

PLENTYWOOD MIDDLE SCHOOL STUDENT HANDBOOK

2019-2020



Welcome!

The Plentywood Middle School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized according to the Table of Contents. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. 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.

In case of conflict between Board policies or any provisions of student handbooks, the provisions in the student handbooks are to be followed. Welcome to another positive academic year at Plentywood Schools. You are responsible for this information. We hope that you have a pleasant school year!

NOTE: Changes and additions to last year’s handbook have been bolded and italicized.

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EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status.

No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

SEXUAL INTIMIDATION/HARASSMENT OF STUDENTS

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal 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, 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 the student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits services, 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, which 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, 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 contact a counselor, teacher, Title IX coordinator or administrator who will assist them in filing a complaint. 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 discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise 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 insure that employees or students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations.

Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action

against the offender.

Any individual alleging a violation of this policy shall proceed under the Uniform Grievance Procedure. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

CLASSES AND REGISTRATION

All Plentywood Middle School students are required to take a minimum of six subjects per semester to be considered full-time students. Students are encouraged to take more subjects and may consult their Principal or guidance counselor if there are any questions. Most students do not need two study halls.

COURSE CREDIT

To receive credit for a course, you must satisfactorily complete the course. Failure to complete the requirements of a course as set forth by the teacher will result in failure of the course. In the event of an "Incomplete", the grade must be changed in the office within one week after the end of the grading period or it becomes an "F" grade. Exceptions to this timeline are made in cases where students' excused absences at the end of a grading period allow them more than one week to make up work as per the District's attendance policy.

DISTANCE LEARNING

All courses offered through distance learning must have administration approval prior to student enrollment in such courses. Distance learning offerings which receive administration approval for enrollment and are not offered as a part of the on-site Plentywood School course schedule will be considered part of the regular Plentywood School curriculum. The costs incurred from such courses will be the responsibility of the Plentywood School District contingent upon students meeting all requirements put forth by the approved distance learning provider and the Plentywood School District. A student's failure to meet the requirements established by the school district and the approved distance learning provider will result in the costs of such courses to be the responsibility of the individual student.

Courses offered through an approved distance learning provider which are also offered by Plentywood Schools as a part of the district's regular on-site schedule are subject to all correspondence course policies as stated in district policy.

GRADING SYSTEM AND HONOR ROLL

Teachers of Plentywood High School generally follow the grading system used throughout the United States. Grade "A" means excellent, grade "B" means above average, grade "C" means average, grade "D" means below average, and grade "F" means failing. Teachers may use test data, classroom discussion, behavior, and other criteria for determining a nine week's grade. The semester grade is calculated by averaging both nine weeks grades and the semester test. A student needs a 3.5 average or better during a nine-week period for honor roll eligibility. For honorable mention, a student needs a Grade Point Average between 3.0 to 3.5 to qualify.

The grade point average is determined in the following manner:

A – 4 points B – 3 points C – 2 points D – 1 point F – 0 points

Band, Computers, and Physical Education credits are figured at ½ of other courses. Nine-week exploratory courses are not counted.

EXAMPLE:

- English - A – 4
- Math - B – 3
- Science - A – 4
- Social St. - A – 4
- Spanish - B – 3
- Band (½) - A – 2
- P.E. (½) - B – 1 ½

6 21 ½ 21 ½ divided by 6 equals 3.58, therefore the student qualifies for the honor roll

Plentywood Middle School utilizes the following uniform grading scale:

100%	-	95%	A
94%	-	93%	A-
92%	-	91%	B+
90%	-	86%	B
85%	-	84%	B-
83%	-	82%	C+
81%	-	76%	C
75%	-	74%	C-
73%	-	72%	D+
71%	-	67%	D
66%	-	65%	D-
64%	-	0%	F

HIGH SCHOOL CREDIT EXCEPTIONS

Credits toward high school graduation may be earned by Plentywood Middle School students who participate in accredited, regular high school courses and meet all requirements established for each specific course. This includes any special requirements associated with a student's middle school status. Administrative approval is necessary on an individual basis prior to a student's enrollment in any such high school course. Although this exception is rare, Plentywood High School currently accepts, as a graduation credit, middle school foreign language for those students who decide to participate. **Also, see Distance Learning policy in earlier section.

ATTENDANCE POLICY - GRADES K-12

Statement of Policy and Purpose

Good attendance is necessary to assure that students succeed in school. There are many activities and discussions which occur in class which simply cannot be made up. School also provides a foundation for the work environment that follows. Excessive absenteeism is not allowed in the work environment. Therefore, parents need to help instill the good habit of attending work every day while the child is still in school. Absenteeism above ten percent (10%) is considered to be excessive for every student.

Attendance Checkout Procedure

It is the responsibility of each student and parent or legal guardian to keep the Principal or other person responsible for attendance informed about any circumstances that affect attendance. ADVANCE NOTICE IS EXPECTED WHENEVER POSSIBLE. If the student must be absent and has not made advance arrangements for the absence, the parents or legal guardian must notify the school office, via telephone or written communication the day of the absence or by 8:20 a.m. the day following the absence. (Telephone calls from students must be verified by a parent or legal guardian.) Following any absence, the student must report to the office before school begins to obtain an admit slip. The school policy in regard to an absence will differ with the reason for the absence.

Except for the lunch period, students are not allowed to leave the school building for any reason without permission from the school. Any student who violates this will receive an unexcused absence and face the consequences that it entails. Students who become sick during the school day need to go to the office and not leave on their own accord.

White Admit Slip (absent with credit): If the preceding conditions have been met, i.e., written communication or telephone call from the parent or legal guardian is received prior to 8:20 a.m. the day following the absence, a white (absent with credit) admit slip will be issued to the student upon his/her return to school. No penalty will be assessed. The student will be responsible for making up his or her work in order to receive credit. It is the student's responsibility to make arrangements with the individual teachers.

An "Unexcused" marked on the Admit Slip means the preceding conditions have not been met; i.e., written communication or telephone call from the parent or legal guardian or that the reason for missing school has not been approved as valid by the Principal. An "Unexcused" means the student may receive grade reduction in all missed classes and additional disciplinary action as deemed appropriate.

Students are expected to complete all of their assignments. It is the student's responsibility to secure missed assignments from the teacher and complete them by the assigned time. Assignments may be obtained either before or immediately following an absence.

Failure to do so will result in zero credit on missed assignments.

Appointments

Professional doctor appointments, as much as possible, should be scheduled so such appointments do not conflict with school hours. However, the District realizes that some appointments must be scheduled within school hours. Parents or a legal guardian must make prior arrangements for professional appointments. The school should be informed of the appointment as early as possible. The student is responsible for making arrangements with teachers so that all possible class work is completed prior to the absence. If advance notice is not given, the Principal will require verification, written by the professional's office on letterhead or appointment pad, and turned in to the office on the day the student returns to school.

Tardiness

Students are expected to be in class on time. By definition, a student is tardy when not in class and ready for instruction when the period begins. A student is not tardy if prior arrangements are made with a teacher. Each teacher is expected to develop procedures to deal with tardiness for class periods other than the first period of the day and the first period following the lunch break. Those procedures may include participation by the Administrator. Parents or a legal guardian will be contacted in excess tardy situations. Students who exceed three tardies in the first period of the day and the first period following the lunch break in a semester will face disciplinary action from the principal. On the 4th tardy, a verbal warning will be given. On the 5th & 6th tardies, detention will be served. On the 7th tardy, Saturday School will be assigned. On the 8th tardy, and any additional tardies after that, the student will receive an unexcused absence and face the consequences that it entails. Classroom teachers may also impose additional penalties on students in accordance with their individual classroom regulations. It is up to the discretion of the Principal to reward students who show compliance by having an extended period of time of no tardies.

Excused Absences

In most instances, excused absences are absences requested by parents or a legal guardian. Haircuts, bank visits, and other personal errands are not excused absences. "Sleeping in" is also not an excused absence. Students requesting to miss class to attend school functions where an immediate family member (sibling, cousin or aunt/uncle) is involved must have obtained a "white slip" prior to the function and completed all work missed prior to being excused. Students requesting to miss class to attend school functions where an immediate family member is not involved will not be allowed without administrative approval. Absences where students are accompanied by their parents or an authorized, responsible adult will be excused if need is shown. Valid excused absences are for illness, bereavement, family emergencies, medical appointments, and situations where the absence would be excused by law. All excused absences are counted toward the 10 percent semester limit of absences, with the exception of school-related absence, medical absence, and family bereavement. Calls to the school by the parent or legal guardian on the day of the absence are required to identify an absence as excused. Montana law requires each student to be accounted for every school day. It is the discretion of the Principal, not the parent(s), to which absences are excused and which absences are not excused.

Truancy-Unexcused Absences

Truancy, in accordance with school policy, is defined as an absence without parental and school administrator knowledge. A truancy may occur when a student does not arrive at school at a time parents expect or when a student leaves school when not authorized by the parent.

Truancy is a serious matter. Parents will be contacted in these situations, and a conference will be required. Consequences will include detention and other disciplinary measures. Excessive truancy may lead to suspension/expulsion from Plentywood School.

In accordance with state regulations, if a student is absent two or more days, the school will attempt to contact the parents, either by phone or by home visitation, to verify the welfare of the student. If, after three day's absence without notification from the parents and the parents cannot be contacted, local authorities will be contacted.

Participation in Activities While Absent from School: If a student is absent from school the day, or any part of the day, of an after-school or evening performance or activity, he/she may not participate in that activity. A student who has been absent on a Friday is ineligible to participate in activities that Friday. Exceptions must be requested in advance from the Principal and Superintendent.

Missed Assignments

Students will have one (1) day, plus one (1) extra day for each day of absence, to make up work missed. Example: three (3) days' absence will grant the student four (4) days for makeup. Makeup work is the responsibility of the student, not the teacher. In the case of extreme illness or circumstances, an Individual Education Plan will be designed.

Nine-Day (10%) Procedures and Credit Requirements

Absences are considered excessive when a student's absences exceed ten percent (10%) per semester in any class period. All absences will count toward the 10% total, unless the absence is for one of the following reasons:

1. School-related absence - this includes all cocurricular absences related to school activities.
 - A. Prior notification will apply in all school-related absence situations.
 - B. Plentywood School places a high priority on keeping school-related absences to a minimum.
2. Medical absence - medical appointments verified by a physician, or illness that requires the student to be at home as directed by a physician. Medically excused days must be accompanied by a dated note from a medical professional for the day(s) absent. This written verification will be kept in the school files. ("Prior Notification" with "Advanced Assignment Request" applies for doctor's appointments.)
3. Family bereavement.

Administrative Procedures and Notification

1. Parents will be notified, in writing, by the office when absences are excessive.
 - A. Notification will occur upon five (5) absences in any class during a semester.
 - B. Notification will occur upon seven (7) absences in any class during a semester.
 - C. Parents will be provided a final notification upon nine (9) absences in any class during a semester.
2. A parent conference will be requested by the school, when it appears that a student is in jeopardy of exceeding the absence limit of nine (9) in a semester. The principal will set up a meeting with parent(s) after nine (9) absences in any semester. Parents may request a conference at any time.
3. If a student is absent more than the nine (9) days allowed, the student may fail the semester for the class or classes in which the absence occurs upon recommendation by the administration. The administrator may refer the student to the Board of Trustees for possible loss of credit. The Board of Trustees will make final determination regarding failure in a class or classes due to absences.
4. ***Excessive absenteeism cases may also be referred to the Sheridan County Attendance Committee (includes administration, Sheridan County Sheriff's Office, Sheridan County Superintendent of Schools, & Sheridan County Attorney).***

Excuses from School

The school will verify, with written documentation requirements, requests from students who wish to leave school early. Permission to leave school early can still be denied for what may be considered a non-valid reason.

ADVANCE MAKE-UP SLIP (Non-School related activities)

Obtain a make-up slip from the principal and take it to your teachers for lesson work and assignments due for days of planned absence. Make up work, have teachers sign slip, and return it to the office.

GREEN SLIPS (School related activities)

Green slips may be obtained through the office and are for school related absences. Work may be required before you leave. Students must get all subjects signed before being allowed to leave for any school related activity. Green slips must be turned in to your activity supervisor or coach. Students who do not get their green slips signed will not attend the activity.

STUDENT DISCIPLINE

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

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

- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions, and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions, and are treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Weapons" section of this policy.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- 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, event, or activity or place which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; or
- 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.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- expulsion
- suspension
- detention
- clean-up duty
- loss of Senior student privileges
- loss of bus privileges
- notification to juvenile authorities
- restitution for damages to school property
- school or community service assigned

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 certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense.

Plagiarism/ "Cheating" Policy

In the event that a Plentywood Middle School student is found to be plagiarizing or cheating on an assignment, the following uniform policy is observed:

FIRST OFFENSE: Zero Credit for assignment
Two (2) after school 30 minute detention sessions with affected teacher
Parent contacted by affected teacher
Student required to re-do assignment for no credit

SECOND OFFENSE: Student sent to the principal
Zero credit for assignment
Five (5) after school 30 minute detention sessions with the principal
Parent contacted by the principal
Student required to re-do assignment for no credit

SUBSEQUENT OFFENSES: Suspension

Gun-Free Schools

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

The Board will grant a hearing for any student subject to an expulsion in accordance with Montana state law 20-5-202 and Board Policy 3300.

Possession of a Weapon in a School Building

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, except as provided below, 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 of grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "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 any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; "numchucks"; 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 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.

This policy does not apply to on-duty law enforcement personnel.

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, pagers, MP3 players, IPOD's, video gaming devices and other electronic signaling devices on school grounds, at school sponsored activities, and while under the supervision and control of school district employees, is a privilege which shall be permitted only under the circumstances described herein:

No use of cell phones, pagers, MP3 players, IPOD's, video gaming devices, or other messaging devices by students on school district property from the time they enter the building for the day until 3:33 p.m. on a regular day and/or until after the final bell on a shortened day will be allowed. These devices must be kept in the student's vehicle or locker during the instructional day and turned off or on "silent". If a student is found to have a device in their possession during this time, the device will be confiscated and a violation will result.

At no time shall any student operate a cell phone or other electronic device with video capabilities in an inappropriate manner on school district property, or at any type of school sponsored or related activities, or while under the supervision of school district employees.

Cell phones may be in student possession on co-curricular activity trips. The use of such personal phones will be in accordance with the supervision of the school district supervisor. Students are solely responsible for their personal cell phones.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned only to the parent or guardian. Repeated violation of this policy will result in disciplinary action.

Penalties for not adhering to the above policy are as follows:

1st Offense: The device will be confiscated and will be kept until a parent/legal guardian comes to the office to retrieve it.

2nd Offense: The device will be confiscated and will be kept until the end of the school year at which time it will be returned to the parent/legal guardian.

Subsequent Offenses: The device will be confiscated and will be kept until the end of the school year at which time it will be returned to the parent/legal guardian. The suspension process under the District's discipline policy will be implemented at this time.

Violations to this policy are not cumulative for the student's school career and will accumulate only during the course of the school year from start to finish.

Passive Alcohol Screening System

The implementation of the Passive Alcohol Sensor Screening System (PAS III) is just one of the steps taken by Plentywood School to ensure the safety of all students. The Passive Alcohol Sensor combines a high intensity flashlight with a micro miniature alcohol detector. It "sniffs" breath and open containers for the presence of alcohol. It functions as a non-intrusive extension of the operator's sense of smell. As such, in addition to checking containers for the presence of alcohol, it will be used to check the breath alcohol levels of students with or without their direct participation.

The PAS III Screening System embraces the enforcement effectiveness of our zero alcohol tolerance policy. Administrators, along with other staff members, have been trained in reliable and precise procedural screening usage of the PAS III system. The PAS III will potentially be used during regular school hours, at games, dances, and all Plentywood School functions, including overnight trips.

A student found in possession or use of alcohol shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Discipline may also include the completion of an appropriate rehabilitation plan.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

SUSPENSIONS/READMITTANCE

In-School Suspension - Student will attend school, but he/she will be isolated from the other students. The student will not attend class or participate in any school activities. All school work must be completed before the student is allowed to return to class. The student will receive credit for the school work.

Out-Of-School Suspension - The student will not be allowed to attend school or participate in any school activities for the duration of the suspension. The student will receive a 2% deduction from their quarter grade at the end of the quarter for each infraction. The student will receive credit for the schoolwork missed. However, all schoolwork must be completed before the student is allowed to return to class.

Re-admittance - Report to the principal and receive an admittance slip. No one will be admitted to class unless he/she presents an admittance slip to the teacher.

WITHDRAWAL FROM SCHOOL

Bring a signed note from your parents to the principal to obtain a withdrawal slip. Take all your material from your locker and return your books to your teachers and get their signatures on the withdrawal slip.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

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

Definitions

1. “Third parties” include, but are 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 or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, 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.
 - c. Creating a hostile educational environment.
5. “Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, 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 hazing, harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

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

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, 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 and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. 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.

SEARCHES AND SEIZURE

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

The authorized administrator may perform random searches of any locker or container of any kind on school premises

without notice or consent.

3. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
4. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
5. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
6. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstances shall be reported promptly to the appropriate law enforcement agency.
7. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

School Property and Equipment as well as Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material.

Students

School authorities may search the student and/or the student's personal effects, when reasonable grounds suggest a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

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

STUDENT INFORMATION

DANCE REGULATIONS

Dances are provided for the students in Grades 6-8, typically twice a year. A student attending is not allowed to exit and re-enter during the dance. Once the student is out, the student stays out. Regular rules as outlined in the handbook are in effect at all dances. Any non-Plentywood Middle School students need to be approved by the Principal before he/she can attend a dance. If a student is absent from school the day, or any part of the day, of an after-school or evening dance without a pre-arranged white slip or medical appointment, he/she may not participate in that dance. Exceptions must be requested in advance from the Principal and

Superintendent.

FIRE PROCEDURE

Fire Drills - A fire drill is serious business and should be conducted as such.

1. The signal for a fire drill is a steady ringing of the bell. The "all clear" signal is another shorter ring.
2. The first child out should hold the door. The last person out should check and close windows and doors. The teacher should take grade book and register.
3. Expect a fire drill during the first week of school.

Fire Exits

Gym Lobby - West Lobby Doors
Gym or Locker Rooms - Gym Doors - Closest Door
Vo-Ag - Closest Door
Multi-Purpose Room - North Fire Exit
Library - Front Door of School
Classrooms - Exits will be posted in each classroom

Release of "Directory Information"

Regarding student records, federal law requires that "directory information" on students may be released by the District to anyone who requests it unless a parent/guardian objects to the release of this information. This includes the release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook is sent home to the parent/guardian(s). Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and school, and most recent previous school attended.

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.

HAIR AND DRESS

Dressing professionally is a skill students will need to be successful. Plentywood Schools expects dress that is appropriate for school and the professional atmosphere that exists in a public school system. The following policy has been adopted by the Board of Trustees: The students' appearances and manner of dress will not be disruptive to the atmosphere of learning or pose a safety risk for themselves or anyone in the school. Attire and appearance that can be interpreted as offensive will not be tolerated. Dress for all students is to be neat, clean, and appropriate for school and school activities. The following guidelines will be followed:

3 x 5 Rule: Shirts must have at least a 3 inch covering on the shoulder and shorts/skirts must have at least a 5 inch inseam.

- Clothing, jewelry, or tattoos that make references to alcohol, tobacco, and other drugs, or sex are prohibited.
- Caps, hats, and sunglasses may not be worn in the school and should be kept in the locker. Coats are to be kept in the lockers also unless the student is notified otherwise or if used to travel between school buildings.
- Hair is to be trimmed, neat, and clean and not a distraction to the educational process.
- Shorts and skirts must have at least a 5 inch inseam (3 x 5 Rule).
- No bare midriff – the bottom of the shirt or blouse must touch the top of the pants, shorts, or skirt.
- No low-cut or revealing tops. All undergarments must be covered. Shoulder straps must be at least 3 inches wide (3 x 5 Rule).
- Footwear is required at all times for safety and sanitation.
- No pajama bottoms or slippers are allowed to be worn.

LIBRARY

The library is available to students throughout the day. It is to be used primarily for research and reading.

Books are checked out for a two-week period and may be renewed if desired. A fine of 5 cents/day excluding weekends and holidays will be charged for each overdue book. These fines should be paid immediately upon the return of the books. All outstanding fines will result in the withholding of report cards. Books/periodicals which are lost or destroyed will be paid for by the student. Books checked out by individual students are the responsibility of the student. Dictionaries and other reference books may be taken by the students into the study hall and returned when the student is finished using them.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a 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 (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff.

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

General

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part 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. District teachers 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. Staff members may use the Internet throughout the curriculum consistent with the District's educational goals.

Acceptable Uses

- A. 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.
 - 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 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.

- A. The following are considered unacceptable uses and constitute a violation of this policy:
 - 1. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages.
 - 2. Offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy.
 - 3. Viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law.
 - 4. Intruding into the networks or computers of others.
 - 5. Downloading or transmitting confidential, trade secret information, or copyrighted materials.
- B. 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):

1. Employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet;
 2. Uploading a worm, virus, and other harmful form of programming or vandalism;
 3. Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. 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 its initiating an investigation of a user's use of access to its computer network and the Internet.

Internet Safety

District computers with Internet access have a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act, the Communications Act of 1934 and determined by the Superintendent or designee.

Internet/Technology Access Conduct Agreement

Each student and his/her parents or legal guardian will be required to sign and return to the school district offices at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

Violations

If a student violates this policy, the District will deny the student access or will withdraw access and may subject the student to additional disciplinary action. An administrator or building principal 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.

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples

of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or rid of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette.
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyrighted Materials – The downloading or copying of any copyrighted materials from the network is prohibited in accordance with Federal and State copyright laws.
11. Use of Electronic Mail
 - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
 - f. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Each student and his/her parents or legal guardian will be required to sign and return to the school district offices at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.
3. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
4. District computers with Internet access have a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act, the Communications Act of 1934 and determined by the Superintendent or designee.
5. The system administrator and building administrators shall monitor student Internet access.

LOCKERS

Each student is assigned a locker and is responsible for its condition and final clean up. DO NOT LEAVE MONEY OR OTHER VALUABLES IN LOCKERS. Valuables can be checked in at the office. Books must be kept in the lockers after school and not

littering the halls. Lockers are the property of the school and may be searched by the administration at any time providing there is a reasonable suspicion that drugs, weapons, or stolen property may be stored there. No inappropriate materials can be placed in a student locker. No personal materials or signs may be placed on the outside of the lockers. Only school issued or sponsored materials or signs may be displayed. Disciplinary action will result for non-compliance.

TELEPHONE

The office phone is to be used by students for emergencies only. A pay phone is in the gym lobby for student use.

LUNCH

Lunch tickets are to be purchased at the main office between 8:10 and 8:25 a.m. and after school. No food or beverages are to be taken out of the gym lobby. After lunch, students are to be outside of the building unless notified otherwise by staff or the Principal. *Plentywood Middle School students are given open campus privileges during the lunch period. However, these privileges can be denied by the principal on an individual basis if abused.*

Students are allowed to pack a lunch and eat food from home in the cafeteria but the school requests that students are provided with foodstuffs that have nutritional value.

In terms of air quality, the school administration will utilize information from the todaysiar.mt.gov/ for determining the air quality for outside activities, such as physical education, competitions, recess, etc.

FOOD AND DRINK IN BUILDING

NO FOOD/DRINK ARE ALLOWED TO BE BROUGHT IN AND CONSUMED IN THE SCHOOL BUILDING. ALL POP MUST BE CONSUMED IN THE GYM LOBBY ONLY.

BULLETIN BOARDS AND POSTERS

Students must have approval of the principal for posting any notices, posters or publicity on walls or bulletin boards. Masking tape is to be used for posting.

DUE PROCESS RIGHTS

Any student who violates rules and regulations as outlined in the handbook will be informed by school personnel what rule or regulation is violated and what action is being taken against him or her.

Suspension or Expulsion Appeal—

- Level I: A written appeal of suspension may be made to the principal who shall respond in writing within 24 hours.
- Level II: If appealing parties are unsatisfied with the principal's response, the appeal will be forwarded in writing to the superintendent who shall respond in writing within 24 hours.
- Level III: If appealing parties are unsatisfied with the superintendent's response, a written appeal can be made to the chairman or vice chairman of the Board who will set a meeting of the Board within 10 days for a Board determination.

Appeal of the Board's decision may be made through the statutory process. A student will be allowed to attend school until any appeal is fully acted upon.

STUDENT FEES, FINES AND CHARGES

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. The student and his/her parents shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. A student's grades or diploma may be withheld until restitution is made by payment. The student or his/her parents may appeal the imposition of a charge for damages to the Superintendent and the Board.

GENERAL GRADING INFORMATION

If a student earns a low grade in a class and later retakes the course, the higher grade appears on the transcript and in the GPA, not the low grade.

No class changes will be allowed without the approval of the Principal. Changes will be allowed only if a serious need exists.

Middle School students may be required to participate in an extended school year plan in order to fulfill the requirements of Plentywood Middle School.

SATURDAY SCHOOL PROGRAM

The entire premise behind the Saturday School program at Plentywood High School is to provide an alternative to suspension from school and to provide an avenue to meet the needs of those students failing to maintain passing grades in our regular daily school program as well as those students who may need additional help because of illness. Students are responsible to attend the Saturday session assigned by the administration. Only those students who can justify missing Saturday School because of illness with a valid doctor's excuse indicating emergency treatment will be considered. This excuse must be presented to the Principal the Monday morning following the Saturday School session missed. Acceptance of this excuse is left up to the discretion of the Principal. Under no circumstances will parental notes be accepted for missing an assigned Saturday School session. Students who work on Saturday will not excused from being absent as Saturday School sessions will not be scheduled around a student's work schedule. Hardship cases will be reviewed by the Principal.

Students who fail to attend their assigned Saturday School session will be disciplined as follows:

- * 1st offense during the school year: the Saturday School assignment will be doubled.
- * 2nd offense during the school year: the student will be suspended from school for three (3) days (ISS)
- * Repeated offenses during the school year: the student will be suspended from school for five (5) days (OSS)

NOTE: In situations where a student misses Saturday School due to bad weather conditions, the decision of the Principal is final if weather conditions warranted the absence.

STUDENT RESPONSIBILITIES DURING SATURDAY SCHOOL:

- ** Students must arrive on or before 9:00 a.m. Students who arrive to Saturday School late for any reason will not be allowed to attend Saturday School during that session. School rules are still in force during Saturday School.
- ** Additional homework or reading material must be brought with the student to Saturday School. Students who fail to bring in said materials will be dismissed from the session by the session supervisor. This removal will serve the same as an absence from Saturday School and suspension will result.
- ** Students who are serving Saturday School will not be allowed to leave until the session is completed at 12:00 Noon for any reason. Students will be given a ten (10) minute in-school break to go to their locker or the bathroom at approximately 10:30 a.m.
- ** Stereos, radios, headphones, food, pop, candy, or other materials deemed unnecessary by the session supervisor will not be allowed in Saturday School.
- ** Once Saturday School begins, talking or any other disruption will not be tolerated. Students will work for their assigned time. Failure to follow Saturday School rules and/or dismissal for disciplinary reasons from Saturday School can result in suspension from school not to exceed three (3) days.

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 main office staff. The main office staff will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form.

Administering Medicines to Students

“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 through a standing order by the school physician or prescribed by the student’s healthcare provider.

A building principal or other administrator may authorize, in writing, any school employee:

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.

Except in an emergency situation, only a qualified healthcare professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student’s private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student’s cumulative health folder.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student’s parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;

- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

Administration of Glucagon's

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (2) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and

- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

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. See the main office staff to apply.

Student prices are as follows: \$1.85 for breakfast and \$2.95 for lunch. No charges can be made over \$10.00 in any students' account.

COMMUNICABLE DISEASES

Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child's attendance harmful to the welfare of other students. A student who exhibits symptoms of a communicable disease, such as "pink eye" or fever-related infections which are readily transmitted in the school setting, may be temporarily excluded from school attendance. Students who are found to have a fever at school or show signs of disease such as pink eye will be immediately sent home with their parents. Students who have been prescribed antibiotics must be on the antibiotics for at least 24 hours before returning to school unless they have a statement from their primary care physician authorizing the student's return.

VIDEOTAPING OF STUDENTS

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

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Homeless children and youth have equal access to the same free, appropriate public education and comparable services as provided to other children residing in the Plentywood School District. Information regarding the District's Homeless program is available upon request at the District office or through the school's Homeless Children Liaison, Mr. Rob Pedersen (406-765-1803).

TITLE I PROGRAM

Plentywood School District # 20 is a Title I served school. Parents may at any time request the professional qualifications of the Title I students' classroom teachers or paraprofessionals. Parents of students in the Title I program will be informed if their child is being taught by a teacher who does not meet the applicable state certification or license requirements at the grade level in which the teacher has been assigned. Students are identified for the Title I program through classroom assessments and teacher referrals for extra assistance in the area of mathematics and reading by the Title I staff.

COCURRICULAR ACTIVITIES

Plentywood Middle School has a wide variety of cocurricular activities available to its students. Students are encouraged to participate to help nurture a well-rounded school experience. The following list is considered non-inclusive and is only a sampling of what is available to our students.

Girls' Basketball	Boys' Basketball	Boys' Football
Girls' Volleyball	Boys' Track	Girls' Track
B.U.G. (Bring Up Grades) Club	Cheerleading	Student Council
Academic Olympics	Music Festivals	Dances
MCTM Math Competition	Tournament Pep Band	Boy's & Girl's Cross Country

Activities affected by the Co-curricular Policy Handbook includes all activities on this list in addition to other school activities other than attending class. Students who are deemed ineligible for activities because of a Chemical Use Policy violation are eligible to participate in concerts because they are graded and part of the regular classroom.

Extra- and Co- Curricular Alcohol, Drug, and Tobacco Use

The District views a participation in extracurricular activities as a privilege extended to students willing to make a commitment to adhere to the rules which govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

Emphasize concern for the health and well-being of students while participating in activities;

Provide a chemical-free environment which will encourage healthy development;

Diminish chemical use by providing an education assistance program;

Promote a sense of self-discipline among students;

Confirm and support existing state laws which prohibit use of mood-altering chemicals;

Emphasize standards of conduct for those students who, through their participation, are the leaders and role models for their peers and younger students; and

Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra and co-curricular activities will result in discipline as stated in Policy 3340P, student and athletic handbooks.

Co-Curricular Chemical Use Policy

Policy Purpose

It is the position of the Plentywood Public Schools that participation in co-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the District's belief that participation in organized activities can contribute to the all-around development of young men and women.

This activities code is to cover all students who participate in or represent Plentywood School in co-curricular activities sponsored by this school district. With this in mind, the following regulations and training rules are set forth by school policy as determined by administration, advisors, and coaches.

Students participating in co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco (including any nicotine delivery device), or illegal drugs or abuse prescription or non-prescription drugs during their co-curricular seasons. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used. These rules are in effect twenty-four (24) hours a day. If a student receives an MIP or is found to be in violation of this policy due to the use or association of tobacco (including any nicotine delivery device), alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to middle and high school students who are involved in the co-curricular activities program.

District administrators have the responsibility to update and implement this policy for co-curricular activities. The involved staff has the responsibility of student awareness and implementation of this policy. Students who elect to participate in co-curricular activities, and parents or guardians are responsible for understanding this policy and recognizing it in written form.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities and continues until the last day of school or activities, whichever is later. Students are subject to this policy full-time throughout the entire school year. Violations are cumulative, throughout the student's period of attendance in middle or high school, but violations do not carry over from middle school to high school. The 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 or guardian shall be notified of the violation by telephone where possible, and also 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/*A.D.*, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal/*A.D.*, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in co-curricular activities for a period in excess of twenty (20) consecutive pupil instruction days which is aligned with the first violation consequence, the parent 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 co-curricular activities.

Consequences

****First, refer to the Honesty Clause, Dishonesty Clause, & Guilt by Association Clause on the accompanying page!**

Below are the minimum penalties, which will be administered:

First Violation

1. Suspension from co-curricular activities for twenty (20) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the suspension unless the suspension supersedes the final day of the co-curricular activity season;
5. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

Second Violation

1. Expulsion from co-curricular activities for sixty (60) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

Subsequent Violations

1. Expulsion from co-curricular activities for ninety (90) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;

4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Student must show proof of a professional drug and alcohol evaluation (the evaluator must be approved by the school district), and if required by a medical professional, a course of treatment.

Honesty Clause

We encourage our students to be honest at all times; therefore, students who self-report a First Violation will receive only fifteen (15) pupil instruction days suspension for the First Violation level. Students who self-report a Second Violation will receive only forty (40) pupil instruction day's suspension for the Second Violation level. This honesty clause only applies to the First and Second Violations. This self-reporting pertains only to students who come in on their own volition and must occur by the end of the first school day that follows the violating incident. Referral by the student's parent or guardian is also considered a self-referral.

Dishonesty Clause

Any student who denies involvement and then is later found to have been dishonest will receive a suspension twice as long as that listed under that level of violation.

Guilt by Association Clause

Students involved in co-curricular activities are forbidden to knowingly (as defined as a reasonable prudent person would know) be present at a function or gathering at which a prohibited substance is illegally used. If a student is accused of a violation of the co-curricular chemical use policy and they feel that this violation was reached in error, then the student can provide the administration medical documentation that verifies their innocence after submitting to a blood alcohol test.

If the student's innocence is verified, the administration has the discretion to decide whether a First Violation occurred. A First Violation will result if it is determined that the student *intentionally* remained in a situation in which a prohibited substance was being used.

If the administration determines that the student did not intentionally remain in this situation, a fourteen (14) school calendar day suspension only will result and no First Offense will result. This clause only applies to the First Violation.

SCHOOL SPONSORED TRIPS

On all trips the coach, or sponsor, or advisor is responsible for the supervision of other chaperones and students and as a result has the final say in all matters. Failure by students to comply will necessitate immediate suspension and return home. Green advance make-up slips must be signed and returned to the office for students to be eligible for the trip. Students must travel to the event with the team or class. Students will be allowed to ride home from the event with their parents provided the parent has made prior arrangements with the advisor.

Missed Assignments

Students will have one (1) day, plus one (1) extra day for each day of absence, to make up work missed. Example: three (3) days' absence will grant the student four (4) days for makeup. Makeup work is the responsibility of the student, not the teacher. In the case of extreme illness or circumstances, the administration may extend the time limit.

Eligibility for Cocurricular Activities

To be eligible for participation in cocurricular activities at Plentywood Middle School, students must satisfy the following requirements:

1. Officially enrolled and in regular attendance from the enrollment date.
2. Maintain a 2.0 GPA. More than one failing grade, regardless of GPA, will result in an ineligible status. Grades will be monitored on a weekly basis. If a student sufficiently raises their grades to meet eligibility requirements, the student will again become eligible at that time. In computing GPA for determining eligibility, Band, Computers & Physical Education/Health classes are weighted as ½ of the core classes and 9 week exploratory fine arts classes are not counted.
3. Pass a physical examination and return appropriate form to the school office with all needed signatures in place.
4. Have on file a current medical treatment permission slip, signed by a parent or guardian.
5. Have a current activity ticket from Plentywood Schools.

Participation in Activities While Absent from School

If a student is absent from school the day, or any part of the day, of an after-school or evening performance or activity without a pre-arranged white slip or medical appointment, he/she may not participate in that activity. A student who has been absent on a Friday is ineligible to participate in activities that Friday. Exceptions must be requested in advance from the Principal and Superintendent.

Insurance

All students should be adequately insured by their parent or guardian in order to participate in any cocurricular activity. Plentywood School District #20 does not provide insurance for students involved in any cocurricular activity. The District does make available a policy of minimal coverage which parents are encouraged to purchase.