidance counselor for more information.

### **NCAA CLEARINGHOUSE & ELIGIBILITY**

Student-athletes that are interested in participating in athletics at the collegiate level must apply to the NCAA clearinghouse during their junior year of high school. SHS offers some classes that will not count toward entrance into a college or university. It is the students and parents' responsibility to work with the administration and guidance department to ensure that proper courses are taken by students to ensure that the courses count toward the eligibility of the NCAA clearinghouse. For questions concerning the NCAA clearinghouse, or to view a list of approved courses, and those courses that have been denied please visit the following website:

[https://web1.ncaa.org/eligibilitycenter/student/index\\_student.html](https://web1.ncaa.org/eligibilitycenter/student/index_student.html)

The Stevensville High School 6-digit code to gain access to the list of courses is: 270845

### **NCAA Eligibility**

The NCAA does not recognize some of the courses taught at Stevensville High School as meeting the guidelines for academic admission to a collegiate athletic program. When selecting courses, those students that want to participate in athletic programs at the collegiate level should examine the list of approved classes. Please refer to the NCAA Clearinghouse section of the student handbook.

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

The SSD #2 believes that the best educational result for each student occurs when all three partners are doing their best: SSD #2 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 high school office.
- Become familiar with all the child's school activities and with the academic programs, including special programs, offered in the SSD #2. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office 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.
- Participate in campus parent organizations. Parents can support and be involved in various school activities, either as leaders or in supporting roles.

## **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 a 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 academic tests or assessments.

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

The SSD #2 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, except for 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 SSD #2 will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the SSD #2) containing one or more of the following:

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

#### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Students are reminded that the school is a formal setting, much like a place of business. Public displays of affection are not permitted within the building and or campus. Respect for others is demonstrated by respecting everyone's personal space. Frequent and/or prolonged contact with other students may be intrusive to the individual, disruptive of the school environment or offensive to others. PDA will result in disciplinary action.

#### **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent(s) that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether the student should be sent home and will notify the student's parent(s). When in doubt as to custodial rights, the SSD #2 will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency justifies a waiver.

## **SAFETY**

### **Accident Prevention**

Student safety on campus and at school-related events is a high priority of SSD #2. Although the SSD #2 has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of teachers, bus drivers, and other SSD #2 employees who are overseeing the welfare of students.

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

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

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

From time to time, students, teachers, and other SSD #2 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. Directions for leaving the building in case of fire are posted in each classroom. No one is to remain in the building during a drill.

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

The SSD #2 may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be broadcast on:

### **Television**

1. KECI- Ch. 13
2. KPAX – Ch. 8
3. KTMF – Ch. 23

### **Radio**

1. Z100 100.1FM
2. 102.5 FM
3. EAGLE 93.3 FM

### **Personal Protective Equipment**

The SSD #2 may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

### **SEARCHES AND SEIZURES**

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of SSD #2-owned parking lots, students have a lower expectation of privacy due to the SSD #2's responsibility for maintaining discipline, health, and safety.

SSD #2 officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on SSD #2 property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on SSD #2 property.

Per SSD #2 policy 3231, while on school property, vehicles may be inspected at any time by staff, or by contractors employed by the SSD #2 utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search. Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

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

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or SSD #2 property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the SSD #2's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent(s) of the student shall be notified of the search as soon as possible.

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

Parking on SSD #2 property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs, or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the SSD #2 utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on SSD #2 property shall sign the authorization form contained in Appendix D. Students who park on SSD #2 property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the SSD #2 is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on SSD #2 property.

### **School Property**

School property, including, but not limited to, desks and lockers, is owned and controlled by the SSD #2 and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The SSD #2 may employ contractors to handle trained dogs to assist in these searches.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the SSD #2's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.



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

### **SEXUAL HARASSMENT**

The SSD #2 encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the SSD #2's Title IX coordinator.

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

1. *Quid pro quo*: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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

Complaints may be submitted via the SSD #2's Title IX Grievance Procedure. Please refer to Policies 5012 and 1700 for additional information regarding the SSD #2's prohibition against discrimination and harassment.

### **STUDENTS IN FOSTER CARE**

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

The SSD #2 will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or

- If the school of origin is not in the child’s best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The SSD #2 will collaborate with the child welfare agency involved in a particular student’s case to make the “best interest” determination as quickly as possible. The SSD #2 will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

## **STUDENT RECORDS**

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

A student’s school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The SSD #2 maintains two sets of records: a permanent record and a cumulative record.

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

The building principal will be responsible for maintenance, retention, or destruction of a student’s permanent or cumulative records, in accordance with SSD #2 procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the SSD #2 will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the SSD #2; cooperatives of which the SSD #2 is a member; or facilities with which the SSD #2 contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the SSD #2, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or

student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600P for more information.

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

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

- The SSD #2 may grant access to or release information from student records to employees or officials of the SSD #2 or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The SSD #2 may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The SSD #2 will grant access to or release information from any student record as specifically required by federal or state statute.
- The SSD #2 may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are able to deal with the emergency.
- The SSD #2 may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

- The SSD #2 will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The SSD #2 may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The SSD #2 may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The SSD #2 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 SSD #2 will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

The SSD #2 charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

### **Challenging Content of Records**

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the SSD #2 refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsions and out-of-school suspensions through this process.

### **Directory Information**

Certain information about SSD #2 students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

### **Maintenance of Records**

Permanent records are maintained in perpetuity for every student who has enrolled in the SSD #2. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the SSD #2. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the SSD #2, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

### **Rights Under FERPA**

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

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

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the SSD #2 sharing their child's photograph in publications or through SSD #2 media events. The SSD #2 will honor any parent opt-outs and not share this information. However, the SSD #2 cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

### **STUDENT SCHEDULES**

Most high school classes are scheduled at or near capacity. Schedule changes must be held at a minimum. To maintain proper schedule balance, requests for teacher change and/or change in time cannot and will not be honored. In the beginning of the school year the high school guidance/counseling center will only make those scheduling changes, which are mechanical errors such as:

- Schedule includes course which student has already completed.

- Students are scheduled for courses where prerequisite(s) has not successfully been completed.
- A course that is required for graduation is omitted from the schedule.

Students will be given ten (10) school days at the beginning of each semester, during which courses can be added. No courses except the lab may be added after this time. Students who drop classes after twenty school days of a semester may receive a failing grade in that course for that semester, at the discretion of the teacher.

### **SUMMER SCHOOL**

Summer school is a program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. Please see your counselor for more information about summer school sessions.

### **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.

### **Chromebook Policies and Procedures**

Students will be issued Chromebooks for use in school.

Students and their parents/guardians are reminded that use of District technology is a privilege and not a right and that school personnel may monitor everything done on any District-owned computer, network, or electronic communication device. Inappropriate use of District technology is subject to disciplinary consequences.

#### **Ownership of the Chromebook**

Stevensville School District #2 retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only until they graduate or leave the District. Moreover, SSD#2 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

#### **Responsibility for the Chromebook**

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

- Students must treat the device with care and never leave it in an unsecured location.

- Students are responsible for their Chromebooks any damage or misuse on their Chromebook will be charged to the person it was checked out to.
- Students must promptly report any problems with the Chromebook to their teacher/librarian.
- Students may not remove or interfere with the serial number and other identification tags (barcodes).
- Students may not attempt to install or modify any operating system on the Chromebook other than the Chrome OS operating system installed by the district.
- Students must keep the device clean.
- Students must keep the device free from non-removable stickers, artwork, graffiti, and may not remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students are not allowed to physically alter or destroy the Chromebook or accessories. (e.g., removing, or reordering keyboard keys, removing access compartments or removing or altering internal hardware)

### **TRANSFER CREDIT**

Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall be subject to examination and approval before being accepted by the SSD #2. This shall be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

- document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in the SSD #2.
- document that the student followed a curriculum which is essentially like that in the course for which they are requesting credit.
- document that in the event of a credit request in a lab, industrial arts or music course, the equipment and facilities were sufficient to meet the required learning activities of the course.
- require that the student has satisfactorily passed, in all courses in which a final exam is normally given, a final exam which is prepared and administered by a staff member in the SSD #2.

The SSD #2 will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will only be accepted when a like course is offered in SSD #2. Additionally, courses offered by the SSD #2 via the internet, taught by SSD #2 teachers will be accepted for credit, GPA and class rank.

The SSD #2 will follow Montana accreditation rules and standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. The high school

principal has the authority to approve credit transfers, subject to review by the superintendent or the board.

## **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 building principal may make an exception if the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

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

The District makes school bus transportation available to all students living within the District. This service is provided at no cost to students.

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.

### **COURTESY RIDE**

Courtesy stops/rides are given to people who are either ineligible for transportation as a whole or are eligible but are asking for a stop not normally authorized. These are allowed on a case-by-case basis when certain circumstances exist, such as the stop is already authorized and in place, bus goes by the area, time/length of route or student load permits.

A courtesy ride must be arranged before 2pm on the day of the ride. To arrange a courtesy ride the guardian must call or email the school secretary or send a signed and dated letter with their child. The parent needs to include the bus number and the stop that the child will be dropped off.

### **CHANGE OF ADDRESS**

Anytime you have a change of address, please contact your child's school immediately to update the change in Infinite Campus. We will not be able to process your transportation registration until Infinite Campus has been updated with your current home address.

### **TWO RESIDENCES**

If your child lives in two residences, both addresses need to be in Infinite Campus as your child's household. Please follow up with your child's school to ensure both addresses are accurate. You



can also email [transportation@stevensville.k12.mt.us](mailto:transportation@stevensville.k12.mt.us) to inform us about the two-residence registration.

### **ELIGIBILITY FOR SCHOOL BUS TRANSPORTATION**

Students must be residing in the Stevensville School District No. 2 to ride a bus to Stevensville Schools. Visit the school district boundaries map to verify your district.

There is a School District Boundaries Map on the school website: [www.stevensvilleschools.org](http://www.stevensvilleschools.org)

The District may provide transportation to and from school for a student who resides three or more miles from the nearest school. Stevensville School District is transitioning to transporting home to school and school to home only.

In-town busing is defined as the busing of students within three (3) miles of their school. In-town busing is currently offered to students residing in town on the west side of Main Street and Creekside Meadows.

See School Board Policy 8100 for more information.

***High school students in the Lone Rock School District*** are allowed to ride to Stevensville High School. If you reside in the Lone Rock District and have a high school student attending Stevensville, their elementary sibling(s) are also allowed to ride to Stevensville Schools.

### **BUS RIDING STANDARDS**

- Eat and drink before getting on the bus.
- Stay in your assigned seat at all times.
- Stay seated when the bus is in motion.
- Use indoor voices – NO PROFANITY
- Keep hands, feet and objects to yourself inside the bus.
- Show respect to students and adults.

### **BUS RIDING MISCONDUCT**

Misconduct will be reported to the building principal/assistant principal. Consequences will be determined by the building principal/assistant principal and enforced by Harlow's driver.

### **VALEDICTORIAN & SALUTATORIAN**

Valedictorian and Salutatorian will be determined for the current senior class at the conclusion of the 7th semester. Please refer to SSD #2 policies and procedures for more specific information. If the weighted GPA between the top students in the senior class is less than .05 GPA points, then those students will be considered co-valedictorians or co-salutatorians.

**VIDEOTAPING OF STUDENTS**

The SSD #2 has the right to use video cameras on SSD #2 property to ensure the health, welfare, and safety of all staff, students, and visitors to SSD #2 property, and to safeguard SSD #2 facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The SSD #2 shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

**VISITORS**

The SSD #2 has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

**WEBSITE**

The Stevensville High School website is: [www.stevensvilleschools.org](http://www.stevensvilleschools.org)

**WITHDRAWAL PROCEDURE**

Parents wishing to withdraw students from school must notify the high school office. The student must obtain, complete, and return a withdrawal form, his/her locker must be cleaned and inspected, and all fines must be paid. If a student withdraws prior to the last day of school, he/she must fill out a check-out sheet. To acquire a check-out sheet, each student must bring a note from home prior to leaving for the school year. Additionally, students must complete all required work prior to the proposed last day as indicated by each classroom teacher. Parent signature is required.

## Appendix A – FERPA RIGHTS

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

The SSD #2 is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the SSD #2 receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the SSD #2 to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the SSD #2 decides not to amend the record as requested by the parent or eligible student, the SSD #2 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the SSD #2 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the SSD #2 has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school SSD #2 discloses education records without consent to officials of another school or school SSD #2 in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The SSD #2 classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially

recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the SSD #2's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the SSD #2 may be obtained from the Superintendent's Office or from the Principal's Office of each school within the SSD #2.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School SSD #2 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **APPENDIX B - INFORMATION FOR ELECTRONIC ACCESS**

### *Parents and Students:*

Please read together and check that you have read the following on your checklist sheet in the student packet.

### **Statement of Purpose:**

The SSD #2 believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in SSD #2 schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or SSD #2 policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication<sup>1</sup> to harass, intimidate or bully anyone while at school.

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<sup>1</sup> "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

### **Use of New Web Tools**

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.