

PLEVNA SCHOOLS

*Preparing today's learners and
tomorrow's leaders*



**STUDENT/PARENT
HANDBOOK
2009-2010**

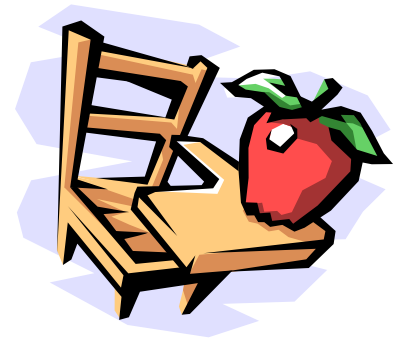
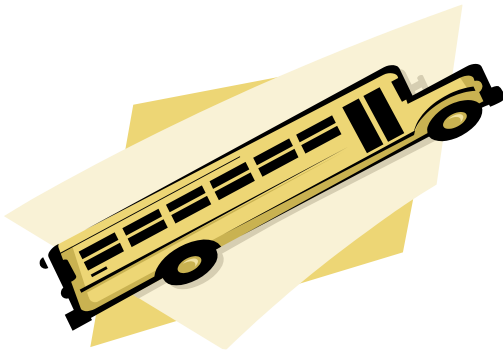
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INTRODUCTION

The Plevna School District #55 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 accordance 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. Questions regarding the procedures/policies should be referred to the Superintendent, Mrs. Jule Walker.

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 policy or any provisions of student handbooks, the provision of Board policy is to be followed.

Plevna School District #55 does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Mrs. Jule Walker, Superintendent has been designated to coordinate compliance with these requirements:

Plevna School District #55 welcomes you as a member of its student body. We are proud of the past accomplishments of our students, and we know we will be equally proud of you. We encourage you to take advantage of the academic and co-curricular opportunities that are available. All school policies, rules and regulations will be followed by all students, including those who are 18 years of age.

Our mission is to recognize and provide for the individual needs, interests and abilities of all students. We are concerned with the accumulation of knowledge, development of skills, and the improvement of understandings, as well as the development of interests, tasks, appreciation, ideals and attitudes, and the functioning of all these in our local community, state, and nation.

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Fred Houzvicka, Chairman; Terry Arnold, Vice-Chairman; Brent Brockel, Jodi Miller, Melissa Ploeger

BOARD MEETINGS/COMMUNICATIONS

Regular Meetings

Unless otherwise specified, all meetings will be held in the Plevna School District #55 PBS Room. Regular meetings shall be held at 8:00 p.m. on the second Tuesday for the months of April-October and at 7:00 p.m. for all other months or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the district.

DISTRICT OFFICE HOURS

The district office is open between the hours of 8:00 a.m. to 5:00 p.m. weekdays during the school year.

To Students and Parents:

ASBESTOS

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate.

In compliance with the AHERA regulations, we have had our school facilities inspected by an EPA certified building inspector. During inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does NOT pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA certified management planner. The Management Plan includes the inspection and physical assessment reports, a training program for our custodial and maintenance containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours. Mrs. Walker is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to her.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teacher, and employees have a healthy and safe environment in which to learn and work.

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.

State law requires:

- 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.

School employees must investigate and report violations of the state compulsory Attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and 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.

- Any student missing ten (10) periods of a class during any one (1) semester will not receive credit for that semester. The Board of Trustees will make the final determination in regard to the loss of credit.

The following absences will not be counted against the ten day limit per semester:

- An extracurricular activity or public performance, approved by the District's Board of Trustees.
- Religious instruction, up to two hours per week.
- A temporary absence resulting from an emergency, surgery, or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.

- A family emergency or unforeseen or unavoidable instance requiring immediate attention. This may include impassable roads when the school buses do not run.
- An approved absence while engaged in an organized educational program not connected with school such as 4-H when those students must be absent to advance in competition.

If the student requests pre-approval for an absence the student should inform his/her teachers and make arrangements for makeup assignments before leaving. A form to acquire assignments can be picked up in the office.

- When a student must be absent from school, the student --upon returning to school --
 - Must bring a note to the office, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. OR
 - A phone call made to the office (772-5666) by their parent or guardian explaining the absence.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher.
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- A student who is late for school must report immediately to the main office so his/her name can be removed from the absentee list and get a tardy slip to admit you to class. You will not be admitted to class without a tardy slip.

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. Applications are sent home the first week of school. The cost of lunches is currently: Adult \$2.75; Student \$1.50. For those who bring their own lunch, cartons of milk are \$.25. Meals are based on a 20 meal plan and the cost of a ticket is \$30.00 for students.

CELL PHONES

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day. 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 to the student at the end of the day. Repeated unauthorized use of such devices will result in disciplinary action.

Coaches and/or advisors will collect cell phones before entering locker rooms or in motel rooms at curfew time.

CLASS RANKING

Honor graduates of Plevna High School will be referred to as valedictorian and salutatorian. A cumulative GPA of at least 3.50 or higher and/or a minimum ACT score of 20 or SAT Math/Verbal scores of at least 504/516 respectively. Candidates must have attended the last four (4) semesters at Plevna High School and the placing will be determined after the seventh (7th) semester.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles),
Campylobacteriosis	Influenza	including congenital
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye	Tuberculosis
Hansen's disease	Ringworm of the scalp	Whooping Cough (Pertussis)

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns which cannot be handled so easily, the District has adopted a standard complaint policy.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. 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.

COMPUTER RESOURCES

To prepare students for an increasingly technological 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 on the signature pages regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Please read carefully:

Internet access is available to students and teachers in Plevna School District #55.

We are very pleased to have this access in the Plevna School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Precautions have been taken to restrict access to controversial materials; however, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Plevna School District #55 firmly believes that the valuable information and interaction available on this worldwide network far out-weighs the possibility that users may procure material that is not consistent with the educational goals of the District. Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to undertake. In general this requires efficient, ethical and legal utilization of the network resources. If any user violates any of these provisions, his/her future access could possibly be denied.

TERMS AND CONDITIONS OF INTERNET USE

Compliance with applicable laws required. Use of computer and network resources and the Internet access in violation of international, federal, state or local laws or regulations and licensing agreements, including but not limited to the illegal copying of software, is prohibited.

Safeguards. Plevna School District #55 will try to block, to the greatest extent possible, access to any Internet material the District deems inappropriate for school use. In addition, the School has installed network security software, N2H2, to help filter inappropriate web site addresses and block off all access to chat rooms.

Threatening, harassing or obscene data prohibited. It is not acceptable to use the Internet access to transmit threatening, obscene, or harassing materials; nor is it acceptable to receive obscene materials. It is not acceptable to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

Computer etiquette. You are expected to abide by the generally accepted rules of computer etiquette. These include, but are not limited to the following:

- Illegal activities are strictly forbidden.
- Email may be used at the discretion of the teacher if it pertains to school business.
- No games are allowed at any time.
- Unauthorized downloading of ANY material on ANY machine will constitute immediate loss of computer privileges for an indefinite length of time.
- The use of “chat lines” or “chat rooms” is forbidden.

Private information/resources. It is assumed that information and resources accessible via the Internet are private to the individuals and organizations which own or hold rights to those resources and information, unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use the Internet to access information or resources unless permission to do so has been granted by the owners or holder of rights to those resources or information.

Security. Security on any computer system is a high priority, especially when the system involves many users. If you feel that someone else knows and possibly has been using your password, please come in to one of the system managers and a new password will be issued.

Vandalism. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This will also include changing the settings and configuration of any computer on the network.

Disclaimer. Plevna School District #55 makes no warranties of any kind, whether expressed or implied, for the service it is providing, and denies any responsibility for the accuracy or quality of information obtained through its services. Plevna School District #55 will not be held responsible for any purchases made by any user online.

Consequences. Failure to comply with the above will result in the following:

- 1st Offense - A warning will be given to the computer user.
- 2nd Offense - Loss of Computer privileges for 30 school days.
- 3rd Offense - Loss of Computer privileges for 60 school days and possible in-school suspension.
- 4th Offense - Loss of Computer privileges for 180 school days, or permanent loss of privilege.

CONDUCT

The School Board and the Administration of the Plevna School District #55, in support of the aims of public education, believe that the behavior of students attending the public schools shall reflect standards of good citizenship demanded of members in a democratic society. Self-discipline (responsibility of one's action) is one of the ultimate goals of education.

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
 - Avoid excessive noise in the building—wait until you are outside
 - Avoid displays of affection—your caring for another individual is between the two of you, leave it that way
 - Do not “horse play” in and around the school
 - All students are asked to stay out of the lunch room area between classes
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress. Students should dress as young ladies and gentlemen at all times.
 - Do not wear hats, caps in a building. This includes all school activities.
 - Do not wear clothing advertising alcohol, tobacco, or drugs
 - Do not wear tank tops, halters, cutoffs or other immodest clothing (no showing of undergarments) OR any apparel that creates a disturbance or interference to the educational environment

- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
 - No tobacco, alcohol, or drugs as reported by school personnel, law enforcement, or self reporting.
 - **Consequences:**

The penalty for violation of this policy may include immediate notification of public authority so that proper legal action may be taken when deemed necessary.

 - The first offense will be two days of in-school suspension in addition to five hours of chemical dependency counseling.
 - The second violation by the same student shall result in three days of out-of-school suspension, ten hours of dependency counseling at the student's expense, and long term suspension pending a hearing before the Board
 - The third offense by the same student shall result in suspension and a recommendation to the Board for a long term suspension hearing.
 - No disrespectful, vulgar, obscene or profane language or illustrations
 - No weapons of any type—this includes guns in vehicles on school property

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Plevna School District #55 rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

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.

CORRESPONDENCE COURSES

The Board will permit a qualified student to enroll in an approved correspondence course provided prior approval for the course is granted by the administrator. These will include courses not available to students within the current schedule.

The administrator shall approve each correspondence course and designate the number of credits toward graduation to be awarded upon successful completion of each such course. Policy 833.1

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or the Superintendent to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 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.

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. Policy 847.2

Personal Counseling

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

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.

DETENTION

If detention is given, an infraction of school rules, or unexcused absences, the time to be served must begin on the Tuesday immediately following the detention assignment. Detention will be held beginning at 3:45 p.m. Tuesday in a room designated by the supervisor. Students who have been assigned a detention must report to the room after school and remain seated and quiet for the duration. No food, drinks or music is allowed. It is suggested that students bring homework or reading material. Serving detention will supersede practicing for any extra-curricular event/sport. The consequences for not serving detention are as follows:

1. Additional one (1) hour for each Tuesday missed, unless prior approval from administration has been requested and granted.
2. Failure to serve detention for two (2) consecutive weeks will result in a day of in-school suspension.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include: A Journalism Paper and Cougar Country. All school publications are under the supervision of a teacher and the administrator.

DRIVER EDUCATION

This course is taught second semester or in the summer. Students must meet the age requirements outlined by the Office of Public Instruction.

ELIGIBILITY FOR GRADES 5-12

In order for a student to be eligible to participate in any competition with another school, (this includes **all** activities) that student must meet the eligibility requirements of MHSAA and Plevna School District #55. These requirements are:

1. MHSAA rules include the requirement that the student have received a passing grade in at least 20 periods of prepared work per week (i.e. four subjects) during the previous semester. Failure to do so renders the student ineligible for the current semester.

Plevna School District #55 rules are that the student must:

- a. Have parental permission to participate
- b. Have a physical examination as outlined by MHSAA
- c. Be in school at least two periods on the day of competition or have obtained administrative permission for the absence prior to the activity/event. Without such permission, the student is ineligible to compete until the following day.
- d. Abide by all rules and regulations of the school or risk being declared ineligible by the administration.
- e. Not earn a failing grade in the same class for two (2) consecutive weeks or he/she will not be eligible the following week. This includes all classes the student is enrolled in during the semester/year. Weekly assignments/assessments/grades must be given in order for a student to have the opportunity to improve his/her grade. The teacher and the advisor/coach will notify the student who has been placed on the ineligibility list.
- f. Not fail any class at the semester or the student will become ineligible the following semester.
- g. A student enrolled in an Independent Correspondence Course (ICC) class will also be placed on the weekly ineligibility list if he/she falls behind in his/her tentative completion plan.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

The Board of Trustees recognizes the merit of student organizations which are properly sponsored, governed, and conducted. To this end the following rules are adopted:

- The Superintendent shall have the final control over the activities of student organizations.
- Elementary school organizations shall be under the direct supervision of the classroom teacher involved.
- Monies arising from the activities or formation of a student organization shall be deposited in the Plevna High School Student Association Fund through the fund custodian.
- Student organizations or activities shall have a faculty or adult sponsor who shall be responsible for the group and its activities. For those students traveling an activity sheet to participate must be signed by a parent/guardian.
- Student organizations or activities shall be governed by the rules and regulations of the Montana High School Association where they apply. Policy 638

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

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic/ extracurricular equipment/property and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Fees for optional courses available through extended studies for credit.
- Fees for lost, damaged, or overdue library books.

FLUORIDE FOR GRADES K-6

Tooth decay is the most common, long-term disease of childhood; however, it can be prevented by the use of fluoride, regular dental check-ups, and good daily oral hygiene habits.

Fluoride is mineral found naturally in soil, plants, animals and water which makes bones and teeth strong. Fluoride prevents tooth decay two ways: Through direct contact with teeth and when people drink it in the water supply during the tooth forming years and later.

Many Montana communities do not have access to fluoridated community water systems or the fluoride in the water is too low to provide the best protection from decay. A dentist or physician can write a prescription for fluoride vitamin drops or tablets for children 6 months to 14 years of age to supplement low fluoride levels in drinking water. Fluoride mouth rinse use in schools is also effective in preventing decay.

The fluoride mouth rinse is swished for one minute with a .2% solution of sodium fluoride. Research shows participation in this program can reduce decay by 35%. The program is:

- well accepted by parents and teachers all across Montana.
- a simple procedure which utilizes approximately 5 minutes per week of classroom time.
- easy for students to learn.
- cost effective (supplied to schools at less than 50 cents per child per school year).

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Permission must be requested from the Superintendent at least five days before the event.

Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Grade Placement</u>
5	10
10	11
15	12

GRADING GUIDELINES

Grades K-2 will receive S+, S, S-, and U on report cards with the emphasis on specific skills and content acquisition. Letter grades will be used as follows for grades 3-12:

A+ 99-100 (4.33)	A 96- 98 (4.00)	A- 94-95 (3.67)
B+ 92- 93 (3.33)	B 89- 91 (3.00)	B- 87- 88 (2.67)
C+ 85-86 (2.33)	C 80- 84 (2.00)	C- 78- 79 (1.67)
D+ 76- 77 (1.33)	D 73- 75 (1.00)	D- 70- 72 (.67)
F 0- 69 (0)		

New Grading Scale approved 1-13-09 to start with grades 3-8 and the Class of 2013

A 96-100%	4.00	C 77-80	2.00
A- 93-95	3.67	C- 74-76	1.67
B+ 90-92	3.33	D+ 71-73	1.33
B 87-89	3.00	D 68-70	1.00
B- 84-86	2.67	D- 65-67	.67
C+ 81-83	2.33	F 0-64	0

Grading will be on a nine-week basis.

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

College Preparatory classes will be weighted more heavily than other classes. These include: Accounting I and II; Algebra II; Biology II; Calculus; Chemistry; Economics; Mythology; Physics, Trigonometry; or Independent college preparatory courses. (Class of 2008 and beyond)

GRADUATION

Requirements for a Diploma

Plevna High School requires twenty (21) credits for graduation. (Policy 2410P)

Students currently enrolled may not have more than one unassigned class period during the school day. To motivate students toward satisfactory performance in every course of study, the requirements for graduation from Plevna High School will be twenty-one credits according to the following schedule:

1 unit Health Enhancement	½ year for 2 years
4 units Language Arts	4 credits
½ unit Montana History	.5 credit
½ unit Civics	.5 credit
1 unit World History/Geography	1 credit
1 unit American History	1 credit
1 unit Biology	1 credit
1 unit Government	1 credit
1 unit of additional Lab Science	1 credit
2 units Mathematics	2 credits
1 unit Fine Arts	1 credit
1 unit Vocational/Practical	1 credit
Elective Courses	6 credits

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.

HONOR ROLL

Only grades earned in academic subjects count toward honor roll grade points. Students must maintain a 3.0 GPA or higher to be on the Honor Roll. The Honor Roll list is published at the end of each nine week period.

HONOR STUDY HALL

- Article #1: An honor study hall may be earned by eligible Juniors second semester and eligible Senior students second quarter with a 3.67 grade point average or above.
- Article #2: Grade point average will not be cumulative. Students' GPA will be based on the quarter preceding their honor study hall.
- Article #3: Students in honor study hall must check in with his/her study hall teacher, but he/she will not be allowed to be disruptive to any other classes. Students in honor study hall may go to the library with the librarian's permission, to the gym with the physical education teacher's permission, or to any other room with teacher permission. Students not in one of these three places shall return to their normal study hall and be under the jurisdiction of their study hall teacher.
- Article #4: Grades will be checked quarterly. If a student has a 3.67 grade point average or above, the student is eligible for an honor study hall the next quarter. Students who do not have a 3.67 average will not be eligible for an honor study hall for the next quarter.
- Article #5: If a student is tardy for the class after their honor study hall more than 3 times in that quarter, they will have their honor study hall privileges removed and they will return to normal study hall.
- Article #6: Any actions by the student during the honor study hall that are deemed as misconduct by the administration will result in immediate relinquishment of honor study hall privileges. Two unexcused absences in periods following honor study hall will be deemed misconduct and will result in relinquishment of honor study hall privileges. If a teacher or other staff member revokes a student's study hall privileges, the student has the right to a hearing with that staff member, the Superintendent, and a neutral teacher chosen by the student and the Superintendent.

IMMUNIZATION

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

they were 12 months old. Students who are entering the seventh grade and who are 11 years or older must obtain proof of a tetanus/diphtheria (td) booster within the previous five years.

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. Policy 647

LAW ENFORCEMENT

Questioning of Students

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

- The administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The administrator ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the administrator considers to be a valid objection.
- The administrator ordinarily will be present unless the interviewer raises what the administrator considers to be a valid objection.
- The administrator will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

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

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

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

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 office. The secretary will either give the medicine at the proper times or give the student permission to take the medication as directed. A student may keep a prescribed inhaler in his/her possession.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact Mrs. Jule Walker, Superintendent.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or Superintendent any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or Superintendent, please call the school office at 772-5666 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact Mrs. Jule Walker, Superintendent.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Parental consent forms and physical exams are required of the participant in athletics and must be submitted to the office before participation in any practice or event.

PRAYER

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

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted based on age or other social reason not related to academic performance.

PROTECTION OF STUDENT RIGHTS

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator/office staff will decide whether or not the student should be sent home and will notify the student's parent.

If you are leaving the school site for any reason during the school day you need to sign out in the office, and get approval from a staff member or verification from a parent. When you return, notify the office you have returned. This enables school personnel to determine where you are during the day. Failure to sign out in the office will result in a one hour detention being assigned. Progressive discipline will be given for each recurring infraction.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes its responsibility to keep parents informed of student welfare and progress in school.

The issuance of grade and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and for determining changes that should be made to affect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor, and parent.

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks.

Parent/Teacher Conferences will be held in the fall and spring of each school year.

SAFETY

Accident Prevention

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

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

Accident Insurance

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire, 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.

Emergency School-Closing Information:

In the event of hazardous or emergency conditions, the school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

The following radio stations will be notified to broadcast information:
KFLN 960 AM; KMCM; KATL

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.

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.

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

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

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.

Drug Detection Dogs

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

HARASSMENT/HAZING/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying, or cyberbullying via electronic communication devices is strictly prohibited and shall not be tolerated.

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, 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. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

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 Superintendent/Title IX coordinator. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Superintendent/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 Superintendent/Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. Policy 222, 222.1, 222.2.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Mrs. Jule Walker, Superintendent.

STUDENT RECORDS

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

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

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

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

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

The parent's or student's right of access to, and copies of, student records 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.

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

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

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise 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 through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

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

Certain information about district students is considered directory information and will be released to anyone, 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. Should circumstances change, the parent can contact the administrator to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

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

TARDINESS

Students are expected to be in their desks or assigned work stations in the classroom when the tardy bell rings. Students will be allowed only a maximum of three (3) total tardies for all classes per quarter. Any in excess of three (3) will result in a 30 minute after school detention. Detention will be held on Tuesday after school.

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.

TRAINING RULES FOR PLEVNA SCHOOL ACTIVITIES GRADES 5-12

The following rules are in effect from the first day of practice or organizational meeting until the bus returns from the last event or activity of the season/year. These rules apply to all players, managers, cheerleaders, and participants for that particular sport or activity (FFA, FCCLA, BPA, National Honor Society, etc). These rules are in effect anytime during the season, including any periods of suspension.

1. Drinking of alcoholic beverages, use of tobacco products or illegal drugs is not permitted. Information reported by school personnel, law enforcement or self-reporting will result in the following consequences:
 - First offense: Two days in-school suspension and two weeks (14 school days) suspension from all activities from the meeting and filing of the report. A student must:
 - Not be part of any competition
 - Not travel to any event with a team
 - Attend all practices during the suspension
 - Participate in five hours of counseling
 - The second offense: Three days out of school suspension; 10 hours of approved counseling at student expense; Immediate long term suspension from all activities pending a

hearing before the Board.

2. Any acts of vandalism or theft are not permitted. If a report of a violation is made and confirmed, the participant will be suspended for two weeks.
 - Not be part of any competition
 - Not travel to any event with a team
 - Attend all practices during the suspension
 - Participate in five hours of counseling
 - The second offense: immediate long term suspension pending hearing before the Board.
3. All participants will be expected to attend all scheduled practices and games. If an absence is un-excused by the coach or advisor the participant will serve a one (1) game suspension. A second such offense will be suspension. A student must be in school the entire day unless excused by medical appointment or a school related function. All other excuses must have administrative approval prior to that day. Without permission the student is ineligible to compete until the following day.
4. All participants will adhere to the following curfew regulations: 10:00 p.m. on week nights, 11:00 p.m. weekend nights before contests, and 12:00 a.m. weekend nights and during vacations when no games or after games. A first offense will result in running during practice; a second offense will result in a two quarter suspension and a third will result in a one (1) game suspension.
5. Grades must be maintained so that a participant is eligible by the standards of School District #55 and MHSAA. Current district eligibility will be adhered to.
6. On road trips, any participant who will not be returning with the group and riding with parents, must notify the coach or advisor with a phone call from parents and a written release signed by parents before the bus leaves for the event.
7. Appropriate dress for events or road trips must meet the standards of the coach or advisor. Appropriate bus behavior is required; treat each other with respect. Proper language and conduct is required. Act respectful as you are representing our school and community!
8. Other misconduct will receive punishment deemed necessary by coaches and advisors.
9. Any suspension may result in the loss of any awards or recognition for that season.

TRANSPORTATION

School Sponsored

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

Each event/activity shall have a faculty or adult sponsor who shall be responsible for the group and its activities. When both genders are traveling overnight, effort will be made for a chaperone of each gender. Activity forms will indicate advisors/chaperones traveling with students.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are on file at the school. If someone requests a bus route change, the change must be requested in writing by April 1. Further information may be obtained by calling the office at 772-5666.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.

- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.
- Misconduct will be punished and bus-riding privileges may be suspended.

VIDEOTAPING OF STUDENTS

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

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 Superintendent's office. Visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

