

Alberton High School 2018-2019 Student Handbook



**Superintendent Steve Picard
Principal Mica Clarkson
District Clerk Arra Rausch**

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Alberton, MT 59820
Alberton.k12.mt.us

MISSION STATEMENT IN DEVELOPMENT

Our mission is to partner with families and the Alberton community to provide a safe and respectful learning environment in which students are given the opportunity to develop to their greatest individual potential, both academically and their holistic critical thinking skills, and ultimately become contributing citizens.

DISCRIMINATION STATEMENT

Alberton Public School District #2 will not discriminate on the basis of race, color, creed or sex in our educational programs or in our activities. All students will be treated equally.

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, actual or potential marital or parental status. No student 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.

TO STUDENTS AND PARENTS:

The Alberton High School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. 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 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 or online.

PRE K-12 NOTIFICATION SYSTEM INFORMATION

Alberton School District utilizes what is referred to as the Robo Call System in order to notify parents of important events, school delays/cancellations, and other pertinent announcements. It is vital to have your current contact phone number reported to the District Office to ensure these calls are delivered appropriately. If the system recognizes your number is cellular, it will send a text message with a link to the recorded statement sent out by Alberton School.

INFINITE CAMPUS INFORMATION

Alberton School's Student Information System (SIS) has a user-friendly portal for students and parents to easily view information on the enrolled student's educational process. Grades, assignments, attendance, tardy count, lunch accounts, and fees can all be reviewed utilizing this online tool. Students will be given their login information and be instructed how to access the site early in the academic year. It is highly encouraged for parents to take advantage of this opportunity by going into the District Office to obtain a release form to sign up for their child's SIS material.

SUPERINTENDENT'S MESSAGE

Welcome to Alberton School. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the accompanying signature card and return to the School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

Steve Picard, Superintendent

BOARD OF TRUSTEES 2018-19

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Andy Knapp, Chair
Tanner Rausch, Vice-Chair
Laura Acker
Brittney Gardner
Cody Nagy

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I. SCHEDULES & COMMUNICATION PROTOCOL

A. SCHOOL CALENDAR

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Parent Teacher Conferences 2:30-8:30 Nov 21 Early Out 1 PM Nov 22 Thanksgiving Break - No School Dec 20 Early Out 1 PM Dec 21- Jan 1 Winter Break Jan 2 School Resumes Jan 10 End Quarter 2/Semester 1 Jan 11 Teacher PIR - No School Feb 18 Presidents' Day - No School Feb 28 Early Out 2 PM; Parent Teacher Conferences 2:30-8:30 Mar 21 End Quarter 3 Apr 18-22 Spring Break May 19 Graduation 2:00 PM May 23 Last Day, End Quarter 4/Semester 2</p>	<p>FEBRUARY</p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>MARCH</p> <table border="0" style="width: 100%; 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B. BELL AND ALTERNATE SCHEDULES

1. Normal Bell Schedule

Period	Begin	End
1st	8:00	8:58
2nd	9:01	9:59
3rd	10:02	11:00
4th	11:03	12:00
HS Lunch	12:00	12:30
5th	12:33	1:30
6th	1:33	2:30
7th	2:33	3:30
FLEX	3:33	4:03

2. Early Out Release at 2:00 PM Schedule

1st	8:00	8:44
2nd	8:47	9:31
3rd	9:34	10:18
4th	10:21	11:05
5th	11:08	11:52
HS Lunch	11:52	12:22
6th	12:25	1:09
7th	1:12	2:00

3. Holiday Early Out Release at 1:00 PM Schedule

1st	8:00	8:36
2nd	8:39	9:15
3rd	9:18	9:54
4th	9:57	10:33
5th	10:36	11:12
HS Lunch	11:12	11:42
6th	11:45	12:21
7th	12:24	1:00

4. Delayed Start Schedule

1st	10:00	10:45
2nd	10:48	11:33
3rd	11:36	12:21
HS Lunch	12:21	12:51
4th	12:54	1:39
5th	1:42	2:27
6th	2:30	3:15
7th	3:18	4:03

C. COMMUNICATION PROTOCOL

Alberton Public Schools prides itself in welcoming parent participation and involvement. Our teachers and principal communicate often to keep parents informed of school events and procedures. Because our primary concern is of the well-being and education of our students, our staff is committed to open, honest communication with parents. Despite our very best efforts, questions and concerns do arise. In efforts to resolve matters quickly and effectively, we ask that parents and/or guardians first contact the teacher or school counselor before involving school administration. Recommended steps for resolving a question or concern:

1. Student-Teacher Contact:

Students should attempt to self-advocate and respectfully speak to their teacher directly. Students may also meet with their school counselor to discuss any question or concerns they may have.

2. Parent-Teacher Contact:

Parents are encouraged to contact the teacher (via face-to-face before or after school, email, or phone call) in order to express their thoughts and concerns.

3. Parent-Teacher Conference:

If questions or concerns continue, the parent may choose to contact administration. Administration will then offer to set up a meeting with the concerned parties.

Please Note: Inquiries regarding disciplinary consequences administered by the teacher should be directed to the teacher. Inquiries regarding disciplinary action taken at the administrative level should begin at the Principal level.

D. UNIVERSAL COMPLAINT PROCESS

For those complaints and concerns that cannot be handled in the following manner, the District has adopted a uniform complaint procedure policy (Policy 1700).

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. The Administrative offices can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in the administrative offices.

E. PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- a. Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- b. Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the district administrators.
- c. Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or Principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- d. Monitor the child's academic progress and contact teachers as needed. Parents have the right to review their child's education records upon request.
- e. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or Principal, please call the school office at 722-4413 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- f. Become a school volunteer. For further information, contact the Superintendent.
- g. Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Alberton PTA, Parents as Teachers, and PEAK.

II. JUNIOR / SENIOR HIGH SCHOOL

A. AWARDS AND HONORS

Students will be recognized on a quarterly basis for various achievements. Examples include, but are not limited to, Honor Roll (3.0 GPA or better), perfect attendance, and Timeliness.

B. NATIONAL HONOR SOCIETY

There are four pillars of National Honor Society that determine eligibility criteria for membership, referred to as Scholarship, Service, Leadership, and Character. Students enrolled in grades 10-12 can seek a position on Alberton's chapter of National Honor Society as long as they meet the eligibility criteria. For more information, please contact the school counselor.

C. COUNSELING

1. Academic Counseling:

Students and parents are encouraged to talk with a school counselor, teacher, or Principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities [See **Graduation Requirements** on pages 6-7].

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

2. Personal Counseling:

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with the counselor are encouraged to make the effort to do so.

Please Note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

D. DUAL CREDIT COURSES/ COLLEGE COURSEWORK/DIGITAL ACADEMY

College coursework is encouraged at Alberton High School with approval by the Superintendent or Principal to allow the student appropriate time for participation. In order to be eligible, students must be able to maintain a GPA of 3.0 or higher, no previous record of failing a digital course, and participate in an intake interview.

E. GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Promotion to the next grade level is based on successful completion of the curriculum, attendance, performance based on standardized testing, or other testing administered.

Credits Earned	Grade Placement
5 credits minimum	10 th
10 credits minimum	11 th
15 credits minimum	12 th

F. GRADING GUIDELINES

Alberton School has adopted a universal grading scale, as outlined in the table below. It should be noted that individual teachers use weighted scales on assignments, activities, and/or assessments at their own discretion.

Percent Earned	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

G. GRADUATION ACTIVITIES AND REQUIREMENTS

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony.

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline.

H. REQUIREMENTS FOR A DIPLOMA

1. Credit Requirements

English 9-12	4 Credits
Mathematics	3 Credits
Science w/lab	3 Credits
World & Amer Hist, Govt	3 Credits
Physical Ed/Health	2 Credits
Fine Arts (Music or Art)	1 Credit
Vocational Arts	1 Credit
<hr/>	
Required Credits	17 Credits
Elective	5 Credits
<hr/>	
Total to Graduate	22 Credits

2. Unique Circumstances

Students receiving special services will satisfy those competency requirements written into the individualized education plan (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, the Principal may recommend that the Superintendent approve a minor deviation from the graduation requirements.

3. Early Graduation

- a. A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request special permission for early graduation. The student and parent(s) or guardian(s) shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan.
- b. The student shall request in writing to the Superintendent permission for early graduation with reasons supporting his/her plan and request. This request must be submitted to the Superintendent upon completion of their **6th semester of high school and no later than July 31st of the next school year.**

- c. The student, parent(s) and/or guardian(s) of the student must submit a letter of support of the student's request for early graduation, and such letter is to accompany the student's written request.

Example of possible reasons:

Hardship circumstances
Vocational opportunities
Enlistment in the military occupations
Pursuit of a specialized education objective
College Entrance

- d. The student must reasonably be expected to complete all state and local graduation requirements of subjects and credit units or their accepted equivalents satisfactory in order for consideration to be given to any request. Any and all monetary costs shall be the responsibility of the student and his family.
- e. Each request is to be determined by the Board on the merits of the individual circumstances; one case shall not set a precedent for others.

I. HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

J. DRIVERS EDUCATION

Drivers Education is offered at Alberton School on an as-needed basis depending on the number of students eligible to enroll.

III. SCHOOL POLICIES:

A. ATTENDANCE

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

1. Absences

- a. A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- b. A student absent from school without permission, from any class or from required special programs, will be considered truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.
- c. The Principal or designee will attempt to contact a student’s parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student’s absence if no excuse has been offered (see Policy 3015).
- d. Excluding school-related absences, the student who accumulates 6 or more absences per semester / per class will be considered at risk for chronic absenteeism. The Principal and or designee will notify the parents. If the student reaches 10 absences they will be considered chronically absent and their credits will be put on hold until they and their parent(s) or guardian(s) appear before the School Board.
- e. Extenuating circumstances, which include but are not limited to, health issues, legal responsibilities, family emergencies, will be handled on a case by case basis by the administration
- f. A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

2. Tardies

Alberton Schools defines tardy as a student not being present and/or prepared for class by the designated bell schedule. The following outlines the actions that will be taken when students are marked tardy for any and all of their registered courses.

First Tardy: marked/documented on student attendance record, and warning issued

Second Tardy: behavioral intervention lunch with administration or designee

Third Tardy: the third tardy acquired within a week is considered a major infraction and will result in behavioral intervention lunch for the remainder of the week and phone call home.

*A Thursday afternoon tardy results in a loss of FLEX.

Tardy counts will start over every week; however repeated weekly offenses will be considered for further intervention.

B. DISTRIBUTION OF MATERIAL

1. School Materials

All school publications are under the supervision of a teacher, sponsor, and the Principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the Principal or Superintendent.

2. Non-School Materials

- a. Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, online materials or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials, upon approval of the administration.

- b. Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the Administration at least one week prior to the requested distribution.

C. FEES

1. Activity Admission

Single Game Prices

Student	\$4
Adult	\$6

Passes

Family Passes	\$100
Adult Pass	\$60
Senior Citizens (62+)	Free
Pre-School Kids	Free
Current Board Members	Free / Spouse \$35
Past Board Members	Free / Spouse \$35
Staff Passes	Free / Spouse \$35

2. Basic School Supplies

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to students. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- a. Costs for materials for a class project that the student will keep
- b. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- c. Personal physical education and athletic equipment and apparel
- d. Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- e. Voluntarily purchased student accident insurance
- f. Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- g. Personal apparel used in extracurricular activities that becomes the property of the student
- h. Parking fees and student identification cards
- i. Fees for lost, damaged, or overdue library books
- j. Fees for driver training courses, if offered
- k. Fees for optional courses offered for credit that require use of facilities not available on District premises
- l. Summer school courses that are offered tuition free during the regular school year

3. Exceptions

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Superintendent.

D. FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally balanced and appealing meals daily.

This school year, 2018-19, ALL Pre-Kindergarten through 12th grade students will receive free meals through the CEP, or Community Eligibility Provision. This is based on our percentage of Free and Reduced students.

Your child, regardless of grade will receive both Breakfast and Lunch at no charge. However, if they choose to take an extra breakfast, milk or entrée at lunch there will be charges that parents will be responsible for. Charges for extras are as follows:

<u>Charges for additional food items</u>	
Extra Entrée	\$0.75
Extra Breakfast	\$1.25
Extra Milk	\$0.45

E. FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. All fundraisers must be approved at a regular monthly student council meeting (please refer to Policy 405 for additional information).

F. RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher’s permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student’s parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student’s records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

G. STUDENT RECORDS

1. Access by Parents and Student

- a. A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act. The District maintains two sets of records: a permanent record and a cumulative record.
- b. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order documenting the termination of such rights.
- c. The building Principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The Principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.
- d. Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:
 - i. Working with the student
 - ii. Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Act, or an individually designed program for a student with disabilities under Section 504 of the Rehabilitation Act of 1973
 - iii. Compiling statistical data
 - iv. Investigating or evaluating programs

- e. The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

2. Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- a. The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- b. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- c. The District will grant access to or release information from any student record as specifically required by federal or state statute.

- d. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- e. The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- f. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- g. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

3. Challenging Content of Records

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsions and out-of-school suspensions through this process.

4. Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

5. Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

6. Rights Under FERPA

Specific parental and eligible student rights are Appendix A in this Handbook.

H. STUDENT SCHEDULES

Individual student schedules will be arranged through advanced enrollment in the spring of each year. Each student will be provided with a schedule of classes to be offered in the coming school year and allowed to confer with parents or advisors and sign up in advance for the classes of preference. In only a few classes will students in the upper grades be allowed to “bump” lower classmen.

Students have the right to change their classes until the sixth day of enrollment in a specific class. Withdrawal after this time will result in a failing grade unless special arrangements have been made through the Superintendent.

IV. UNIVERSAL BEHAVIOR EXPECTATIONS

Alberton School's Universal Behavior Expectations:

**BE SAFE
BE RESPECTFUL
BE RESPONSIBLE**

Alberton School has established a safe and positive learning environment in which all students can grow academically and socially. In an effort to be proactive and effective, behavior expectations for school and school sponsored activities will be taught and reinforced.

Rule infractions are based on behaviors contrary to Alberton School's mission statement. The following tables define infractions that may occur, but is not considered an exhaustive list. All infractions will be documented for school records.

MINOR INFRACTIONS		
Rule Infractions	Example	Consequences / Quarter
<i>Inappropriate Verbal Language</i> -Inappropriate language NOT directed at others.	Saying, “this is stupid”; “this homework sucks”, swearing, etc.	First Offense - Documented and Warned
<i>Physical Contact</i> -Non-serious, but inappropriate physical contact.	Shoving a person out of frustration or competitiveness, kissing, hugging, tipping, pushing even in play	Second Offense in a week - Documented, Behavioral Intervention Lunch with Administration or assigned designee
<i>Defiance/Disrespect</i> -Failure to respond to requests or directions.	Not sitting when asked, when redirected on the playground ignores or walks away; noises, rolling of eyes, heavy sighing	Third or more Offense - Document and student will be referred to student assistance team and interventions may include check in/out, parent meeting, loss of FLEX, or at the discretion of the Administration it may be escalated to a Major Infraction.
<i>Disruption</i> -inappropriate disruption.	Inappropriate sounds, distracting behavior	
<i>Dress Code</i> -Wearing clothing that is not within the dress code guidelines defined by the school/district.	See Dress Code	
<i>Property Misuse/Damage</i> -Use of school property that could be unsafe or inappropriate.	Jumping out of swing, walking up the slide, throwing rocks, writing on desks, walls, etc.	
Unprepared for Class	Lack of supplies	
Misuse/Unapproved use of Electronic Devices	Checking texts, or social media etc.	
Public Displays of affection	Kissing, being overly affectionate, sitting on laps	
<i>Other</i> -Any other minor problem behaviors that could be inappropriate or unsafe.	Sliding on the ice, jumping into puddles, throwing snowballs, etc.	

Minor Infractions’ totals are reset every quarter.

MAJOR INFRACTIONS		
Rule Infractions	Example	Consequences / School Year
<i>Abusive/Threatening Language-</i> Inappropriate language directed at others.	Verbal or gestural messages that include threats, intimidation, pictures, or written notes. Swearing directed at another and/or with intent to harm or upset another	1st Offense - Parent Call / Loss of FLEX / Behavioral Intervention Lunch / 1 day In School Suspension 2nd Offense - Parent Meeting / Behavioral Lunch Intervention / Loss of Flex / 2 days of In School Suspension 3rd Offense - Documented and consequences may include check in/out, functional behavior assessment, parent meeting, loss of FLEX, Behavior Contracts, additional ISS, or OSS or other consequences at the discretion of the Administration
<i>Overt Defiance/Disrespect-</i> continual refusal to follow requests or directions.	Talking back, arguing, socially rude interactions, ignoring authority, leaving school grounds, refusal to work	
<i>Continuous Disruption-</i> Behavior causing a major inappropriate disruption	Loud talking, yelling, screaming, noise with materials, horseplay, sustained out of seat behavior.	
Cheating/Plagiarism - Deliberately presenting someone's ideas or work as your own.	Copying and pasting, copying someone's homework.	
Possession of Harmful Materials	Lighter, matches, propellants, chemicals brought to school, or to school sponsored activities	
False Reporting of Emergencies	Calling 911, or instigating any other alarm system.	
Truancy	Unexcused Absences	
<i>Other-</i> Problematic behavior not listed above. Staff will specify behavior	Possession and/or use of matches, lighters, firecrackers, weapons	

MAJOR INFRACTIONS cont.		
Rule Infractions	Example	Consequences / School Year
<i>Property Damage/Vandalism</i> - Substantial destruction or disfigurement of property.	Deliberately destroying school property or property of another	Parent Meeting Possible notification to legal authorities Possible OSS Possible Expulsion Other consequences at the discretion of the Administration
<i>Physical Aggression / Fighting</i> - Inappropriate serious physical contact, including anger between two or more students that may result in injury.	With intent to hurt another: hitting, punching, scratching, kicking, biting, spitting, etc.	
<i>Forgery/Theft</i> -In possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission	Signing a staff, parent, or another student's name on a form or permission slip, placing something of a teacher or another student's in his/her backpack, etc.	
<i>Harassment /Bullying/Sexual Misconduct</i> - Repeated delivery of disrespectful messages (verbal or gestural, or online) to another person including negative comments based on race, religion, gender, age, sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.	Deliberate, targeted, and/or repeated name calling, demeaning words or actions, etc. written, gestures or online	
Weapons/Explosives/Tobacco/Alcohol/Drugs - In possession of real or look alike weapons; and/or under the influence of a controlled substance, including vaping, electronic cigarette etc.	Possession or distribution of such items	
Abuse of Electronic Devices	Accessing pornography, taking pictures in the locker room	

A. CONDUCT

1. Location

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

- a. 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
- b. Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school
- c. Traveling to and from school or a school activity, function or event
- d. Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

2. Discipline and Due Process

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

3. Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

4. Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

B. STUDENTS WITH DISABILITIES

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts (refer to Policy 3300).

C. BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and 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, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

These types of actions strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violations, files a complaint, or otherwise participates in an investigation or inquiry. For additional information, please see Policy 3005 3226. To file an anonymous report, one must simply record their observations and place in the Administrative Comment Box located outside the Principal's office.

D. CELLPHONES AND ELECTRONIC DEVICES

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted.

Individual teachers may create their own rules for cell phone usage within the classroom.

E. DRESS AND GROOMING

Alberton School is a professional educational setting and we encourage students to develop awareness of appropriate behavior and attire at all times. The District's dress code is established to this end, and additionally to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards provided that they comply with the following guidelines:

- a. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, industrial arts, and other activities where unique hazards exist. For hygiene purposes, clothing worn for physical education will only be worn for physical education.
- b. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, sexual orientation, gender identity, religious affiliation or any other protected groups.
- c. Clothing will not contain wording or graphics that advertise or promote, drugs, alcohol, tobacco, weapons, illegal activities, sexual content, or that contain obscenity or profanity.

- d. Underwear will be covered and excessive skin will not be shown. Clothing must have opaque fabric and have front, backs, and sides.
- e. Shoes must be worn at all times.
- f. Hats are allowed in common areas excluding the lunchroom as proper etiquette calls for hats to be removed at meal times. In addition, hats will be removed when guest speakers address the student body. Anything worn on the head must not obscure the face or ears unless worn for religious or medical reasons (refer to Policy 3224). Headwear in classrooms will be left to the discretion of the individual teacher.

F. ACADEMIC ELIGIBILITY AND RULES FOR EXTRA-CURRICULAR ACTIVITIES

Participation in school-sponsored activities is a worthwhile endeavor to enhance students' development and educational experience. These activities include but are not limited to After School Program, extracurricular activities, clubs, and organizations. Specific eligibility and conduct rules have been adopted regarding participation in activities, clubs, and organizations. Please refer to the Activity/Athletic Training Rules.

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

G. STUDENT OFFICERS AND ELECTIONS

At the beginning of the school year, each class will meet to elect a president, vice president, secretary-treasurer, and student council representative. Each class will hold their elections in a regular class meeting.

Student Council elections will be held at the end of the school year prior to their serving term. The student body president, vice president, secretary, treasurer, president of each class, council representative from each class and the representative member from each school club will form the Student Council. All officers are required to maintain a 2.0 GPA in order to hold office.

H. CORPORAL PUNISHMENT

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

V. SAFETY AND SECURITY

A. ACCIDENT PREVENTION

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

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

B. 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. Refer to Policy 3431

C. DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

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

Crisis Management Guides should be visibly available in each Alberton School District classroom and office. Students will be explicitly instructed on the expectations for various emergency scenarios.

D. EMERGENCY SCHOOL-CLOSING INFORMATION

Any school closures will be authorized by the Superintendent and notification will be sent either by phone through the Pre K-12 Notification System or by emergency announcements on Missoula Radio Stations. Please keep the school office informed if you have changed your contact information.

E. LAW ENFORCEMENT (BUILDING SECURITY-PROPPING DOORS)

1. Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the Principal requests that the student be interviewed at school:

- a. The Principal shall verify and record the identity of the officer or other authority.
- b. If the interview is not at the request of the Principal, the Principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the Principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the Principal may, absent a court order, deny the request for an immediate interview of a student.
- c. The Principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- d. In the event that a parent cannot be present or cannot be reached, the Principal will observe the interview.
- e. Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- f. Social service workers may be permitted to interview students at a school consistent with Montana law. The Principal will observe the meeting if the social service worker declines to notify the parents.

2. Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The Principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent, unless the officer or official produces a court order prohibiting the notification of the parents. Because the Principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

F. SERVICE OF PROCESS

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the Principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the Principal will make reasonable attempts to contact the parents regarding the service. Where the Principal has determined that service would be disruptive to the educational environment, the Principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

G. SEARCHES AND SEIZURES

1. Searches

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

2. Students' Personal Effects

School officials may search a student and/or the student's personal effects (e.g., purses, backpacks, coats, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's rules. The search must be conducted in a manner which 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 infraction.

3. Students' Desks and Lockers

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. School officials may cut locks in order to conduct a search.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See Policy 3040.

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

H. VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

I. SEIZURE OF PROPERTY

Evidence produced by a search that reveals that a student has violated or is violating the law or District rules may be seized and impounded by school officials. When appropriate, such evidence may be transferred to law enforcement authorities.

Evidence produced by a search may be used in a disciplinary proceeding against the student. (Refer to Policies 3231-3231P.)

J. SEXUAL HARASSMENT/SEXUAL DISCRIMINATION

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

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The Principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

Complaints may be submitted via the District's Uniform complaint Policy. Please refer to Policies 1700 and 3325-3225F for additional information regarding the filing of a complaint and the District's prohibition against discrimination and harassment.

K. VIDEOTAPING OF STUDENTS

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

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. Refer to Policy 3235

L. VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the administrative office and obtain a Visitor Lanyard, which should remain visible while on campus. Visits to individual classrooms during instructional time are permitted only with approval of the Principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

M. FIREARMS AND WEAPONS

1. General Policy

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

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

2. Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. (Refer to Policy 3311)

N. CARE OF SCHOOL PROPERTY

1. Textbooks

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

2. Computer Resources

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the Acceptable Use Agreement prior to being authorized to use the District's computer resources. For additional information, see Policy 2070.

VI. MEDICAL

A. COMMUNICABLE DISEASES

To protect students and staff from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Students may be temporarily excluded based on the advice of the public health and medical communities in order to best protect the health of students and staff.

As a general rule, if the student feels too ill to participate or needs more care than is reasonable in the classroom the child should stay home until he/she feels better. Parents of a student with a communicable disease or signs of a contagious illness should notify the school to determine whether the student should attend while symptoms are present.

Students who become ill during the school day will be sent to the school office. If the decision is made to send a student home, parents/guardians/emergency contacts will be notified. It is essential that the school has current contact information for parents/guardians/emergency contacts so submission of an updated *Alberton School District Student Registration / Emergency Form* is required annually.

Children should be kept home if they exhibit any of the following symptoms:

- a. Inability to fully participate in normal classroom activities or what is normal for that child.
- b. The illness results in a greater need for care than school staff can provide.
- c. Fever of 101.0 degrees or higher with behavior changes. Students should be medication free (including fever and pain relievers) and without a fever for 24 hours prior to returning to school except for immunization-related fevers.
- d. Vomiting more than two times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the student is not in danger of dehydration. Students may return 24 hours after last episode if he/she is showing no other signs of illness.

- e. Diarrhea, three or more loose stools in one day and/or if the child has uncontrollable bowel movements that soil clothing. Students may return 24 hours after last episode if he/she is showing no other signs of illness.
- f. Abdominal pain that continues over two hours or intermittent abdominal pain with fever, dehydration or other signs of illness.
- g. Mouth sores with drooling and/or draining skin sores that can't be covered. Evaluation must be completed by a health care professional to determine if infectious.
- h. Rash with fever or behavior changes until determined by health care provider to be non-infectious.
- i. Students with scabies or ringworm may return after treatment has started.
- j. Students with any of the following bacterial infections should be treated with antibiotics for 24 hours before returning to school: bacterial conjunctivitis (pinkeye,) strep throat, scarlet fever or impetigo. Additional conditions may require treatment before students are allowed to return to school. Contact the school secretary or nurse for additional information.
- k. Students with chickenpox (varicella) should be excluded for 5-7 days or until all sores are dry and scabbed over.

B. HEAD LICE

Students found to have signs of lice including live lice and/or nits (eggs) will be sent home from school. Students are not permitted to return until treatment is completed and verified by school personnel. Treatment includes the removal of all lice and nits.

In order to avoid embarrassment and to contain the infestation, preventative measures by the school district will be completed including entire classroom and sibling checks of students who are identified as having lice. Parents/guardians will be notified.

C. IMMUNIZATIONS

All students must have written proof of adequate immunization before they may attend school as per state law, unless they have a current signed medical or religious exemption or conditional attendance form. The immunizations required are: diphtheria, pertussis, measles (rubeola,) rubella, mumps, poliomyelitis and tetanus. Proof of varicella immunity is required either by vaccination, documented history of the disease or lab confirmation. Haemophilus influenza type B is required for students under age five (5.)

Students will be excluded for noncompliance with the immunization laws. Students with exemptions may also be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Contact the secretary or school nurse for more information.

D. TRANSFER

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

E. MEDICAL EXEMPTION

If a student should not be immunized for medical reasons a medical exemption shall be granted upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s.) A current Medical Exemption Statement must be on file in the student's record.

F. RELIGIOUS EXEMPTION

If a student's religious beliefs conflict with the requirement that the student be immunized a religious exemption shall be granted. The *Affidavit of Exemption on Religious Grounds from Montana School Immunization Law and Rules* form must be renewed annually and on file in the student's record.

G. CONDITIONAL ATTENDANCE

If a student who is not fully immunized has received one or more doses of the vaccine for each disease, the District may allow the commencement of attendance in school if that student complies with the schedule outlined on the *Montana Child Care and School Attendance Form* which is completed by the health department or the child's medical provider. This form will be updated and filed in the student's record.

H. MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must provide written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The Principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually. For additional information, please see Policy 3070.

VII. PROTECTION OF STUDENT RIGHTS

A. *PROTECTION OF STUDENT RIGHTS*

1. *Surveys*

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

2. *Instructional Materials*

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

3. *Collection of Personal Information from Students for Marketing*

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

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- a. Political affiliations
- b. Mental and psychological problems
- c. Illegal, antisocial, self-incriminating, and demeaning behavior
- d. Criticism of other individuals with whom the student or the student's family has a close family relationship
- e. Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
- f. Religious practices, affiliations, or beliefs of students or the student's parent/guardian
- g. Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program

B. RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2332.

C. SECTION 504 OF THE REHABILITATION ACT OF 1973 (“SECTION 504”)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student’s parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

D. SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P. Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

VIII. TRANSPORTATION

A. SCHOOL SPONSORED

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

B. BUSES AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living 3 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 722-4413.

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

- a. Follow the driver's directions at all times.
- b. Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- c. Keep feet, books, band instrument cases, and other objects out of the aisle.
- d. Not deface the bus or its equipment.
- e. Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- f. Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- g. When students ride in a District van or passenger car, seat belts must be fastened at all times.
- h. Misconduct will be punished and bus-riding privileges may be suspended.