

**Stevensville Middle School, Grades 4-8
Student Handbook**

2021-2022



Stevensville Yellowjackets

Be Safe, Be Respectful, Be Responsible, Be A Graduate

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

Stevensville Middle School

300 Park Ave. Stevensville, MT 59870

Phone: 777-5533 • Fax: 258-1242

www.stevensvilleschools.org

ADMINISTRATION

Dr. Robert Moore, Superintendent

Tracey Rogstad, Principal—Ext. 200

Brian Gum, Assistant Principal—Ext. 210

Chance Edman, Activities Director—Ext. 131

Tina Svaren, 4-8 Secretary - Ext 212

STUDENTS AND FAMILIES:

Welcome to the 2021 school year! Please familiarize yourself with this handbook and review it with your child(ren). The handbook contains information that students and families are likely to need during the school year. The handbook is organized alphabetically by topic.

The Student Handbook is designed to be in harmony with Board policy. A copy of the District's Policy Manual is available in the school office and policies can be found on the district's website.

Tracey Rogstad, Principal

Brian Gum, Assistant Principal

GRADES 4-5 BELL SCHEDULE

Monday – Friday		
First Bell	8:15	Students enter the building
Class begins	8:20	Grab and Go Breakfast
Instructional time	8:20-11:15	
Recess and lunch	11:15-12:00	
Instructional time	12:00-2:20	
Recess	2:20-2:40	
Instructional time	2:40-3:30	All students dismiss at 3:30

****Teachers will send home schedules for Music, Library and PE.**

LATE START BELL SCHEDULE

Monday – Friday		
LATE START		
First Bell	10:25	No breakfast
Class begins	10:30	Grab and Go Breakfast
Instructional time	10:30-11:15	
Recess and lunch	11:15-12:00	
Instructional time	12:00-2:20	
Recess	2:20-2:40	
Instructional time	2:40-3:30	All students dismiss at 3:30

GRADES 6-8 BELL SCHEDULES

Monday/Thursday/Friday		
First Bell	8:15	Grab and Go
1st	8:20-9:20	Announcements
2nd	9:25-10:15	
3rd	10:20-11:10	
4th	11:15-12:05	
Lunch	12:05-12:45	Lunch and recess
5th	12:50-1:40	
6th	1:45-2:35	
7th	2:40-3:30	Dismiss at 3:30

Tuesday Block		
First Bell	8:15	Grab and Go
1st	8:20-9:59	Announcements
2nd	10:04-11:36	
Lunch	11:36-12:16	Lunch and recess
3rd	12:21-1:53	
4th	1:58-3:30	Dismiss at 3:30

Wednesday Block		
First Bell	8:15	Grab & Go
5th	8:20-9:59	Announcements
Homeroom	10:04-11:36	(Jacket/Homeroom)
Lunch	11:36-12:16	Lunch and recess
6th	12:21-1:53	
7th	1:58-3:30	Dismiss at 3:30

LATE START SCHEDULES GRADES 6-8

Tuesday Block		
First Bell	10:25	No breakfast
1st	10:30-11:33	Announcements

Monday/Thursday/Friday		
First Bell	10:25	No breakfast
1st	10:30-11:04	Announcements
2nd	11:08-11:42	
3rd	11:46-12:20	
Lunch	12:20-1:00	Lunch and recess
4th	1:05-1:38	
5th	1:42-2:15	
6th	2:19-2:52	
7th	2:56-3:30	Dismiss at 3:30

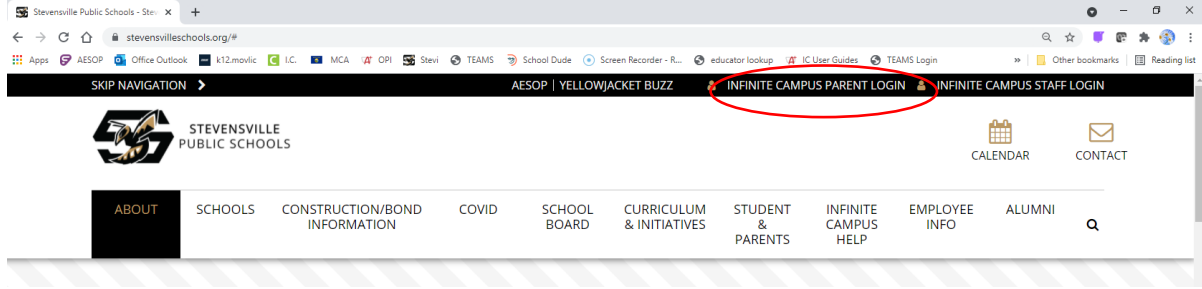
2nd	11:38-12:41	
Lunch	12:41-1:14	Lunch and recess
3rd	1:19-2:22	
4th	2:27-3:30	Dismiss at 3:30

Wednesday Block		
First Bell	10:15	No breakfast
5th	10:30-11:33	Announcements
Homeroom	11:38-12:41	(Jacket/Homeroom)
Lunch	12:41-1:14	Lunch and recess
6th	1:19-2:22	
7th	2:27-3:30	Dismiss at 3:30

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, Schedules, 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. A component of Infinite Campus that we use for communication is Messenger. Throughout the year you will receive email and text reminders about school and district events.

The link to Infinite Campus is on the district website. Once you have an account set up you can use the Campus Parent App.



If you do not have a parent portal account please email svarent@stevensville.k12.mt.us

BOARD OF TRUSTEES 2021-2022

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

Sean Lenahan, Trustee

Sarah Armijo, Vice Chairwoman

Kris McCoy, Trustee

Stephanie Esch, Trustee

Ben Meyer, Trustee

Jennifer Gunterman, Trustee

Daniel Mullan, Trustee

NOTICE OF NON-DISCRIMINATION

The Stevensville School District 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 District 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 District 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:

Tracey Rogstad

ANIMALS IN THE SCHOOL

Persons 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 District 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.

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 math and language arts are measured every fall, winter, and spring to determine students who have achieved a level of proficiency.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The building principal may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Regular school attendance is crucial towards attaining optimal instructional opportunities. In order for a student to practice or participate in an extra-curricular activity, he/she must be in attendance at school for half of the day. A half day is defined as half the student's scheduled classes. The only exceptions are verified medical or dental appointments, family emergencies, or extenuating circumstances approved by the activities director or the principal.

Absence Procedure

- A parent or legal guardian must contact the school office to excuse their child(ren) from school. Please call the school by 9:00. If a student is not marked excused a parent or legal guardian will be contacted

Curricular Absences (Grades 7-8)

- Students are allowed excused absences for curricular purposes. The curricular absence form (green 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 unless arrangements have been made with individual teachers.

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. All homework listed on pre-planned absence forms is due the day the student returns unless arrangements have been made with individual teachers.

Human Sexuality Instruction Absence

- A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

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.

Missed Assignments

- For illness or unexpected excused absences, students are afforded one day for each day missed in order to turn in assignments missed. For extra-curricular or pre-planned absences, assignments are due upon return, unless arrangements have been made with individual teachers.

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 who arrive 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.
- **4-5th 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.

- **6-8th 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.

CARE OF EQUIPMENT

Students are responsible for the reasonable and proper care of equipment, school, and locker room facilities. All books and school materials should be returned in good condition at the end of the year. 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 that it was checked out to.

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 District employees is a privilege. Students are permitted to use their devices before school, during lunch and after school

- Grades 4-5 students that bring a cell phone to school must have it silenced and, in their backpack, locker.
- Grades 6-8 students have the choice of leaving the device in their locker or bringing it to class. 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. 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. If a student has multiple violations further consequences will be determined. There is a student phone in the main office that is accessible for students if they need to contact a parent/guardian.
- 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 (GRADES 7-8)

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

CLOSED CAMPUS

Campus will be closed to all students during school. Students leaving for lunch must be signed out by a parent or guardian. Any student leaving campus without permission will be considered truant and subject to disciplinary action.

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 simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of 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 District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District 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. Contact the Title IX Coordinator for more information.

Eric Larson 777-5481

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. Contact the middle school for more information.

Brian Gum 777-5533

COMPUTER RESOURCES

Computer resources, including the District's electronic networks, are an integral part of the District'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 District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the Authorization for Electronic Access Agreement prior to being authorized to use the District'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 District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Be Safe, Be Respectful, Be Responsible, Be A Graduate

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Stevensville School District'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; and
- 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" 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 persistent, severe, or 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 such as plagiarism.

Controlled Substances

- Students may not possess or be under the influence of alcoholic beverage, drug paraphernalia, illegal drugs, controlled substances, tobacco, 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. False accusation shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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 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.
- In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.
- 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.

- **Gun-Free Schools/Firearms**

An administrator may immediately suspend a student if there is cause to believe the

student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

- The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.
- If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

CORPORAL PUNISHMENT

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

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.

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 (GRADES 6-8)

- 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 adequate chaperone coverage.
- Middle school dances are for currently enrolled students.
- 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

- 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 District policies, rules, and directives are subject to discipline at the discretion of District administration. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

Refocus (low level behavior, managed by school staff)

If a student 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. The student will bring home a refocus form to be signed by a guardian.

Referral (major level behavior, managed by assistant principal)

If a student is referred to the principal for non-compliant behavior the principal will investigate and assign discipline as he/she finds appropriate. The assistant principal will contact the student’s guardian.

Detention

Detention may be held during the lunch break period and or after school. 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.

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 component of the Positive Behavior Interventions and Supports System. 8 refocuses = Saturday School

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 District 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 District Policy 3300.

In-School Suspension

A student who is guilty of misconduct may also be placed on in-school suspension. Student will report to 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 District 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 District 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 Middle 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
- Tank tops (teacher discretion in P.E.)
- No costumes except during spirit weeks (i.e. tails, ears, onesies)

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 2021-2022 extracurricular athletic, activity, club, and organizational offerings:

Athletics:

- Cross Country
- Track
- Volleyball
- Basketball
- Football

Activities/Clubs/Organizations

- Yearbook
- Math Counts
- Student Council
- Chess Club
- Science Club/Fair
- Stinger Singers

Please note: Student clubs and performing groups 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.

- **Stevensville Middle School 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.

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

FAMILY NIGHT

Stevensville School District #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.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased student accident insurance.
- Musical instrument rental
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books and text books

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:

Grab and Go Breakfast: No Charge for the 2021-2022 school year

Lunch: No Charge for the 2021-2022 school year

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.

FUNDRAISING

All moneymaking projects must be submitted through student council, 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:

Missing assignments will be flagged as *missing* in Infinite Campus. Missing is a zero until the assignment has been turned in. Once the due date for accepting the assignment has passed the assignment will become a 0 if not turned in.

Report cards will be sent home at the end of each quarter. In-progress grades and midterms will be available on the Campus Portal.

Parent and teacher conferences will be held twice each year in addition to report cards.

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%

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.

HOMELESS STUDENTS

In accordance with federal and state law and regulations, the District will provide homeless students with access to the 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 District 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 actually living are eligible to attend. In determining the best interest of the child the District 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 District 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 District 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 District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a 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.

JACKET ACADEMY/HOMEROOM

All students at Stevensville High School will have a Jacket Academy period once a week. This is a three-year commitment to the education of each student. This initiative, backed by district policy #2410, aims to meet the needs of the whole child. Students will successfully complete the Jacket class all three years in high school. Students who fail to meet this goal will be required to complete the essential strands of the program as directed by the administration. The Jacket Academy will offer students the opportunity to complete the following objectives:

- Develop a strong bond with peers and Academy teacher
- Demonstrate an awareness of a school "family" community
- Demonstrate acceptable social behaviors and attitudes
- Demonstrate cooperative teamwork skills
- Read for enjoyment, complete tests, or gather work missed due to absences
- Demonstrate the ability to write both short term and long-term goals
- Be able to identify and use appropriate study skills
- Review and look at past or upcoming events
- Develop a comprehensive academic portfolio
- Prepare for student-led conferences in the spring

LOCKERS

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 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 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 medication use at school, or any other health issues please call Connie Johnson RN.

MONTANA DIGITAL ACADEMY

Stevensville Middle School works in partnership with the Montana Digital Academy for students interested in a Spanish I course.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the high school office.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or 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.

PROTECTION OF STUDENT RIGHTS

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

Pursuant to federal law, the District will 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 District) 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 will be 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 on campus. Respect for others is demonstrated by respecting each individual'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 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. When in doubt as to custodial rights, the District 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 the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.

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

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 District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. 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 District 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 sent through Infinite Campus Messenger and broadcasted 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 District 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 District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District 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 District property.

Students and their Personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District 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 District'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 of the student shall be notified of the search as soon as possible.

Vehicles Parked on School Property

Parking on District 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 District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall sign the

authorization form contained in Appendix D. Students who park on District 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 District 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 District property.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District 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 District 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 District'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 District 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 District's Title IX coordinator.

Sexual harassment is conduct on the basis of 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 District’s Title IX Grievance Procedure. Please refer to Policies 5012 and 1700 for additional information regarding the District’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, child care institutions, and pre-adoptive home.

The District 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 District 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 District 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 District 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 District 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 District 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 District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with 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 District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. 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 District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District 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 District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District 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 in a position to deal with the emergency.
- The District 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 District 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 District 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 District 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 District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law

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

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

The District 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.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. 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 District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, 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 District sharing their child's photograph in publications or through District media events. The District will honor any parent

opt-outs and not share this information. However, the District 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 classes are scheduled at or near capacity. Schedule changes may not be granted due to class sizes.

TEXTBOOKS

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

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, 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. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the school office.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

Misconduct will be punished and bus-riding privileges may be suspended.

VIDEOTAPING OF STUDENTS

The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District 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 District 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 District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the 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

WITHDRAWAL PROCEDURE

Parents wishing to withdraw students from school must notify the 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. 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 District 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 District 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 District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 District 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 District 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 district discloses education records without consent to officials of another school or school district 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 District 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 District'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 District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District 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 – GRADES 4-5 AUTHORIZATION FOR ELECTRONIC ACCESS

Parents and Students:

Please read together and after signing, return this document to the school.

Statement of Purpose:

The District 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 student 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 District schools:

Terms of Agreement

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

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication¹ I to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

Use of New Web Tools

As part of 21st 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. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

¹ "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.

APPENDIX B – GRADES 4-5

Grades 4-5

Return this page to the middle school office.

I will sign my name to show I understand and will follow the rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade ____ Date Signed _____

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____

APPENDIX C – GRADES 6-8 AUTHORIZATION FOR ELECTRONIC ACCESS

Parents and Students:

Please read together and after signing, return this document to the school.

Statement of Purpose:

The District 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 student 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 District 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 District 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 communication² to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

² "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.

Use of New Web Tools

As part of 21st 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.

APPENDIX C – GRADES 6-8

Grades 6-8

Return this page to the middle school office.

I will sign my name to show I understand and will follow the rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade ____ Date Signed _____

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____