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# DRUMMOND ELEMENTARY SCHOOL HANDBOOK

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2023-2024



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## LETTER FROM ADMINISTRATION

Dear Students and Parents:

**Personal Growth and Success** is what we strive for here at Drummond Public Schools. We want students to discover how to become their personal best by getting support from all of those around them, including parents, staff and administration.

The staff and administration will focus on the strengths of each individual student and provide learning strategies for them to grow and achieve success. We all respond positively when we are encouraged, supported, and treated with respect and kindness. Students and staff have the right to work, study, and teach within the school atmosphere.

Our school day begins at 7:50 A.M. and ends at 3:35 P.M. Monday – Friday. Please remember that supervision is unavailable until 7:30 A.M. on the playground but we open doors for breakfast at 7:20am each morning. We ask that you refrain from bringing your children until after that time. Please pick up your child promptly at 3:35 p.m., as there is no supervision after school.

The Student-Parent Handbook has been provided to assist you in answering questions you may have about our school and familiarizing you with the policies and procedures that the staff will employ when working with your child/children. It is our goal to create an environment that is safe, caring, respectful and conducive to learning.

Again, the staff and I personally invite you to become involved in Drummond Elementary School. If we can be of further assistance, please do not hesitate to contact us at 406-288-3281.

Sincerely,

Dean Phillips  
Superintendent

## Staff Phone Extensions

Drummond Elementary School		Phone Ext.
Mr. Dean Phillips	Superintendent/Principal	222
	Special Ed. Director	
Mrs. Lisa Villa	School Secretary	221
Mrs. Toby Wetsch	School Clerk	231
Ms. Chelsea OGrady	Kindergarten	302
Mrs. Anne Ostler	First Grade	304
Miss Tena Popken	Second	305
Mrs. Holly Graybeal	Third Grade	306
Mrs. Rosa Ostler	Fourth Grade	307
Mrs. Bridgette Perry	Fifth Grade	308
Mrs. Jessie Anderson	Sixth Grade	309
	Athletic Director	
Ms. Sabrina Shows	Elementary Special Education	313
Mrs. Jodi Oberweiser	Librarian	318/310
Mr. Jim Oberweiser	Guidance Counselor	224/310
Ms. Sarah Suthers	Paraprofessional	313
Mrs. Courtney Shields	Paraprofessional	313

**STUDENT/PARENT HANDBOOK**

**NON-DISCRIMINATION POLICY**

Drummond Public Schools admit students of any race, color, national and ethnic origin to all the rights and privileges, programs and activities, generally accorded or made available to students at the school.

Drummond Public Schools do not discriminate on the basis of race, color, sex, national and ethnic origin, in administration of its educational policies, admission policies, athletic programs, and/or other school administered programs.

**VISITORS TO SCHOOL BUILDINGS**

The District encourages visits by Board members, parents, and citizens to all District buildings.

All visitors shall report to the main office on entering any District building. Parents/guardians must contact the school office to set up a meeting or conference with their son/daughter's teacher(s). Conferences and meetings with teachers will be held outside school hours, during the parent/teacher's conference or preparation time. At no time will a parent/guardian be allowed to interrupt instructional time to visit with a teacher regarding their son/daughter.

**EMERGENCY EVACUATION DRILLS**

- Meet with your class on Edwards Street in front of both buildings.
- Take roll and inform lead teacher that everyone is present.
- Keep your groups together and walk orderly down to the bus barn (K-6 down Edwards Gulch Road and 7-12 down First Street).
- All groups walk together.
- Load into the four buses at the bus barn and drive.
- Stay out of town until you contact authorities and they say it's safe to return to Drummond.

**Emergency situation is coming from the south of the school:**

- Evacuate the school the same way as listed above.
- After roll, we will take the students up Edwards Gulch Road to the second house above the cattle guard. We will remain there until local authorities say that it is safe to return to Drummond.

**Emergency North of the school:**

- Evacuate the school using the same procedure.
- Take roll and walk briskly south. Walk across river and meet buses on the south side of the Drummond area.

## **FIRE DRILLS**

Fire Drills are required by law, and are important safety precautions.

- It is essential that when the first signal is given (a horn sound), everyone obeys orders promptly and clears the building by their prescribed route as quickly as possible.

Teachers will review with their classes the first day of school each fall the procedures to be followed for a fire drill.

## **BOMB THREAT EVACUATION**

NO Alarms! You will be notified in person: "Evacuate!"

The Superintendent, Principal or designee is the only person authorized to evacuate a school building. Evacuation will be considered under the following circumstances:

1. Superintendent, Principal or designee orders the evacuation of the building.
2. The authorized law enforcement officials strongly recommend the Administrator evacuate the building; or,
3. The threat outside is greater than the threat inside.

## **STUDENT HEALTH INFORMATION**

### **EMERGENCY INFORMATION**

It is important we have information with which we can locate parents or some other person in case of an emergency. Our sick room is small and not equipped to keep students for long periods of time. It is therefore vital that we have accurate phone numbers. In the event this information changes, it is important that you notify the school office as soon as possible.

### **MEDICATIONS GIVEN AT SCHOOL**

Medications are rarely necessary for students during the day. There are some chronic health conditions or short-term health conditions that do require a student to take medications during the school hours.

The following procedure for administering medications at school would be:

1. Written orders from the student's physician are to be on file in the school office.
2. The medication must be brought to the office (if medication is a controlled substance) or to the teacher (if an over-the-counter or other general medication that is not a controlled substance) in a container, labeled as follows:
  - A. Student's name
  - B. Name of the drug
  - C. Dosage to be given
  - D. Purpose of the medication
  - E. Time medication is to be given
  - F. Signed by a parent or guardian

## **HEAD LICE**

The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs. Although eggs (nits) cannot spread to other children, they

may hatch in 2-3 days and would immediately become communicable. A child may return to school after being successfully treated so that no live lice are present. Parents or guardians will be informed of lice infestation by a letter that explains the problem, lists the procedures for treatment and requirements for reentering school. Every attempt will be made to contact parents or guardians immediately upon discovery of head lice. Parents will be asked to come to school to pick up the student and begin treatment immediately.

## **ATTENDANCE POLICY**

Regular school attendance is necessary for students to succeed in school; therefore, it is essential parents see that their children attend regularly and arrive on time. Please make certain, of course, that your child is not ill when leaving for school.

In the event of a planned absence, please contact the school office as soon as possible. The teacher will then be able to assign work before the absence. If it is not possible to provide an assignment before the absence, it is the responsibility of your child to get together with the teacher to arrange for make-up work. When someone other than a parent comes to take a child from school, the parent should call or send a note ahead of time. All children must be signed out of the main office PRIOR to picking up the student from the elementary school.

If your child is late for school, an arrival time prior to 9:00 am will be considered as a tardy for that day, anything after 9:00 am will be considered ½ day am absence. Students who check out prior to the end of the school day will be considered absent ½ day pm absence.

It shall be the policy of School Districts #11 and #2 to contact parents or guardians when any student has been absent five (5) and then ten (10) or more school days in a given year.

Each day your child is absent from school, you are expected to contact the school before 9:00 am. If you do not contact the school, please send a note upon his/her return explaining the absence.

After 15 days of absence, the parents will be required to meet with Administration to discuss the status of their child's absences. After 20 days of absence, if in the opinion of school Administration the attendance laws are violated, the absences will be reported to the proper authorities. Every effort by teachers and Administration will be made to work with the parents and the child to improve the attendance of the student.

In cases where absences are consecutive, action may be taken prior to 20 days. This action may include possible student retention or reporting of this truancy to the proper authorities for action.

It is the parent or guardian's responsibility to get their child to school on time.

## **RE-ADMITTANCE**

Students must report to the office immediately upon returning to school from an absence in order to be given an admit/make-up work.

Make-up work is necessary for all class absences.

Students will be allowed one (1) day for make-up work for each day of absence for those cases where make-up work could not be completed prior to the absence (illness). Make-up work for known absences will be made up prior to the absence (i.e., vacation, doctor or dentist appointment).

It is the sole responsibility of the student to have the make-up work turned in to the teacher when completed. If the student fails to make up the work in the allotted time, no credit will be given for the work missed.

## **ABSENCES**

The school, for verification of absence, will telephone those parents/guardians not reporting absences as required by state law (Missing Children). Absences not verified by telephone must have written documentation submitted to the Administrator's office on the day the student returns.

### **Excused**

Absences that result from legitimate and authorized causes and are documented to the school by a parental/guardian note or phone call.

### **Unexcused**

Absences, which have not been verified by phone or a signed note or the reason for the absence is non-essential.

### **School Related**

Student absences which are sponsored by the school. Field trips and school-sponsored activities shall not be counted as absence for class missed. Teachers must post a class list prior to the scheduled activity. All work to be missed will be made up ahead of time.

### **Medical**

Student absences that incur from the results of student illness and/or medical appointments. A note from the doctor indicating the absence, dates, and illness is necessary for the absence to be classified as a medical.

### **Emergency or Severe Weather**

Absences include death or serious illness in the immediate family, or severe weather conditions which hinder attendance.

### **Truancy**

Absences in which a student, for no apparent reason or cause, fails to attend class. Truant students forfeit make-up privileges.

## **DISCIPLINE POLICY**

### **Minor infractions**

Consequences will be at the discretion of the teacher.

Time on the fence

Missed recesses

Noon detentions

### **Co-Curricular Classes**

Student removed from class will remain out of that class for the remainder of that period.

Students who receive a consequence for a major infraction or removal from a co-curricular activity must complete paperwork regarding their behavior and subsequent consequences. The paperwork will be kept in a file in Principal's office.

Parents of students who receive a consequence for a major infraction will be contacted immediately by school personnel and their consequences will begin the following day.

### **Major infractions (including behavior on the bus):**

Including but not limited to

Fighting	Bullying	Cheating
Stealing	Profanity	Noncompliance
Disrespectful behavior	Threatening Behavior	Disruptive behavior, etc.

Consequences will not be superseded by school activities, sporting events, or practice of any kind. Consequences will be doubled if the student fails to comply with the consequences earned. Administration has discretion to utilize any step on the major infraction list as appropriate for the circumstance.

#### **First offense:**

Noon detention and After-school detention.

Possible 1 Day In-School or Out of School Suspension.

#### **Second Offense:**

3 consecutive noon detentions and 3 consecutive sessions of after-school detention.

Possible 1-2 Day In-School or Out of School Suspension.

#### **Third Offense:**

Loss of all field trips and Meeting with the student, parent(s), teacher(s), administration

5 consecutive noon detentions in the Principal's office

5 consecutive sessions of after-school detention

Possible In-School or Out of School Suspensions (multiple days)

#### **Fourth Offense:**

Loss of all field trips and Meeting with the student, parent(s), teacher(s), administration

6 Consecutive noon detentions

6 Consecutive sessions of after-school detention

Possible In-School or Out of School Suspensions (multiple days)

Placement on a Behavior Intervention Plan

**Fifth Offense:**

Parent(s) and student must attend the next school board meeting and discuss the behavior(s) of the student with the school board. Failure to attend will result in additional consequences at the school's discretion.

8 consecutive noon detentions

8 consecutive sessions of after-school detention

Possible In-School or Out of School Suspensions (multiple days)

Following of any additional consequences from Behavior Intervention Plan

**Sixth Offense:**

Possible In-School or Out of School Suspensions (multiple days)

Following of any additional consequences from Behavior Intervention Plan

Recommend Expulsion

**BULLYING** – Bullying may be physical, verbal, emotional or sexual in nature. It is defined as conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying may rise to the level of harassment if severe or pervasive. All incidents of bullying will be reported by a staff member to an administrator who shall conduct an investigation.

**DRUG, ALCOHOL AND TOBACCO POLICY****STATEMENT**

Each family will receive a copy of the Drug, Alcohol and Tobacco Policy adopted by the Drummond Elementary School Board. Please read over this policy very carefully with your child and answer any questions they may have. If you have any questions, please stop by to discuss them with the principal. Any substance regulated by the FDA as a drug, alcohol or tobacco product are included in this policy are to be considered banned and not permitted on school grounds.

Use of illicit drugs and the unlawful possession and use of alcohol and tobacco are wrong and harmful to the physical and mental well-being of students. This policy is a concerted effort by Drummond Public Schools to address use, possession, and abuse of drugs, alcohol, tobacco, and mood-altering substance by the student population while on school district properties and during involvement or participation in any school activities.

1. Drummond Public Schools prohibits the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco by students on school premises or when the student is involved or participating in any manner in any school activities whether at home or away.
2. If a student is in violation of Section #1, disciplinary sanctions (consistent with local, state, and federal laws), up to and including suspension, expulsion, and possible referral to appropriate law enforcement agencies, as well as implementation of training rule policies, will be imposed on students who violate the standards of conduct. Application of disciplinary sanctions will be applied consistently and fairly by the school district.
3. If a student is in possession, distributes, uses, or is under the influence of illicit drugs, alcohol, or tobacco during school time or on school premises or when the student is

involved or participating in any manner in school activities, whether at school or on the road during the last ten (10) scheduled days of the school year, they will be immediately referred to law enforcement and juvenile authorities who will investigate and deal with the issue. The school district's training rule policy will still be applied to any student/athlete involved.

4. Information concerning drug, alcohol, and tobacco counseling and rehabilitation programs are available through the guidance and counseling department of Drummond Public Schools. The cost of counseling and rehabilitation programs is the sole responsibility of the student and his/her parents/guardians.
5. Compliance with this drug, alcohol, and tobacco policy and its standards of conduct is mandatory for all students enrolled at Drummond Public Schools.
6. The drug, alcohol, and tobacco policy and standards of conduct will be included in the student policy handbook which will be disseminated to each student on the first day of school each year, and a copy of the student policy handbook will be disseminated to each student who enrolls after the annual distribution upon the day of official enrollment.

**\*\* Pursuant to the Drug Free Schools & Campuses Act, Drummond Public School's Drug, Alcohol and Tobacco Policy establishes the following additional policy statements:**

1. Drummond Public School's Drug, Alcohol, and Tobacco Policy will not knowingly violate any "student or due process rights."
2. Any student who violates the school district's Drug, Alcohol, and Tobacco Policy, and is identified to have a significant problem with drugs, tobacco, or alcohol shall be referred to "Family Services" for appropriate assistance and services.
3. Alcohol, tobacco, and illicit drug education shall be a part of the K-6 Guidance Program, Junior High & High School Health & P.E. curriculum, and other appropriate curricular areas of the regular classroom as deemed necessary.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

Students have a right to attend school in an environment conducive to learning.

1. The use of controlled drugs, alcohol, tobacco, and other intoxicants is illegal for students and staff.
2. These substances, including tobacco, are addictive and they interfere with the healthy development of children and adolescents.
3. Drug and alcohol use is incompatible with effective learning and teaching.

The school district hereby establishes a policy to prevent the use of illegal drugs and alcohol by students and staff, and to maintain a drug-free and tobacco-free environment.

- The use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful.
- The school district will not tolerate the possession, selling, use, or influence of tobacco, alcohol, and intoxicants, other illegal and harmful drugs, and drug paraphernalia in the schools, on school grounds or at school-sponsored activities.
- The school district will provide a health education program, which will include information and instruction in the prevention of drug and alcohol abuse.

## **DRUG EDUCATION PROGRAM**

- Substance abuse education is integral to an overall drug and alcohol use policy and will involve not only students, but also teachers and parents.
- The education program will be age-appropriate, sequential, and will include all K-12 children served by the district. The instruction will include basic information on the health effects and the social consequences of illegal drugs and general preventive education techniques and skills.
- Periodic formal assessment (YRBS) will attempt to determine the effectiveness of the curriculum.
- Additional drug prevention programs such as DARE, and outside resource personnel may be used to supplement the curriculum.

## **STANDARDS OF CONDUCT**

The following conduct is strictly prohibited and will subject a student to disciplinary action, up to and including termination and expulsion.

1. For students, the possession, use, or selling of alcohol, other intoxicants, illegal drugs, drug paraphernalia or tobacco on school grounds or while involved with or participating in school-sponsored activities is prohibited.
2. This action will result in appropriate disciplinary action.
3. Possession means to consume, use, or to have available to consume or use, any quantity of an illegal drug, tobacco, or alcohol.
4. In order to maintain a quality educational atmosphere and to promote the safety and security of students and employees, all school property is subject to search. This includes desks, lockers, and personal property, if necessary. This authority extends to members of the school staff, including those who accompany students on out-of-town activities for school related purposes.
5. Compliance with these standards of conduct is mandatory.

## **INTERVENTION**

The district's emphasis is the well-being of students.

Intervention will be directed to identifying and assisting students and staff when their health is being compromised as a result of the use of alcohol, other intoxicants, illegal drugs, and tobacco.

Because chemical dependence is a progressive disease that does not disappear by itself, and because a user is rarely able to stop using drugs without outside intervention, the district shall intervene in all incidents in which drug use is suspected.

Self-referrals by students or staff will not be reported to law enforcement authorities, and will be kept confidential.

Any member of the staff, who has reason to suspect a student is in possession of or has used alcohol, intoxicants, or illegal drugs when participating in any school activity, has the responsibility to report the occurrence to the building administrator.

## **ADMINISTRATIVE PROCEDURES & POLICY REVIEW**

Widespread communication of this Drug Education Policy is necessary. A copy of the standards and consequences of violation will be given to students in grades 7-12 and their parents/guardians each year through the Student Handbook. New students will be given a copy upon enrollment. In order to remain responsive to the current needs for drug education and prevention, a committee of staff, administration, parents, board members, and law enforcement officials will review this policy at least once every five years. Attitudes of students will be assessed through the Youth Risk Behavior Survey or other appropriate instrument.

### **Cell Phone/Communication Device Policy for Drummond School Grades K-6**

Cell phones are not allowed to be used at school between 7:30 A.M. and school dismissal. If a student must bring a cellphone to school it must remain in their backpacks. Any contacts with students and parents should be made through the classroom phone.

At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

#### **1st Offense of Unauthorized Cell Phone/Communication Device Use:**

The students' phone will be confiscated by a teacher or administrator and kept in the Superintendent's office for the remainder of the school day. In order for students to retrieve their phones, they must sign the device out after their last class.

#### **2nd Offense of Unauthorized Cell Phone/Communication Device Use:**

The cell phone will be confiscated by a teacher or administrator and kept in the Superintendent's office for the remainder of the school day. Parents must pick up the phone after school. Students are required to serve one detention before their phones are allowed on the school premises during permissible times. If phones are brought to school before the detention is served, students must leave their phone with the Superintendent/Principal while school is in session.

## **UNSPECIFIED STUDENT BEHAVIOR**

Any improper student behavior that is not specifically mentioned in this handbook, but which poses a threat to the health and/or safety of persons or property at Drummond Jr. /Sr. High School and/or its associated activities, or that creates a disruption or the likelihood of a disruption in the educational climate or school activities, shall be considered a violation of school rules. Such violations shall be dealt with by members of the school administration in a manner consistent with and appropriate to the violation. The appropriate consequences could range from parental notification through detention, in-school suspension, out of school suspension, all the way to possible expulsion by the School Board.

## **SEXUAL HARASSMENT/INTIMIDATION POLICY**

Drummond Public Schools are committed to a positive and productive working and learning environment free of discrimination.

Discrimination adversely affects morale and interferes with the employee and student's ability to work and learn.

Drummond Public Schools prohibit sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, volunteer, or student, and finds such behavior just cause for disciplinary action.

Whereas sexual harassment substantially compromises the attainment of educational excellence, Drummond Public Schools will not tolerate such behavior between members of the same or opposite sex.

Furthermore, Drummond Public Schools prohibit retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

## **Definitions**

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature when:

1. submission is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment such as:
  - unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters, or any action with sexual connotation that makes a student or employee feel uncomfortable; or,
  - any aggressive, harassing behavior in the workplace or school that affects working or learning that is sexual in connotation and directed toward an individual based on their sex.

Examples of sexual harassment or intimidation are:

- sexual advances which are unwanted.
- sexual gestures, verbal abuse, sexually oriented jokes, innuendo, or obscenities.
- displaying of sexually suggestive objects, pictures, cartoons, or posters.
- sexually suggestive letters, notes, or invitations.
- employment or educational benefits affected in exchange for sexual favors.
- physical conducts such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.

## **Reporting**

Students or employees who believe they may have been harassed or intimidated should contact the first-level Building Administrator or the first-level Administrator or Supervisor not involved in the situation or alleged harassment.

Persons who feel they are being harassed or intimidated should do the following:

- Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Do not assume or hope that the problem will go away.
- Notify the first-level Administrator or Supervisor right away about the harassment or intimidation. The situation or problem might be able to be addressed and solved before it becomes more serious.
- Request a copy of the district Sexual Harassment Policy so that procedures and reporting are properly handled.
- Keep notes. Keep a record of dates, times, places, witnesses and descriptions of each incident.

Once a report has been filed with an Administrator or Supervisor, a confidential and expeditious “investigation” shall begin following the procedures outlined in the Investigation and Action Procedure section noted in this policy.

## **Confidentiality**

- A report of sexual harassment or intimidation and the investigation are to be kept in the strictest confidence for the protection of all parties involved.
- All parties' rights to privacy will be protected. However, Drummond Public Schools have a compelling interest to provide educational programs in an environment free from sexual discrimination.
- Sex discrimination includes sexual harassment. Therefore, Drummond Public Schools have an obligation to investigate and take corrective action which may supersede an individual's right to privacy.

## **Investigation and Action Procedure**

- A After receiving a report or grievance, the Administrator or Supervisor shall conduct an investigation and make a written report and recommendation within 30 days. In determining whether the alleged conduct constitutes sexual harassment, the Administrator or Supervisor will consider the facts of the allegation and any pertinent state, federal, or case laws as well as the established policy of the school district.
- B All due process procedures shall be accorded to all parties involved in the allegation. All parties shall strive to resolve the situation or problem at the lowest level possible.

## **Sanctions**

- A A substantiated charge of sexual harassment or intimidation against an individual shall subject the individual to “disciplinary action” up to and including discharge.
- B Discharge will be a matter brought up before the Board of Trustees and the Board will make the final determination of such action.

## **Notification**

Notification of the existence of this policy and how to secure a copy shall be posted in the main offices and the bulletin boards of the district.

## **WEAPON-FREE SCHOOLS/GROUNDS POLICY**

### **Firearms**

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Drummond Public Schools to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the Drummond Public Schools. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the Drummond Public Schools. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the Drummond Public Schools must be expelled from school for a period of not less than 1 year.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

### **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-

functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, “school building” means all buildings owned or leased by a local Drummond Public Schools that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

Any weapon confiscated will be immediately turned over to the Granite County Sheriff’s Department.

This policy **does not** apply to law enforcement personnel.

This policy **does not** apply to the school administrator’s house and/or possessions.

This policy **does not** apply to the home economics or school cafeteria equipment.

### **Violations by Students Regarding Drug free and weapons free campus**

<b>Substance Abuse/Possession</b>		Consequence may include but are not limited to
1 <sup>st</sup> violation	Administrator/Parent/Student Conference	Suspension, Police contacted- (Police ticket at their own discretion)
2 <sup>nd</sup> violation	Administrator/Parent/Student Conference	Suspension/ Recommend Expulsion / Police contacted- (Police ticket at their own discretion)
<b>Tobacco Possession</b>		Consequence may include but are not limited to
1 <sup>st</sup> violation	Administrator/Parent/Student Conference	Suspension /Police contact- police ticket at their own discretion)

2 <sup>nd</sup> violation	Administrator/Parent/Student Conference	Suspension/Police contact - (Police ticket at their own discretion)
<b>Selling of Illegal Drugs</b>		Consequence may include but are not limited to
1 <sup>st</sup> violation	School Board Expulsion Hearing	Police contact -(Police ticket at their own discretion) and Recommend Expulsion
<b>Weapons Possession-</b>		Consequence may include but are not limited to
1 <sup>st</sup> Violation	Parent Contact	Police Contact-(Police ticket at their own discretion), suspension, Expulsion Recommendation
2 <sup>nd</sup> Violation	Parent Contact	Police Contact-(Police ticket at their own discretion), suspension, Recommend Expulsion
<b>Possession of a Firearm</b>	Parent Contact	Police Contact-(Police ticket at their own discretion), Suspension, Recommend Expulsion

## **MEAL TICKETS**

Students will be able to purchase meal tickets. A monthly menu will be posted.

Prices for individual meals:

K-12 Breakfast = \$1.60  
K-5 lunch = \$2.85

Adult Breakfast = \$2.30  
Adult lunch = \$4.75

## **SCHOOL BUS POLICY**

- All students who ride buses will observe normal rules of courtesy and regulations set up by the driver.
- The driver has the authority to discipline and suspend any student.
- Students who ride the bus will be expected to get on and off only at their stop unless prior permission was given.
- Transportation will be provided to all school events for participants.
- Spectators must have permission to ride and may be required to pay a fee.
- Elementary students from the Hall district will be allowed to ride the regular bus routes if a sibling is attending Drummond High School.
- Helmville Elementary students are not allowed to ride the Powell County bus route.

## **HONOR ROLL**

Honor Roll for grades 3-6 will be based on grade point average of core subjects taken by the student.

The minimum requirement for the honor roll is 3.0 GPA.

Letter grades will only be indicated on report cards and will represent the following:

A	Excellent	4pt	P	Passing
B	Above Average	3pt	I	Incomplete
C	Average	2pt	U	Unsatisfactory
D	Below Average	1pt	F	Failure

\*Grades 3-6 will use the following grade system:

98-100%	A+
94-97%	A
90-93%	A-
87- 89%	B+
84- 86%	B
80- 83%	B-
77- 79%	C+
74- 76%	C
70- 73%	C-
67- 69%	D+
64- 66%	D
60- 63%	D-
Below 60%	F

## **SCHOOL RECORDS**

Drummond Public School keeps a confidential cumulative record for every student attending school. Only information deemed necessary for the welfare of the student and orderly operation of the school is included in these records. Student records are available for inspection by the student's parents. Parents may challenge materials they believe to be inaccurate, misleading, or a violation of the student's privacy or rights. Parents may request deletion, modification, or a statement of their own explaining the information. A parent or guardian signature is not necessary to release a student's records to a school in which a student seeks or intends to enroll.

## **RULES & REGULATIONS**

### **RECESS**

All students are expected to go out for recess. Students will be excused from recess only with a doctor's excuse or a note from their guardian. Please listen to the weather report in the morning and dress your child accordingly. Students will not be sent outside if the temperature is below 0 degrees or if other conditions dictate such.

It is our belief that recess is more beneficial and healthier for a child than staying inside. There are more germs inside the building than out, so be sure to get a doctor's note if your child must stay inside.

### **PLAYGROUND SAFETY RULES**

1. Elementary students may not leave the school grounds without written permission.

2. **Students are not to play or be on the retaining walls around the Elementary School building. These walls are painted red on the top.**
3. Pushing, shoving, tripping, throwing or knocking other students down will not be allowed. Tackle football, along with riding, jumping, or hanging on to another person's back will not be allowed. All fights will be reported to the office.
4. We will enforce the following rules for the swings:
  - a. Sit upright only with one student per swing.
  - b. Do not twist swings, swing from side to side, jump out of swings, or wrap chains up and around the top supports.
  - c. Do not climb up the swing supports.
5. Slides operate as a one-way street. Students may go from top to bottom, feet first in a seated position. Students will refrain from adding material to the slide in order to make it more slippery.
6. Climbing on fences and basketball poles is not allowed.
7. Students will remain out of the streets. It may be necessary to change games or collect the equipment of games that consistently roll out into the streets.
8. Skateboards, roller blades, scooters, heelies, etc., will not be allowed on the school grounds during school hours. This includes before buses arrive in the morning.
9. Play safely on the equipment. Students may not climb on top of, nor jump off high areas.
10. Animals are not allowed on the playground. Every effort should be made to insure that animals on the playground are reported to Administration.
11. Snowballs, rocks, and other articles that could cause injury will not be tolerated.
12. Sliding on ice is not allowed.
13. All food is to be consumed in the lunchroom, not on the playground.
14. No cell phones and/or electronic equipment are permitted, unless prior arrangements are made. If a cell phone and/or electronic device is brought for show and tell, it needs to stay in the student's backpack, except for the show and tell period.

## **DRESS CODE**

**\*\*** For physical education classes, students should bring gym shoes that are different from their street shoes.

Please monitor your children's dress each morning before they leave for school. The following clothing is **not allowed**:

Clothing with inappropriate slogans or insignias: (i.e. alcohol, vulgarities, racist)

Tank tops with less than a 1-inch shoulder strap      No exposing midriff/cleavage

Halter tops      No pajamas

Lycra/spandex shorts/tops      No Heelys

No flimsy or transparent materials

No hats or head apparel worn in the buildings

No tanks or jerseys with large arm holes without a shirt underneath

Capri pants may be worn but pants must be mid-calf in length.

## **Shorts/Skirt Policy**

The wearing of “shorts/Skirt” will be allowed as outlined below and the following rules and regulations shall apply:

1. The minimum length of the short/skirt shall not be less than mid-thigh.
2. Spandex and spandex materials will not be allowed to be worn including over and under shorts.
3. Cut-offs of blue jeans or sweats will not be allowed.
4. No holes or slits up the side of the shorts will be allowed.
5. No flimsy or transparent materials will be allowed.
6. Shorts will not be allowed to be worn for the following events or activities:
  - a. sporting events either at home or on the road as a player or cheerleader.
  - b. other educational activities where students are representing the school.
7. Shorts will be allowed to be worn only during the months of: August, April, October, September, May.

\* A student will be warned one (1) time if they are in violation of the above rules and regulations.

\* The second violation will result in that individual student forfeiting their privilege to wear shorts for the remainder of that year.

**If students are not dressed appropriately, they will be provided with a long t-shirt or sweatpants to wear over their clothing.**

Any situation or circumstance that is not covered by the rules or regulations shall be handled by, and at the discretion of, Administration.

## **LOST AND FOUND**

If your child is missing anything, please feel free to check the school. Anything left at the end of the school year will be donated to Goodwill.

## **FIELD TRIPS**

Drummond Public Schools provide your child with the opportunity to participate in field trips. These trips are scheduled to places of interest in the area. Students are expected to realize their responsibility for maintaining good conduct in the same manner as they do in school. Our students have always represented our school in a positive way, and this is due to the interest and cooperation of parents.

If your child is a discipline problem on any field trip, he/she will not participate in any other trips for the remainder of the school year.

PLEASE TAKE NOTE: Permission slips will be sent home prior to all field trips. You will be required to sign and return the slip back to school before your child can participate.

## **McKinney-Vento Homeless Assistance Act**

### **Serving Families in Transition**

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services, all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

### **Who is Eligible for FIT Services According to the McKinney-Vento Act?**

The term “homeless children and youth” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing.  
Examples in Missoula might include: Poverello Center’s Maclay Commons/Joseph Residence, Carole Graham, Mountain Home Montana, YWCA Transitional Housing Program, the Salvation Army’s Gateway Program, YWCA’s Domestic Violence Shelter, Family Promise, etc.;
- Living in a motel, hotel, trailer park, or campground, were abandoned in a hospital, or are awaiting foster care placement;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
- Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;
- NOT living with a parent or legal guardian, is an unaccompanied youth living in a situation that meets one of the four definitions listed above.

For more information or assistance with determining eligibility, contact the DPS Liaison:

Dean Phillips  
Superintendent  
Drummond, MT 59832  
406-288-3281  
dphillips@drummondschool.net

## **EXTRA CURRICULAR ACTIVITIES**

Organizations and Activities:

Basketball

Track

- ◆ **SCHOOL COMES FIRST**, and then these activities must be worked into your schedule on an elective basis.
- ◆ These extra-curricular activities are considered SECONDARY to your academic education.
- ◆ If a student has an unexcused absence, the athlete will not participate in practice or an event.
- ◆ The following must be completed and on file for the first practice:
  - ◆ Physical Form
  - ◆ Permission Form
  - ◆ Concussion form
  - ◆ Pay to Play- \$25/sport up to \$50/child for the year  
Families (2 or more children) will cap out at \$100 total for activities for the year
  - ◆ Activity Passes - \$30.00 per student grades 7-12.
  - ◆ Attendance at the pre-season meetings and sign off on training rules.

### Physical Examinations

- All participants will have a medical examination slip signed by a physician before they are eligible to participate in sports.
- Drummond Public Schools will try to provide a scheduled date for physical examinations through appropriate medical personnel only if a student participates in a sport.
- A physical examination schedule will be established and if a student misses the provided examination date, then the parent/student must make arrangements for their own examination at an alternative time.
- The MHSA has stipulated that all schools shall utilize a standard form for the physical exam, and this form can be secured from the high school office.

### Athletic Rules

- All athletes will comply with the rules and regulations established by the coach, Administration, and the Board of Trustees.
- These rules and regulations (unless verbal) are published in the Board policy and listed on the athletic rules sheet. The students and coaches developed these rules.
- Each student is given a set of rules. These rules are attached to the permission-for-participation form. Before a student may participate in extra-curricular sports, both the parent/guardian and student must sign the form.
- All students, those eligible and those ineligible, who have signed up for a sport, or intend on participating in that sport, must adhere to the rules established for that sport during that sport season. The season will commence on the day of the first practice and end on the day of the last scheduled event.
- All participants must have signed permission slips turned in before the first practice or they will not be allowed to practice or participate.

### DRUMMOND SCHOOL TRAINING RULES

The following are the training rules, which will apply to students/athletes while competing for Drummond Elementary School. These rules are designed to aid and assist you in your endeavor

to become the best possible individual, both athletically and socially. These rules and regulations were drawn up with the consultation of students, community members, coaches, administration, and school board.

## **EXTRA AND CO-CURRICULAR CHEMICAL USE POLICY**

Students participating in extra and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal & illicit drugs or abuse prescription or non-prescription drugs during their extra-curricular seasons. Extracurricular and co-curricular activities covered by this policy include, but are not limited to, all sports activities, Pep Club and Cheerleading. If a student has any questions as to whether a school district activity is covered by this policy, he or she has the responsibility to ask the principal or athletic director whether the activity is covered by the policy. These rules are in effect twenty-four (24) hours a day. If a student receives an MIP or is seen using tobacco, alcohol or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

## **REPRESENTATION OF DRUMMOND PUBLIC SCHOOLS**

Drummond students/athletes are representing Drummond Public Schools. Fighting or stealing will not be tolerated and may constitute forfeiture of participating in future athletic school events. They will be subject to the same disciplinary actions regarding training rules.

## **POLICY COVERAGE**

The policy applies to fifth and sixth grade students who are involved in the school sponsored extra-curricular and co-curricular activities program.

## **POLICY DURATION**

This policy is in effect each school year, from the first date of participation for the chosen activity until the last day of school or activities, whichever is later. Violations are cumulative for each school year, through the student's period of attendance in grades 5-8. Administration shall publish the participation rules annually in the activities and student handbooks.

## **STUDENT AND PARENT/LEGAL GUARDIAN DUE PROCESS**

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone when possible, and by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference,

the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a grade school student and the recommended discipline is exclusion from participating in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent/guardian and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: 20-5-201, MCA Duties and Sanctions

## **DRUG, ALCOHOL, NICOTINE and TOBACCO TRAINING RULES**

The use of or possession of illegal drugs and alcohol is prohibited and will be dealt with as follows:

- a. For the duration of a season or activity in which a student/athlete is participating, that student shall not use or have in his/her possession illegal alcohol or other drugs.
- b. A student shall not knowingly be in attendance at any gathering, event or party where "illegal" drugs or alcohol are in possession or are being used.

### **FIRST VIOLATION:**

Students who have not had previous violations will miss the following:

- a. Basketball (4 game days)
- b. Track (2 meet days)
- c. Volleyball (4 games days)
- d. Football (2 game days)

The students involved will be required to attend all practices and will sit with the team at the games, but will be unable to participate.

### **SUBSEQUENT VIOLATION:**

- a. Upon any further violation, the student will be suspended for any extra-curricular events for the duration of that school year.
- b. The student will be required to attend MIP substance abuse classes at their own expense and proof provided to the athletic director or principal to be eligible for the next school year.

## ACADEMIC ELIGIBILITY REQUIREMENTS

All student/athletes have a primary responsibility to maintain good scholastic standards.

If a 7<sup>th</sup>-12<sup>th</sup> grade student athlete has an F in any current course, or a GPA below a 2.0 as calculated by the posted weekly grade, the student will be ineligible for that week. Eligibility will be calculated every Monday morning throughout the school year.

The ineligible student is permitted to attend practice, but they may not ride the bus to away games or competitions. The ineligible student is permitted to attend home games and competitions but may not sit with their team. Each ineligible student will be notified that they are ineligible by the Principal or the AD on Monday morning.

Coaches will be notified of any ineligible students on their team by noon each Monday. Ineligibility will be pulled by the beginning of the 2nd week of each semester.

Students that have a semester GPA of less than a 2.0 will be ineligible to participate until midterm of the following quarter unless their total credits do not meet MHSA eligibility.

Students who are absent more than one-half (1/2) of the regular school day shall not be eligible to participate in any after school or evening extra-curricular activity that day unless prior arrangements have been made with the administration office.

Students who have an unexcused absence may not practice or participate in games/events that evening.

## INFORMED CONSENT TO PARENTS AND STUDENTS/ATHLETES

The parent and the student/athlete acknowledge that even with the best coaching, the use of the most advanced protective equipment and uniforms, and strict observances of the rules of the sport, injuries are still a possibility. And, on rare occasions, these injuries can be so severe as to result in total disability, paralysis or even loss of life. Parents and student athletes acknowledge by their signature that they have read and understand this warning.

## Sex Equity in Athletics

All services, benefits and privileges relating to athletics and extra-curricular activities, including equipment, uniforms, supplies, medical care, insurance, transportation, per diem, over-night trips, school release time, laundry, and assignment of coaching and game officials, are provided on an equitable gender-free basis to both males and females without regard to race, national origin, sex or disability.

1. Opportunities for competition in athletics, including the number and types of sports offered, the length placement and continuity of seasons and opportunities for tournament play, are the same for both females and males.
2. Team support for extra-curricular athletics, including pep assemblies, school announcements, rosters, programs, pep band, cheerleaders and drill team, are the same for males and females for both the regular season and post season.
3. Publicity and awards for interscholastic activities are the same for males and females without regard to race, national origin, sex or disability.

4. Participation eligibility, scheduling of interscholastic activities and practice times are the same for both males and females, without regard to race, national origin, sex or disability.
5. Selection of coaching staff, program funding, including extra pay for coaches, is provided without regard to race, national origin, sex or disability, and shall provide equitable opportunities to both males and females in all regards.
6. Teams involved in “post-season tournaments” shall return from the tournament when eliminated unless distance to and from the tournament site requires the team to stay overnight. Players and coaches may choose to return early, if eliminated, by majority decision of those involved.

## **PROTECTION OF STUDENT CONFIDENTIALITY IN SURVEYS or EVALUATIONS AS PART OF A FEDERAL PROGRAM**

It is the policy of Drummond Public Schools that parents have the right to inspect all instructional materials that will be used for a survey, analysis, or evaluation as part of a federal program. No student, as part of a federal program, shall, without parental consent, be required to submit to a survey, analysis, or evaluation that reveals information covering: (1) political affiliations, (2) potentially embarrassing psychological problems, (3) sexual behaviors or attitudes, (4) anti-social and demeaning behavior, (5) critical appraisals of family members, (6) legally privileged relationships, or (7) income (except for determining eligibility to receive financial aid). Parents and students shall be notified yearly of their rights under this policy as it pertains to federal programs.

## **FEDERAL FUNDS AND SCHOOL PRAYER ISSUES**

It is the policy of the Drummond Board of Trustees that federal funds shall not be utilized to adopt policies that prevent voluntary prayer and meditation in the public schools.

## **GRIEVANCE PROCEDURE - TITLE IX POLICY**

1. Any complaint must be presented in writing to the Title IX Coordinator/Sex Equality Official.
2. The complaint must include specific information on which the complaint is based and must be signed and dated in order for a reply to be made.
3. The Title IX Coordinator/Sex Equality Official will then act accordingly based upon the complaint.
4. A file containing pertinent information will be established for any documentation pertaining to each complaint.
5. Appeals on decisions may be made to the Superintendent of Schools and subsequently to the Board of Trustees.
6. A copy of the Title IX policy and grievance procedures may be obtained from the high school office.

The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Mrs. Anne Ostler

[aostler@drummondschool.net](mailto:aostler@drummondschool.net)

## **Audio/Video Recording on District Property**

The Drummond School District does not permit anyone to audio or video record on District property except for events that are open to the public, such as an athletic contest or student program. Individuals seeking to record under any circumstances must request advance permission as noted below. These guidelines will apply to all students parents, employees, third parties, consultants or other individuals on school property or district transportation, including transportation contracted by the District.

- Except during an event open to the public, students may not use a recording device to video or audio record at any time on school property, while participating in a school event or while using District transportation without the permission from a teacher, coach, or building level administrator. Under no circumstances may a student use a recording device in any private area, such as a locker room or bathroom. Violations of this directive will result in discipline up to and including expulsion and/or removal from an extracurricular activity.
- Except during an event open to the public, parents and other third parties may not use a recording device to video or audio record at any time on school property without the consent of a building level administrator. The District does not permit recording of meetings with individual teacher, IEP or ER teams or in meetings with administrators. If the individual requires an accommodation of recording for a disabling condition, the building level administrator will consider that request.
- If an individual refuses to meet with District staff without recording the meeting, District staff will end the meeting and notify the administration.

Surreptitious recording is a violation of Montana law, (§45-8-213, MCA) and will result in a referral to law enforcement as well as disciplinary consequences through the District.

## Drummond Public Schools Acceptable Use Policy

\*Please read this document carefully before signing.

### GENERAL INFORMATION

Filtered Internet access is now available to students and staff in Drummond Public Schools as a service of Blackfoot.net. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The signature(s) at the end of this document is (are) legally binding and indicates the party(s) who signed has (have) read the Terms and Conditions of this agreement carefully and understand their significance. Drummond Public Schools may modify the acceptable use agreement as the need arises and will notify the user of any modifications or amendments to the agreement.

### INFORMATION CONTENT AND USES OF THE SYSTEM

**The use of Drummond Public Schools' Internet account must be in support of education and research and consistent with the educational objectives of Drummond Public Schools.**

**The use of IM's (instant messaging, "chat") is not allowed on the computers of Drummond Public Schools.** Publishing over the System any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or contains any advertising or any solicitation of other users to use goods or services is prohibited. This user agrees not to use the facilities and capabilities of the system to conduct any business or activity or solicit the performance of any activity that is prohibited by federal, state, or local law. Use for political lobbying is also prohibited.

Although we have Internet filtering, the Internet provides access to other computer systems around the world. The user (and the parent(s) of the users) specifically understands that the system administrators and Drummond Public Schools do not have control of the Internet filters or the content of information residing on these other systems. Users and the parents of users are advised that some systems may contain controversial or illegal material. Drummond Public Schools and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Students or staff knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and Drummond Public Schools, and such activities **will** result in termination of their computer use and appropriate disciplinary action.

Drummond Public Schools and the system administrators do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. This service is provided on an "as is, as available" basis. Drummond Public Schools will not be responsible for any damages you suffer. Use of any information obtained via the Internet is at your own risk.

## **NETIQUETTE/ONLINE CONDUCT**

You are expected to abide by the generally accepted rules of network etiquette. These include (*but are not limited to*) the following:

- a) **Be polite. Do not get abusive in your messages to others.**
- b) **Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.**
- c) Illegal activities are strictly forbidden.
- d) Do not reveal personal information of others and be cautious when revealing your own personal information (home address, phone number, etc).
- e) Do not use the network in such a way that you would disrupt the use of the network by other users (such as playing electronic games).
- f) All communications and information accessible via the network should be assumed to be private property.
- g) Do not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of controlled substances.
- h) Do not transmit materials, information, or software in violation of any local, state, or federal law.

## **PRIVILEGES:**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. The system administrators, faculty, and staff will deem what is inappropriate use. Also, the system administrators may restrict computer use at any time as required. The administration, faculty, and staff of Drummond Public Schools may request the system administrator to deny, revoke, or suspend specific users. The systems, which comprise Drummond Public Schools' network, are for authorized users only. Use of these systems implies consent to monitoring of activities on these systems.

## **COPYRIGHTED MATERIAL:**

Copyrighted material must not be placed on any system connected to Drummond Public Schools without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material. Users may download copyrighted material for their own use. Any user may also non-commercially redistribute a copyrighted program only with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

## **PUBLIC DOMAIN MATERIAL:**

Any user may upload public domain programs to the System. Any user may download public domain programs for their own use or non-commercially redistribute a public domain program. User assumes all risks regarding the determination of whether a program is in the public domain. The user is responsible for inoculating all software for viruses that will be uploaded/downloaded.

## **ELECTRONIC MAIL:**

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having mail access. Before opening any messages on the schools computers, make sure it is appropriate. **DO NOT OPEN ATTACHMENTS** from unknown senders. Be smart, be careful, and we will be able to enjoy the privilege of having and using e-mail. E-mail should only be used at appropriate times, not during instructional time.

## **SECURITY:**

Security on any computer system is a high priority. If a user feels that they can identify a security problem, the user must notify a system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

## **VANDALISM:**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

## **GOOGLE APPS FOR EDUCATION**

GOOGLE APPS FOR EDUCATION Drummond Public Schools utilizes Google Apps for Education for students, teachers, and staff. This page describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience. The following services are available to all students and hosted by Google as part of Drummond public Schools online presence in Google

Apps for Education:

- Mail – an individual email account for school use managed by Drummond Public School District
- Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs – a word processing, spreadsheet, drawing and presentation toolset that is very similar to Microsoft Office Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others. Guidelines for the responsible use of Google Apps for Education by students:  
Official Email Address: All students 3rd-8th will be assigned a student email account pending parent permission. This account will be considered the student's official DPS Gmail address until such time as the student is no longer enrolled with School District.

Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of the Drummond Public School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication. 4. Security: Drummond Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information. The settings by the district do not allow students to send or receive emails from outside drummondschool.net email address.

Privacy: The general right of privacy will be extended to the extent possible in the electronic environment. Drummond Public Schools and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student email systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred. IMPORTANT: Opting out refers to the District's disclosure of your student's personal information to various persons, agencies, and institutions and does not prevent students from providing their personal information to various persons, agencies, or institutions on their own behalf. Google Apps for Education Parental Permission (k – 8th grade students only) By signing below, I confirm that I have read and understand the following: Under FERPA and corresponding Montana law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Drummond Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/intl/en/policies/privacy/>). I understand that I may ask for my child's account to be removed at any time. Choose an option below:

**Please read, sign and return ALL SIGNED FORMS to the high school office!**

**GOOGLE PERMISSION FORM**

\_\_\_\_\_ YES, I give permission

\_\_\_\_\_ NO, I do not give permission for my child to be assigned a full Drummond Public Schools Google Apps for Education account. This means my child will NOT receive an email account but have access to Google Docs, and Calendar.

Student Name: (Print) \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

## INTERNET USE AGREEMENT

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, and school disciplinary and/or appropriate legal action may be taken.

## DEVICE USE AGREEMENT

At the beginning of each school year, Drummond School District provides a device and charger for use during the school day that is specifically assigned to individual students in 7<sup>th</sup>-12<sup>th</sup> grades. This device may be checked out to go home but must be returned and checked back in the following school day. This device is a privilege and the privilege may be forfeited if a student does not comply with any part of the Acceptable Use Agreement. The District understands that typical wear and tear is expected, but if a student destroys through negligence or carelessness or loses the device and/or charger, the student will be held financially responsible to replace the device and/or charger. All devices and chargers will be returned at the end of the school year for maintenance and updating.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT OR GUARDIAN

As the parent or guardian of this student I have read the Terms and Conditions for Internet access and the Device Use Agreement. I understand that this access is designed for educational purposes and Drummond Public Schools have taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Drummond Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to have Internet access and certify that the information contained on this form is correct.

In addition, as the parent or guardian of this student, I permit my student to check out a device and charger for the school year with the understanding that if the device or charger is destroyed or lost, that there may be a financial responsibility to replace or repair the device or charger.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Thank you for your interest and support of this exciting resource in Drummond Public Schools.

## PERMISSION TO PARTICIPATE

I \_\_\_\_\_ (Parent/Guardian) have read the above rules, regulations, and warnings concerning athletic participation and give my permission for my (son/daughter) \_\_\_\_\_ to participate in the sport of

VOLLEYBALL - FOOTBALL - BASKETBALL - TRACK – MANAGER

(circle all sports that apply) for the 2022-2023 School year.

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Date

I \_\_\_\_\_ (student athlete) have read the training rules, regulations, and warnings and agree to abide by the rules and regulations as established.

\_\_\_\_\_

Signature of Student Athlete

\_\_\_\_\_

Date

## **HANDBOOK SIGNATURE**

**\*\*** As the parent/guardian of this student I have read and discussed the Drummond Elementary Student and Parent Handbook with my child.

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

