

MONTROSE SCHOOL DISTRICT



2018-2019 6-12 HANDBOOK

**Superintendent: Lonny Johnson
HS Principal: Lonny Johnson
MS Principal: Shawnya McGregor
309 South Church Ave.
Montrose, SD 57048
Phone: 363-5025
Fax: 363-3513**

TABLE OF CONTENTS

| | |
|---|----|
| OBJECTIVES..... | 3 |
| PURPOSE OF THE HANDBOOK | 3 |
| A WORD TO PARENTS/GUARDIANS..... | 3 |
| SCHOOL PHILOSOPHY-- File: AD..... | 4 |
| REQUIREMENTS FOR HIGH SCHOOL GRADUATION..... | 4 |
| VIRTUAL SCHOOL CLASSES/OUT OF DISTRICT CLASSES..... | 5 |
| HIGH SCHOOL CLASS MEMBERSHIP | 6 |
| ACTIVITIES | 6 |
| ELIGIBILITY..... | 6 |
| CLASS OFFICERS..... | 6 |
| PARENT-TEACHER CONFERENCES..... | 6 |
| GRADING SYSTEM..... | 7 |
| HONOR ROLL | 7 |
| GRADUATION WITH HONORS | 7 |
| GRADE REDUCTION POLICY | 7 |
| DROP/ADD POLICY..... | 7 |
| LOCKERS..... | 7 |
| SCHOOL BUS | 8 |
| BUS TRIPS | 8 |
| SCHOOL BUILDING AND GROUNDS | 8 |
| TEXTBOOKS/COMPUTERS..... | 8 |
| FIRE AND TORNADO DRILLS..... | 8 |
| SEVERE WEATHER/EMERGENCY SCHOOL CLOSING | 9 |
| FUND-RAISING PROJECTS | 9 |
| INITIATION | 9 |
| DETENTION AND DISCIPLINARY POLICIES..... | 9 |
| DEFINITION OF TERMS..... | 9 |
| HALL RULES..... | 10 |
| CAR & MOTORCYCLE REGULATIONS..... | 10 |
| POP,CANDY AND GUM..... | 10 |
| DRESS CODE..... | 10 |
| DISMISSAL FROM CLASS | 13 |
| TARDINESS | 13 |
| ATTENDANCE POLICY..... | 13 |
| COLLEGE VISITATION POLICY..... | 14 |
| COLLEGE VISITATION FORM..... | 15 |
| CHEMICAL ABUSE..... | 15 |
| STUDENT DUE PROCESS RIGHTS & STUDENT SUSPENSION/EXPULSION-FILE JFA/JGD..... | 16 |
| STUDENT CONDUCT-FILE JFC..... | 17 |
| BULLYING, POLICY PROHIBITNG - File JFCK..... | 17 |
| DANGEROUS WEAPONS IN THE SCHOOL-File JFCJ..... | 20 |
| STUDENT INTERVIEWS | 20 |
| SEXUAL HARASSMENT, POLICY PROHIBITING -File ACAA | 21 |
| STUDENT RECORDS POLICY-File JFE..... | 23 |
| NONDISCRIMINATION POLICY | 24 |
| MONTROSE IRISH SCHOOL SONG - NOTRE DAME VICTORY MARCH..... | 25 |
| EXTRA CURRICULAR PRACTICE REGULATIONS | 25 |
| OMISSIONS..... | 26 |
| FEES..... | 26 |
| OPEN GYM/WEIGHT ROOM POLICY: FORMERLY FILE KGA | 26 |
| MEDICATION..... | 26 |
| HEALTH ISSUES AND COMMUNICABLE DISEASES..... | 27 |
| SCHOOL VISITATION-FILE KK..... | 27 |
| SCHEDULE OF CONSEQUENCES..... | 28 |
| COMPUTERS, NETWORK & E-MAIL, ACCEPTABLE USE POLICY ON FILE--IIBG..... | 29 |
| REQUEST AND AUTHORIZATION FOR MEDICATION FORM | 33 |
| PARENT/STUDENT SIGNATURES FORM | 34 |
| REGISTRATION/EMERGENCY FORM..... | 34 |

OBJECTIVES

To provide the environment, stimuli, and experience that may result in the maximum growth for that kind of person, which will function effectively in our modern society-- Montrose School believes in providing a program of activities that will encourage:

1. The acquisition of skills, knowledge, and interests appropriate to the most effective learning in the future.
2. An opportunity for exploration and guidance.
3. Contribution leading to school loyalty and happiness in school life.
4. Development of a wholesome sense of values.
5. Personality growth and mental hygiene.
6. Comprehension of the theory of American democracy and the establishment of habits conducive to promoting democratic actions.
7. Intelligent leadership and fellowship.
8. A sense of personal responsibility, favorable attitudes.
9. A respect for orderly procedures and duty constituted authority.

To implement these activities, it is the best intent of Montrose School to:

1. Maintain the best education facilities, curriculum, and instructional staff that community resources can provide.
2. Be cognizant of the fact that there is a constant need for evaluation and to recognize the need for revisions in a constantly changing society.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize students and parents with the rules, regulations and the organizations and activities of Montrose School. With this information it is our hope that a better understanding of the policies of the school by parents, students, and faculty members will consequently result in still better cooperation and closer harmony.

We want each student to feel that he/she is a citizen of the school. As citizenship is one of the main objectives of our educational system, we advocate that the student become aware of the restrictions that our complex, ever changing society is constantly making on us.

We welcome you to Montrose School. If you are ready to work and are willing to learn, your time spent here will be worth much more to you in the future.

A WORD TO PARENTS/GUARDIANS

You and your school faculty have something in common: a desire to see that your son or your daughter receives the very best education that our public schools can offer. For this reason, this booklet has been prepared. In it you will find a discussion of the curriculum of our high school. Through a thorough understanding of the things discussed here, the courses and the different goals toward which a student can aspire, we hope that all students will lay proper foundations for later life.

Your child is young and inexperienced; he or she needs guidance. While he/she is in school, though mistakes can be made, far fewer will be made if you and your family can plan together with your child to assure him/her of making the proper subject and extra-curricular selections. Each pupil's work will be greatly influenced by his/her school training. Can anything at this time then, be more important than the things he/she studies?

We hope that the study of this booklet and frank discussions with your son or daughter will lead to happy choices and eventually to a well-developed high school graduate.

It is important too, at this point, to remind all parents that achievement in school is important. Encourage your youngster to rise to the highest level of which he/she is capable. Good study habits and regular attendance are tools for achievement; if both are practiced diligently it will never need to be said...

"I wish I had another chance."

"It is only the ignorant who despise education."

"The more you know, the more you know you don't know."

"Education is the best provision for old age."

SCHOOL PHILOSOPHY-- File: AD

In today’s society, education is a continuous process of learning, not only for the present but for the future. Therefore, the Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is not just the development and refinement of mental capacity but a process that assists the students in meeting their physical, social, aesthetic, and emotional requirements.

The Board will strive to provide stimulation and assistance so that each child develops in accordance to his/her individual abilities, interests and potential. The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so that he/she can develop into a wholesome, happy and productive human being.

The Board recognizes the importance of the home as an influence upon the child and believes that a sympathetic, cooperative attitude between the teacher and the parent is necessary in the development of the student’s integrated personality.

The total staff of the school system constitutes an inestimable and lasting force in the development of the student. The teacher is the most significant influence in the school and, therefore, it is primarily the teacher’s responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that mutual rapport among the home, student, staff, administration, school board, and total community is necessary to implement this policy. Adoption Date: 4/14/97

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

To qualify for high school graduation, a student must have earned a total (minimum) of 22 units of credit. The required courses are as follows:

| | All Grades (Except as noted) | Grades 10-12 | Grades 10-12 | Grade 9-New Graduation Requirements as of 11/9/09 |
|-----------------------|--|--|--|--|
| Subject | Regents Scholar Diploma or <u>Distinguished Diploma Requirements- Needed for SD Opportunity Grant</u> | Montrose HS Graduation Requirements Effective July 1, 2009 <u>Standard High School Graduation</u> | SD Board of Regents University Admissions Requirements <u>Advanced Diploma Requirements</u> | High School Graduation Requirements for all students entering 9 th grade in 2010 |
| English | 4 credits, including 1.5 of Writing, .5 of Speech, and 1.5 of Literature (including .5 of American Literature) | 4 credits, including 1.5 of Writing, .5 of Speech, and 1.5 of Literature (including .5 of American Literature) | 4 credits, including 1.5 of Writing, .5 of Speech, and 1.5 of Literature (including .5 of American Literature) | 4 credits, including 1.5 of Writing, .5 of Speech, and 1.5 of Literature (including .5 of American Literature) |
| Social Studies | 3 credits, including 1 of US History, .5 of US Government, and .5 of Geography Plus .5 elective | 3 credits, including 1 of US History, .5 of US Government, and .5 of Geography Plus .5 elective | 3 credits, including 1 of US History, .5 of US Government, and .5 of Geography Plus .5 elective | 3 credits, including 1 of US History, .5 of US Government, and .5 of Geography Plus .5 elective |

| | | | | |
|---|--|--|---|--|
| Math | 4 Credits starting at Algebra I or higher (does not include Arithmetic, Business, Consumer or General Math or similar courses) | 3 credits of Math, which includes a minimum of 1 credit of Algebra I or higher | 3 credits of Math starting at Algebra I and higher (does not include Arithmetic, Business, Consumer or General Math or similar courses) | 3 Credits of Math 1 Credit Algebra I 1 Credit Geometry 1 Credit Algebra II or another more appropriate math class |
| Lab Science | 4 total Science Credits, Physical Science, Biology I, Chemistry, Physics- or Biology II -Must include 3 lab courses | 2 credits of elective laboratory science | 3 years of Science 1 elective science class, plus Biology, Chemistry, or Physics. | 3 Science Credits 1 Credit of Physical Science 1 Credit of Biology I 1 Credit of Chemistry of another more appropriate science elective |
| Computer Skills | ½ credit of Computer Studies (Not required for SDOG after 2013 graduating class) | | | |
| NEW Required "Combination Offerings" equal to 2 credit hours in: | | 2 credits World Lang, Computers, Tech, Math or Science | 2 credits World Lang, Computers, Tech, Math or Science | 1 credit of any of the following combinations: Approved Career & Tech Capstone or Service Learning World Language |
| Physical Education | .5 credit | .5 credit | .5 credit | .5 credit |
| Health | | | | .5 credit |
| World Language | 2 credits of 1 language (after 2014 students may substitute 2 approved Career and Tech Ed courses) | | | |
| Fine Arts | 1 credit | 1 credit | 1 credit | 1 credit |
| Economics or Personal Finance | .5 Personal Finance | .5 Personal Finance | .5 Personal Finance | .5 Personal Finance |
| Total Required Credits | 19.5 | 16 | 17 | 16.5 |
| Electives | 2.5 | 6 | 7 | 16.5 |
| Total | 22 | 22 | 22 | 22 |

VIRTUAL SCHOOL CLASSES/OUT OF DISTRICT CLASSES

Students are required to take all courses through the home district. If a student fails a required course and cannot schedule a retake of that course through their senior year they must meet with the principal and guidance counselor to discuss their options. The Montrose School District will not be responsible for any

financial requirements that are a part of any registration process for course work a student signs up for, which is to include online options or out-of-district options. Academic credit will be based on course requirements. Any on-line elective courses a student may wish to take that are not offered through Montrose School or the DDN program, except for approved AP courses, may be taken at the student's own expense. Any elective course/s a student may take on-line will not act as a substitute for any courses provided by the Montrose School or the DDN program. All students are required to take the 5-½ credit load through the Montrose School and DDN schedule. Academic credit will be given on course requirements.

HIGH SCHOOL CLASS MEMBERSHIP

To be classified at each level a student must meet the minimum requirements as outlined below:

- Freshmen 0 credits minimum beginning of school year
- Sophomores 5.5 credits minimum beginning of school year
- Junior 11 credits minimum beginning of school year
- Senior 16.5 credits minimum beginning of school year

Students must sign up for a minimum of six (6) classes. It is the student's responsibility to complete course work as assigned by the teacher. In order to receive credit in a course, the student must meet the requirements of the course as established by the teacher. Credits are issued on a semester basis. Students who fail a required course will be required to repeat the course at the earliest feasible time. Students who fail elective courses are not required to repeat that particular course, but must subsequently enroll in a sufficient number of courses in order to earn a minimum total of 22 credits.

ACTIVITIES

The following activities are a part of the Montrose co-curricular program:

Band/Vocal, Boys Basketball, Girls Basketball, Cheerleading, Boy Track, Girls Track, Boys & Girls Golf, Wrestling, Football, Cross Country, Volleyball, Annual Staff, Oral Interp, One Act, Student Council.

Band/Vocal students will not be allowed to drop band/vocal during 2nd or 4th quarters. If course requirements are met, band and vocal will earn credits which may be used for the 22 credits needed for graduation, and will be limited to a total of two credits. 146 contact hours are required for one-half credit.

ELIGIBILITY

Any student participating in an activity sponsored by the South Dakota High School Activities Association must comply with all South Dakota High School Activities Association eligibility requirements. A student must be passing in at least 4 subjects based upon the previous semester's average. A student may practice during the time that they are ineligible, but they may not represent the school in any event.

CLASS OFFICERS

The Student Council President will be elected as per election guidelines set by the Student Council. After the election of Student Council officers, each class shall elect their class officers and the junior class will elect three student council representatives. Sophomore class will elect two student council representatives and the freshmen class will elect one student council representative. Each class shall be assigned one Advisor. An advisor must first approve any activities by students as a class such as spending money. An advisor should be present at all class meetings.

PARENT-TEACHER CONFERENCES

The school hopes to adequately inform the parents or guardians of their child's growth and development through reports and parent-teacher conferences. Report cards will be prepared after each academic quarter and parent-teacher conferences will be scheduled twice per year. If more conferences are desired by the teacher or by the parent either party may schedule these individual conferences.

GRADING SYSTEM

Students will receive grades according to the following scale: A+ (100%), A (99%-97%), A- (96%-93%), B+ (92%-91%), B (90%-88%), B- (87%-85%), C+ (84%-82%), C (81%-75%), D+ (74%-73%), D (72%-70%), D- (69%-65%), F (64%-0). Pluses and minuses will be used in the computation of grade point averages. A grade of A+ will be the highest and the grade of F is a failing grade. The teacher in charge of the class makes determination of the letter grade given to the student. Since all subjects are different by their nature, grading procedures will vary among different departments.

HONOR ROLL

To be eligible for the A Honor Roll, a student must attain at least an A- average. A student may not receive any grade lower than one C+. Examples: 5 A's, 4 A's, 3 A's & 1 B, 4 A's & 1 C+, 4 A's & 1 B, 3 A's & 2 B+'s, 3 A's & 1 B+ & 1 B.

To be eligible for the B Honor Roll, a student must attain at least a B- average. A student may receive no more than one grade of C, C+, or C-, and receive no D's or F's. Examples: 2 A's & 2 B's, 3 A's & 1 C, 4 B's, 5 B's, 4 A's & 1 C, 4 B's & 1 A, 2 A's & 3 B's, 2 A's & 1 B & 1 C, 3 A's & 2 B's, 4 B-'s, 5 B-'s

GRADUATION WITH HONORS

In order for any student to be recognized as a graduating senior with honors he or she must have a G.P.A. of 3.5 or better.

SCHOOL DAY

The school day for students shall begin at 8:22 A.M. and continue until 3:30 P.M. Students should not be in the school building prior to 8:15 or after 3:45 unless under supervision of a teacher.

GRADE REDUCTION POLICY

HS Students will receive a 25% grade reduction on any assignment that is turned in after the instructor's due date. A student will have 3 school days after the original due date to get the late assignment turned in. At the end of the three day period a zero will be given for that assignment.

MS students will stay after school or come in before school the next morning to complete any assignments that has not been completed by the instructors due date.

DROP/ADD POLICY

Students will have until the second Monday of the semester to drop a class and have no grade recorded. After the second Monday any dropped class/s will recorded as withdrew failing. Any course a student may want to take after a course is in session may do so only at the discretion of the principal, guidance counselor, and classroom teacher. Students will need to retake any required course/s that are dropped in order to receive academic credit.

LOCKERS

You will be assigned a locker the day of registration. All lockers will include a combination lock. Students are encouraged to lock all items of value in their lockers during the day.

Lockers may be inspected at any time by the administration. The administration may also ask for the assistance of law enforcement personnel, which includes the Drug Canine Division.

When you go to your first class take along the material for your first two or three classes. This will reduce the congestion at the lockers.

In each of your study halls you will be given an assigned seat by the study hall monitor. Policies for students to follow in each study hall will be nearly uniform. You will be informed of them and will be expected to follow them. You will be expected to bring enough work to study hall to last the entire period. You should not ask to check out to your locker unless the study hall monitor believes there is a need to make an exception.

Any book bag left in the hallway during the school day or after school will be picked up and placed in the principal's office. Students will receive a detention in order to retrieve their book bag from the office. Any continual violation of the book bag policy may result in an OSS or ISS.

SCHOOL BUS

To operate the bus to the best advantage of all, it is important that you be at your place at the right time. The bus drivers are entitled to the same courteous treatment as you extend to the faculty of the school. Drivers have the full authority to maintain order on the bus.

- 1) Be silent when the bus stops for railroad crossings.
- 2) No loud talking or horseplay at any time.
- 3) No standing when the bus is in motion.
- 4) Always cross in front of the bus and only when the driver signals that it is safe to cross.
- 5) Always look both ways for oncoming cars.
- 6) Do not block the aisle with horns, athletic equipment, school bags, etc.
- 7) The emergency exit is for emergencies only and should not be used without permission of the bus driver.

BUS TRIPS

A student who goes on any school-sponsored trip is expected to go by school bus unless otherwise designated. Any student who rides to an event on a school bus is also expected to return on the bus. The only exception to this rule is the personal request by your parent(s), to the activity supervisor, requesting to transport their own child home after the event. Parents requesting to transport their own child home after a school event will be required by the activity supervisor to sign a form documenting their request.

SCHOOL BUILDING AND GROUNDS

The school building and grounds are the home of approximately 190 students every day. Treat them as your own home, even better. This school belongs to all of us, so let's take care of the way our school looks. We should all be proud of our school buildings and grounds. Help keep vandalism down to a minimum. Do your part in keeping our school clean by using the wastebaskets for all waste products. Clean your shoes outside in bad weather.

TEXTBOOKS/COMPUTERS

Basic textbooks, computer hardware and software are furnished by the school district at no cost to you. If a textbook or computer hardware/software is lost, damaged, or defaced, you will be charged for the damage, replacement or repair.

FIRE AND TORNADO DRILLS

There will be occasional fire and tornado drills throughout the school year. Students are to leave the building quickly and orderly at the sound of the alarm. Students will leave the classrooms and study hall in single file while keeping to the right. When out of the building move at least 100 feet away from the building. Instructions explaining the procedures to be used for the drills are posted throughout the buildings.

SEVERE WEATHER/EMERGENCY SCHOOL CLOSING

In case of severe weather or other emergencies the official announcement for school closing will be broadcast over the following: radio stations KSOO(1140) and KELO(1320); television stations KELO, KSFY, and KDLT.

The decision to call off school is never an easy decision. Parents and guardians are advised, that if you believe that conditions warrant not sending your child to school, that it is your right and responsibility to make that decision for your child.

FUND-RAISING PROJECTS

All fund raising projects must be approved in advance by the sponsoring organization advisor. It is then the responsibility of that advisor to consult the building principal at least one week prior to the proposed fund raising project. The organization advisor must be present at the location where the fundraiser is taking place. All fundraising profits are to be collected by the advisor and must be turned in to the business manager where the account will be maintained. Fund raisers for any activity may last no longer than one month in its duration. No school-sponsored activity may have more than 5 fundraisers for that activity or function.

INITIATION

The Montrose School does not sponsor nor permit the initiation of 9th graders or any individual or group of students. Offenders will be dealt with in accordance with district policy on student conduct.

DETENTION AND DISCIPLINARY POLICIES

Most students have little or no problems with the disciplinary policies of the district, as the conduct of the student body is generally very acceptable. There will be the assignment of detention for those occasions when it is necessary to deal with those students who violate the rules of the district. It is also understood that detention is not always successful. As a result, other methods may be used in addition to detention to discourage discipline problems, unexcused tardies, unexcused absences, unauthorized driving of a vehicles during the school day, classroom disruptions due to misbehavior, and other inappropriate behaviors. Detention will be held every night after school from 3:33 to 4:00pm. If a student serving detention needs to secure transportation after school OR they have an athletic event/game, they will be given one school day to make the proper arrangements. Students who earn a detention will miss practice or secure their own transportation to practice after detention has been served.

Other methods of discipline are to include In-School suspension, Out of School suspension, or expulsion (short term or long term). Refer to "Schedule of Consequences" at the end of this handbook. Any student who fails to serve his/her consequence will automatically be assigned the next higher level of consequence plus fulfill their first consequence.

Parents will be contacted by phone or email when their student has earned a detention.

DEFINITION OF TERMS

Terms used in this handbook, unless the context indicates otherwise, mean:

1. "Short-term suspension", the exclusion of a student by the Principal or Superintendent from class or from school for not more than ten days. Short-term suspension includes in-school suspension or out-of-school suspension.
2. "Long-term suspension", the exclusion by the School Board of a pupil from a class or classes for more than ten school days.
3. "Expulsion", the action of the School Board to terminate a pupil's membership in school for a period of time not to extend beyond the end of the school year.

4. "In School suspension"- Removal from the classroom setting. Student will receive a 25% automatic reduction of grade for all class assignments during the suspension and will be counted as absent for that time.
5. "Out-of-school suspension", Removal from the school setting. Students will receive a 25% automatic reduction of grade for all class assignments during the suspension and will be counted as absent for that time.

HALL RULES

Classes are going on at all times during the day so we must show our respect for them. It is also the responsibility of each individual in the school to assist in keeping the halls clean.

- 1) Students are not to loiter or congregate in groups in the hall when school is in session.
- 2) Disturbances of all kinds, unnecessary noise, pushing, shoving, tripping, and boisterous conduct will not be indulged in while passing to and from classes.
- 3) Walk, do not run, through the halls and on the stairs.

Refer to the Schedule of Consequences at the end of this handbook.

CAR & MOTORCYCLE REGULATIONS

All students who drive cars or motorcycles to and from school are to park them and leave them there for the remainder of the day. If at any time it becomes necessary for you to drive your vehicle during the noon hour or at any time during the school day, permission must be obtained in advance from the administration. Violations have resulted in the following to be adopted as official policy:

"At no time during the noon hour or during school time will students be permitted to drive or sit in their cars unless permission is first obtained from the administration. Any student riding with the student in violation of the above rule will also be considered in violation."

Student vehicles are to be parked on the west side of the new addition on the blacktop or on the street during the school day.

Refer to Schedule of Consequences at the end of this handbook.

POP, GUM, AND CANDY

Students are allowed to bring chewing gum or candy to school and to class only at the discretion of the teacher. NO POP will be allowed in the classroom or study hall, except for special occasions after approval from the principal.

Refer to Schedule of Consequences at the end of this handbook

DRESS CODE

File: JFCA

STUDENT DRESS CODE

The responsibility for the dress and appearance of students enrolled in the Montrose School District primarily rests with parents/guardians and the students themselves. However, some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. In general, students shall not dress or groom themselves in a manner that causes a disruption, poses a significant risk of a disruption to the orderly operation of the school, or subject other students to the presence of inappropriate clothing being worn at school.

One of the main objectives of the Montrose School District is to assist students in presenting themselves in a manner that promotes a positive and productive school environment, personal pride, academic success, and also to ensure the right of all students to not be subjected to inappropriate clothing worn by other students. The school, as a center of learning, shall provide for the development of habits and attitudes conducive to acceptable wearing apparel, and good grooming. Wearing apparel shall not be of the type that would detract from the primary purpose of the school, which is academic instruction, nor shall accessories carried by student to school be disrupting to the conduct of the school, have the potential of creating a serious risk of disruption, or hazardous to student welfare. Student's dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices.

Inappropriate clothing and appearance are disruptive to the school program and Principal's or Principal designees shall enforce compliance with this policy by those students within their jurisdiction. When it is determined that a student's clothing does not comply with the dress code, the student will be required to cover or change the article of clothing and a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may, with parental/guardian permission, be sent home in order to change clothes. If the student refuses to cover the inappropriate clothing or is unable to change into appropriate clothing, the student will be placed in in-school suspension for the remainder of the school day. In addition, the student will also receive a disciplinary consequence for violating the school's dress code policy.

This policy does not apply to clothing provided to students by the school for student school activities.

Violations of this Policy:

Violations of this policy shall be addressed with the following consequences:

First Offense:

A warning will be issued to the student and will be recorded as a first offense. The student will be required to cover or change the article of clothing or the parent/guardian of student will be called asking them to bring an appropriate change of clothing. The student with parental/guardian permission may be sent home in order to change clothing. Any class time missed will be an unexcused absence. If for any reason a student refuses to comply with the directive to cover or change the inappropriate clothing the student will be placed in In-School Suspension for the remainder of the school day and is subject to Short-Term Suspension.

Second Offense:

Parents/Guardians will be notified that their student has had a second offense of not following the proper dress code. The student will be required to cover or change the article of clothing or the parent/guardian of student will be called asking them to bring an appropriate change of clothing. The student with parental/guardian permission may be sent home in order to change clothing. Any class time missed will be an unexcused absence. The student will be placed in In-School Suspension for the remainder of the school day. If for any reason a student refuses any of the above consequences the parents/guardians of that student will be notified and the student will be sent home that day as an unexcused absence and will be subject to Short Term Suspension.

Third Offense and Subsequent Offenses:

Parents/Guardians will be notified that their student has had a third offense of not following the proper dress code. The student will be required to cover or change the article of clothing or the parent/guardian of student will be called asking them to bring an appropriate change of clothing. The student with parental/guardian permission may be sent home in order to change clothing. Any class time missed will be an unexcused absence. The student will be placed in In-School Suspension for the remainder of the school day. The student will be subject to Short Term Suspension for a Third

Offense and subsequent offenses will subject the student to Long Term Suspension or Expulsion. If for any reason a student refuses any of the above consequences the parents/guardians of that student will be notified and the student will be sent home that day as an unexcused absence and will be subject to Expulsion.

Student Dress Code General Guidelines:

1. Undergarments may not be exposed.
2. The size of shirts and blouses shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
3. Spaghetti straps and tank tops with appropriate neck lines, may be worn with an outer shirt covering, but may not be worn alone.
4. Halter-tops, midriff tops, tube tops, or clothing that exposes the upper torso are not allowed.
5. The size of the pants/jeans shall be appropriate to the student's body size and shall not be unduly "oversized and/or undersized."
6. Students may wear hemmed walking shorts, athletic shorts or Bermuda shorts but they cannot be shorter than the tip of the thumb when both arms are extended by the side.
7. Garments must be pulled up high enough to cover undergarments and backside.
8. The hem of girl's skirts or dresses shall not be shorter than the tip of the thumb when both arms are extended by the side
9. Hooded sweatshirts will be allowed, but hoods of any type are not allowed to be up in the building.
10. All students shall wear appropriate shoes/footwear (no slippers).
11. Wearing and displaying any items that identify gang activity or gang association is prohibited (as gang activity/affiliation is determined by law enforcement).
12. Clothing encouraging the use of drugs, alcohol, or violence and clothing which refers to sexual conduct is prohibited.
13. Clothing associated with discrimination of the basis of age, color, handicap, national origin, marital status, race, religion, or sex is prohibited.
14. Clothing (or lack thereof) exposing any portion of the torso or upper thighs such as see-through garments, mini-skirts, or mini-dresses, halters, or backless dresses is prohibited.
15. Tube tops, tank tops, spaghetti straps or shirts and blouses that have necklines so low that they are provocative, are not allowed.
16. The mid section of the body shall have no skin exposed at any time.
17. Spandex-style "bicycle" shorts are not permitted.
18. Overalls worn with one or both straps unfastened are prohibited.
19. The wearing of sunglasses, gloves, caps, stocking caps, hoods, scarves, hairnets, or bandanas is prohibited from the time classes begin to the time classes end during the school day.
20. The wearing of trench coats by students during school hours and at school activities is strictly prohibited.

Exemptions to the Dress Code Policy:

Exemptions to the Dress Code Policy shall be permitted by the Principal upon appropriate documentation:

In the event the wearing of clothing in compliance with the Dress Code violates a student's sincerely held religious belief, or materially impacts a student's documented medical condition, then such student and the student's parent/guardian shall submit a signed affidavit setting forth the religious or medical issue and the requested exemption to the Dress Code Policy. The Principal may request additional documentation to substantiate the requested exemption and the student and student's

parent/guardian shall provide the additional documentation as requested. The Principal, within the reasonable exercise of his or her discretion, shall determine if an exemption to the Dress Code Policy is appropriate, and communicate that decision to the student and student's parent/guardian

DISMISSAL FROM CLASS

A teacher may dismiss any student from class who, in his/her opinion, is disrupting the normal class procedure and interfering with the rights and privileges of other class members. In case of dismissal from class, the student shall report to the Principal immediately after dismissal. The student shall be given a form to fill out indicating the reason for dismissal from class. After review of the student's report and talking with the teacher, the Principal will talk to the student about the dismissal from class. The principal will determine if the student is to return to the class or to not return to the class for the remainder of that class period. All class assignments will be required to be turned in for grading.

Refer to Schedule of Consequences at the end of this handbook.

TARDINESS

Punctuality is a good habit to build. Prospective employers and post high school institutions are requesting students' attendance records. A student is tardy if she/he is not in the classroom or study hall when the bell rings. Most students are punctual, however, latecomers create a problem for themselves, for other students and for the teacher.

Refer to Schedule of Consequences at the end of this handbook.

ATTENDANCE POLICY

The Montrose School Board, administration, and teachers feel very strongly in student attendance on a regular basis. It is the opinion of the district that regular attendance is a strong criteria for academic performance: and as a result, must be a factor in a student receiving academic credit for their courses of study.

Therefore, whenever a student has missed 10 classes or 10 days of school during a semester of study the student will not receive credit for that class or classes. If a student or their parent feel there is a justifiable cause for the student's absence from school for more than the allowable time, they must present their case to the school administration within seven calendar days after the end of the semester. If the reason for the excessive absences is due to medical reasons, verification must be presented in writing by the attending health care provider or medical facility. If the reason is something other than medical, the parents must present the reason/s for the excessive absences in writing.

The final appeal for reinstatement of academic credit for that semester will be made by the Montrose School Board at the first regularly scheduled school board meeting following the board review of the written explanation by the parents or health care provider.

Attendance is a part of each student's permanent record and one of the major concerns of an employer when inquiring about a student's school record.

It is the duty of school officials to know the whereabouts of students during school hours. Students may be excused for specific purposes only through the principal's office and with written permission from parent(s) or legal guardian(s). Failure to report to the office shall result in being charged with an unexcused absence.

No one will be allowed to leave school during the school day to retrieve forgotten assignments, books, homework, including going home or down town to eat dinner without a parental permission note or telephone call to the school before you leave. In case of an emergency, it will be left to the discretion of the Principal to allow a student to leave the school grounds.

If a student will be absent, parents shall call the school between 8:00 and 8:30 A.M. unless previous written approval has been received by the school. If no phone call is received by 9:00 A.M., the school will call the home and make every effort to contact a parent and verify the absence.

When a student returns to school after an absence, a written excuse stating the reason for the absence, signed by the parent or guardian must be turned in to the high school principal for all students in grades 7-12. Before returning to class following an absence, all students must obtain a student absence slip. IT WILL BE THE RESPONSIBILITY OF THE STUDENT TO MAKE ARRANGEMENTS WITH THE TEACHER FOR ASSIGNMENTS MISSED DURING ALL ABSENCES.

In the case of an excused absence, the student shall make up the work and receive full credit. An incomplete will be given until the makeup work is completed. If the work is not turned in at the scheduled time the student will receive a zero for the assignment.

Students who are absent for one day will have two days to make up the work. Students who are absent for 2 days will have 4 days to make up the work. Students who are absent more than 2 days will work out a schedule with the teacher to make up the work that was missed during the absence.

Generally the only absences excused are:

1. Personal illness
2. Family emergency
3. Funerals
4. Religious observances
5. Dental or medical appointments that cannot be made on Saturdays or after school
6. School sponsored activities
7. Parental request: Absences to accommodate family plans must be requested in advance by a parent or guardian and be approved by the administration. It is recommended that arrangements for absences to accommodate family plans be made at least two days in advance. When contact by a student, parent or guardian is made in advance for this type of absence; teachers will attempt to offer assistance to students in providing make-up assignments. There may be situations, however, when make-up of schoolwork missed is not possible. Exceptions will be made only in case of an emergency.

UNEXCUSED ABSENCES:

Absences for which a 25% automatic reduction in the grade for an assignment when it is submitted in accordance with policy:

- a. In School Suspension
- b. Out-of-school suspension.
- c. Absence without appropriate notification or verification from parent or guardian.
- d. Absence not considered legitimate for missing school: (shopping, haircuts, tanning, etc.)

The principal (not the parent) will determine if absences are to be excused or unexcused and determine circumstances not covered in this policy.

Refer to Schedule of Consequences at the end of this handbook

COLLEGE VISITATION POLICY

The Board believes for students to make the best decision about their future, they need the opportunity to visit a University, College, or Vocational Technical school. Each senior will be given the opportunity to go and spend a day on campus to visit with the Professors, and other college personal to determine if that institution would be the best placement after graduation.

The Board understands that this decision is not an easy decision to make, so the board is allowing three (3) college visit days to every student their senior year and one (1) visitation their Junior year.

To ensure that students are taking advantage of this opportunity to plan for their future, a college visitation form must be filled out and signed by the student and parent. The form must be turned in and approved by the principal before the day is granted. If a student does not have the form approved before leaving, that student will be given an unexcused absence and the consequence that goes with an unexcused absence will be enforced.

The college visitation forms can be picked up in the High School Office or from the Guidance Counselor.

COLLEGE VISITATION FORM

Student's Name _____
Date to visit the University, College or Vo-tech. _____
Name of the University, College or Vo-Tech. _____
Name of the Admissions Counselor or person in charge of visitations. _____

Contact number and/or email address for that contact person.

Student's signature _____
Parent's signature _____

CHEMICAL ABUSE

STUDENT IN POSSESSION OF ALCOHOL/ILLCIT DRUGS

Students who are caught using or in possession of a controlled substance such as any drug, drug paraphernalia, tobacco, or alcoholic beverage during school time or during any school activity can expect the following procedure to be taken:

- A. The building administrator or person designated notifies parents and police, detaining the student until the police arrive.
- B. A student in possession of alcohol/illicit drugs is immediately suspended (in accordance with South Dakota Administrative Rules Chapter 24:07:02 and Chapter 24:07:03) from all school extracurricular contests and performances.
- C. A parent conference is held as soon as possible after the offense occurs.
- D. The parent and the student are given the following options:
Depending upon the severity of the circumstances, the student may be subject to the penalties for the second offense on the first offense, or the penalty for the third offense on the second offense.

FIRST OFFENSE:

- Option One: Evaluation and, if deemed appropriate, possible admittance to a chemical abuse treatment program. All costs will be at the legal guardian's expense.
- Option Two: Three-day out-of-school suspension. There will be a follow-up by the building administrator.

SECOND OFFENSE:

- Option One: Evaluation and, if deemed appropriate, possible admittance to a chemical abuse treatment program. All costs will be at the legal guardian's expense.
- Option Two: Five-day out-of-school suspension. There will be a follow-up by the building administrator.

THIRD OFFENSE:

Suspended until school board expulsion hearing is held.

- E. It is forbidden for any student to possess alcohol/illicit drugs or anything purported to be a drug with the intent to distribute it to other students while on school grounds or at a school related activity. Distribution is defined as selling, giving, or taking orders for an illicit drug/alcohol. Any student intending to distribute an illicit drug by reason of its quantity and packaging or any reliable information as to the fact the student actually distributed the illicit drug or anything purported to be a drug, may be suspended immediately and referred to the Board of Education for reprimand, suspension, expulsion or any other action which the Board of Education deems appropriate.

STUDENT UNDER THE INFLUENCE

- A. Staff member reports student suspected of being under the influence to an administrator immediately.
- B. Administrator follows the procedures cited in the section “Students in Possession of Alcohol/Illicit Drugs.” Procedures followed will be dependent upon whether it is a first or second offense for either chemical use or possession of alcohol or illicit drugs.

REASONABLE SUSPICION THAT A STUDENT IS UNDER THE INFLUENCE

- A. A staff member reports the problem to an administrator immediately.
- B. An administrator, and/or reporting staff member and/or guidance counselor confer with the student as soon as possible. The following will apply:

If it is determined that the student is not under the influence, administrator or his/her designee calls the student’s parents or the guardian of the student. In the conference the following issues will be addressed:

- a) A review of the circumstances (behaviors) which necessitated the conference.
- b) A request for information from both the student and parents or guardian to aid in determining the possible reasons for the student’s behavior.
- c) Review possible referral sources within the school and community, both medical and counseling, that may help the parents or guardian and student in dealing with the behavior exhibited. All costs will be at the legal guardian’s expense. Follow-up with the guidance counselor.

STUDENT DUE PROCESS RIGHTS & STUDENT SUSPENSION/EXPULSION-FILE JFA/JGD

Serious breaches of the expected standards of student behavior may result in suspensions or expulsions from school. Refer to the Student Council Policy, and to the Dangerous Weapons at School Policy as both address prohibited student conduct and which could result in a suspension and/or an expulsion. Principals are authorized to suspend pupils up to and including 10 school days, and the superintendent is authorized to suspend a student for up to 90 school days (SDCL 13-32-4.2). No pupil may be suspended unless:

- 1. The pupil is given oral or written notice of the charges against him/her.
- 2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension and
- 3. The pupil is given an opportunity to present his/her version of the incident.

Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event the chief superintendent suspends a student for longer than 10 days, the student shall be entitled to a hearing before the Board. Hearing procedures as established by State Regulations will be followed for all students subject to long-term suspensions or expulsion. The Board hearing shall be held as soon as reasonably possible, unless waived by the parents or guardians (or the student, if age 18 years old or older). No suspension longer than 10 days shall be implemented until the Board hearing, unless the hearing has been waived, or unless the judgment of the superintendent that the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student shall be immediately removed from school. Nothing above, however, shall limit the authority of the principal or superintendent to suspend the student for up to 10 days without a board hearing being required.

Discipline of students who are on an Individualized Education Program (IEP) shall be done in a manner consistent with the laws and regulations related to special education.

All students are entitled to due process when they are subject to suspension or expulsion or other disciplinary action. Due process procedures will conform to the following basic practices: (1) fairness, (2) apply equally to all students, and (3) enforced in a fair manner, which includes adequate and timely notice and opportunity to prepare and present a defense in a meaningful manner, and the right to a speedy and impartial hearing on the merits of the case.

STUDENT CONDUCT-FILE JFC

Students in the District are expected to act in an appropriate and responsible manner. Such behavior will reflect favorably on the student and on the school, will show consideration for other students, school employees and guests at the school, and will create a positive school environment in which to learn and work. All students have individual responsibilities and obligations in their conduct toward other people and with respect to property.

Examples of student conduct on school grounds, on school buses or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. causing or attempting to cause physical injury to another person, except in self-defense, or threatening to do so.
4. threatening (verbal or physical) a student or staff member with bodily harm.
5. possession of any firearm, knife, explosive or other weapon or dangerous object.
6. possession, use, or being under the influence of any controlled drug or substance without a physician's prescription.
7. possession, use or under the influence of alcohol or illegal drug or substance.
8. possession, or use of any tobacco products including E-cigarettes or vapor cigarettes
9. making false fire alarms or bomb threats or similar threats.
10. cheating (including plagiarism) with respect to school work or tests.
11. inappropriate use of computers, networks, Internet, Distance Learning, etc.
12. using lewd, profane or obscene language, or displaying lewd, profane or obscene language or pictures.
13. sexually harassing any other person.
14. defying the valid authority of school employees.
15. conduct in a classroom, hallway, or any other location on school property or on a school bus which is disruptive.
16. harassment (including hazing) of any other student or staff member of the Montrose School District or any other person who is on the property of the Montrose School District.
17. bullying (to harm or to threaten to harm another student) is prohibited during the school day or at any school activity or function.

Copies of this policy shall be made available to parents and to all students, either through being reprinted in student handbooks or through some other means.

BULLYING, POLICY PROHIBITING - File JFCK

SECTION 1

The Montrose School District 43-2 is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying by Montrose School District students of other persons, including other students of the Montrose School District, students of other schools who are at a Montrose School District activity, school employees, and guests and visitors of the Montrose School District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have

led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

This policy shall apply to persons on school property and at school activities and events on non-school property, including when the person is in any school vehicle or when in a private vehicle located on school property. The prohibition against bullying shall also apply to Montrose School District students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with the work of the school, causes material and substantial interference with school work and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

Montrose School District students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Third persons who violate this policy may be prohibited from being on school property.

SECTION 2

Definitions:

1. Bullying: "Bullying" is defined as any physical, verbal, written or electronic conduct directed toward a student that is sufficiently severe and offensive to a reasonable person that it:

** has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, and/or

** has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment).

The definition of bullying specifically includes stalking, harassment and threatening/harassing contacts by telephone or other communication devices as set forth in SDCL 22-19A-1, SDCL 22-19A-4 and SDCL 49-31-31:

SDCL 22-19A-1. Stalking: No person may:

(1) willfully, maliciously, and repeatedly follow or harass another person;

(2) Make a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or

(3) willfully, maliciously, and repeatedly harass another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.

SDCL 22-19A-4. Harasses defined. Harasses means a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose

SDCL 49-31-31. Threatening or harassing contacts by telephone or other electronic communication device.

No person may use or knowingly permit a telephone or other electronic communication device under his or her control for any of the following purposes:

(1) To contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act;

(2) To contact another person with intent to threaten to inflict physical harm or injury to any person or property;

(3) To contact another person with intent to extort money or other things of value;

(4) To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

Examples of bullying prohibited by this policy include, but are not limited to intentional or reckless verbal, nonverbal, physical, written or electronic conduct that

- is threatening in nature (implied or explicit)

- is demeaning in nature

- causes fear, suffering, discomfort or injury to a student;

2. Electronic: "Electronic" is defined as any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means, and includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, land-line telephones, electronic text messaging or similar technologies. Bullying through electronic means is often called "cyberbullying."

3. Third Parties: "Third parties" is defined as persons, including but not limited to, school volunteers, school guests and visitors, students from other schools when at a Montrose School District activity, and contractors (including contractor's employees).

SECTION 3

A. REPORTING PROCEDURE: Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or being subject to bullying should immediately report it to a school administrator. The report initially may be made verbally or in writing. If the person making the complaint wishes the District to take disciplinary action against another person, the individual making the complaint will be required to either submit a signed written complaint or sign an information reporting statement written by the person to whom the report was given and verifying the contents of the reporting statement. The written complaint or reporting statement must include the name of the person making the complaint, the person(s) alleged to have bullied the complaining party or another person, the date(s) and the specific conduct giving rise to the bullying complaint. The District shall investigate all written reported instances involving bullying.

B. PROCEDURE FOR ADDRESSING COMPLAINTS: The District strictly prohibits retaliation against any person because he or she has made, reported, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with complaint should immediately contact a school administrator.

- (1) Should there be a written complaint of bullying which alleges a Montrose School District student has been subjected to bullying or has bullied by a third person and the person alleged to have committed the bullying act(s) is subject to this policy, an investigation of the alleged incident(s)/behavior(s) will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities of the victim (and if so, in what manner), identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification and from other persons. If the alleged conduct may constitute a violation of SDCL 22-19A-1 (Stalking), SDCL 22-19A-4 (Harassment) or SDCL 49-31-31 (threatening or harassing contacts by telephone or other electronic communication device) the District shall notify local law enforcement or state's attorney.
- (2) The person alleged to have bullied another person will be notified in writing that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.
- (3) Pending the outcome of the investigation the Superintendent may take such action consistent with law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved.
- (4) Upon reasonable suspicion by the person responsible for the investigation that the allegation of bullying may be true, the student or third person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).
- (5) The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator investigating the complaint determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have abused the other person has the right to know the identity of the person(s) making the complaint in order that he/ she may have an opportunity to defend himself/herself against the complaint.
- (6) The student alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing but is not required to submit a written response.
- (7) At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline upon the student and not refer the matter to the Board, the student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.
- (8) If the administration refers the matter to the Board of Education the student alleged to have bullied another person a hearing will be held before the Board of Education consistent with due process procedures.

- (9) If there is reasonable suspicion to believe that a third person bullied a Montrose School District student, employee or guest while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

C. BOARD HEARING:

- (1) Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.
- (2) At the hearing, the Administration shall present evidence relative to the allegation of bullying and the student accused of violating this policy will have an opportunity to present evidence in his/her defense.
- (3) The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

D. BOARD DISCIPLINARY ACTION: If following the Board hearing the Board determines there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following:

- (1) If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities.
- (2) If the person found violating this policy is a third person that person may be prohibited from being on school property or at school activities for such time as may be determined by the Board.

DANGEROUS WEAPONS IN THE SCHOOL-File JFCJ

State and federal law and board policy prohibits any person except law enforcement officers from the bringing of dangerous weapons to school or school sponsored activities, on school premises, including in any vehicle on school property, and at school activities at a site other than on school district property. A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, which is calculated or designed or intended to or has the risk of inflicting death or bodily harm. For purposes of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. This policy does not apply to starting guns while in use at athletic events, firearms or air guns at firing ranges, guns shows and supervised schools or sessions for training in the use of firearms.

Any weapon taken from a pupil shall be reported to the pupil's parents and may be reported to the police. Discipline and/or legal action shall be pursued by the District.

Any student found to have a firearm on school grounds or at a school activity shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The student, prior to the expulsion, shall be entitled to a hearing pursuant to the District's student suspension/expulsion procedure. The superintendent shall have the authority to recommend to the school board that the one year expulsion be modified on a case-by-case basis.

STUDENT INTERVIEWS

No individual pupil may be interviewed by any person not connected with the school without the approval of the administration. In most cases the Superintendent or Principal or their appointed representative will be present unless otherwise provided for by State or Federal Laws.

As the school stands "in loco parentis" (in the place of parents) when students are at school, or involved in school activities, the school has an obligation to both the student and the student's parents. Therefore, it is the policy of the School District that should a law enforcement officer wish to talk with a student when a student is under the jurisdiction of the school, the District will not allow the law enforcement officer to meet with and talk with the student unless the school has first notified the student's parents of the request and permission granted by the parents for the law enforcement officer to meet with and talk to the student. The parents shall have the right to deny the request, and should

permission be granted to the request, to be present in person or through representative at the time of the meeting.

The exception to the above is if the school has reason to request the presence of law enforcement due to an incident at school such that immediate law enforcement assistance is necessary. In such instances, however, the school will attempt to contact the parents immediately in order that they be requested to come to the school immediately.

However, as the Department of Social Services has the primary responsibility to investigate alleged child abuse and neglect, it is the policy of the District to allow the Department of Social Services to meet with and talk with any student during the time the student is under the jurisdiction of the school, without prior notification to the parents and parental approval being required.

The above policy attempts to balance the rights of the student and parents with the responsibilities of law enforcement to investigate criminal matters and responsibility of the Department of Social Services to investigate child abuse and neglect matters. It is the desire and intent of the District to cooperate fully with the authorities, including law enforcement and the Department of Social Services to the fullest extent possible while continuing to recognize the school's role and responsibilities in such matters and in full consideration of the rights of the students and parents.

SEXUAL HARASSMENT, POLICY PROHIBITING -File ACAA

POLICY STATEMENT: It is the policy of the District to prohibit sexual harassment of its employees, students and guests of the District by a person and in any form. All employees, students, and guests should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment.

POLICY: It is expressly against District policy for any individual (employee, student or guest) to make unwelcome sexual advances or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature toward any other person on school property or at a school activity while not on District property, when

1. Submission to such conduct is made an express or implied condition of employment;
2. Submission to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who either submits to or rejects the conduct;
3. Such conduct has the purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile or offensive working or education environment.

SEXUAL HARASSMENT: Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose and regardless of the intent of the person accused of sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other policies (such as the student conduct policy, the District's nondiscrimination policy, and the Codes of Professional Ethics for Teachers and for Administrators) also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment and the type of harassment prohibited under this policy. Examples of sexual harassment include, but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

REPORTING SEXUAL HARASSMENT: Any individual who believes that he or she has been or is being subjected to sexually harassing conduct or has reason to suspect another person has been or being subject to sexual harassment should immediately report it to a school administrator. The report initially may be made verbally or in writing, but if made initially verbally the individual making the complaint will be asked to submit a written complaint or sign an information reporting statement written by the person to whom the report was given. The written complaint or reporting statement must include the name of the person making the complaint, the person(s) alleged to have sexually harassed the complaining party, the date(s) and nature of the sexual harassment. The District shall investigate all verbal and written reported instances involving sexual harassment.

PROCEDURE FOR ADDRESSING COMPLAINTS:

(1) Should an individual come forward with a complaint of sexual harassment, an investigation of the alleged incident(s)/behavior(s) will be initiated. If the allegation involves a student and a District employee, the Department of Social Services and/or legal authorities will be notified. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct affects the employment or learning environment (and if so, in what manner), identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification and from other employees, students or other individuals.

(2) The person alleged to have sexually harassed another person will be notified in writing that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have sexually harassed the person making the complaint unless upon completion of the investigation there is reasonable cause to suspect that sexual harassment did occur.

(3) Pending the outcome of the investigation and if deemed appropriate, an employee or a student alleged to have sexually harassed another person may be suspended from employment or school and a invitee may be not be allowed on school premises.

(4) Upon reasonable suspicion by the person responsible for the investigation that the allegation may be true, the employee or student accused of sexually harassing conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

(5) The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassment must understand that should the administrator investigating the complaint determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have sexually harassed another person has the right to know the identity of the person(s) making the complaint.

(6) The employee or student alleged to have sexually harassed another person in violation of this policy shall be afforded an opportunity to respond in writing but is not required to submit a written response.

(7) At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline on an employee or student and not refer the matter to the Board, the employee or student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.

(8) If the administration refers the matter to the Board of Education the employee or student alleged to have sexually harassed another person a hearing will be held before the Board of Education consistent with due process procedures.

(9) If there is reasonable suspicion to believe that a guest at school or at a school activity on non-school property sexually harassed another person in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

BOARD HEARING:

(1) Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.

(2) At the hearing, the Administration shall present evidence relative to the allegation of sexual harassment and the employee or student accused of violating this policy will have an opportunity to present evidence in his/her defense.

(3) The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

BOARD DISCIPLINARY ACTION: If following the Board hearing the Board determines there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following:

(1) if the person found violating this policy is an employee, suspend the employee without pay, and/or not renew or terminate the employment contract, and/or issue a written reprimand (a copy of which would be placed in the employee's file), and/or file a Professional Practices Complaint.

(2) If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities.

PROHIBITION AGAINST RETALIATION: The District strictly prohibits retaliation against any person because he or she has made a reported, testified, assisted, or participated in the investigation of a report of alleged sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with the sexual harassment complaint should immediately contact a school administrator.

STUDENT RECORDS POLICY-File JFE

The Family Education Rights and Privacy Act (FERPA) of 1974 governs the disclosure of student educational records. "Student educational records" are those records which are directly related to the student and maintained by the educational institution. Student educational records do not include those records which are in the sole possession of the maker and are not revealed to any other individual. If that information is shared with another person, it becomes educational records subject to the parental and eligible student rights with respect to student educational records.

The term "parent" means a parent, legal guardian, or any other individual acting in the capacity of the student's parent. Both natural parents are afforded the same rights under FERPA unless there is a Court Order which restricts the rights of one parent. When a student turns age 18, the student is an "eligible student" and controls access and disclosure of the student's educational records. However, if the student is living in the parents' home and identified as a deduction for income tax purposes, parents still have the right to access student records.

"Personally identifiable student information" is confidential student information in educational records which cannot be released unless there is prior written consent by a parent or the eligible student. Only in the following situations will personally identifiable student information be released without written consent of a

parent or eligible student: (1) Directory Information, (2) school officials and employees who have a legitimate educational interest, and (3) upon enrollment or application for enrollment to another educational institution.

“Directory information” is student information in educational records which may be disclosed without prior written consent unless the parent or eligible student informs the school in writing such information is not to be disclosed. The educational institution may identify the following as Directory Information which may be disclosed without prior written consent unless informed in writing by the parent or eligible student not to disclose any or all of the following: (1) name of the student, (2) names of the student’s parents, (3) student’s address and telephone number, (4) age and date of birth, (5) participation in school activities, including weight and height of members of athletic teams, (6) dates of attendance, and (7) degrees and awards received.

Institution officials and employees who have a legitimate educational interest may review a student’s educational records without prior written consent. A legitimate educational interest is defined as having the purpose of assisting the person who is reviewing the records to work with the student and the student’s educational program. A record of such persons reviewing the student’s permanent file shall be maintained in the file, indicating the person reviewing the file, the date and the reason for review.

Should a student transfer, enroll, or make application for enrollment to another educational institution, upon receipt of a written request for a copy of a student’s records for that educational institution the school shall provide a copy of the records requested. A record of such requests and student records provided shall be maintained by the educational institution.

Parents and eligible students have the right to (1) access, (2) copy, (3) consent or withhold consent to disclosure of student records, and (4) request the school to amend records believed to be inaccurate, misleading, or in violation of the privacy rights of the student. The educational institution shall make available upon request, within a reasonable time and in no cases longer than 45 days, student educational records for review. Copies will be made upon request at minimal cost to the parent... The right to review records includes the right to receive explanations and interpretations of the student records. Should the parent or eligible student request amendment of student records, and the educational institution decline the request, the parent or eligible student has the right to a hearing. Contesting a grade does not come within this policy unless the amendment or hearing was requested to determine whether a grade has been accurately recorded.

RELEASE OF STUDENT DIRECTORY INFORMATION

The Montrose School District designates the following as personally identifiable information contained in students’ education record. The following information may be released without prior written consent from the parent or eligible student (student age 18 or older) unless the parent or eligible student has given written notice that such information shall not be disclosed without prior written consent.

Directory Information:

- | | |
|--------------------------------|---|
| 1. Student’s name | 6. Student’s extracurricular/co-curricular activities |
| 2. Student’s parents | 7. Student’s achievement awards/honors |
| 3. Student’s address | 8. Student’s height and/or weight |
| 4. Student’s date of birth | 9. Student’s photograph |
| 5. Student’s class designation | |

Parents and eligible students shall receive notice annually of their right to refuse the disclosure of any or all of the directory information.

Except for the above designated directory information, all other confidential educational records shall not be released without prior written consent from the parent or eligible student or unless authorized or required by law.

NONDISCRIMINATION POLICY

SECTION 504 OF THE REHABILITATION ACT OF 1973 ANNUAL NOTICE

Section 504 is an Act, which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Montrose school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the high school principal, Section 504 Coordinator for the district, at phone number 363-5025.

NONDISCRIMINATION-File AC

The Board is committed to a policy of nondiscrimination to race, sex, religion, national background, age, and disability (as disability is defined in federal and state law and regulations). Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement. It is the policy of the Montrose School District that discrimination based upon race, sex, religion, national background, age, and disability (as disability is defined in federal and state law and regulations) is prohibited.

The school district shall:

1. Promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. Encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. Carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. Regularly review all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. Work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

MONTROSE IRISH SCHOOL SONG - NOTRE DAME VICTORY MARCH

CHEER, CHEER, FOR OL' MONTROSE HIGH;
SHAKE DOWN THE ECHOES, SHOUTIN' HER CRY;
SEND HER VOLLEY CHEERS ON HIGH;
SHAKE DOWN THE THUNDER FROM THE SKY.
ALTHOUGH THE ODDS BE GREAT OR SMALL,
OL' MONTROSE HIGH WILL WIN OVER ALL;
WHILE HER IRISH SONS ARE MARCHING
ONWARD TO VICTORY!

EXTRA CURRICULAR PRACTICE REGULATIONS

Students must be in school during the afternoon session which begins at 11:45am in order to attend extra-curricular practice sessions unless they have been excused for medical or dental appointments. Any student who arrives to school after 12:00pm will **NOT** be allowed to participate in any extra-curricular activities. They may go to their activity and watch but they cannot participate.

OMISSIONS

School policies relating to several other areas may have been omitted and will be covered by what is reasonable and customary. If any policy in this handbook is contrary to School Board policy, then Board policy shall take precedent. The rules and regulations printed in this handbook may be subject to change (by adding or deleting) if and when the need arises for the occasion as directed by the Board of Education.

FEES

Lunch Program The school lunch program will again serve noon meals. All lunch tickets should be purchased in the Business Office. The prices per meal are set by the Department of Agriculture. **Please refer to "School Meal Policy" (File: DP).

Band Maintenance Drums -- \$30 per year; School owned horns -- \$50

Athletic Purchases coach is in charge

Industrial Arts as directed by the shop instructor

Science Lab Breakage as directed by instructor

Activity Tickets \$30.00 per year for adults, \$10.00 per year students K-12,

Admission to activities \$5.00 for adults, \$3.00 for students K-12, Senior Citizens (NA)

OPEN GYM/WEIGHT ROOM POLICY: FORMERLY FILE KGA

Students: It is the philosophy of the Montrose School Board that the gym/weight room is made available to our students throughout the year. Montrose School Students are encouraged to utilize the gym/weight room during the summer months, on weekends, during holiday vacations and in the off-seasons.

Direct supervision is required for any Montrose student to use the gym/weight room. The supervisor shall be a Montrose School employee or a parent of one of the students using the gym./weight room. If a parent is providing the supervision, it is requested that arrangements be made with a school administrator in advance to check out a key to the school. The key must be returned the next day if it was checked out during a weekday. If the key was checked out for the weekend it must be returned Monday morning.

No student is allowed to be in the school building without supervision.

Adults: Refer to file KG (Use of School Facilities Policy)

Any school employee/administrator may refuse use of the gym/weight room if that person becomes aware of or suspect a violation of the Open Gym/Weight Room Policy or Use of School Facilities Policy.

MEDICATION

Parents are asked to consult with their physicians as to administering medications outside of the school day. The school day is very busy and every effort needs to be made to not complicate it more by having to deal with medications that can be scheduled to be administered at home.

The teacher will administer no medication, but a parent may request the teacher to assist with self-administration of medication by reminding your child to take his/her medication. Please send only enough medication for the doses needed during school. The medication must be accompanied by the form, which is signed by the doctor, stating the name of the medication, amount and times to be taken along with a signed parental request/authorization form (form included at the end of this handbook) requesting the teacher to assist their child with self-administration of the medication. School personnel will not provide aspirin, nor should any student ask for or offer any type of medication from/to a staff member or other student.

HEALTH ISSUES AND COMMUNICABLE DISEASES

The administration and staff of the Montrose School District, in accordance with District policy and in consultation with health professionals, will carry out district policy related to health issues. There may be times when a parent/guardian is contacted to come and get their child/children from school if there is a health/safety issue present with their child/children. Parents/guardians are asked to be very cooperative with the staff. Parents/guardians must realize that the staff are only doing their job, and even though it may cause an inconvenience for the parent/guardian, the welfare of all children has to be considered.

It is extremely important for each and every parent/guardian to continually be on the lookout signs and symptoms of potentially communicable diseases/parasites. Parents/guardians are advised to be in close communication with their health care provider.

SCHOOL VISITATION-FILE KK

The Board and staff of the school district welcome members of the community and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits.

The superintendent will encourage visitors to observe our schools; provide for appropriate hospitality for visitors; channel expressions of approval as well as constructive criticism to the Board; ensure that such visits will enhance the effect of the educational program.

All visitors must report to the school office and receive the superintendent's or principal's permission to be on the school grounds. Any person on school property who has not registered with the school office will be requested to report to the superintendent's or principal's office for permission to remain. Any request to be on school property for any purpose deemed by the school superintendent or principal or his designee to be disruptive of the educational process will be denied permission to remain.

If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the principal is authorized to request aid from the local law enforcement agency.

SCHEDULE OF CONSEQUENCES

Any student who abuses his/her computer privileges will be subject to the following consequences and consequences of other existing district/school policies.

- A. 1 Offense
Student will serve DETENTION/ ISS and lose take home privileges for 2 weeks.
- B. 2 Offense
The student will serve 3days of ISS and will lose take home privileges for a 4-week period.
- C. 3 Offense
The student will serve a minimum of 5 days OSS and lose take home privileges for remainder of the school year.

Additional disciplinary action may be enforced at any time in the consequence process and may be carried over to the following year.

- D. Should any student's computer usage result in other legal action; such as action to recover civil damages and penalties, etc., the school district may pursue such legal action.

SCHEDULE OF CONSEQUENCES

PARENTS WILL BE CONTACTED FOR EACH OFFENSE

CONSEQUENCES

| <i>OFFENSE</i> | <i>1st</i> | <i>2nd</i> | <i>3rd</i> | <i>4th</i> |
|---|--|---|--|---|
| <i>POP</i> | <i>WARNING—POP WILL BE CONFISCATED</i> | <i>DETENTION—POP WILL BE CONFISCATED</i> | <i>DETENTION—POP WILL BE CONFISCATED</i> | <i>ISS—POP CONFISCATED</i> |
| <i>TARDIES</i> | <i>DETENTION FOR EVERY TARDY EARNED</i> | <i>SKIP DETENTION A 2ND DETENTION WILL BE GIVEN</i> | <i>SKIP ONE OF THE TWO DETENTIONS 1DAY ISS + SERVE THE TWO DETENTIONS</i> | |
| <i>CELL PHONE</i> | <i>DETENTION STUDENT WILL PICK UP CELL PHONE AFTER DETENTION</i> | <i>DETENTION STUDENT WILL PICK UP CELL PHONE AFTER DETENTION</i> | <i>DETENTION PARENTS WILL PICK UP CELL PHONE IN THE OFFICE</i> | <i>DETENTION PARENTS WILL PICK UP CELL PHONE IN THE OFFICE</i> |
| <i>LACK OF EFFORT</i> | <i>DETENTION</i> | <i>DETENTION</i> | <i>DETENTION</i> | <i>ISS DETERMINED BY BUILDING PRINCIPAL</i> |
| <i>CHEATING</i> | <i>DETENTION-- LOSS OF CREDIT FOR ASSIGNMENT</i> | <i>ISS—LOSS OF CREDIT FOR ASSIGNMENT</i> | <i>OSS—LOSS OF CREDIT FOR ASSIGNMENT</i> | <i>LONG TERM OSS---LOSS OF CREDIT FOR ASSIGNMENT</i> |
| <i>DISRUPTIONS IN THE</i> <i>1)CLASSROOM,</i> <i>2)LUNCHROOM,</i> <i>3)STUDYHALL,</i> <i>4)HALLWAY</i> | <i>DETENTION</i> | <i>DETENTION</i> | <i>ISS DETERMINED BY BUILDING PRINCIPAL</i> | <i>ISS/OSS DETERMINED BY BUILDING PRINCIPAL</i> |
| <i>DISMISSAL FROM CLASS FOR INAPPROPRIATE:</i> <i>1-BEHAVIOR</i> <i>2-LANGUAGE</i> | <i>DETENTION</i> | <i>DETENTION</i> | <i>ISS DETERMINED BY BUILDING PRINCIPAL</i> | <i>ISS/OSS DETERMINED BY BUILDING PRINCIPAL</i> |
| <i>DRIVING VIOLATION</i> | <i>DETENTION</i> | <i>ISS</i> | <i>2 DAYS ISS</i> | <i>OSS DETERMINED BY BUILDING PRINCIPAL</i> |
| <i>UNEXCUSED ABSENCES</i> | <i>ISS</i> | <i>3 DAYS ISS</i> <i>PARENT CONFERENCE</i> | <i>UP TO 5 DAYS OSS</i> <i>PARENT CONFERENCE</i> | <i>LONG TERM OSS OR EXPULSION SUBJECT TO SCHOOL BOARD REVIEW</i> |
| <i>INAPPROPRIATE COMPUTER USE</i> | <i>DETENTION OR ISS— LOSE OF TAKE HOME PRIVILEGES FOR 2 WEEKS</i> | <i>ISS—LOSE OF TAKE HOME PRIVILEGES FOR 4 WEEKS</i> | <i>ISS OR OSS —LOSE OF TAKE HOME PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR</i> | <i>LONG TERM OSS OR EXPULSION</i> |
| <i>1)INSUBORDINATION 2)ABUSIVE LANGUAGE</i> <i>3)PHYSICAL AGGRESSION</i> <i>4)VERBAL THREATS</i> <i>5) BULLYING</i> <i>6) PORNOGRAPHIC MATERIAL</i> | <i>ISS --OSS OR OTHER DISCIPLINARY ACTION DETERMINED BY BUILDING PRINCIPAL</i> | <i>ISS – OSS DETERMINED BY BUILDING PRINCIPAL</i> <i>PARENT CONFERENCE</i> | <i>5 DAYS OSS</i> <i>PARENT CONFERENCE</i> | <i>LONG TERM OSS OR EXPULSION</i> <i>SUBJECT TO BOARD REVIEW</i> |
| <i>WEAPONS</i> <i>KNIVES—OR OTHER SHARP DEVICES--ANY TYPE OF FIREARM</i> | <i>LONG TERM OSS OR EXPULSION</i> | <i>EXPULSION</i> | | |

POLICY ON COMPUTERS, NETWORK & E-MAIL USE
AND ELECTRONIC DEVICES

INTERNET ACCESS IS A PRIVILEGE, NOT A RIGHT

I The Montrose School District will make every reasonable effort to provide access to educationally appropriate resources, including Internet sites. However, it may not be technologically possible to limit Internet access to only those educationally appropriate sites that have been designated for the purpose of instruction, and research related to the curriculum.

II. Users of the Internet are responsible for their actions in the use of the Internet. Users have to complete the required training before they have access to it. The District cannot guarantee that users will not encounter inappropriate or offensive material on the Internet. If offensive material would cause the user embarrassment or other damage, the user should not use the system.

III. The District's electronic mail (e-mail) and information accessible via the network is not private. Other people, including but not limited to school administrators and the technology coordinator, have access to this the e-mails.

IV Illegal activities will be reported to the authorities.

V. All students files/programs will be deleted at the end of the school year by the Technology Coordinator.

VI. Staff will be notified of names of students on computer suspension

INAPPROPRIATE USE PROHIBITED

Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district or any other use that hampers the integrity or security of the school district's computer network or any computer networks connected to the Internet. All users of the school district's computers and networks are required to abide by the following rules:

1. Be polite and don't become abusive to others.
2. Use appropriate language. Swearing and the use of vulgarities will not be tolerated.
3. Do not reveal your personal address or phone number or that of other students or people.
4. Do not reveal your password or another user's password.
5. The District's electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to this.
6. Do not place unlawful information on any network system. Illegal activities will be reported to the authorities.
7. Persons using the District's e-mail system must be given permission by an administrator or computer coordinator to use District e-mail.
8. No trespassing in another person's file.
9. No programs or games may be brought from home or any other source, nor downloaded from the Internet, and installed on school computers. If programs or games are desired, they must be submitted to the technology coordinator. If these are allowed, they will be entered into the system and put on the menu by the instructor.

10. No physical tampering or destruction of computers, keyboards, printers, etc.
11. No unauthorized use of other student's directories. Students must keep their passwords private. Students are responsible for all files in their directory
12. The school administrators, instructional staff and the technology coordinator have the right to periodically inspect students files unannounced and at random.
13. No movies, music, or other outside electronic media files may be played on district equipment without approval from technology coordinator and/or administration.
14. Use of the school district Internet access for commercial "for profit" activities or product advertisements is prohibited.
15. Forgery of electronic mail messages, changing files belonging to users and downloading of any files into the school district's computers is prohibited.
16. Unsolicited junk mail or chain letters are prohibited.

STUDENT ACTIVITIES STRICTLY PROHIBITED

In addition to the above general rules, activities which students are strictly prohibited from engaging in include, but are not limited to, the following:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Access or use of any other email program or account other than the one issued by the school (i.e. Hotmail, Yahoo Mail, MSN Mail, etc.)
- Using email to harass or bully others
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Playing non-educational internet games
- Use of outside program disks without prior approval from the Technology Coordinator
- Downloading illegal files, including music or other data files
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of anonymous proxy servers or other attempts to negate firewall/filtering system
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems, and/or damage software component(s) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients and transmission of inappropriate music.

DDN USE

Those students enrolled distance learning or other E-learning media will adhere to all rules and regulations established. A written contract will be signed and on file prior to the start of class.

USE OF ELECTRONIC DEVICES

Pagers, MP3 Players, IPOD's, videogames, laser pointers or any other personal electronic devices (with the exception of calculators) are not to be worn or used in school during school hours unless permission is granted from teachers. Students may carry their cell phones with them at all times but the phone cannot be a distraction in class. Each teacher will have guidelines for cell phones in their classroom. PDAs and other handheld computers may be used for educational purposes with the approval of the teacher and administration. If a student receives a third violation during the school year the device will be returned to the student's parents upon the parents coming to school to pick it up. The only allowed exception to this policy is for adaptive equipment used for educational purposes.

VIOLATIONS AND CONSEQUENCES

Violations of school district policy or the law ; through the use of the school district's e-mail and Internet access may result in disciplinary action. Disciplinary action may be suspension or revocation of email and/or internet privileges, detention, in-school suspension, out-of school suspension, or expulsion. Students shall be afforded due process consistent with school district policy and state law. Suspected violations of law shall be reported to the proper authorities.

Children's Internet Protection Act

It is the policy of Montrose Schools to: (a) prohibit user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prohibit unauthorized access and other unlawful online activity; (c) prohibit unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

A Firewall has been installed for Internet safety. This firewall is a FortiManager provided by the State of South Dakota through a project implemented at the state level. It is monitored by the K-12 Data Center in Madison, SD and includes a filtering program that is always being updated. The Fortinet is used to control Internet access for staff and students. Blocked web sites can be accessed if they are educational sites requested and used for classroom purposes. FortiClient, an off-site content filtering solution to block in-appropriate sites when they are outside of our school setting, is also utilized by the District on District-owned computers.. In 2012 the District updated its server operating system to Windows 2008 Server. The District set up group policies and scripts with Active Directories. With these features, students are not allowed to download programs from the Internet which controls a lot of inappropriate activity. The District is also using the AD portion of FortiManager and FortiAnalyzer to track student activity ~~is~~ on the internet. This tracking is performed by the Technology Coordinators.

The Montrose School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, blogging, and cyberbullying awareness response. The superintendent is delegated authority to implement these educational requirements

Adopted: January 13, 1997

Amended: April 14, 2008

Amended June 11, 2012

File: IIBG-E

**USE OF COMPUTERS, NETWORKS, E-MAILS AND ELECTRONIC DEVICES
Parents/Guardians' Agreement**

As parent/guardian of the student who has signed above, I have read the school district's Policy on Computers, Networks, E-mails and Electronic Devices. I understand that the school district's Internet use is designed for educational purposes. Further, I recognize it is possible that my child may procure material that is not consistent with the educational goals of the district. I hereby give my permission to the school district to provide Internet access for my student.

STUDENT(S) NAME(S): _____

Date _____

_____ PARENT/GUARDIAN SIGNATURE

Permission Form

Throughout the year, teachers will be updating their website and newspaper with photographs of the class or examples of student work/projects. The school's website can be viewed at <http://montrose.k12.sd.us> No last names will be used with any of the photographs placed on the website. Please read through the following options and check the appropriate box or boxes

- Yes, My child's picture may be displayed on the school's website/newspaper. I understand that no last names will be use.
- Yes, my child's work samples, art work or pictures of their completed projects may be displayed on the school's website/newspaper.
- No**, neither my child's picture, nor any work completed by him/her may be displayed on the school's website/newspaper.

Student's Agreement

I understand and will voluntarily abide by the school district's Acceptable Use Policy on Computers and Networks. I further understand that any violation of this policy may result in the loss of my Internet access privileges and school disciplinary action may be taken. The signature on this document indicates that I have read the school district's Acceptable Use Policy, understand its significance, and voluntarily agree to comply fully with all its terms and conditions.

Date _____

_____ STUDENT'S SIGNATURE

Adopted: January 13, 1997
Amended: April 14, 2008
Amended: May 11, 2012

REQUEST AND AUTHORIZATION FOR MEDICATION FORM

(DETACH AND RETURN THIS PAGE TO YOUR CLASS ADVISER IF APPLICABLE)

Name of Student _____

Student’s Address _____

Student’s Phone Number _____

Parent’s Name _____

****WE ENCOURAGE MEDICATION HOURS BE ARRANGED OUTSIDE OF SCHOOL HOURS AS POSSIBLE.**

=====

Physician's Statement (required only if school personnel are to supervise medication at school)

1. Name of medication _____

2. Reason for medication _____

3. Dosage and time(s) student is to take medication at school _____

4. Duration (week, month) _____

5. Precautions and reactions to observe and report _____

 Physician’s Signature

 Telephone number

 Date

=====

Parent’s Statement (Initial the option that applies)

_____ 1. I request and authorize personnel at the Montrose School District to supervise the self administration of medication prescribed on this form to my child. I understand that the medication must be provided in a bottle, identifying the name and telephone number of the pharmacy, the student’s name, physician’s name and dosage of the drug the student is to take. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medication.

_____ 2. I authorize my child to take his/her own medication while at school and relieve the school district and personnel of all responsibility.

 Parent’s Signature

 Date

PARENT/STUDENT SIGNATURES FORM

Please return this form to your class adviser. Thank you.

We have read the Grades 6-12 Student/Parent Handbook.

Parent's Signature

Date

Student's Signature

Date

This signature indicates that you have read this handbook. It does not indicate that you agree with its entire contents.