

# **STEVENSVILLE**

**MIDDLE SCHOOL**

**Grades 4-8**

**2020-2021 Student Handbook**



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## **Mission Statement**

Stevensville Public Schools are committed to creating a safe, collaborative learning environment centered on students, facilitated by staff and supported by community to ensure growth and achievement for all.

Dear Families,

Welcome to Stevensville Middle School (grades 4-8). All staff members are dedicated to our district mission statement. We are here to meet the needs of *all* students. A unique component of Stevensville Middle School is our homeroom model, which is called Jacket time for grades 6-8. During homeroom time staff will build school community relationships by holding weekly class meetings. These meetings offer a time for students to discuss concerns and successes. Classroom meetings and building relationships with students are core components of any bully prevention program.

This handbook provides important information to guide you and your child through the school year. Please refer to it from time to time to answer any questions you may have. Other resources available to parents and students are the district website [www.stevensvilleschools.org](http://www.stevensvilleschools.org), Stevensville Middle School Facebook, and emails and newsletters from teachers. Please ready this handbook with your child to ensure they are familiar with school policies.

Thank you,

Tracey Rogstad, Principal  
406-777-5533 ext. 200

Nate Fry, Assistant Principal  
406-777-5533, ext. 210

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

## **Academics**

All students will participate in classroom, district, and state evaluations of their learning progress. The results of these assessments are available to parents, and combined with the observations of the classroom teachers, provide continual feedback of student progress. Student Achievement in reading, math, science and language arts are measured every fall, winter, and spring to determine students who have achieved a level of proficiency. The nationally normed assessments and progress monitoring tell teachers and parents whether the student is responding to the instruction. Students who perform significantly above or below grade level may be identified for accelerated and/or differentiated instruction provided in the classroom or by another teacher or paraprofessional.

### **Grading Policy**

The grading policy used in grades four through eight is as follows:

A--90 – 100%, B-- 80 – 89%, C--70 – 79%, D-- 60– 69% and F-- 0 – 59%

### **Homework**

Homework is used to reinforce the day's lesson, finish projects and complete unfinished class work. Parents and students must communicate with the teacher if there are concerns about homework. Students and parents have access to Infinite Campus Portal to review grades and missing assignments.

### **Honor Roll**

A student must have a minimum grade point average of 3.00 to be placed on the honor roll. Receiving a failing grade (F), in any subject, will disqualify a student from the honor roll.

### **Late Work**

Late assignments in grades 4-5 will be accepted until the end of the quarter and graded at teacher discretion.

Most assignments in grades 6-8 will only be accepted late up to five school days after the due date with points deducted; however, assignments with extended due dates will not be included in the five day policy (e.g. quarter book projects).

### **Plagiarism**

Teachers are interested in what students have to say and think. Plagiarism and cheating will result in consequences dependent on the severity of the offense.

### **Report Cards & Progress Reports**

Report cards reflect student performance in the classroom and are issued at the end of each quarter (every 9 weeks). Midterm grades will be posted to Infinite Campus each quarter. Midterm reports will only be printed by parent request on an individual basis. Parent/teacher conferences are scheduled twice a year to review assessment data and student progress. Students and parents can access the Infinite Campus Portal any time during the school year to review grades.

## **Attendance/Absences**

### **Absence Procedure**

In Montana, the school is required by law to attempt to contact the parent, guardian, or legal custodian any time their child is absent from school. To meet this requirement, please call the school office, 777-5533, before 9:00 A.M. If the parent has not contacted the school the secretary will attempt to contact the parent. When a student is absent due to illness or family emergency the student shall be allowed one (1) makeup day for each day of absence.

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

Once a student is at school, he/she cannot leave without a guardian signing the student out at the office. Students may only leave with a guardian or adult listed with the school office as having permission by the custodial parent to pick up the child.

If a student leaves during the school day, he/she MUST check out at the office and check back into the office upon return. If a student leaves without permission, they will be considered truant. Students are required to remain on campus during lunch.

### **Curricular Absences**

Students are allowed excused absences for curricular purposes such as sports, music and FFA. The curricular absence form provides information that allows teachers, office staff and students to adequately prepare for the absence. All homework listed on the curricular absence forms is due the day the student returns.

### **Pre-Planned Absences**

Students are allowed pre-planned absences. Parents are required to inform the office and a pre-planned absence request form must be submitted 3-5 days prior to the absence. The form provides information that allows teachers, office staff and students to adequately prepare for the absence. Pre-Planned absence forms are not used for school related absences such as sports. The form is required for students that will be absent more than 1 day for a family event. Pre-planned absences are considered absences and therefore impact perfect attendance awards. All homework listed on pre-planned absence forms is due the day the student returns.

### **Tardiness**

Students who arrive to school tardy MUST check in at the office. Teachers will not admit tardy students to class without a pass from the office or teacher from the previous class. Students who arrive tardy from passing periods will be marked tardy. If a student accumulates three tardies they will serve a lunch detention.

4-5<sup>th</sup> Grade students who arrive after 10:00 a.m. and before 12:00 noon will be counted absent for ½ day during the morning. Students who leave school between noon and 2:30 p.m. will be counted absent for ½ day for the afternoon. Students who arrive before 10:00 a.m. will be counted tardy and students who leave after 2:30 are noted for early departure. Tardies and early departures do not count toward perfect attendance awards.

6-8<sup>th</sup> Grade students who arrive to any given class within the first five minutes of the scheduled start time will be considered tardy. Excessive tardiness will result in administrative consequences.

### **Unexcused Absence**

Unexcused absences are not acceptable at Stevensville Public Schools. An unexcused absence occurs when the student is absent without permission from the parent/guardian or administration. If a student is unexcused for any period, he/she is not entitled to make up work assigned during that period, including participation points, tests or quizzes.

## **Behavior**

Expectations for positive behavior - **The 4 Bee's**

Be Safe



Be Respectful



Be Responsible



Be a Graduate



Student discipline incorporates positive skills as part of a school wide preventive discipline program. This school wide program encourages student self-discipline while maintaining positive and productive classrooms free of discipline interruptions.

Throughout the school year, all students are taught the expectations of school behavior. This includes modeling and discussion of many topics, including: traveling in the halls, classroom management expectations, lunchroom behavior, playground routines, classroom work expectations, peer interaction, etc. There are many opportunities for success in school and it's important that the children be taught expectations that help them succeed.

The "4 Bees" matrix (next page) will help you and your child understand the expectations for student behavior in the common areas of the school. Please review these expectations for positive behavior with your child. Adherence to these expectations by all students, supported by their parents, will greatly enhance the learning opportunities for all students as well as provide a safe and secure environment.

Students who choose positive behavior are recognized for their good choices with Stinger Bucks. Stinger Bucks may be awarded by any staff member for appropriate behavior in any school area. Students who receive Stinger Bucks may redeem them for a reward of their choice.

### 4 Bees Student Behavior Matrix

	<b>Classroom/ School wide</b>	<b>Hallway/ Lockers</b>	<b>Outside Behavior</b>	<b>Bathroom</b>	<b>Lunchroom</b>	<b>Assembly/ Field Trips</b>	<b>Bus</b>	<b>Technology</b>	<b>Extra-curricular</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and objects to self</li> <li>*Keep chair legs on the floor</li> <li>* Walk</li> <li>*Keep items where they belong</li> </ul>	<ul style="list-style-type: none"> <li>*Stay to the right</li> <li>*Maintain personal space</li> <li>*Walk</li> <li>*Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>*Inform staff of any safety problems</li> <li>*Follow the 4 Bees</li> <li>*Dress appropriately for weather</li> <li>*Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands</li> <li>*Use appropriate bathroom behaviors</li> <li>*Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>*Follow traffic pattern</li> <li>*Keep hands, feet and objects to self</li> <li>*Follow end of lunch procedures</li> <li>*Food/beverages stays in the lunch room</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to self</li> <li>*Remain seated when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>*Remain seated and face forward</li> <li>*Keep hands, feet, and objects to yourself</li> <li>*Stay behind curbing</li> <li>*Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*Report improper use</li> <li>*Observe district use policy</li> <li>*Keep personal information private</li> </ul>	<ul style="list-style-type: none"> <li>*Stay with your leader</li> <li>*Report injuries</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Appropriate voices</li> <li>*Treat others how you want to be treated</li> <li>*Follow all staff requests</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others' space</li> <li>*Quiet voices</li> <li>*Be polite</li> </ul>	<ul style="list-style-type: none"> <li>*Share equipment and space</li> <li>*Practice good sportsmanship</li> <li>*Be respectful</li> <li>*Use appropriate language</li> <li>*Play fair, include others</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others' privacy</li> <li>*Keep bathroom clean</li> <li>*Flush toilets</li> </ul>	<ul style="list-style-type: none"> <li>*Show respect to all</li> <li>*Wait your turn in line</li> <li>*Use appropriate voice and volume</li> <li>*Use good manners</li> <li>*Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>*Refrain from side conversations</li> <li>*Put technological devices away</li> <li>*Show courtesy to presenters</li> <li>*Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Follow staff directions</li> <li>*Treat others the way you would like to be treated</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Respect equipment</li> <li>*Access your own account</li> <li>*Report cyberbullying</li> </ul>	<ul style="list-style-type: none"> <li>*Be a team player</li> <li>*Follow rules established by coach, school and MHSA</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Complete assignments on time</li> <li>*Come to class prepared</li> <li>*Keep our school clean</li> <li>*Follow classroom expectation</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallways and pathways clean</li> <li>*Move to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment properly</li> <li>*Stay in designated area</li> <li>*Report any problems to staff</li> <li>*Bring it in, bring it out</li> </ul>	<ul style="list-style-type: none"> <li>*Use restrooms at appropriate times</li> <li>*Wash hands</li> <li>*Flush</li> <li>*Report problems to staff</li> <li>*Keep bathrooms clean</li> </ul>	<ul style="list-style-type: none"> <li>*Leave area clean</li> <li>*Report any problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>*Sit in assigned areas</li> <li>*Enter and exit quietly</li> <li>*Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>*Keep track of your belongings</li> <li>*Be prompt</li> </ul>	<ul style="list-style-type: none"> <li>*Follow cell phone policy</li> <li>*Use appropriate website</li> <li>*Keep identities private</li> <li>*Cite your sources</li> </ul>	<ul style="list-style-type: none"> <li>*Model positive sportsmanship</li> <li>*Accept official's decisions without comment</li> </ul>
<b>Be a Graduate</b>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Be on time</li> <li>*Be positive</li> <li>*Be your best</li> <li>*Communicate</li> <li>*Get involved</li> </ul>	<ul style="list-style-type: none"> <li>*Wait to be dismissed by staff</li> <li>*Be on time</li> <li>*Be organized</li> </ul>	<ul style="list-style-type: none"> <li>*Go to your designated area as expected</li> <li>*Use appropriate voice and volume</li> </ul>	<ul style="list-style-type: none"> <li>*When possible, use bathrooms during transition time</li> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Make healthy food choices to fuel your brain</li> </ul>	<ul style="list-style-type: none"> <li>*Be an active participant</li> <li>*Represent self, school, and community well</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time for your bus</li> </ul>	<ul style="list-style-type: none"> <li>*Refrain from plagiarizing</li> <li>*Incorporate technology appropriately into your studies</li> </ul>	<ul style="list-style-type: none"> <li>*Get involved</li> <li>*Request make-up work in advance</li> <li>*Make-up and turn in work</li> </ul>

## **Bullying/Harassment**

Any harassment of others is considered serious and deserving of discipline. Every effort is made to stop teasing, bullying, and harassment that may escalate to violence. This includes cyberbullying. Students who are bullied, cyber-bullied or observe other students being bullied must report the bullying immediately to a teacher or other staff member. Definition: Bullying is unwanted, aggressive behavior that involves an imbalance of power. The behavior is repeated and hurtful, or has the potential to be repeated, over time. (See Board Policy #3226)

## **Bell Schedules**

<b>Grades 4-5</b>	
<b>Grab and Go Breakfast</b>	<b>8:10</b>
<b>Class time</b>	<b>8:15-11:15</b>
<b>Recess and Lunch*subject to change to provide social distancing in the lunchroom</b>	<b>11:15-12:00</b>
<b>Class time</b>	<b>12:00-2:45</b>
<b>Recess *subject to change to stagger use of the playground</b>	<b>2:30-2:45</b>
<b>Class time</b>	<b>2:45-4:00</b>
Class time consists of, but is not limited to, Math, English Language Arts, Science, Social Studies, PE, Music, Library	

<b>Grades 6-8</b>	
<b>A Day</b>	
<b>Grab and Go Breakfast</b>	<b>8:10</b>
<b>1st</b>	<b>8:15-10:00</b>
<b>Jacket Time</b>	<b>10:00-10:15</b>
<b>2nd</b>	<b>10:15-11:55</b>
<b>Lunch</b>	<b>12:00-12:30</b>
<b>3rd</b>	<b>12:35-2:15</b>
<b>4th</b>	<b>2:20-4:00</b>
<b>B Day</b>	
<b>Grab and Go Breakfast</b>	<b>8:10</b>
<b>5th</b>	<b>8:15-10:00</b>
<b>Jacket Time</b>	<b>10:05-11:55</b>
<b>Lunch</b>	<b>12:00-12:30</b>
<b>6th</b>	<b>12:35-2:15</b>
<b>7th</b>	<b>2:20-4:00</b>

## **Complaint Process**

The first step in resolving an issue is to communicate with the classroom teacher. If the problem is not resolved after meeting with the teacher the parent should contact the building principal. The formal complaint procedure is outlined in Board Policy 3215.

## **Controlled Substance Policy**

Stevensville School District has a responsibility to students and the community to ensure a safe school environment, which is free from the effects of tobacco, drugs and alcohol. Any student of Stevensville School District who possesses, attempts to possess, or is under the influence of tobacco, drugs, or alcohol on school premises during the school day or at a school function may be suspended from school for up to ten (10) days and may be required to appear, along with their parents, before the Board of Trustees for an expulsion hearing. The school has the authority to refer violators to the proper authorities for legal action.

## **Computer Use Guidelines**

In order to use Stevensville school computers, students must adhere to the following guidelines of personal accountability:

- I will not attempt to bypass security software by using proxy servers or similar devices while using school computers.
- I will not attempt to use messenger or instant messaging programs while using school computers.
- I will limit my use of telecommunications in school to the educational objectives established by my teacher(s).
- I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type.
- I will follow the rules of network etiquette, which include the use of appropriate language and polite responses.
- I will not use abusive language, obscene remarks, including swearing and name-calling, hate mail or discriminatory remarks of any type.
- I will not divulge my home address, phone number, and personal information with another user for any purpose.
- I understand that information received online is private property, unless specified.
- I will not plagiarize information received in any form. Any copyrighted material must not be placed on Stevensville school district's computer system without the author's permission.
- I will not use another person's account, password, or try to access other people's files.
- I will not share my password with anyone else.
- I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of internet and/or online service privileges.
- I will not interfere with or disrupt network users, services, traffic, or equipment; (disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network).
- I will print only to the local printer and will not intentionally waste limited resources.
- I will not use telecommunications access provided by Stevensville School District for illegal purposes of any kind.
- I will not use telecommunications access to transmit threatening, obscene, or harassing materials.
- I will not play or interact in any computer games without administrative approval.
- I will not install software on school machines that has not been approved by the school technology director.

M.C.A. 45-6-311 states: a person commits the offense of unlawful use of a computer if the person knowingly or purposely:

(a) obtains the use of any computer, computer system, or computer network without consent of the owner;

(b) alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner;  
or

(c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.

## **Dance Guidelines – 6-8th grade only**

The following guidelines for dancing at a school sponsored dance apply both on and off of the dance floor:

- Dancing must be safe to self and bystanders.
- Once a student leaves the dance, he/she may not return.
- Only grade 6 – 8<sup>th</sup> grade students currently enrolled at Stevensville Middle School are allowed to attend school dances. No guests will be allowed.
- Sexually suggestive movements are not permitted.

- Students must attend school the day of the dance to attend the dance. Students with a curricular absence the day of a dance may attend the dance (i.e. track meet).
- The dress code is the same at dances as it is during the school day. See Dress Code section for more information.

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 guidelines.

## **Discipline**

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 recess, or at any school function whether home or away. This is outlined in board policy 3310.

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including but not limited to instances set forth below:

- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Disobeying directives from staff members or disobeying rules.
- Engaging in any disruptive activity.
- Forging any signature.
- Hazing or bullying.
- Retaliation against any person who reports or is thought to have reported a violation.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Using, possessing, controlling, or transferring a weapon in violation of the "possession of weapons other than firearms". (Board Policy 3311)
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in (Board Policy 3311)
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia or illegal drugs.
- Using, possessing, distributing, purchasing, or selling tobacco products.

## **Disciplinary Consequences**

Consequences include but are not limited to:

- Refocus form/conference with student
- Time in office/conference with student
- Parent/teacher meeting
- Detention
- Saturday school
- Clean-up duty
- Loss of school privileges
- Loss of bus privileges
- In-School Suspension
- Out-of-School Suspension
- Notification to juvenile authorities and/or police
- Restitution for damages to school property
- Referral to Ravalli County Community Council
- Expulsion recommendation

## **Refocus**

If a student is disrupting the classroom, or is in non-compliance with school rules, the student will quietly be asked to “refocus”. The student will then report to a refocus area, where he/she will reflect and fill out a refocus sheet. When convenient the teacher will invite the child back into the classroom, where class will proceed without interruption. Students may be refocused anywhere on school grounds for non-compliant behavior. For example; lunchroom, halls, playground etc.

## **Detention**

Detentions are 30 minutes and may be assigned before school, at lunch, or after school. Students must bring schoolwork or a book to read. Students will not be allowed to talk, listen to music, play electronic games, or sleep during detention. Failure to show up for an assigned detention will result in further disciplinary action. 2 refocuses = 1 detention 8 refocuses = Saturday School

## **Saturday School**

When a child is required to attend a Saturday School the session will be run on a designated Saturday for four hours and will be supervised by a teacher. During this time students will be expected to complete a given assignment as well as other classroom work. There will be no talking and no use of electronics. Students will be engaged in a productive activity for the entire time. If the student fails to attend the assigned Saturday School, they will be subject to further disciplinary action.

Saturday School is a required component of the Positive Behavior Interventions and Supports System.

## **Suspension**

Out-of-school suspensions will be at the discretion of the building principal. The principal has the authority to impose suspension on students for failure to comply with school regulations.

Before suspension, the student will be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges. The suspension date will be set at this time.

A student will be suspended immediately if the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the parent will be notified immediately.

Suspension will be reported immediately to the student’s parent or legal guardian.

Students who receive an in school suspension (ISS) are expected to complete all of their class work during the ISS. All assignments/class work must be completed before returning to class.

Students who receive an out of school suspension (OSS) are expected to complete all of their assignments and turn them in immediately upon their return. Assignments that are not turned immediately upon the student’s return will be marked as 0 in the grade book.

## **Expulsion**

Only the Board of Trustees may expel a student from school, and only after the following due process procedures have been followed:

The student and parent or legal guardian shall be provided written notice by registered or certified mail or hand-delivered of the board hearing to consider the recommendation for expulsion. The notice shall include the time and place of the hearing, information describing the process to be used to conduct the hearing, and notice of the board’s intent to conduct the hearing in executive session unless the parent or legal guardian waives the student’s right to privacy.

Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the superintendent prior to the date of the hearing as originally scheduled. The superintendent shall determine if the request shows good cause.

At the hearing, the student may be represented by counsel, present witnesses and other evidence. Formal rules of evidence are not binding on the board.

If a student has been expelled, he/she may not be on campus at any time or attend any school activity during the expulsion period, without express written permission from the principal. If violated, additional disciplinary action may be assessed.

## **Distributing and Posting Printed Material**

Any material not produced under the supervision of a faculty member of Stevensville Public Schools must be approved by the building administrator before it is distributed to students or displayed in the school building. All posters must be approved and initialed by the principal prior to hanging in the school.

Any form of dress or adornment that disrupts the normal learning environment will not be allowed. If a student is in violation of the dress code he/she will be asked to immediately make appropriate corrections. If at that point the student does not comply, he/she will be sent to the principal for violation of the dress code. Students may be sent home for repeat offenses.

## **Dress Code**

The following is not permitted;

- Apparel indicating drug/alcohol/tobacco or media indicating multiple interpretations
- Bare feet
- Bare midriffs or backless tops/dresses
- Displaying of adult themes or innuendos
- Drug/alcohol/tobacco related accessories
- Gang related apparel, including items such as chains
- Low cut or revealing tops, dresses, or shirts
- Shirts and tank tops cut larger than an average arm/sleeve with revealing sides
- Shorts, pants, skirts, or tops that are revealing as determined by staff
- Tank tops with straps less than three adult fingers wide
- Visible undergarments

## **Electronics/Cell phones**

Per board policy students may use cell phones and other electronic devices on campus before school begins and after school ends. We believe technology integration is an essential part of education. Cell phones and other personal electronic devices can play an important role in student engagement in the classroom; however, if not being used appropriately, they can also serve as a distraction.

Students in grades 4-5 that choose to bring an electronic device to school must turn the device off during the school day.

Students in grades 6-8 have the choice of leaving the device in their locker or bringing it to class. Students are permitted to use their devices before school, during lunch and after school. If a student chooses to bring an electronic device to class, it is to be placed in designated holders located in each classroom, computer lab and library. Students will be allowed to use their device only when directed/supervised by staff. These efforts are in place to preserve instructional time and respect classroom rules. If a student uses their device outside the designated times, it will be confiscated and taken to the office, where a parent/guardian will have to pick up the device after school, and the violation documented. If a student has multiple violations further consequences will be determined.

## **Emergency Procedures and Drills**

Fire drills and lockdown drills are held at regular intervals during the school year. During a fire drill the students will leave the building quickly and quietly on the signal. Directions for leaving the building in case of fire are posted in each classroom. No one is to remain in the building during a fire drill. For a lockdown drill, the students will follow the procedures as described by the teachers.

## **Extra-Curricular Activities**

### **Eligibility**

This policy applies to students participating in extracurricular activities. This policy does not apply to singular events such as dances, homecoming spirit activities, fundraisers, etc.

Eligibility reports will be run on Monday mornings. If a student is below a 2.00 GPA on 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 re-instated. 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 administration with input from the coach/sponsor.

### **Physical Exams**

According to the MHSA a physical exam must be completed before the 1st day of practice and is valid for a period of one (1) school year. No athlete will be allowed to tryout or practice until the completed physical exam form has been filed with the coach or athletic director.

### **Activities**

Any alcohol, illegal drugs, or tobacco use, possession or sale of, is prohibited. In addition to any other applicable school consequences, an athlete or participant guilty of using or possessing any of the above substances will be immediately removed from extra-curricular activities.

## **Travel**

Participants are obligated to ride to and from the contest with the team unless the parent gives written permission that is verified by the athletic director or principal prior to the trip. The parent must also sign out the student at the activity. Students must wear appropriate attire when traveling, as they are representing Stevensville Schools.

## **Field Trips**

During the year, students attend field trips that support the curriculum. These trips require a great deal of planning and some expense, and offer the student an expanded curriculum. Parents will receive notice of these trips and will be offered the opportunity to volunteer as a chaperone. Your child must have your permission to attend, and rather than issue a permission slip for each event, we are using one form that will cover all trips. This will eliminate those times when the slip is forgotten, we can't reach you, and the child must remain at school while his classmates are on a field trip. If a trip is more complicated, and requires a parental pickup after school hours, information slips will be sent home regarding student pickup and needed supplies. If there is a particular field trip that you do not want your child to attend, even though it is part of the curriculum, please discuss it with the classroom teacher. When students are on a school field trip, all school policies remain in force. Refocus forms and/or office discipline referrals may be issued. Students are obligated to ride to and from the event with the teacher unless the parent gives written permission that is verified by the teacher and principal prior to the trip. The parent must also sign out the student at the activity. Volunteers/chaperones must complete a packet and turn it in to the principal 24 hours before a field trip. Students attending field trips are at administrative discretion.

## **Fund-Raising Projects**

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

## **Google Apps For Education**

Stevensville Public Schools utilizes Google Apps for Education for students, teachers, and staff. This page describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to all 2nd - 12th grade students and hosted by Google as part of Stevensville Public Schools' online presence in Google Apps for Education:

- **Mail** - An individual email account for school-use, managed by Stevensville Public Schools.
- **Calendar** - An individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Docs** - A word processing, spreadsheet, drawing, and presentation toolset that is similar to Microsoft Office.

Using these tools, students collaboratively create, edit, and share files and websites for school-related projects, and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include: showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address:** All students 2nd-12th grades will be assigned a student email account pending parent permission. This account will be the student's official Stevensville Gmail address until such time as the student is no longer enrolled with Stevensville Public Schools.
2. **Prohibited Conduct:** Please refer to Board Policy 3612 *District Provided Access to Electronic Information, Services, and Networks* and Board Policy 3630 *Cell Phones and Other Electronic Equipment*.
3. **Access Restriction:** Access to, and use of, student email is considered a privilege accorded at the discretion of Stevensville Public Schools. The District maintains the right to immediately withdraw the access and use of these services, including email, when there is an alleged violation, and will be referred to a building Administrator for further investigation and adjudication.
4. **Security:** Stevensville Public Schools cannot and does not guarantee the absolute security of electronic files located on Google systems. Google has a powerful content filter in place for email.
5. **Privacy:** The general right of privacy will be provided to the extent possible in the electronic environment. Stevensville Public Schools, and all electronic users, should treat electronically stored information in individuals' files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student email systems, including current and archived files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.

Under the Family Educational Rights and Privacy Act (FERPA) and corresponding Montana law, a student's education records are protected from disclosure to third parties. I understand that my student's information stored in Google Apps for Education is accessible Stevensville Public Schools.

**To opt out of the email option please contact your child's principal for the current school year.**

## **Hearing Screening**

Hearing screenings are conducted annually for all kindergarten, first and ninth grade students. Students who do not pass the initial screening will receive follow-up screenings at school and parents will be contacted for referrals to outside agencies as indicated. Hearing screenings for students in other grade levels may be done upon teacher or parent request with signed permission from the guardian. Questions can be directed to speech-language therapists.

## **IDEA, Privacy and Title IX**

Non-discrimination Policy - No student in the Stevensville School system shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in any phase of the academic program (including vocational educational), or activity on the basis of race, religion, national origin, sex, handicap, color, marital or parental status.

Section 504 - (discrimination on the basis of a handicap) states that no student in the Stevensville School system shall be excluded from participation, be denied the benefits of, or be subject to discrimination in any phase of the school program on the basis of a handicap. The grievance procedure will be the same as for Title IX.

Title IX - Title IX prohibits sex discrimination in federally assisted education programs and states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance." The governing regulations -effective July 21, 1975, cover all aspects of sex discrimination in school with regard to admissions, treatment of students, and employment.

We direct a consistent effort to provide a safe, productive learning environment and eliminate any inappropriate actions that may promote a hostile learning environment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual nature. The family-school team relationship is important to ensure each child's right to an education that is productive, welcoming and free of harassment.

Our school has adopted policies to address sexual harassment (Policy #3225) and bullying/harassment/intimidation/hazing (Policy #3226). These policies protect your child's right to a safe school environment. If you believe your student has been bullied or harassed, please contact the building principal.

## **Infinite Campus**

Infinite Campus is a web based system we provide to help you more effectively monitor the progress of your child. This system provides a parent portal which gives detailed, real-time information. The information includes: Attendance, Grades, Assignments, To Do Lists, District/School Notices and Food Service Balance. Once you have set up a parent portal the username and password remain the same as long as your student remains enrolled in Stevensville Schools. If you do not have a parent portal account please contact the school secretary.

## **Lockers**

Each student receives his/her own locker to use for the school year. The locks are built into the door (grades 6-8) therefore students do not have to purchase a lock. When assigned a locker the student is responsible for its proper care. A student may be subject to a fine for any damage. Lockers are to be closed and locked. Under no circumstances are students to trade, share lockers or give other students their combination.

## **Immunization Requirements/Medical Information**

The 2015 Montana Legislature has revised school immunization requirements for school attendance. The law effective October 1, 2015, requires students attending school be vaccinated against varicella disease (chickenpox) and receive a booster of pertussis vaccine before entering 7th grade.

### **Existing Vaccination Requirements:**

- DTaP/DTP - 4 vaccinations before entering kindergarten with at least one of these being given after the 4th birthday.
- Polio (IPV/OPV) – 3 vaccinations before entering kindergarten with at least of these being given after the 4th birthday.
- MMR (Measles/Mumps/Rubella) – 2 vaccinations before entering kindergarten with the first shot being given after the first birthday.

- Varicella (chickenpox) Vaccination Requirements as of 10/1/2015: Students in kindergarten through 12th grade will need to have two doses of varicella vaccine. OR- laboratory evidence of immunity/confirmation of disease. Diagnosis or verification of varicella/herpes zoster disease in past by health care provider.
- Tdap (tetanus, diphtheria, pertussis) – Tdap will be required for students prior to attending 7th grade. Students currently in grades 8-12 who have not yet received their Tdap will require a single dose. There has been a booster shot required before entering 7th grade for years but the requirement did not include the pertussis portion of the shot. Your child may have gotten a booster before 7th grade, but unless it included the pertussis portion of the shot they will still need to receive an additional vaccination.

It is parent/guardians responsibility to provide the school with proof of the required vaccinations. In order for your child to attend school, all vaccinations must be up to date.

## **Lice**

Unfortunately, head lice are a reality in every school in the country. According to a Centers for Disease Control and Prevention (CDC) estimate there are between 6 and 12 million cases of head lice in children ages 3-11 every year in the United States. Like it or not there will be more than one case of head lice at the Stevensville School District this year. Our goal is to identify those who have lice, provide researched based information to parents/guardians about lice and lice treatment, and make every attempt to prevent the spread.

We have a number of practices here at the school to assist with this identification and prevention. . Most importantly, we discourage head-to-head contact between students, as this is the most likely mode of transmission. Also, in each classroom the children are instructed many times on the importance of not sharing hats, coats, combs, brushes, etc. We also provide individual “cubbies” or lockers for coat/hat/backpack storage. Teachers and staff are observing for signs of head lice (head scratching, child complaints). Teachers are instructed not to have cloth items in the classroom that could serve as a transmission source for the lice. We encourage parents/guardians to contact the school if their child has lice. This is so we can do follow up with the family if needed, and we can increase our school surveillance.

If your child has lice, they must have a lice treatment at home before they may return to school. School nurses will help monitor the students’ hair to ensure the lice are removed completely. In certain cases where lice are recurrent or there is lack of treatment happening at home, the school may take additional steps to prevent the spread of lice at school. These steps will be on an individual family basis. The most effective lice treatments are the over the counter treatments such as Rid/Nix. There is also prescription strength lice treatments that you may get through your doctor. Whatever lice treatments you choose to use it is important to follow every step of the process completely. This includes the use of the shampoo, the combing of the hair with the lice/nit comb, and the household cleaning.

We also need help from parents/guardians. Because we can’t check each child regularly for lice, it is very important that parents/guardians check their children’s hair for lice every week or two. Please contact the school nurse or look on line at the CDC website for more information on lice and lice treatments.

## **Medications**

The school nurse has the ability to administer common over the counter medications to students during school hours. On the student registration form, there is a spot where parent can give permission for this. The nurse can also call a parent in the event a medication may be indicated.

Please remember if your child has a prescription medication that needs to be given at school you must contact the nurse directly. All prescription medications must be sent to school in the original prescription bottle, and both parent and physician need to sign an authorization form which gives the nurse permission to administer the medication. (The nurse is happy to fax the doctor for their signature, and help out with this process). If any over the counter medication is needed for more than 3 days, we will need the authorization form completed.

## **Emergency Medications**

We encourage your child to self-carry their inhalers and epi-pens if they know how and when to use them. Please also let the nurse know that your child is self-carrying the medication so we can help if needed. There is emergency medication at the school to use in the event of severe allergic reactions (anaphylaxis) or in severe respiratory distress (asthma attack) should a child or staff need them, and delayed treatment is not feasible due to the severity of the problem. They have been prescribed by our schools medical advisor and are used by the Registered Nurse or staff that has been trained by the Registered Nurse in the use of the medication. If it is necessary to use either of these medications, there will also be simultaneous calls to 9-1-1, administration, and parent.

## **Body Sprays and Perfume**

Students may wear a reasonable amount of body spray/perfume to school. However, there are students, parents and staff with health conditions/illnesses that are, at times, severely affected by fragrances. These illnesses include asthma, allergies, sinus problems, runny

nose and migraine headaches. Please limit the use of perfume/body spray to home and after P.E. (in the locker room) only. Students may not apply these sprays in the halls, classrooms, lunchroom or areas other than locker rooms while at school.

## **McKinney Vento**

Students who qualify through McKinney Vento Homeless Act shall receive services including Title I, free meals, and transportation to assure positive attendance. Stevensville School District's McKinney Vento Homeless liaison is Jessica Shourd (shourdj@stevensville.k12.mt.us or 406-777-5613 ext 300). See policy 3125f for further information.

## **Meals**

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:

Daily: K-5<sup>th</sup> grade students..... \$ 2.00

Daily: 6-8<sup>th</sup> grade students..... \$ 2.25

Daily: adults..... \$ 2.75

If you have more than one child attending the district only one (1) check is needed as all monies are entered to a family account. Each time a family member purchases a meal the cost is deducted from the family account.

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

## **Office**

It's important that parents are aware of general office policies. If, at times, a procedure offers some inconvenience to you, please remember that all policies are in place to provide a secure, safe environment for all of our students.

## **Pets at school**

Persons bringing living or non-living animals into the school must receive prior permission from the teacher and the principal. Animals may be brought into the classroom for educational purposes only. However, they must be appropriately housed, humanely cared for, properly handled and have proof of current vaccinations.

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.

## **Playground**

Playground rules are designed to prevent injuries and torn clothing, while allowing the students time for physical activity and relaxation. Students are not to endanger themselves or others with unsafe activity. Students are to remain in the designated areas to ensure the safety of all students.

Specific rules regarding playground equipment will be reviewed frequently. Students must follow the playground rules and listen to the supervising paraprofessionals. Students may not leave their playground area without permission from a paraprofessional on duty.

### **BALLS**

- Wooden or metal bats along with hard balls, such as baseballs are not allowed.
- Kickball, soccer, etc. is only allowed on grass area.
- Balls should never touch the building (i.e. wall bouncing games).

### **CEMENT PICNIC TABLES**

- No standing on tables or jumping from table to table.

### **CROSSWALK**

- Always use crosswalk when crossing to the playground.
- Walk, and be alert for vehicle even when there is a crossing guard.

### **FOOD**

- Food, gum, and candy are not to be eaten on the playground.
- Food from the lunchroom is not permitted on the playground.

## **GAMES**

- All participants playing a game must agree to the rules.

## **MERRY GO ROUND**

- Only two people are allowed to push. Pushers cannot jump on after pushing.
- The merry-go-round must completely stop before students get on or off.
- Keep feet in, not hanging over the side.

## **ROUGH PLAY**

- Tackling, wrestling, throwing students to the ground or pulling on clothes is not allowed.

## **SAND BOX**

- All sand is to stay in the sand box.

## **SLIDES**

- One person at a time going up the stairs. Go up the stairs, not the slide.
- Normal sitting position only, no stomach sliding.
- Foreign objects aren't allowed on the slide in an attempt to go faster; i.e. snow, back packs, coats, etc.

## **SNOW**

- Throwing snow is not permitted.

## **SWINGS**

- Stop the swing before getting off, no jumping off.
- Sit up and swing straight, not on your stomach and not side to side.
- Do not throw swings over the top.

## **TIRE SWINGS**

- Only two students are allowed to ride at one time with their feet in the middle.
- Sit only no standing.
- Swing back and forth not side to side.

## **TOYS FROM HOME**

- If you bring toys from home you must have permission from your teacher. Keep them in a bag or your back pack for outside play only. Students are responsible for keeping track of them so they don't get lost.

## **Promotion Ceremony and Celebration - 8th Grade Students Only**

Students who receive an "F" in any core class for semester will not be permitted to participate in the promotion ceremony or celebration. These core subjects are Math, Science, Social Studies/History, or English.

## **Public Display of Affection**

Students are reminded that the school is a formal setting, much like a place of business. Public display of affection has no place on school campus. Respect for others is demonstrated by respecting each individual's personal space. PDA may result in disciplinary action.

## **Searches of Students and Student Property**

- The following rules shall apply to any searches and the seizure of any property by school personnel:
- The superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
- If the authorized administrator has any reasonable cause to believe that any locker, car or other container of any kind on school premises contains any items or substances which constitute an imminent danger to the health and safety of any person or to the property of any person or the school district, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
- The authorized administrator may perform random searches of any locker or container of any kind on school premises without notice or consent.

- If the authorized administrator has any reasonable cause to believe that any student has any item or substance in his/her possession which constitutes an imminent danger to the property of any person or the school district, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
- No student shall hinder, obstruct or prevent any search authorized by this procedure.
- Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness and the administrator shall make a written record of the time, date and results, and a copy shall be forwarded to the superintendent as soon as possible.
- In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
- In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, he/she is authorized to report to and comply with the directions of any public law enforcement agency.

\*Refer to board policy 3231P for more information.

## **Sexual Harassment/Title IX:**

Students must not engage in unwanted verbal or physical conduct of a sexual nature directed toward another student or a District employee. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

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

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

\*Refer to board policy 3225P for more information.

## **Speech-Language Screening**

Speech-Language screenings are conducted in the fall for all kindergarten students. Screenings for students in other grade levels may be done upon teacher or parent request with signed permission from the guardian. Questions can be directed to speech-language therapists.

## **Substitute Teachers**

Substitute teachers will be treated with the same respect and cooperation that is expected of the students toward the regular teacher. Failure to do so will be dealt with in the same manner as if the action was directed toward the regular classroom teacher.

## **Telephone use**

There is a telephone in the office for student use. Students must have permission from their teacher if they need to use the phone during class. Students must have permission from the office staff to use the telephone in the office. Calls should be limited to a maximum of one (1) minute. Students will not be called out of class for telephone calls except in cases of an emergency. Office staff will send messages to students prior to the end of the day. To limit confusion and miscommunication, students must call parents from the office phone rather than calling or texting from their cell phone.

## **Traffic**

Please observe the traffic patterns at school. The traffic patterns have been made to strengthen safety for all students as they travel to and from buses, cars and when walking. We have provided a drop-off/pickup loop in front of the buildings or you may drop students at the playground on Park Street. Please instruct your child to use the marked crosswalks and obey the crossing guards. Be aware that no one is allowed to ride skateboards, scooters or bicycles once they reach school grounds. Parking for parents is available in the parking lot and across the street. Please do not park in the fire lane in front of the school.

## **Visitor Passes**

All adults visiting the middle school for any reason must check in at the office to receive a visitor pass. To receive a visitor pass the guest's driver's license is scanned through Raptor Technologies. We welcome you to our school, but our first concern is always for

the safety of all students. Therefore, any adults in any building without a visitor pass will be asked to report to the building office or leave school grounds.

## **Weapon-free Schools**

Students may not bring guns, 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.

## **Withdrawing**

Parents wishing to withdraw students from school during the school year must notify the office in person. The parent must obtain, complete and return a withdrawal form. The student's locker must be cleaned, all books returned and all fines/meal balances paid.