

***Building Success
Through Pride, Respect And
Educational Leadership***



Stanford Schools Handbook
Student – Parent
2023-2024

Board Approved: February 15, 2021

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General School Information

Stanford Public Schools

www.stanfordmtschoo.com

Office Hours 7:30 AM - 4:15 PM

School Day Hours 7:45 AM – 3:39 PM

Breakfast (Daily)7:35 AM – 7:57 AM

School Telephone (406) 566-2265

School Fax (406) 566-2772

Staff email Example: John Doe

jdoe@stanford.k12.mt.us

All addresses follow same pattern

School Address P.O. Box 506
104 4th Avenue South
Stanford, MT 59479

Stanford Public School

Staff Directory

2023-2024

Superintendent

Mr. Craig Crawford

District Clerk & Business Manager

Heidi Tureck

Secretary

Kristi Mauws

Elementary Staff

K1- Rose Antonich

K2- Meredith Phillipe

1st Grade – Kathy Ward

2nd Grade - Braeden Tempel

3rd Grade- Nancy Metcalfe

4th Grade – Scott Wildung

5th/6th Grade/A.D. – Vance Von Bergen

K-12 Counselor – Shelby Fiedler

K-12 P.E./Health/ – Matt Neumann

K-12 Library - Nancy Metcalfe

K-12 SpEd– Central Montana Learning Resources Center Cooperative / Kim Rethans

K-12 Music/Band- Andrew Durand

K-6 Computer Skills - Shannon Von Bergen

Junior High / High School Staff

Math – Tia Murphy

Art- Gretchen Durand

Science – Tom Murphy

English – Odessa Gee

History/PE – Matt Neumann

JH /Title I – Tracy Wildung

AgEd – Sadie Bingham

Business - Shannon Von Bergen

Aides

Todd Morrow, Kathleen Davis, Mary Sue Proctor, Naomi Marquardt, Kayla Staat, Tanya Heintz, Julie Deegan

Kitchen Staff

Deb Myllymaki – Head Cook

Kelly Bentley – Assistant Cook

Custodial Staff

Arnie Smith – Maintenance

Mindy Claver – Custodian

Bus Drivers

Treena Clark, Nancy Metcalfe, Todd Morrow, Mindy Claver, Scott Wildung, Craig Crawford

Lead Class Sponsors

7th Grade - Sadie Bingham

Freshman – Odessa Gee / Matt Neumann

Sophomores – Andrew Durand / Thomas Murphy

8th Grade - Gretchen Durand / Tracy Wildung

Juniors - Shannon Von Bergen / Tia Murphy

Seniors - Shelby Fiedler

Clubs and Professional Organizations

Student Council – Mr. Neumann

Math Club – Mrs. Murphy

NHS – Mrs. Fiedler

BPA – Mrs. VonBergen

Science Club – Mr. Murphy

Chess Club - Mr. Durand

FFA - Ms. Bingham

Big Wolf - Little Wolf – Mrs. Phillipe & Mrs. Von Bergen

PREFACE

To Students and Parents:

The Stanford School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is alphabetical by topic. Throughout the handbook, the term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to harmonize with School Board policy. With ongoing changes to policy adoption and revision, this document is updated annually. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office and on the school webpage.

In case of conflict between Board policies or any provisions of student handbooks, the provision of Board policy is to be followed.

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

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

Superintendent
Stanford, MT 59479
Phone: 566-2265

Title IX/504 Coordinator
Stanford, MT 59479
Phone: 566-2265

Welcome to Students

Stanford School welcomes you as a member of its student body. We are proud of the accomplishments of our past students, and we know we will be equally proud of you. Our philosophy is to recognize and provide for the individual needs, interests, and abilities of all students. We are concerned not only with the accumulation of knowledge, development of skills, and the improvement of understanding, but also with the development of interests, tastes, appreciations, ideals and attitudes, and the functioning of all these in our local community, state, and nation.

The information in this handbook is prepared for every Stanford School student so that it will be of value in helping you adjust to our school, and to become an integral part of it. Become familiar with the contents of this handbook because, contained in it, are the rules and regulations by which you will abide while you attend this school. Following the rules will help all students have a successful and pleasant career at Stanford School. We encourage you to take advantage of the academic and extracurricular opportunities that are available to you while you attend. Your success in school will be directly proportional to your efforts.

Additions, Deletions, or Other Modifications to the Handbook

Anyone wishing to recommend additions, deletions, or other modifications to the Student Handbook is encouraged to write their ideas down and submit them to the Superintendent for consideration for inclusion in a future handbook. We are always open to any suggestions that you might have.

Bell Schedule:

Junior High & High School

1st Bell 7:57 a.m.

2nd Bell 8:00 a.m. (**Tardy Bell**)

1st Period 8:00 AM - 9:00 AM

2nd Period 9:03 AM - 10:03 AM

3rd Period 10:06 AM - 11:06 AM

4th Period 11:09 AM - 12:09 PM

JH Lunch 12:04 PM - 12:30 PM

HS Lunch 12:09 PM - 12:30 PM

5th Period 12:33 PM - 1:33 PM

6th Period 1:36 PM - 2:36 PM

7th Period 2:39 PM - 3:39 PM

Elementary Schedule

1st Bell 7:57 a.m.

2nd Bell 8:00 a.m. (**Tardy Bell**)

Morning Recess 9:45 AM - 10:00 AM

Lunch/Recess 11:09 AM - 12:09 PM

Afternoon Dismissal 3:39 PM

Asbestos Management Plan

In accordance with the Asbestos Hazard Emergency Response Act (763.93 (a) - 10) students and parents are hereby notified that a copy of the Stanford School Asbestos Management Plan is available in the Superintendent's office. The plan is available for inspection upon request during regular school hours.

Assemblies

From time to time assemblies are planned and placed on the school calendar by the staff or administration. Students are expected to give quiet, courteous attention to every assembly presentation. Students are required to attend all assemblies. Those who refuse are to be referred to the office.

Attendance

Compulsory Attendance

All students between the ages of 7 and 16 are required by state laws of Montana to attend school. Every student over the age of 16 who attends school will comply with the state laws of Montana and rules and regulations as established by the Board of Trustees.

Student Illness

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100 should not attend school. Students should not return to school until symptoms have resolved, or they are fever/vomit/diarrhea free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

Philosophy of Student Attendance

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra instruction. Consequently, many pupils who miss school frequently experience greater difficulty in achieving the maximum benefits of schooling. Many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires regular continuity of instruction, classroom learning experiences, peer interaction, and higher level thinking skills, lab work, research, films, speakers, tests, demonstrations and group participation in order to reach

maximum benefits for each individual pupil.

There is a direct relationship between poor attendance, class failure, and dropouts. Students who have good attendance generally achieve high grades, enjoy school more, and are much more desirable employees after leaving high school.

Based on this philosophy, teachers will incorporate class attendance into their grading system.

Attendance Policies

1. If a student is going to be absent from school, a parent or guardian is expected to telephone the office as soon as possible on the day of the absence. If the parent or guardian does not have access to a telephone, a note, email or text verifying knowledge of the absence will need to be sent or written. The school must be contacted within 24 hours of the beginning of the absence or the absence will be *Unexcused*.
2. If a student goes home at lunch and does not return, the school must be notified in a timely manner by telephone or note or email as described above; otherwise, the absence is considered Unexcused.
3. If a student arrives to class between one and 10 minutes late, they will be TARDY for that period. If the school is notified by a parent or guardian that a student will be a few minutes late for class, the student will be marked *Tardy Excused*. If the school is not notified, then the student will be marked *Tardy Unexcused*.
4. If a student misses more than 10 minutes of class time, they will be ABSENT for that period. They will be marked *Absent Excused* if a parent or guardian notifies the school, or *Absent Unexcused* if the parent or guardian does not notify the school.
5. The office staff will make a telephone call to notify the parent or guardian if notification of absence has not been received concerning an absence. Letters from the office concerning excessive absences will periodically be mailed to the home. Teachers will contact parents or guardians of students whose attendance patterns have become matters of concern.
- 6.

A. **8 Day Absence Rule** - A student in grades **7-12** shall forfeit class average points in a given class when absences in that class reach a total of **8** days per semester. Each additional absence after the **8th** day will result in a loss of **8%** of their grade for each of the given classes the student was absent. With the Campus Portal, the parent or guardian can see when the absences reach **3** or more days in any class, then again at **6** or more absences, and when there is percentage loss after **8** absences. **Students** who lose a percentage of their grade because of attendance policy violations **may request an appeal** to the attendance committee consisting of the superintendent, the school counselor, and the students' teachers in the classes the student has exceeded the 8 days of absences. (Board Policy 3122P)

B. K-6 students that miss a total of 12 days or more during a semester may be referred for consideration of retention.

7. The following absences will not be calculated in the **8 Day Absence Rule**:
 - Doctor excused absences. *A doctor's note must be presented to the office within 4 days of the absence.* This includes medical appointments, hospitalization, serious illnesses, and other health issues.
 - Up to two days of absences for funerals.
 - Seniors may use up to two days per visit for two college visitations. These **MUST** be approved in advance with the superintendent and verified by the parents.
 - Absences that occur due to school sponsored activities.
 - Absences due to weather, caused by buses not running their routes, or parents not being able to bring students to school due to blocked roads.

8. A parent or guardian has called in to notify the school of an absence. All called-in absences count toward the **8-day rule** (exceptions are listed above).
9. ***Unexcused Absences or Truancy*** - This type of absence is an absence that does not have the approval of a parent or guardian, and could be the result of a student leaving the school without checking out through the office, or is the result of the parent or guardian's failure to notify the school within 24 hours of his or her knowledge of the absence. While students are encouraged to complete any work they missed during classes from which they were truant, they may not receive full credit for the work. It should be noted that the school determines truancy, not the parent or students. Students who are truant will make up missed school time as determined by the teacher or school administrator.
10. ***Policy on Missing Children*** - The following conforms to State law that requires public schools to improve communications with parents when children are absent from school. The State law has the following provisions:
- In the event the child will be absent from school, the parent shall report that absence to the office.
 - The parent shall report the absence of the child every day the child is absent from school.
 - Parents, guardians, or legal custodians will provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
 - In the event the parent does not maintain a home telephone, he/she shall provide an alternative telephone number where they may be contacted if their child is absent from school.
11. ***Athletic Absences*** - A student must be present for the entire day to attend practices or games.
- The **ONLY** exemption is a medical note for the equal time frame or prior approval from administration.
12. Students who are absent from school with medical appointments or arranged absences **MUST** attend all morning or afternoon classes (depending on time of appointment) that day in order to participate in any after school or evening extracurricular activities, unless previous permission is received from the Superintendent.
13. Students are allowed **4** tardies per semester. Every 4 tardies will equate to an absence for that class period. (i.e. if a student has 8 tardies in first period for 1st semester, then they equal two additional days of absences in that class which will count towards the 8 day rule for that semester)
14. Transfer students will be responsible for all absences accumulated in the school from which they are transferring.

Attendance Responsibilities

Student Responsibilities

1. To attend class regularly, missing class only when a parent or guardian is aware of the absence.
2. To be in class before the tardy bell rings.
3. To be knowledgeable of the make-up policy in each of his or her classes.
4. **To make appropriate arrangements with the attendance office and teachers in the instance of a pre-excused absence by filling out the homework form at the office.**
5. To obtain the make-up work and necessary instructional help upon returning from an absence and to turn in the work according to teacher policy.
6. Make-up work will be allowed for all absences. Students under suspension will be allowed to make up work with a penalty.
7. Make-up work for excused absences is counted at full value at a rate of two school days to make up work. Students wishing extensions on the time limit may make requests directly to the teacher. The superintendent will hear appeals if they are requested.

8. To schedule all medical and other appointments outside of school time whenever possible.
9. Students who fail to follow proper check-out procedures will receive an unexcused absence.

Parent and Guardian Responsibilities

1. To instill in their students an understanding of the importance of regular and punctual attendance of assigned classes.
2. To ensure to the best of their abilities that their students attend their classes regularly.
3. To avoid whenever possible taking their student out of school for appointments, trips, vacations.
4. To call the school as soon as possible or contact the teacher on the days of their students' absences.
5. To work with teachers and administrators to promote good attendance patterns for their students.

Attendance Codes in Campus Portal

A brief description of the types of absences parents and guardians will encounter in the Campus Portal are listed below. For a more detailed explanation of these codes, please contact the school secretary.

AE	Absence Excused
AU	Absence Unexcused
EA	Exempt Absence
FX	Funeral Exempt
LWP	Left Without Permission
MED	Medical Exempt
NNA	No Notification of Absence
QAES	Quarantine Absence Excused - Self Quarantine
QUAH	Quarantine Absence Excused - Health Department
SE	Sporting Event Exempt
SSE	School Sponsored Event Exempt
STW	School to Work Check-out
TE	Tardy Excused
TEX	Tardy Exempt
TU	Tardy Unexcused
WX	Weather Exempt

Awards and Honors

Honor Roll

All students (except seniors taking work release) must carry at least six classes, four (4) of which must be solids (Digital Academy/Dual Credit courses count as solids). A solid class is one that meets four days per week and ½ credit per semester is awarded. Grade point requirements: High Honor Roll: 3.25; Superior Honor Roll - 3.67; 4.0 Honor Roll - 4.0. All Grades for all subjects assigned a letter grade A-F will count toward the Honor Roll. A grade of D or F in any class on the report card will disqualify students from the honor roll.

10 POINT GRADING SCALE

<u>Letter Grade</u>	<u>10 Point Scale</u>	<u>Corresponding GPA Value</u>
A	100-95	4.00
A-	94-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-76	2.33
C	75-73	2.00
C-	72-70	1.67
D+	69-67	1.33

D	66-63	1.00
D-	62-60	.67
F	Less than 60	0
P	Pass	
I	Incomplete	

****Incompletes**

Any student with an incomplete for a grading period will not be on the Honor Roll. They will have two (2) weeks maximum after the quarter/semester ends to make up the incomplete or the incomplete will revert to the current grade in the gradebook with a “0” for all assignments that have not been completed.

****Pass/Fail**

Teacher’s Aid classes are graded Pass/Fail. These grades do not count towards the student’s GPA

Valedictorian and Salutatorian

Class ranking will be determined on solid class grades only (classes that meet daily for the entire year). Valedictorian and salutatorian awards will be based on class rank at the end of first semester (seven semester grades) of the senior year. To be eligible for the valedictorian award a student must have a 3.67 cumulative GPA based upon 7th semester transcripts. To be eligible for the salutatorian award a student must have a 3.33 GPA based upon 7th semester transcripts. To be eligible, the graduating senior must have been a student in good standing attending Stanford High School for a minimum of their junior and senior years. If a student transfers to Stanford High School (during their senior year) and has a GPA ranking them 1st or 2nd in the graduating class, they forfeit their right to valedictorian and salutatorian awards. If the valedictorian and salutatorian grades are identical and coursework is identical, the ACT scores are the next criteria for selection of students.

Commencement Participation

A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3) MCA. In such instances the diploma will be awarded after the official ceremony has been held.

Any student who is making up a course failed in a previous semester, or year must have successfully completed this course no later than three (3) school days before the date of the graduation exercises in order to receive credit for this work and to participate in graduation ceremonies that year. (Board Policy 2410)

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment and intimidation between students, employees or by third parties are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyber bullying”).

Definitions

1. “Third parties” including but not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. “District” includes District facilities, District premises, and non-District property if the student is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the student is engaged in District business.
3. “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s opportunities or work performance that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or an interference with school purposes or an educational function, and that has the effect of:
 - a) Physically harming a student or damaging a student’s property;
 - b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s

- property; or
c) Creating a hostile working environment.

4. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the proper school personnel, who has the overall responsibility for such investigations.

Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, any remedial action that has been taken.

Responsibilities

The Superintendent shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Bus/Other School Vehicle Services and Student Release

When a student is not going to be riding their bus home in the afternoon, it is the parents' responsibility to notify their bus driver. If the driver is unreachable, please call the school at least 30 minutes prior to the final bell.

If a student needs to be picked up by someone different from the parent/guardian, please notify the office of who they are. The school is responsible for the student until he/she is released to the parent/guardian or designee.

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Families that feel that they would qualify for the free or reduced lunch program may pick up a form at the school office to fill out and return to the Secretary. See Secretary to apply.

School Lunch Costs

- The lunch prices for the school year are as follows:
 - Elementary... \$2.25
 - 7-12..... \$2.50
 - Staff..\$3.00
 - Milk..... \$0.25
 - Visitors..... \$4.00
- The breakfast prices for the school year are as follows:
 - Elementary..... \$1.25

7-12.....	\$1.50
Staff.....	\$1.75

- Reduced lunch and breakfast prices for the school year are as follows:

Lunch Tickets.....	\$0.40
Breakfast Tickets.	\$0.30
Milk	\$0.13

Free milk is provided to students who purchase breakfast and/or lunch, as well as students who bring a sack lunch from home. The milk charge is for milk breaks given in the morning for students in the elementary and students who are not having breakfast in the morning but opt to have milk.

Please be aware of your lunch balance. Although we prefer prepaid accounts, your child(ren) will be allowed to charge up to a balance of \$100, at which time we will require payment.

School Lunch Menu

The menu for the week will be sent out in the daily announcements. A menu will be available at the beginning of each month and posted on the school's website and available on the school app.

Lunch Room Rules

All students are expected to be orderly, neat, and considerate of others while eating in the lunchroom. A few rules for lunchtime include:

1. Keep voices low and quiet.
2. Always walk carefully.
3. Keep hands, feet, and other objects to yourself.
4. Clean up your own messes.
5. Be polite and respectful of others at all times.
6. All meals are to be eaten in the lunchroom. Absolutely no meals in the library!
7. The High School and Junior High students are allowed access to the library, the hallways by the lockers and the outside during lunch. No students are allowed in the gym or in high school classrooms without being under the direct supervision of a staff person during the lunch break.

School Lunch Schedule

The following are the dismissal and return times for lunch:

- **Grades K-6 are not allowed to leave during lunch**
- Grades 9 - 12: 12:09 - 12:30 p.m.
- Grades 7 – 8: 12:04- 12:30 PM

JH & HS students are NOT allowed to leave the school campus during lunch hours unless the student has a signed permission form from their parent/guardian for departure from the school grounds at the parent/guardian's request.

Cell Phones and Other Electronic Equipment

Cell phones and other electronic devices may be used on campus for grades 7 - 12 students per teacher discretion. Cell phone usage is a privilege, but students also need to learn how to manage their cell phone usage in order to be better prepared for the workforce. Cell phones can be an asset to the classroom if classroom rules are followed and respected. Students will not be allowed to take cell phones to bathrooms, locker rooms, or any other private areas of the school. Teachers and staff may confiscate a phone for any reason and said phone may be confiscated from the student and turned into administration for the entire day. It is left up to the discretion of each classroom teacher to determine how they would like to manage cell phone usage in their classroom. Students are expected to respect and follow teacher rules and guidelines or consequences will result in disciplinary action:

1. First Offense: The phone will be confiscated and the student's parent/guardian will be contacted by the teacher.
2. Second Offense: The phone will be confiscated and the student's parent/guardian will be contacted by the

administration.

3. For further offenses see the penalties and consequences chart within this document (i.e. disrespect of staff)

Class Expectations

The following should be used as a guideline for classes to use throughout the year:

A. Seniors

1. Paint the "S" with the freshman.
2. Provide candidates for Homecoming King and Queen.
3. Senior Monies - determine how the remaining senior funds are to be spent with approval from their advisor
4. Decorate for Graduation
5. Service Project- one per year

B. Juniors

1. Prom decoration expenses
2. Decorate for Prom and suggest Prom King and Queen candidates
3. Service Project – one per year
4. Work one concessions shift

C. Sophomores

1. Decorate for commencement
2. Prom clean up
3. Service project – one per year
4. Work one concessions shift

D. Freshmen

1. Paint the "S"
2. Clean up after graduation
3. Service Project – one per year
4. Work one concessions shift

E. 8th grade

1. Work one concessions shift

F. 7th grade

1. Work one concessions shift

Communicable Diseases/Conditions

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school secretary or superintendent so that other students who may have been exposed to the disease can be alerted. (BP 3417)

Complaints by Students/Parents

Usually student or parent complaints or concerns can be addressed simply - by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled easily, the District has adopted a standard complaint policy at 4310 and 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. (A form can be found in the Board policy manual BP 1700) 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. The Superintendent's office can provide information regarding the specific processes for filing complaints.

Topics and policies include:

1. Discrimination on the basis of gender: Policies 3210 1700
 2. Sexual abuse or sexual harassment of a student: Policies 3225P, 3225F
 3. Removal of a student by a teacher for disciplinary reasons: Policies 3300, 3310, 3310P
 4. Expulsion of a student: Policy 3300, 3300P
 5. Identification, evaluation, or educational placement of a student with a disability: Policy 2161 6.
- Instructional Materials: Policy 2311
7. On-campus distribution of non-school materials to students: determined by the superintendent.

Computer Resources

To prepare students for an increasingly computerized society, the District has made substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding the use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

To further awareness and provide a 'real life' application of computer use the district has adopted a one-to-one device for all students in grades 9-12. Students will be assigned a specific device for use during the school year and their use of the device will be monitored by the administrative staff. A one-to-one handbook will be given to all students in grades 9-12 and a required parent meeting will be held prior to device disbursement.

Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff. (For additional information, see Board policy 3612 and 3615)

Conduct

Students are expected to behave in a manner that is a credit to themselves and Stanford Public School. As young adults, students should display an attitude of responsibility and common sense. Any behavior that hinders the right of another student to obtain an education is prohibited. Self-discipline which implies responsibility for one's actions is one of the important ultimate goals of education and the mark of maturity.

Each student is required to meet the following responsibilities:

- Respect and work cooperatively with his/her fellow students and school staff.
- Be punctual and regular in school attendance.
- Respond positively and promptly to direction by faculty or staff members.
- Refrain from fighting or other abusive behavior directed toward any student, faculty, or staff member.

Refrain from the use of profanity or vulgarity.

- Avoid encouraging or assisting another student to take action which would subject a student to suspension or expulsion.
- Refrain from possession or use of explosive dangerous chemicals or weapons on school property or at a school function. (If a student brings a firearm on school property they shall be expelled for a period of not less than one calendar year.)
- Refrain from damage to or theft of personal property.
- Refrain from unauthorized entry into or misuse or damage of school property.
- Be financially responsible, with his/her parent/guardian, for willing damage or destruction of school property.
- Refrain from the use of tobacco on school premises and at school functions.
- Refrain from possession, use, and/or distribution of illicit drugs and alcohol on school premises or as a part of any school sponsored activity.
- Avoid disruption, on or off school property, of the educational process or other school functions.
- Refrain from throwing rocks or snowballs.
- Go home immediately after school unless under the direct supervision of a staff member.

Co-op

Stanford is involved in a multi-school Co-op for athletics. Many of the items covered in this handbook might not be reflected in the 'co-op' handbook. The Stanford School District reserves the right to impose its rules and regulations on athletes if there is any discrepancy between the Co-op rules and Stanford School Rules.

Copy Machine

Students will not be allowed to use the copy machine unless they have permission from the teacher.

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. (See Board policy 3310)

Counseling

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the mental health counselor on staff should contact Shelby Fiedler to set up an appointment.

Role of the School Counselor:

The School Counselor is determined to improve and advocate for student success for ALL students by implementing a comprehensive school counseling program. The school counselor will provide support for all students, parents, and staff in the areas of academics, college, career, personal/social/emotional issues, and/or behavior. Through the school counseling program, the school counselor will ensure equitable academic, career and social/emotional development opportunities for all students. Students and parents are encouraged to talk with a school counselor, teachers, or superintendent to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships. The school counselor will collaborate with students, parents, and staff to offer any support in order to help achieve student success; this will be available upon the request of students, parents, administration, community members, or by request of the school counselor. The school counselor may provide short-term counseling to students, but will be referred to a mental health professional for long-term needs. Students will also be offered educational classroom lessons each week as a large group or individually as needed. The school counselor is not a mental health professional and will not meet with students as such; however, the school counselor will provide the student and family with a list of local community mental health professionals who could serve them and meet their needs. The parent/guardian is responsible for arranging all matters thereafter. The school counselor is an advocate within the school system to improve equity, access, achievement, and opportunities for all students.

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. (See Board Policies 2140)

Daily Announcements

The School Secretary submits daily announcements, via email. If you wish to receive these

announcements via email, please call the school to have your name added.

Distance, Online, and Technology-Delivered Learning /Dual Credit Classes “Distance learning” is defined as: instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, and video-conferencing, streaming video).

The District may receive and/or provide distance, online, and technology-delivered learning programs, provided the following requirements are met:

1. The distance, online and technology-delivered learning programs and/or courses shall meet the learner expectations adopted by the District and be aligned with state content and performance standards;
2. The District will permit a student to enroll in an approved distance learning course, in order that such student may include a greater variety of learning experiences within the student’s educational program.

Credit for distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the SUPERINTENDENT;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District;
4. The course is needed as credit retrieval and cannot fit into the student’s schedule; and
5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student’s distance learning courses. Board policy 2168

Dual Credit Classes

Beginning their junior year students will be allowed to enroll in college level classes that will provide college and high school credits. The school will pursue a college connection that can provide this service to the students that are interested in gaining college credits. Parents will be responsible for the cost of those classes. This service will be contingent on the contacted college to provide that service. Students have the option of taking the class for a high school credit.

District-Provided Access to Electronic Information, Services, and Networks

General

The District makes Internet access and interconnected computer systems available to District students and teachers. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the internet when any misuse occurs. The teacher and other staff will make reasonable efforts to supervise use of network and internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials. The teacher may use the Internet throughout the curriculum consistent with the District’s educational goals.

Acceptable Uses

Educational Purposes Only. All use of the District’s electronic network must be:

- (1) in support of education and/or research, and in furtherance of the District’s stated educational goals; or
- (2) for a legitimate school business purpose.

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are

stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable Uses of Network.

The following are considered unacceptable uses and constitute a violation of this policy:

- Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages.
- Offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy.
- Viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law.
- Intruding into the networks or computers of others.
- Downloading or transmitting confidential, trade secret information, or copyrighted materials.
- Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies).
- Employing another's password or some other user identifier that misleads message recipients into believing that someone other than yourself is communicating, or otherwise using his/her access to the network or the Internet.
- Uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If a user violates this policy, the District will deny a student's access or will withdraw access and may subject a student to additional disciplinary action. The Superintendent will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

Discipline: Applicability of School Rules

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

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and

Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Discipline (Elementary)

Discipline is primarily the responsibility of the teacher, and the teacher can expect the full cooperation of the administration when exercising appropriate assertive discipline.

If a student chooses to break a rule:

- 1st Consequence: Staff member will explain rules to student(s) and a warning will be issued in writing and sent home with student(s).**
- 2nd Consequence: Student(s) will be sent to the homeroom teacher.
A discipline report will be completed and reviewed by the student(s) and sent home.**
- 3rd Consequence: Detention or other appropriate punishment may be administered by the teacher and parents will be contacted.**

More serious discipline violations may cause the Superintendent to impose an appropriate consequence.

Distribution of Material

School Materials

School publications: The yearly annual (yearbook), monthly newsletter publication, school website and social media apps as appropriate.

Non School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Superintendent. Any student who posts materials without prior approval will be subjected to disciplinary action. Material displayed without this approval will be removed. (See Board policies 3221)

DRESS AND APPEARANCE

The personal dress and appearance of the students is left to the good taste of the individual students and his or her parents. Students are encouraged to dress responsibly, as their doing so will help promote acting like adults.

1. All attire should be neat, clean and untorn. T-shirts must be over the shoulders. Muscle-type shirts, tank tops, halter-tops, midriff exposing tops and pajamas are not acceptable dress for either boys or girls. Clothing advertising alcoholic beverages or drugs, or containing obscene or immoral slogans are not acceptable. Students must wear shoes and socks for sanitary reasons except in the spring and fall when sandals are appropriate.
 - a. Sleeveless Dresses and Blouses: Clothing must have straps 1½” wide. They may not have a low cut, revealing neckline (NO CLEAVAGE) and the length of dresses must be mid-thigh. A good rule of thumb is that no part of your bra is showing.
 - b. Leggings can only be worn with a top that is mid-thigh in length.
 - c. All hats, caps, beanies will not be worn indoors during school hours.
 - d. Students may wear shorts that are not higher than mid-thigh with the following conditions: Tattered or torn shorts or blue jean type cut-offs are not allowed. Biker style shorts are not allowed. Must be mid-thigh in length. Students violating the shorts policy may receive one warning and/or may lose the privilege of wearing shorts.
 - e. There will only be ONE warning for that day, 2nd offense will entail “t-shirt detail” from the office
 - f. School officials retain the authority to determine what attire is appropriate for our educational setting.

Clothing (Elementary)

Students should wear clothing appropriate for the classroom and learning environment, as well as for the various weather conditions. Clothing should be size appropriate so that no body parts or undergarments are exposed.

Elementary students are expected to go outside for recesses, except in extreme cold, so students should have the appropriate attire for the elements including coats, hats, gloves and winter boots. There will only be ONE warning for that day, 2nd offense will entail “t-shirt detail” from the office. School officials retain the authority to determine what attire is appropriate for our educational setting.

Drug Free Schools Policy

Students have a right to attend school in an environment conducive to learning. Since drugs, alcohol, and tobacco use is illegal, contagious and interferes with both learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain drug-free educational environments.

The Stanford School District will not tolerate the possession, selling, use or influence of tobacco, alcohol and other illegal or harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances) in the school, on school grounds, or during school sponsored activities including athletic events, dances, field trips, etc. While drug, alcohol and tobacco use is dangerous in all segments of American society, it poses a special risk to young people by denying the opportunity to develop physically and psychologically. To this end, the district is committed to drug free schools and intends to send an absolute and clear message that alcohol, drug and tobacco use is illegal and will not be allowed in the Stanford School District or during school sponsored events and activities.

Extracurricular Activities Code of Conduct Policy

The Stanford Board of Trustees, administration, coaches of athletic teams and sponsors of student activities believe that students who are selected for the privilege of membership on teams, squads, performing groups, clubs, and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce a Code of Conduct. Furthermore, members of teams and organizations must always serve as exemplary models of high moral character and must demonstrate appropriate academic commitment which is expected from all students. As recognized representatives of their school, members are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus.

Extracurricular Activities and Education

1. The Stanford School Board of Trustees has as its primary goal the academic education of all students. Therefore, each coach or sponsor has the obligation to encourage students to perform within reasonable academic expectations.
2. The use or possession of tobacco products, drugs, or alcohol during the season (activity) or out of season, on campus or off campus for students representing Stanford Schools in any extracurricular activities during the period between the first day of fall practice for athletic teams and continuing through the last day of the State Track Meet in the Spring will result in the following corrective action:
 - 1st Offense: Incident report filed with the Activities Director responsible for the sport season; AD channels the report to appropriate school administration for processing. The incident will be investigated by school officials. School administration will conduct a due process hearing with the student / parent. After the hearing with school officials the incident will go before the appropriate board for a hearing which could result in up to thirty (30) school days' suspension from participation in all extracurricular activities. During the course of the investigation and pending board action the student may participate in practice ONLY.
 - 2nd Offense: Incident report filed with the Activities Director responsible for the sport season; AD channels the report to appropriate school administration for processing. Incident investigated by school officials and a due process hearing is held with student / parent. School officials refer this to the board for a board hearing which could result in suspension from practice and participation in all extracurricular activities for the remainder of the school year.

See Student Athlete Handbook for additional rules and regulations not covered expressly in this handbook.

3. To participate in both practice and contests students must attend school or have administrative permission to be absent. (Examples of excused absences that will not limit participation are medical appointments, family emergencies, an illness, etc.) Each occurrence will be dealt with by the administrator in consultation with coaches after notification by the parent of the absence.
4. Rule enforcement will be consistent and immediate. School officials are not expected to police off campus, non-school activities unless the violation is brought to public attention; is sufficiently severe to bring discredit upon the organization; and is clearly indicated by issuance of a citation or admission of guilt by the student or guardian.
5. Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, contests, trips, etc. Rules set by the individual coach or sponsor must be in writing, approved by the Athletic Director/Superintendent, and communicated to the student before the activity begins.
6. Students suspended from school by the Superintendent's office will not be allowed to participate in activities or athletics while they are on suspension.
7. The Superintendent and Athletic Director will be notified of all violations of the Code of Conduct and the consequences of the infraction. In addition to the penalties imposed by the Code of Conduct, such infractions will also be subject to appropriate disciplinary policies. (See Board policies 3300)

Extracurricular Activities, Clubs and Organizations

Extracurricular Activities Definition

Extracurricular activities include but are not limited to the following activities: Athletics, Music Festivals and Competitions, BPA, Close-up, Play, Prom, and School Dances.

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

Extracurricular Practices

Practices are open to parents unless the coaches receive prior approval from the Athletic Director to close the practice. Parents that disrupt the practice or interfere with the coaches' direction will be asked to leave.

Extracurricular Awards

Coaches are required to give a minimum of three awards but not more than six at the spring awards banquet. It is up to the coaches' discretion on what the awards are called.

Extracurricular Materials and 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 fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education, athletic equipment, and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.

- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for correspondence courses.
- Fees for materials or property that is lost or damaged due to negligence.

Lettering

To receive a letter, you must:

- Attend all scheduled practices, meetings, and games unless excused by the coach.
- Follow all rules.

The following are additional guidelines for each sport:

- Football
 - ✓ You must play in 1/2 of the total varsity quarters for the season.
- Basketball
 - ✓ You must play in 1/2 of the total varsity quarters for the season. OR
 - ✓ You make the divisional tournament team
- Volleyball
 - ✓ You must play in 1/3 of all varsity matches. OR
 - ✓ You make the district tournament team.
- Track
 - ✓ You earn 20 points. OR
 - ✓ You qualify for the divisional track meet. OR
 - ✓ You meet the minimum, height, distance, or time for your individual sports that have been set up by the coach

Fee Schedule for Classes

Instrument rental fee

- \$75.00 per year / \$37.50 percussion per year
(this provides funding for instrument maintenance and cleaning each year)

Activity Ticket

- These passes grant admission into ALL Denton, Geyser, & Stanford home events
- Activity tickets are **REQUIRED** for all 4-12 students participating in sporting events
- 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 Superintendent/Athletic Director (See Board Policy 3520)

Chromebook Rental

- \$25.00 per year (High School Only)

Food and Drink in Classroom

Teachers may allow healthy snacks and drinks. Energy drinks or soda are not allowed before lunch under any circumstances.

Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Superintendent at least 7 days before the event.

- Except as approved by the Superintendent, fundraising by non-school groups is not permitted on school property.
(See Board policy 3530)

Field Trips / Extracurricular / Co-Curricular

All extracurricular/co-curricular activities must be scheduled with the superintendent and dates placed on the school calendar. Groups sponsoring an event are responsible for finding chaperones.

Permission for activities will be granted within the limits of a "school comes first" policy. A form may be picked up in the office and filled in when making a request. Granting permission for activities will also depend on student performance in previous activities.

Grading

A. 3 - 12th Grades Grading Scale

<u>Letter Grade</u>	<u>10 Point Scale</u>	<u>Corresponding GPA Value</u>
A	100-95	4.00
A-	94-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-76	2.33
C	75-73	2.00
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.00
D-	62-60	.67
F	Less than 60	0

B. K1 - 2nd Grades Grading Scale

<u>Name</u>	<u>Score</u>	<u>Min. Percent</u>
Excellent	E	95
Satisfactory +	S +	90
Satisfactory	S	80
Satisfactory -	S -	75
Needs Improvement	NI	68
Unsatisfactory	US	0
Not Assessed	NA	0
Taught Not Graded	TNG	0

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

Grading Guidelines and Reporting

Report cards will be issued every nine weeks. Grades 3-12 receive letter grades. Twice each year (after the 1st and

3rd quarters) a time is set for parent teacher conferences.

All courses in grades 9-12 are passed or failed (credit or no credit) on a semester basis. After a grade is posted, it cannot be changed after the two week change period has passed.

Academic Eligibility

It is the intention of the Stanford Public Schools that all participants in extracurricular activities first of all be successful students in the classroom. To that end, any student in grades 5 - 12 who participates in extracurricular events including, but not limited to, volleyball, football, basketball, track, speech & drama, FFA, BPA, student council, academic competitions, senior trip, prom, or any other activity that may take them away from school for participation, will satisfy the following academic standards.

Eligibility will be determined on a weekly basis. Teacher gradebooks must be current and up to date into the Infinite Campus system on the first day of the school week every week by 12 noon throughout the school year for all students in grades 5 - 12 so that eligibility for extracurricular activities can be determined. An "Eligibility/Probation List" will be compiled and filed in the school office by Tuesday morning or the morning of the second day of the reporting week. Any student who appears on the list for one class or subject with a grade of (67% - 61%) will be listed as "concerned" on the eligibility list, but may still participate in extracurricular activities. Any student who appears for the first time for one class and/or subject (60% or less) or is incomplete in one class and/or subject, will be on a "probation" status. There is only **ONE** probation per class each semester. They will be able to participate fully, but if they are failing/incomplete again within that semester, they will not be eligible for extracurricular participation for that week. (Tuesday a.m. to Monday p.m. inclusive or Wednesday a.m. to Tuesday p.m. depending on the first day of the school week). Any student who receives failing grades in 2+ classes/subjects in the same week is ineligible regardless of probation status. Parents of ineligible students and those students who are ineligible will be notified of the student's grades for that week through a progress report on Infinite Campus that is filled out by the classroom teacher that the student is ineligible for. The teacher's Infinite Campus report is due electronically to the school counselor on the first academic day of the week by 4 p.m. in order to get reports out to students and parents the next morning. The counselor will send this report by email **only** to the student and parent of the student ineligible each reporting week. By a written request of the parent/guardian, a student's progress report can be mailed home if the request has been received by the school counselor. Ineligible students will be notified by email from the counselor by Tuesday morning or the 2nd day of the reporting week. Thereafter, it is the student's responsibility to communicate with their teacher(s) about their eligibility in the class(es) they have received an eligibility report from. Parents will be encouraged to contact their child's teacher(s) to help them support the educational process.

Students at all times must follow all school and district rules, regulations, and policies regarding student behavior. This includes all expectations regarding language, sportsmanship, attendance policies, classroom rules and expectations, dress code, respect for others, respect for property, adherence to laws, etc. It is the superintendent's discretion to deem a student athlete ineligible for the week if a student fails to comply with any part of this clause. Repeated violations of this policy will lead to disciplinary action that may result in suspension or dismissal from the activity(ies) the student is currently participating in.

For athletes, any student not eligible will be expected to attend all team practices (coach's discretion), but will not be allowed to travel with the team or to "dress out" for the competition. Students in grades 5 - 8 who are ineligible will satisfy the same requirements.

For all other activities, any student who is not eligible will not be allowed to travel to any events that would require them to miss school. Any student not eligible is not allowed to play in pep band at extracurricular events, or to attend prom, student council conferences/workshops, speech & drama meets, BPA meets, academic competitions, music festivals, or go on the senior trip.

If a student fails a class for any quarter they are ineligible for the next (2) two weeks of the next quarter. If a student fails a semester they are ineligible for the next (4) four weeks. If a student fails 4th quarter or 2nd semester

the ineligible period will carry over to the fall semester. This is for all extracurricular activities.

SEMESTER: All students must meet all Montana High School Association eligibility standards. See the excerpts below:

- A grading period is defined as one semester. A semester is defined as one half of a school year. This definition is applicable to all schools regardless of the type of class scheduling format utilized.
- A student must have received a passing grade and received credit in at least **four** core (meets daily and is assigned a grade - required for graduation) classes of prepared class work or its equivalent in the last previous semester. An exception is made for any ninth-grade student enrolled and attending any junior high, in the same school system as the senior high school. All Freshmen are eligible.
- If a student is assigned an “incomplete” in a subject, he/she has not received a passing grade in this subject. After the two weeks 'grace period' that grade will be marked as an “F” for that class. The record at the end of the semester is final and goes on the final transcript.

Graduation Credit Requirements:

1. Class of 2025 and thereafter:

Students are required to pass twenty-four (24) credits which include the following:

- ☐ Four credits of English
- ☐ Three credits of Mathematics
 - 3 credits of Core Accredited Mathematics Required, 4th Year Elective Optional
- ☐ Core: Algebra I, Algebra II, Geometry, Precalculus, Calculus, Statistics
- ☐ Elective: Accounting & Finance, Trades Math, or Personal Finance
 - ☐ 3 credits of Social Studies (World History, U.S. History, & U.S. Government)
 - ☐ 3 credits of Science (Core: Earth Science & Biology / Elective: Chemistry, Physics, Anatomy & Phys.)
 - ☐ 2 credits of Physical Education & Health
 - ☐ 1 credit of Fine Arts (Band, Choir, Art)
 - ☐ 2 credits of Career & Technical Education (CTE) (Business / Agriculture)
 - ☐ 1 Yearbook credit for all seniors
 - ☐ 5 credits of electives (see school counselor for full list of electives per academic year)

The new graduation credit requirement will be expected from the incoming freshman class of 2025 and all other classes thereafter.

2. Class of 2024 and all others before:

Students are required to pass 20 credits which include the following:

- ☐ 4 credits of English
- ☐ 3 credits of Math
 - ☐ Core: Pre-Algebra, Algebra I, Geometry, Algebra II
 - ☐ Elective: Accounting & Finance, Trades Math, Personal Finance, Pre-calc, Calc, Stats
- ☐ 3 credits of History (World History, American History, U.S. Government)
- ☐ 2 credits of Science (Earth Science, Biology)
- ☐ 2 credits of Physical Education & Health
- ☐ 1 credit of Fine Arts (Band, Choir, Art)
- ☐ 5 credits of electives

All school administrative approved Distance, Online, and Technology-Delivered Learning /Dual Credit courses can be counted toward meeting graduation requirements for Stanford High School. (Board Policies 2168, 2170)

Gun Free/Weapon Free Schools Policies

In accordance with the provisions of the Gun Free Schools Act. 20 USE 3351, any student who brings a firearm on to school property shall be expelled for a period of not less than one calendar year, unless modified by the Board of Trustees, upon a recommendation from the district superintendent. There is also a policy governing other weapons on school property. A complete copy of the Gun Free Schools and Weapon Free Schools policies are available in the school office. (Board Policy 3311)

Homecoming

Since we are now associated with two (2) additional schools the homecoming responsibilities will be shared. The Stanford Pep Club members and the advisor will coordinate this activity with the other two schools.

Homework

Homework can be a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes: (See Board policy 2430)

- Practice: To help students to master specific skills which have been presented in class.
- Preparation: To help students gain the maximum benefits from future lessons.
- Extensions: To provide students with opportunities to transfer specific skills or concepts to new situations.
- Creativity: To require students to integrate many skills and concepts in order to produce original responses.

Immunization

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

If required immunizations are not made current or an exemption form is not turned in by August 31st, the student will be non-compliant and not allowed back to school until such provisions are met.

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. For other atypical immunization issues, refer to Board Policy 3413.

Inclement Weather

In the event of inclement weather at extracurricular events in Stanford, housing will be available to those who cannot drive home. The athletic director, coach, and/or the administration will give directions to the storm-houses for participants, family, and friends that need to stay overnight due to bad weather.

Law Enforcement

Questioning of Students

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

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the Superintendent considers to be a valid objection.
- The Superintendent ordinarily will be present unless the interviewer raises what the Superintendent

considers to be a valid objection.

- The Superintendent will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

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

The Superintendent will ordinarily attempt to notify the parent unless the officer or other authorized person provides what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Lockers

A locker is assigned to 7-12th grade students at the time of registration. Lockers are school property and are provided for student use. Students are responsible for the proper care and contents of their locker. Students are discouraged from keeping personal valuables, music/listening devices, calculators and money in the lockers. Bring valuables to the office for safekeeping or do not bring them into the building. Lockers should be kept neat and clean at all times. No stickers are to be attached to the exterior of the lockers. On special occasions, student groups may be granted special permission by the superintendent to decorate lockers. Items may be attached to the inside of the lockers with masking tape only! Students who deface or damage a locker will be charged for the cost of repairs or replacement. Lockers may be searched if reasonable cause to do so exists and also on a random basis.

- Do not put anything in them that you do not want us to find. Do not change lockers unless given special permission by the office.
- Students may purchase a lock for their locker, but the combination or extra key must be provided to the office. Liquids and perishable items are not to be stored in your locker. Students who are caught stacking or stealing from lockers will be immediately sent to the superintendent for disciplinary purposes.
- Students are responsible for the security and contents of their lockers although they remain the property of Stanford Public School. Parents will be notified if any prohibited items are found in the student's locker.

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/guardian, and the student. Such a partnership requires trust and continuous 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. A parent with questions is encouraged to contact the superintendent at the school office. (566-2265)
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or Superintendent any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.

- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or superintendent, please call the school office at 566-2265 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
 - Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
 - Become a school volunteer. For further information, contact your child's teacher or the superintendent.
- Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: The Stanford Booster Club

Parent Volunteers

Stanford Public Schools considers its parent volunteers as a very special resource. Parents are encouraged to help in classroom programs and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow.

Pictures

A photographer will be at school to take the students' pictures twice a year.

1. The first photo session:

- is in the fall for yearbook pictures, including class group pictures.
- Payment is to be made when the student is photographed.
- Packets will be sent home well in advance of picture day.
- Students not wanting to purchase pictures will still be photographed for the yearbook.
- Class composites may be ordered at a later date.

2. The second photo session:

- occurs in the spring, consisting of an array of 3 photos.
- Packets will be sent home to display the planned background, but no monies will be collected.
- Upon receiving the 3 photos of your child, it is at your discretion whether or not to purchase a packet. If you wish to purchase, please return the required information and monies to the school secretary. If you do not wish to purchase, no further action is required.

Playground Guidelines for Students

- Be kind, gentle, courteous and friendly at all times.
- Report accidents to the teacher on duty immediately.
- Line up immediately when the bell rings.
- During adverse wet or snow weather conditions, students will be required to dress appropriately on the playground.
- Unsafe, rough, destructive or dangerous play is not allowed and can be punishable.
- Stay away from classroom windows.
- Teachers on duty have decision making authority.

Penalties and Consequences

In-School Suspension

If a student has in-school suspension the following shall apply:

- Assignments will be picked up before school.
- All books etc. will be picked up and brought to the office before school.
- He/she will eat lunch with the Superintendent.
- He/she will not be excused to get teachers' help or return an assignment.
- He/she will not practice, play, or participate in any extracurricular activity for that day.
- Washroom and restroom privileges will be given only between classes.
- During the student's in-school suspension time the student will not be allowed to talk, sleep, walk around, or make or receive telephone calls.
- The student is restricted from assemblies.

Detention

Detention may be assigned by the classroom teacher and administered by that teacher during lunch or after school as part of their own classroom management plan. When students are to be detained after school, a twenty-four hour notice will be given to their parent/guardian.

When detention is issued, the student will be informed of the time and place for that detention. Detention time is totaled and recorded for each student. If a student receives more than (1) hour of detention in a given school week, they will serve their accumulated detention time as scheduled by the teacher or administration.

Detention Rules

Students are to report to detention right after school. Additional time will be added for tardiness to detention.

1. Students are to bring school work to study or work on during detention.
2. No games, computers, etc. will be permitted.
3. Students will not rest their heads or feet on the desk, etc.
4. There will be no talking during detention.
5. No food or beverages will be allowed in detention.
6. Detention time will not be counted for students who leave before they are excused.
7. All missed or skipped detentions will be doubled.
8. If a detention conflicts with the departure for or participation in any extracurricular event, the student will stay in detention and will not be able to participate in the extracurricular event.

Discipline

One of the most important lessons education should teach is discipline. The school must create an environment that is conducive for learning; discipline makes this possible. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person.

❑ Disciplinary Concern

❑ Definition

1. *Cheating*: The use of given or unauthorized information to willfully misrepresent his or herself in an academic assignment or exam.
2. *Classroom Disruption*: There are individual classroom rules and when students violate these rules they will face the consequences as detailed by that teacher's classroom rules.
3. *Fighting*: Physical altercation between two or more individuals which results in blows or causes injury. Consequences for this type of behavior will be determined by the results of an investigation of who started the fight and the actions of parties involved.
4. *Hat in School*: No caps or headgear is allowed in the building during school.
5. *Improper Conduct*: Any disruption by a student that adversely affects the education of others.
6. *Indecent Exposure*: Intentional exposure of one's body parts in a place where such exposure is likely to be an offense against the generally accepted standards of decency in a community. To be included in the causing another person to be exposed. i.e.: De-panting.
7. *Insubordination*: The failure to obey a reasonable request by an adult.

8. *Physical Altercation*: Anytime a student violates the space of another with the intent to harm.
9. *Profanity*: There will be no use of vulgar or abusive language allowed on school property.
10. *Stealing*: Taking property from another individual
11. *Student Driving*: Vehicles driven to school are not to be occupied during the noon hour without special permission from the administration or a signed note from their parents/guardians. Students are not allowed to ride in cars during school hours.

Discipline Offenses: Discipline will be progressive for repeat offenses.

- (1) **Minor offenses** are those types of behavior that cause a distraction to other students. Examples of minor offenses include but are not limited to: Classroom disruption, leaving class without permission, hat in class, inappropriate behavior, dress code violation, and other similar offenses. All minor offenses will be dealt with by the teacher as the first step. It is recommended that the teacher have the student contact the parent to involve the parent to help remedy the situation. It is the discretion of the teacher to refer to the office if the offense continues. Consequences for minor offenses could include the following; stay after class, stay after school (detention), lunch detention, and other appropriate disciplinary action.
- (2) **Major offenses** are those offenses that cause harm or interfere with the educational opportunities of other students. Examples of major offenses include but are not limited to: plagiarism, indecent exposure, fighting, profanity, destruction of school or public property, bullying/intimidation/harassment/hazing and stealing. Major offenses are referred to the office for investigation and follow up which could include law enforcement. Consequences for major offenses include suspension either in school or out of school up to a recommendation for expulsion to the school board.




Suspension or Expulsion

Suspension is considered a serious penalty and will be implemented in those situations deemed appropriate by the superintendent. In any situation the student will be expected to make up all class work which is missed but the amount of credit given will be less than full. Failure to make up work could result in further disciplinary action.

Expulsions will be imposed only to deal with the most severe of discipline cases. The Board of Trustees, only, has the power to impose an expulsion after a fair hearing. The parents and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses. The affected student shall be suspended pending the hearing and the final board decision. The hearing will be scheduled not less than five or more than ten school days from the date of suspension. The board will provide the parents and student with a written decision within three school days after the hearing.

Penalties and Consequences Chart

LEVEL I				
OFFENSE- # OF OCCURRENCES 1 2	3	4	5	6
School/Classroom Disruption Inappropriate Behavior Inappropriate Dress (Policy 5108) Parking Lot Violations Rude, Inappropriate Language Inappropriate Materials Cut Class/Left School Without Permission or Signing out incorrectly <u>Four (4) Unexcused Tardies</u> (Every tardy beyond 4 counts towards # of offenses)	1 Day ISS	2 Day ISS	3 Days ISS	4 Days ISS

Inappropriate Cell phone use				
LEVEL II				
OFFENSE- # OF OCCURRENCES 1	2	3	4	5
Truant Disruption of an Assembly Cheating/Forgery/Plagiarism Damage to School Property or on School Grounds/Restitution Required Inappropriate Use of Technology (In addition to current technology policy) Disrespect of Staff/Environment Failure to Serve Detention Verbal or Physical Peer to Peer Conflict LEVEL III				
OFFENSE- # OF OCCURRENCES 1 2 3 4				
Fighting/Physical Injury Fireworks/Endangerment	1 Day OSS	3 Days OSS	5 Days OSS	
Harassment/Intimidation				
Flagrant, Vulgar, Deliberate Misbehavior				
Gross Disrespect of Faculty/Staff				
Theft/Vandalism, Restitution Required				
Verbal Assault/Insubordination/Outburst with Profanity				
LEVEL IV				
OFFENSE- # OF OCCURRENCES			1	2
Open & Persistent Defiance/Profane Insubordination				
False Alarm/Tampering with Fire Protection System				
Indecent Exposure				
Felony Theft/Vandalism, Restitution Required				
Threatening Behavior (Written, Verbal, or Physical)				
Use or Possession of Alcohol during School or Activities (In addition to training rules enforcement)				
Tobacco/Possession or Use (In addition to training rules enforcement)				
LEVEL V OFFENSE- # OF OCCURRENCES				
Possession or Use of Firearms, Dangerous Weapons, or Explosives (Policy 5104)			1	
			Long-Term OSS w/ Recom. Expulsion	

Possession and/or Use of any Illicit or Illegal Drugs in Measurable Amount, or Possession of Drug Paraphernalia (In addition to training rules enforcement)	
Physical Assault	

Physical Education Clothing/Shoes

- Each student that participates in a physical education class in grades K-10 should have a pair of gym shoes that are left here at school for PE. When these are purchased, be sure to get regular shoes, (no cleats, knobbies, etc.) and a sole that will not mark the floor (black soles are not suggested).
- Students in grades 7-10 will also be expected to change into shorts or similar attire for physical education classes.

Physical Examinations/Health Screenings

Vision, Hearing, and Scoliosis Screening

The District will provide periodic screening for the vision and auditory acuity of students attending school in the District, as well as for the identification of students suffering from scoliosis.

Hearing Screening

A yearly hearing screening is conducted at Stanford school and is mandated for new students and students in Grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones. It may also include emittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. Hearing Conservation Program staff will conduct the hearing rescreen. In addition to the pure tone and emittance screening, they may also conduct otoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

The parents of students who are identified as having vision, auditory, or scoliosis defects will be notified of the results of the screening and are urged to seek professional care. (See Board policy 3411)

Preschool Screening

The Stanford School annually holds a free preschool screening for pre-kindergarten and kindergarten aged children. At the screening parents will be asked to complete a questionnaire to gauge the child's general development and screen for any potential problems. The child's hearing and vision will also be screened at this time. Those children entering kindergarten will be given a more in-depth screening. Parents of all preschool children are strongly encouraged to see that their children take part in this screening. This screening helps identify early warning signals of possible learning difficulties, developmental delays, and/or hearing or vision difficulties.

If a child is shown to have difficulties the parents will be referred to people or agencies that can help.

Physical Examinations

An annual physical examination is required for students in grades 5-12 that wish to participate in extracurricular athletic activities prior to the first day of practice. See school webpage for MHSAAthletic Physical Examination form or pick one up at the school office.

Prayer

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

Promotion and Retention

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Students in grades 7 & 8 must pass all required classes to be promoted. A retention meeting with parents will be held when successful completion of the required classes has not been met. While the research on retention as an instructional strategy is generally very negative, there may on occasion be cases where retention may be warranted.

A promotion celebration is held each year for those students in the 8th grade that have successfully completed their coursework. Students that are not passing a core class will not participate in this celebration. The program for promotion is coordinated by the class advisor in collaboration with the parents and approved by the superintendent.

Protection of Student Rights

No student will be required to participate without parental consent in any survey, analysis, or evaluation - funded in whole or in part by the US Department of Education - that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family. Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- 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.
- Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

Release of Students from School

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

A student who will need to leave school during the day must bring a note from his or her parent that morning or the parent must call the school office and give oral permission to the school secretary, clerk or superintendent. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The Superintendent or Secretary will decide whether or not the student should be sent home and will notify the student's parent/guardian. (Board Policy 3431)

Report Cards. Progress Reports and Conferences

Report Cards

Written reports of absences and student grades or performance in each class or subject are issued to parents at the end of each quarter, which is approximately once every nine weeks.

Progress Reports

Midterm progress reports are available on the parent portal on IC and will not be mailed out.

Conferences

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside of regularly scheduled conference dates, to meet more immediate student needs.

Safety

Accident Prevention

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

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

Accident Insurance

The District carries an insurance policy for school related activities. These policies have limitations and are not intended to replace private insurance. These are accident policies only.

The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

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, Earthquake, and Other Emergencies

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

Emergency School-Closing Information

If there is an early dismissal or school closure due to an emergency such as weather, power outage, etc. notice will be placed on KMON Great Falls and parents will be notified through the school's notification system by telephone, school webpage and other available media outlets. Please make sure you notify the office if contact information changes; phone number as well as mailing address.

Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent; and the medicine in its original, properly labeled container, to the school office.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed by the student's health care provider.

The school secretary will be assigned:

- To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a

- student's parent or guardian; and
- To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student's parent or guardian.

Administering Medication

- Students who require medications at school must provide that information to the school and provide the medications to be administered and fill out the authorization form to possess or self-administer form 3416F.

School Dances and Social Events

Prom

The prom is a formal dance held in Lewistown on a Saturday to be determined by the PROM Committee—made up of the schools that work together to provide the area prom. All juniors will help decorate with the junior class advisors the Friday prior to the established prom date.

School Parties

School parties are allowed in the elementary school on several special occasions during the school year. (Examples: Halloween, Christmas, Valentine's Day) The organization and planning of these parties is the responsibility of the classroom teacher and room parents.

Birthday Parties

In grades K-3, under the direction of the classroom teacher, parents may be allowed to host a brief party in the classroom no longer than 30 minutes. In grades 4-6 parents may send treats to school but no time will be allowed for parties. Please let your child's classroom teacher know ahead what you are planning so that they are prepared.

All social events involving the use of school property and students shall have administrative approval before taking place.

School Day

The school day begins at 8:00 a.m. and runs until 3:39 PM for students in grades K1-12.

We ask that students come to school no earlier than 7:30 a.m. Breakfast is served @ 7:35 a.m. Supervisors will not be on duty until 7:35 a.m. If they do arrive before that time they will be asked to stay either outside on nice days or in the entryway on inclement days until the bell rings. We also ask that students go home after school to at least check in unless they have a specific reason for staying and are supervised by a staff person.

Searches

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

Semester Tests and Quarter Review Work Day

Semester Tests

All students in grades 9 - 12 are required to take semester tests at the end of each semester that will account for 10% of the semester grade. 7th and 8th grade semester tests are optional.

Quarter Review Day

On the last day of the first quarter and the last day of the third quarter, all students in grades 9-12 will participate in a mandatory quarter review day to make up any missing homework or get help from teachers. Students will be exempt from these quarter review days for each period that they meet the following criteria:

1. They must have a 95% or above in every class
2. 2 absences or less in total
3. 0 tardies

4. 0 discipline referrals

They will be excused from school and allowed to leave campus with parent permission if all criteria is met.

Sexual Harassment/Intimidation of Students/Sexual Discrimination

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

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, nonverbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. a student of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should consult a teacher or Title IX coordinator, who will assist them in a complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation is given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the teacher for the name of the current Title IX Coordinator for the District.

The District will notify parents of all students involved in sexual intimidation or harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual intimidation, 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 intimidation or harassment by another student or sexual intimidation or harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may within fifteen calendar days, request a conference with the superintendent.

If the resolution by the Superintendent is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. (Board policies 3225 and 3225F)

Student and Family Privacy Rights

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. (Board Policy 2132)

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information from Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns eighteen (18) years of age or is an emancipated minor.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Drug Detection Dogs

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

Special Programs

The District provides special programs for students with disabilities. The coordinator of the special education program can answer questions about eligibility requirements, as well as programs and services offered in the District by other organizations. A student or parent with questions about this program should contact the school office.

Resource Program

The resource program has been designed to provide individual academic assistance to children with specific learning disabilities that may be any of the following: vision, hearing, speech and language skills, motor skills, social/emotional behavior, and academic abilities.

Speech and Language Therapy Program

The speech and language program provides evaluation and therapy for students with speech, language, and/or hearing problems.

School-Wide Title I Program

Interventions to enhance education are available for all students that attend the Stanford School. Funding from Title I will be used to enhance the educational support offered throughout the day as well as for help after school is out.

Student Council

Student governance is an important concept to develop in high school. The main purpose of the council is to allow students a share in decision making and develop future leaders. The President of the student council will announce the week's events; change the marquee once a week; chair all student council meetings and introduce events and guest speakers. With our limited number of students and the number of opportunities our students have to be in leadership positions we find that having a small student council fits the needs of this district.

Student council officers will include a Junior or Senior for President and an official recorder (elected by the students in grades 7-12). There will be one student representative from each of the following grades: 7, 8, 9, 10, 11, and 12. If student numbers dictate, we may combine grades 7/8, 9/10, and 11/12 and have one student representative from each group.

The student council will not have regularly scheduled meetings; however, they will provide materials needed for clean-up day and painting of the "S" which are two of the main service projects. Clubs can approach the student council for funding help or opportunities.

Student Driving and Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle; any time there is a reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of their vehicle and must make sure that it is locked and that the keys are not given to others. Parking on school grounds is a privilege and this privilege may be lost for failure to follow the rules and procedures.

Students are allowed to drive to school in the morning and home from school in the afternoon. Vehicles driven to school are not to be occupied during the school day, unless given special permission from the administrators or a signed note from the parents/guardian presented to the office.

Closed Campus

K-12 Students have closed campus during lunch. During the hours that school is in session, students are not allowed to leave school grounds without permission from the superintendent and parents.

Student Records

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

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

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

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

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

The parent's or student's right of access to and copies of student records do 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, and records pertaining to former students of the District do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

Copies of student records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records 1) after the student reaches age 18 and is no longer a dependent for tax purposes; 2) when the student is attending an institution of postsecondary education; 3) if the parent fails to follow proper procedures and pay the copying charge; or 4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. Parents may object in writing to the Superintendent's office regarding the release of any or all directory information on their child. Should circumstances change; the parent can contact the Superintendent to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

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

Student Schedules

Drop-Add Courses:

All class changes must be made through the counselor, and must be approved by the parents, the teachers involved, and the administration. Class changes can be made only during the first week of the semester.

Student Use of the Building

Students are not to come to school before 7:35 a.m. and should be on their way home by 4:00 p.m. unless involved in an activity and under the proper supervision of a responsible adult. All students are absolutely denied access to the building after 7:00 p.m. on "church night". (Wednesday)

Telephone Calls

A telephone is available at the office counter for student use. Students will not be called out of class to answer the telephone except in cases of emergency. Students will not be allowed to leave class to make personal telephone calls. Parents, please refrain from calling school to talk to students. The office personnel will deliver any messages. Because of time restraints it is difficult, if not impossible, to deliver with any accuracy all messages to students and teachers after 2:15 P.M. All arrangements for after school activities should be made at home in the morning.

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. Students are not to write in, underline, or in any way mark in the textbooks.

Transportation

School Sponsored

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 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, seatbelts must be fastened at all times. Misconduct will be punished and bus riding privileges may be suspended.

Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the office and sign in. Vendors and other contracted workers without agreements with the Board are expected to be accompanied to their working point by office staff or designee. Visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher.

Weight Room

Students that would like to use the weight room during off hours must complete a "Hold Harmless" form and follow the rules associated with appropriate use. There must ALWAYS be an adult present in the weight room for supervision.