

**Whitehall
Elementary
School
Parent / Student
Handbook
2012-2013**

SCHOOL COLORS - PURPLE AND GOLD

SCHOOL NICKNAME - "TROJANS"

SCHOOL SONG - ILLINOIS LOYALTY

PHILOSOPHY OF EDUCATION

Schools are a part of the education our society provides for its youth. The family, mass media, the churches, the social institutions, youth organizations, and informal community activities all help to educate our young. However, our schools are established with the primary purpose of **educating** children and youth to become the kinds of adults needed by society.

Education exists in our schools to develop citizens who will be able to participate effectively in a democratic society and make decisions that will contribute to a realization of the democratic idea. Our schools do not exist to classify students or to eliminate the unfit. Instead, each child is a resource of our community and nation, and it is the school's function to develop that resource as far as possible in the time available for schooling. To fulfill its function, the school should provide programs calculated to develop the capacities and the abilities of all the students assigned to it.

It is not enough to produce self-sufficient individuals. Neither is it satisfactory solely to develop people who can function as members of social groups. The Whitehall District Schools should help develop individuality, initiative, and creativity in each student, and cooperativeness and social responsibility as well.

Since our democratic society recognizes the existence of differing opinions and beliefs, our school should teach the value of tolerance and free expression. Objectivity and use of reason should be taught by example as well as by words.

With these concepts in mind, it is the basic premise in our philosophy that each child is an individual whose needs for education should be understood and met. We believe that the Whitehall School District should direct its efforts toward enabling every child to receive the educational, vocational, social, cultural, physical, and aesthetic experiences necessary to enable the student to take his/her place as a worthy, responsible, and respectable citizen in his/her community, state, and nation.

Go T.E.A.M. Trojan!

Together, Excellence, Achievement, Motivation

WHITEHALL SCHOOL DISTRICT CALENDAR
SCHOOL YEAR 2011-12

1st Grading Period	August 30 – November 9	47 PI days + 4 PIR days
Thursday, August 30	Teacher Orientation	PIR day
Friday, August 31	Teacher Orientation	PIR day
Monday, September 3	Labor Day – No School	
Tuesday, September 4	First Day for Students	
Thursday, October 18	Teacher Convention, No School	PIR day
Friday, October 19	Teacher Convention, No School	PIR day
Friday, November 9	End of 1 st Nine Week Period	
2nd Grading Period	November 12 – January 25	44 PI days + 1 PIR day
Tuesday, November 13	3:45 p.m.–6:45 p.m. Parent-Teacher Conferences	¼ PIR day
Thursday, November 15	3:45 p.m.–6:45 p.m. Parent-Teacher Conferences	¼ PIR day
Wednesday, November 21	1:00 Release	
Thursday, November 22	Thanksgiving Vacation	
Friday, November 23	Thanksgiving Vacation	
December 20—January 1	Winter Break, No School	
Wednesday, January 2	Resume Classes	
Friday, January 25	End of 2 nd Nine Week Period	
3rd Grading Period	January 28 – March 28	42 PI days + 1 PIR day
Monday, February 11	3:45 p.m.–6:45 p.m. Parent-Teacher Conferences	¼ PIR day
Wednesday, February 13	3:45 p.m.–6:45 p.m. Parent-Teacher Conferences	¼ PIR day
Friday, February 15	No School	
Monday, February 18	President's Day, No School	
Thursday, March 28	End of 3 rd Nine Week Period	
4th Grading Period	April 2 – June 7	47 PI days + 1 PIR
Friday, March 29	Spring Break, No School	
Monday, April 1	Spring Break, No School	
Monday, May 27	Memorial Day, No School	
Thursday, June 6	Last Day for Students	
Friday, June 7	Professional Development	PIR day

High School Graduation

Sunday, June 2, 2013
2:00 P.M.

Eighth Grade Promotion

Tuesday, June 4, 2013
7:00 P.M.

SCHOOL DAY SCHEDULES - WHITEHALL SCHOOLS
2012-13 SCHOOL YEAR
K~5TH GRADES

Regular Schedule

Warning bell - 8:10
Classes begin - 8:15

Morning Recess

3-5 9:45 - 10:00
K-2 10:00 - 10:15

Lunch

Kindergarten - 11:10
Grade 1 - 11:15
Grade 2 - 11:20
Grade 3 - 11:25
Grade 4 - 11:30
Grade 5 - 11:35

K-2 Lunch Recess

11:30 - 12:00

3-5 Lunch Recess

11:45 - 12:15

Afternoon Recess

K-2 1:45 - 2:00
3-4 2:00 - 2:15

Classes Dismissed - 3:15

1:00 Early Release

Warning bell - 8:10
Classes begin - 8:15

Morning Recess

3-5 9:45 - 10:00
K-2 10:00 - 10:15

Lunch

Kindergarten - 11:10
Grade 1 - 11:15
Grade 2 - 11:20
Grade 3 - 11:25
Grade 4 - 11:30
Grade 5 - 11:35

K-2 Lunch Recess

11:30 - 12:00

3-5 Lunch Recess

11:45 - 12:15

1:00 PM Dismissal

*K-5 Friday schedule is same as above except
no afternoon recess and
2:15 dismissal time.*

SCHOOL IS DISMISSED AT 2:15 ON FRIDAY!

PARENT INFORMATION ITEMS

ALLERGIES: Please be aware that we have many students and staff who suffer from allergies. When planning to be in the school, please do not wear perfumes/colognes or strong scented lotions as these have an adverse affect.

BIRTHDAY PARTY INVITATIONS: Invitations may be shared at school if all of the boys, all of the girls, or all of the classmates are invited. Otherwise, please share invitations at another place or time.

DIRECTORY INFORMATION: (Form 3600F2) The District may release information to anyone who requests it unless the parent/guardian objects in writing to the release of any or all of this information. The objection must be filed within ten (10) school days of the time this handbook is given to the student. Whitehall Schools Directory information includes name, date of birth, photographs, dates of attendance, awards and honors, participation in officially recognized activities, and sports, and weight and height of members of athletic teams. **(The Form to Limit the Release of Directory Information is found in the back of the handbook.)**

EMERGENCY CONTACTS: It is extremely important to give the school phone numbers of people to contact if you cannot be reached. Be sure that we have your current work number on file in the office. In case of accident or injury, we need to be able to reach you or someone you have designated! If you change jobs or phone numbers, please notify the school.

FAMILY NIGHT: The district has established Wednesday evenings as Family Night. School activities are not to be scheduled after 6:30 p.m. and all students will be out of the buildings by 6:45 p.m. without the specific consent of the Board of Trustees. (Refers to events and happenings outside the normally required classroom and assignments).

HEALTH ENHANCEMENT CLASS: (Policy 2335) Health Enhancement is taught twice a week in the elementary. Students are expected to have athletic shoes for Health Enhancement classes. They should bring them on their scheduled days, or keep them in their lockers at school.

HOT MEALS PROGRAM: Whitehall Schools offer a nutritional hot meal program to its

students. Tickets can be purchased from 8:00 a.m. to 4:00 p.m. in the Elementary Office. Participation in the school meals program is voluntary and considered a privilege. Appropriate behavior is expected at all times. Inappropriate behavior may result in meal privileges being suspended. NO charges are allowed. K- 5 Breakfast \$1.25, Lunch \$2.00, Milk 30 cents.

ILLNESS OR INJURY: If a child becomes ill while at school, every effort will be made to contact the parent. If that isn't possible, the emergency number will be called. In cases of injury, temporary first aid is administered and an effort is made to contact the parents. Whitehall Schools employ a nurse on a part time basis.

KINDERGARTEN: Full Day 8:20 AM - 3:10 PM M-Th & 8:20 AM - 2:10 PM Friday

LOCKERS: Each student will be assigned a locker at the beginning of the year. Lockers are the property of the school and school officials will make periodic inspections. Damage or defacement of lockers will result in a fine. Padlocks are not allowed on lockers. School is not responsible for lost or stolen items.

LOST AND FOUND:

- A. Report lost articles immediately to the office. Efforts will be made to locate the property.
- B. Please turn in any found items to the office or place them in the lost and found box.
- C. Do not leave money, rings, or other valuables in your desk or in your locker.
- D. The school will not pay for lost or stolen items.
- E. Items will be displayed several times a year. Unclaimed items will be donated to Ladies' Auxiliary.

ADMINISTRATION OF MEDICATION: Under **very special** circumstances, it may be necessary for a student to take medication during the school day. Please contact the school nurse if your child has a doctor's order for taking medication during school hours. The following District policy must be followed...

Policy 3416 Policy for In-School Administration of Medication: Administration of medication is a nursing function and as such, the nurse retains full responsibility for medication administration. The school nurse may delegate administration of medication to unlicensed personnel in accordance with rules established by the Montana State Board of Nursing.

When delegating the task of medication administration, the school nurse shall:

1. Instruct the unlicensed person in the task of medication administration or verify the person's competency to perform the task.
2. Evaluate the performance of medication administration quarterly.
3. Document the unlicensed person's administration in performing the task of medication administration on a quarterly basis.

In-School Administration of Medication: Under **very special** circumstances, it may be necessary for a student to take physician-ordered medications during the school day.

Requirements are as follows:

1. Written order from a physician that it is necessary for the student to receive medication during school hours.
2. A liability release (**See Appendix for Form 3416F/F1**) signed by the parent/guardian for in-school administration of medication.
3. The prescribed medication must be in a container labeled and pre-filled by a pharmacy.

No other medications (prescription or nonprescription) will be dispensed by school personnel without a written order from the physician, including time of administration.

In-School Self-Administration of Medication: Students may take responsibility for self-administration of medication in special circumstances. Requirements for self-administration of medication will be as follows:

1. Written notification from the physician and parent/guardian stating it is necessary for the student to self-administer medication during school hours.
2. Copy of the physician's order must be attached to the request to self-administer medication.
3. A liability release (**See Appendix for Form 3416F/F1**) signed by the parent/guardian and the student for in-school self-administration of medication.
4. The prescribed medication must be in a container labeled and pre-filled by a pharmacy and contain only the proper daily amount of medication.

No other medications (prescription or nonprescription) will be allowed in school.

NURSE: Whitehall Schools employ a school nurse part-time. The school nurse is available M-F from 10:00 AM-1:00 PM. The nurse will be responsible for the following: Adequate

immunization records, the kindergarten immunization clinic, audio screening, vision screening, dental education, and follow-up and referrals for these programs.

PARENT CONCERNS: (Policy 1700 Complaints concerning Staff or Programs Form in Appendix of handbook) Constructive concerns can be helpful. Most concerns can be resolved by informal discussions between the parent and the staff member. Should the matter not be resolved, the principal will attempt to resolve the issue through a conference with the parent and the staff member. A parent who has concerns about any disciplinary matter involving a student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent should contact the school's principal. If necessary, a meeting will be held. If no resolution can be reached, the parent may request the principal to involve personnel at the District level.

PETS: If a dog, cat or other pet follows a child to school, pet owners will be called by phone. If we cannot reach you by phone, the police will be called to pick up the pet.

RECESS : Students in grades K-5 will have recess times scheduled as a part of each day. Be sure children are sent to school appropriately dressed. Remember that weather in Montana can change and children need to leave home in the morning with that in mind. All students are expected to go outside for recess and participate in other scheduled outdoor activities, unless their health would be endangered, or if the staff judges the weather to be too severe and uncomfortable despite being adequately dressed. Parents are asked not to request that their children remain inside the building unless it is an extremely unusual circumstance.

SCHOOL CLOSURES: (Policy 2221/2221P) In the event that weather conditions require the closing of school, parents will be notified. If both parents work, please make arrangements for a neighbor to watch your children should we need to release them early. That phone number should be on file in the office.

SPECIAL EDUCATION: (Policy 2161/2161P) Whitehall Elementary provides Special Education services for students with disabilities. These disabilities may include cognitive delay; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; emotional disturbance; orthopedic impairments; autism; traumatic brain injury; other health impairments; deaf-blindness; multiple disabilities; or specific learning disabilities and who because of those impairments need special education and related services. Whitehall Elementary School employs a resource teacher for students identified as needing assistance in addition to regular classroom teacher. If your child needs special education services or seems to have difficulty learning, please contact his/her teacher or principal about a referral.

HOW DOES THE SPECIAL EDUCATION PROCESS WORK?

A. The first step in getting special education services is the referral of your child to the school district. If your child is having trouble in school or seems to have difficulty learning, you can call your local school principal and ask that your child be evaluated for learning problems.

B. An evaluation by a team of professionals is the second step. This evaluation should include academic testing, a physical examination (if needed), and a review of the child's developmental history. Remember, before the school can individually test your child, it must have your written consent.

C. The third step is a Child Study Team meeting. At this meeting, the team reviews all of the evaluation information and decides:

- *If the child's learning problems are the result of a handicapping condition

- *What special education and related services are necessary

- *The kind of placement required to provide service. As the child's parent, you are a member of the Child Study Team. You participate directly in making decisions on all three issues.

D. The fourth step is the development of an Individualized Education Program (IEP). The IEP can be written at the Child Study Team meeting or at a subsequent meeting set up specifically to develop the IEP. Once again, you are a member of the team and should supply your suggestions for the IEP on matters such as goals and objectives for special education, related services, time lines and criteria for program evaluation.

E. If you disagree with school district personnel about your child's evaluation, IEP, and/or placement in a school program, you may request a due process hearing. The hearing gives both you and the school a chance to be heard and to determine how to provide appropriate educational services for your child.

STUDENT INSURANCE: Insurance coverage for students is made available through a private company for a minimum fee. If you do not have insurance, this is an excellent opportunity to provide low cost coverage. Forms can be picked up the Elementary/Middle School Office. Please review the information carefully, consider the benefits of such coverage and complete the application as per instructions.

TELEPHONES: (Policy 3630) School telephones are business phones. Students may receive permission to use the phone if necessary by bringing a note from their classroom teachers. The office personnel will make every effort to deliver any important message to your child. Rarely are children called to the phone from the classroom. Students are not allowed to use cell phones, pagers, etc. Cell phone/electronic devices for personal use will not be permitted within the classroom as it does disrupt learning and poses a possible threat to cheating.

TESTS: CRTs (MontCAS) will be given to 3rd, 4th, and 5th graders in the spring. National

Assessment of Educational Progress tests may also be given as mandated by the state. DIBELS testing is done K-5 and MAPs assessments are given twice a year in grades K-5, once in the fall and the other in the spring. Classroom based assessments are given throughout the school year.

TITLE I: (Policy 2160/2160P) The Title I program is designed for students who are unable to get full value out of the learning process which is offered in the traditional classroom setting. Title I instruction will be given in Language Arts, Reading, and Math to eligible students in grades K through 5. Written parent permission is necessary to participate in the program.

RESPONSE TO INTERVENTION & INSTRUCTION (RtI): A cohesive Response to Intervention and Instruction process integrates resources from general education, categorical programs and special education into a comprehensive system of core instruction and interventions to benefit **every** student. The following core components are critical to the full implementation of a strong RtI process.

1. **High-quality classroom instruction.** Students receive high-quality, standards and research-based, culturally and linguistically relevant instruction in their classroom setting by highly qualified teachers.
2. **High expectations.** A belief that every student can learn including students of poverty, students with disabilities, English learners, and students representing all ethnicities are evident in the school and district cultures.
3. **Assessments and data collection.** An Integrated data collection and assessment system includes universal screening, diagnostics and progress monitoring to inform decisions appropriate for each tier of service delivery.
4. **Problem-solving systems approach.** Collaborative teams use a problem-solving systems process and method to identify problems, develop interventions and evaluate the effectiveness of the intervention in a multi-tiered system of service delivery.
5. **Research-based interventions.** When monitoring data indicate a lack of progress, an appropriate research-based intervention is implemented. The interventions are designed to increase the intensity of the students' instructional experience.
6. **Positive behavioral support.** School staff members use school wide and classroom research-based positive behavioral supports for achieving important social and learning outcomes.
7. **Fidelity of program implementation.** Student success in the RtI framework requires

fidelity of implementation in the delivery of content and instructional strategies specific to the learning and/or behavioral needs of the student.

8. **Staff development and collaboration.** All school staff members are trained in assessments, data analysis, programs, and research-based instructional practices and positive behavioral support. Site grade level or interdisciplinary teams use a collaborative approach to analyze student data and work together in the development, implementation, and monitoring of the intervention process.
9. **Parent/ family involvement.** The involvement and active participation of parents/families at all stages of the instructional and intervention process are essential to improving the educational outcomes of their students. Parents/families are kept informed of the progress of their students in their native language or other mode of communication, and their input is valued in making appropriate decisions.
10. **Specific Learning Disability Determination.** The RtI approach may be one component of Specific Learning Disability determination as addressed in the Individuals with Disabilities Education Act of 2004 statute and regulations. As part of determining eligibility, the data from the RtI process may be used to ensure that a student has received research-based instruction and interventions.

MONTANA BEHAVIOR INITIATIVE - MBI (See Appendix for Expectations Chart)

The Montana Behavior Initiative is designed to facilitate school system and attitudinal changes to meet the needs of today's students. Whitehall's MBI team sets goals, develops positive and proactive strategies and selects interventions that are individualized for our school. MBI is not a "program", but a "process" which guides the task of school-improvement through positive behavior support. The Expectations Matrix is the process of how the program works within the school; how it meets the needs of the students and the goals of the school. Any person having further interest concerning MBI can contact the District's Administrative staff.

VISITORS: (Policy 4301) FOR THE SAFETY OF OUR CHILDREN, ALL VISITORS ARE REQUIRED TO CHECK INTO THE OFFICE UPON ENTERING THE BUILDING.

If you would like to visit your child's classroom, please stop at the office or call to arrange a time. If there is something special you would like to see, please make prior arrangements with the teacher. Children visiting your home will not be allowed to visit your child's classrooms during the regular school day.

REGULATIONS, POLICIES, AND PROCEDURES

ATTENDANCE: (Policy 3120/3122/3122P1) The 49th Legislature created the Missing Children Information Program within the Department of Justice, which directs each

school district to establish procedures for contacting the parent or guardian regarding the absence of their child.

In Whitehall, the parents and guardians are requested to call the office in the morning by 8:45 a.m. to verify that their son or daughter will be missing from school that day. If not contacted, the school must attempt to reach the household of every student not in attendance. If the school cannot verify the absence by phone, a note must be brought the day after the absence to provide sufficient documentation. Your assistance in providing us with this needed documentation would be greatly appreciated.

Number of Absences: Our schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in-group discussions, developing an appreciation for the views and abilities of others, and forming the habit of responsible, regular attendance are legitimate objectives for any course. Learning that has been missed because of absence can never be fully made up.

1. **Perfect and Exemplary Attendance:** All children K-5 will be acknowledged for perfect attendance at the end of the school year. They will receive a certificate and may have their names placed in the newspaper. If students are tardy, they do not receive perfect attendance.
2. **Total Absences Elementary Students (K-2)**
 - A. After five (5) absences, parents will receive a notice from the office verifying the number of absences.
 - B. After seven (7) absences, parents will receive another notice from the office.
 - C. After ten (10) absences, parents will be requested to attend a conference to review the circumstances for each absence. If parents refuse to attend or the review board does not feel the circumstances of the absences justified, the following options may be pursued.
 1. Remediation of the problem which will include an intense examination of any future absences.
 2. Refer the case to the proper county agencies or authorities for review or legal action.

Elementary Students (3-5) can accumulate ten absences each semester. This includes excused and unexcused, but does not include extracurricular absences. The student has two days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the administration. After the tenth absence, the parent is required to meet with the school counselor and administration. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by the parent and student. Upon return, an unexcused admit will

be issued and the student will have two days to obtain the necessary paperwork. If additional time is needed to acquire the paperwork, please notify the attendance office. When the attendance office receives the proper documentation, the absence will be considered excused from the ten-day policy. The ten days are computed on a semester basis; the grades are computed quarterly. The administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances. Final decisions on grade reductions, made by the Building Administrator, can be appealed by the student and/or parents, to the Superintendent.

3. EXCUSED ABSENCES: Absences which are verified upon the students' return to school by a written note or phone call to the appropriate office within 3 days, from the parent/guardian or a doctor, will be excused absences. If you anticipate being absent, please make arrangements with the office and your teachers in advance.

4. UNEXCUSED ABSENCES: Any absence from school for one or more periods or any part of a period in excess of ten (10) minutes, which does not conform to item 3 above or which was not properly cleared through the office in advance, is an unexcused absence. Tardiness to or absence from detention is an unexcused absence. So-called "SKIP DAYS" are unexcused even if condoned by a parent or guardian.

- A. On the first unexcused absence the student will be called to the office and the parents or guardians will be notified of the occurrence and the student will receive a two-hour detention.
- B. On the second unexcused absence the parents or guardians will be notified and the student will serve a $\frac{1}{2}$ day of in-school suspension on a date scheduled by the school.
- C. On the third unexcused absence the student will not be admitted to school unless accompanied by a parent or guardian and the student must serve a full day of ISS (In School Suspension).

ABSENCES - REQUESTING STUDENT WORK: On the second consecutive day of a student's absence, parents may call and request that the office collect the student's homework. This call should be made by 9:00 am in order for work to be collected and ready for pick up at 3:20. Calls made after 9:00 am will result in work not being ready for pick up until the following day.

ATTENDANCE - Signing In/Out of School: Students are not to leave campus for any reason during the school day without checking out through the office. Students who must leave school during the day **MUST** sign out in the office. If they return, they also need to sign back in through the office. Students **MUST** be signed out by a parent/ guardian or have written permission, **NOT** a phone call, to be excused from school during the school day. If student leaves campus without first checking out at the office, it will be an unexcused absence.

BUILDING USE (After Hours): (Policy 3233) No student shall be in the building after school hours, unless accompanied by a staff member. During public functions, the students shall be either at the function or out of the building.

CIVIC DUTY / COMMUNITY SERVICE: Any student wishing to volunteer in the community for one day per semester may be given permission from the principal to be involved in this civic duty. With prior approval, this day will not count in the ten day absence rule. We encourage all students to participate in volunteerism.

CLOSED CAMPUS: K-8 students are not to leave school at anytime without prior written permission (not telephone calls) from parent/guardian to the office. Students may go home for lunch with written permission. Students may not go out to lunch unless accompanied by a parent. Students violating this policy will be considered truant and be charged with an unexcused absence. Disciplinary steps will be taken as outlined under unexcused absences in the school attendance policy.

MAKE UP WORK: Classroom work missed because of any absence must be made up. Two (2) days for each day of absence will be allowed to make up class work, unless the work was assigned prior to the absence, with a maximum of one week unless more time is granted by the principal.

REGISTRATION:

- A. Students must register for school through the counselor's office.
- B. Registration cannot be completed without the presentation of a birth certificate and immunization records as required by statute 20-5-403 MCA.
- C. Students enrolling during the school year will begin school the day after registration. This allows teachers time to prepare for their new student with a desk, books, assignments, and other materials.
- D. Classroom placement decisions will be made by the counselor and principal.

RETENTION: The District recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs which meet the individual and unique needs of all students and allow them to remain with their age cohorts.

While the research on retention as an instructional strategy is generally very negative, there may on occasion be cases where retention is warranted. The administration is directed to develop procedures and programs to reduce retention to a minimum and to ensure that students who are retained have a high likelihood of benefiting from that retention.

The process and communication of evaluating a student for possible retention will begin during the first quarter of the school year and the progress of that student will be tracked throughout the entire year. Parents will be notified and kept informed throughout the entire observation. The final decision to retain or not will be made by the school principal after consultation with the parents/guardians, classroom teacher, and other involved staff. Should a parent or guardian disagree with the decision to retain, an appeal may be made to the superintendent and subsequently to the school board.

TARDY: Students should always arrive on time for school as late arrival disrupts the classroom and the tardy student loses out on educational opportunities. A student will be counted tardy the first 30 minutes after the bell rings in the morning and after lunch; after 30 minutes the tardy will turn into an absence. If a student is continually late, and is determined by the principal to have excessive tardies, a conference with the parents will be called and a plan of action to correct the problem will be established, such a plan may call for the assigning of detention. If for some unforeseen reason the student cannot arrive on time, please notify the office with a note or a phone call.

TRANSFER OR WITHDRAWAL: If students are transferring or withdrawing from Whitehall Elementary School, they must pick up a check-out form from the office and return it to the office when it is complete. Students failing to check out properly, return library books, and pay all fines/bills will not receive transcripts or report cards.

CONDUCT AND DISCIPLINE (Policy 3200 & 3310/3310P): In order to insure a school environment that is safe and conducive to learning and teaching, the following rules and consequences have been established by the Board of Trustees. These rules and consequences apply to all students enrolled in the Whitehall Schools. They are in effect throughout the school facilities and grounds and at any function, activity, or event sponsored by or under the direction of the School District.

CORRECTIVE ACTION: Action may be taken against any student guilty of disobedience or misconduct, including but not limited to:

- A. Loafing, boisterous noise or actions, disorderly conduct, rudeness or insolence, defiance of authority, disruption of classroom, media center or study hall.
- B. Refusal to follow reasonable directives of a teacher or administrator is considered insubordination.
- C. Fighting by students is considered unacceptable conduct because it is disruptive to the school and dangerous for the participants, and therefore, is prohibited.
- D. Radios, CD players, tape machines, MP3 players, camcorders, cameras, visual phones, cell phones, pagers and other similar devices, lasers, etc. may not be played or used during the school day (including noon) unless for school related purposes. Cell

phones, recording devices, and camcorders are not allowed in bathrooms or gymnasium locker rooms under any circumstances. The school digital camera may be used only for school related purposes and under strict supervision of a school official (teacher or administration).

- E. A student shall not use any form of profanity, written or verbal, included in the prohibition would be the use of obscene gestures, signs, pictures, objects, or other physical profane behavior. Yelling offensive chants in the cafeteria or at athletic events, offensive wording or pictures on clothing, etc, are also considered inappropriate use of language.
- F. A student shall not damage or vandalize school or private property, while in the custody and control of the school or in the course of a school-related activity. Restitution will be made by the student(s). Items that could be used by students to vandalize property (pocket knives, lighters, matches, etc.) shall be confiscated by school authorities when seen to be in students' possession. No knives are allowed in school.
- G. The stealing or damage of school or private property while in the custody and control of the school or in the course of a school-related activity is prohibited. Restitution will be made by the student(s).
- H. Students will not haze, harass, or intimidate other students either physically or verbally for any reason.
- I. Students will not throw ice, rocks, snow, snowballs, mud, sand, or other inappropriate items.
- J. Students will not litter on school property.
- K. Unauthorized absences from the school campus are prohibited.
- L. Students will not play in front of the Tia Kober Building or the Middle School at recess. Students must stay within the set boundaries of the playground.
- M. Students are responsible for equipment checked out to them.
- N. Students must treat other students and their property with respect.
- O. Bicycles ridden to school are to be parked in the bike rack and it is a good idea to lock them. It is suggested that helmets are worn when riding bicycles.
- P. Skateboards, scooters, and skate shoes are not allowed on the school grounds.

- Q. Students are not permitted to climb on the roof of the school. The janitor will retrieve balls or other items from the roof on a periodic basis. Any child caught on the roof, or proven to be on the roof will be punished and a bill for any damage will be presented to the parent.
- R. Treats (including gum) may only be consumed in the classroom during times set by staff.
- S. Students will follow all playground safety rules at all times.
- T. The inappropriate use of computers and the internet will not be tolerated. It will be

the discretion of the school teacher or administrator to deem what is or is not inappropriate use. E-mail is prohibited completely unless requested and supervised by a teacher for instructional purposes.

- U. **CHEATING AND PLAGIARIZING:** All students are required to avoid cheating on tests, copying another students composition or homework, and plagiarizing the ideas, words, or writings of other people. Plagiarizing or cheating will result in a "0" on the assignment, a referral to the office, and other possible consequences issued. A second offense will result in a suspension. **(Board Policy)**
- V. **Repeated Violations:** Any series of behavior violations that create a pattern of misconduct will result in further disciplinary action.
- W. The above guidelines and expectations apply to all students at all times, at all school functions. Inappropriate actions of a student at a school function, either at Whitehall or away are prohibited.
- X. **No soft drinks are allowed during school hours from 8:00 - 3:15. Soft drinks are not allowed at lunch.**

CORRECTIVE MEASURES: (Policy 3310) Corrective measures include but are not limited to:

1. Expulsion
2. Suspension (In-school & Out of school)
3. Detention (After School)
4. Loss of privileges
5. Notification of appropriate authorities
6. Clean-up Duty
7. Restitution for damages (*Board Policy*)

DETENTION: Detention assigned by the teacher or principal must be served at the time and date established by the teacher or principal. The failure of any student to show up for an assigned school detention will result in the student being assigned a half day of In School Suspension and receiving an unexcused absence.

DETENTION RULES:

- A. Students must come prepared with all books and assignments from all their classes.
- B. Students are to remain in the room and in their seats at all times except when permission has been granted for them to leave their seat or the room.
- C. A reason to leave the room would be to go to the rest room.
- D. Detention time is isolation. It is not a time to socialize.

DRESS CODE: Basically, the control of student grooming is a personal matter. However, it is essential that some school rules exist so that the learning atmosphere will not be disrupted by student dress and the safety and health of students shall not be jeopardized.

- A. Student dress should be neat, clean, and meet common standards of decency at all times.
- B. Reasonable length shorts are permitted; length must be fingertip or longer.
- C. Footwear shall be worn in school.
- D. Patches, pictures, or writing with obscene, vulgar, gang related or suggestive connotations will not be permitted.
- E. Clothing with alcohol, drug or tobacco insignias will not be permitted.
- F. Clothing items with bare midriff, bare shoulders, bare back, or spaghetti and other very narrow straps are unacceptable. Straps must be at least 1" in width. Pajama tops or bottoms are not acceptable. Students who wear a combination of clothes that meet the dress code to school cannot later change or alter their dress to violate the dress code during the day.
- G. Headgear or sunglasses shall not be worn in the school building during the school day. Hats should be kept in the students' lockers or either the teacher or administration may confiscate them.
- H. Hair must be clean and neatly groomed and worn in a manner not conspicuous or extreme in style or color.
- I. Coats, backpacks, and purses need to stay in lockers.
- J. Administrator's discretion will be used to determine if apparel is appropriate and/or safe to wear. Apparel that is deemed unsafe because of emergency situations may be prohibited. *Other types of garments that are deemed unsafe due to being able to conceal items can also be prohibited from being worn during the school day. Violation will result in an office referral and the student will be asked to change or wear a purple shirt. **(Board Policy)** Students who repeatedly violate the dress code will be dealt with under progressive discipline and/or insubordination policies.

DRUGS, ALCOHOL, and TOBACCO: (Policy 3310/8225) Because the use and/or possession of illicit drugs, alcohol, and tobacco are clearly against the law, harmful to ones health, and detrimental to our society, the following shall apply:

1. **First Violation:** **Three**-day out-of-school suspension. Un-served suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students. The Administrator has the option to recommend expulsion on a first offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.
2. **Second Violation:** **Five**-day out-of-school suspension. Un-served suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students. Graduating seniors will serve in-school suspension prior to receiving their diploma. The Administration has the option to recommend expulsion on a second offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.
3. **Third or Subsequent Violation(s):** The student will be recommended for **expulsion**. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.

The Whitehall Schools' campus will be tobacco free for both staff, students, and ALL visitors. Smoking, chewing, or possession of tobacco or tobacco products by any student will result in confiscation of the tobacco, referral to local law enforcement, and a one day in-school suspension. A second violation will result in confiscation of the tobacco, referral to local law enforcement, and three days of our of school suspension. A third violation will result in referral for prosecution and a recommendation for expulsion. If the student enters into and completes an acceptable tobacco education/cessation program the expulsion recommendation may be withdrawn and alternate discipline recommended. (Board Policy 8225)

FIRE DRILLS: Periodic fire drills are required by School Board policy. Follow your teacher's instructions concerning evacuation procedures in an emergency. Please observe the following rules during the drill:

- A. Walk rapidly, single file, do not run.
- B. Leave books, papers, etc. Do not wait for others to join you.
- C. Stay 100 feet from the building and do not re-enter until the signal to do so is given. Each room will have a diagram posted showing the evacuation route to be taken.

FOLLOWING DIRECTIONS: Directions by teachers, substitutes, and other members of the school staff must be followed. You as a student may not always agree with the directions of a staff member, but the staff member has a position of authority that must be respected. Students have recourse in situations where they feel inappropriately directed, but they do not have the right to refuse the directions as given.

INTERNET USE: (See Appendix Policy Form 3612F2) The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility. The use of the District network and the Internet is for educational purposes only. The District will provide filtering software to computers accessing the Internet. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users.

Violation of District policy and rules will result in loss of access to the District computer system. Disciplinary action will be determined at the building level, in keeping with existing procedures. When and where applicable, law enforcement agencies may be involved.

LUNCH ROOM RULES: It is a privilege to eat in the lunchroom.

1. Use manners.
2. Be respectful to everyone.
3. Eat and visit quietly.
4. Keep your food at your own spot.
5. Clean your area when done.
6. Eat your own food
7. Sit where assigned. K-3 must sit at assigned class tables as assigned by staff.
4-5 must sit at assigned tables, however they may choose with whom they sit.
8. Ask to use the bathroom first.

CONSEQUENCES: Removal to table by self. Referral to Administrator.

OFFICE REFERRAL: When students are sent to the office, they are to report there immediately. Failure to report to the administrator will result in disciplinary action. Students must talk to an administrator and possible corrective measures will be issued. The return of the student back to his/her class will be at the discretion of the administrator.

PHYSICAL RESTRAINT OF STUDENTS: A teacher or principal has the authority to hold a pupil to a strict accountability for disorderly conduct in school, on the way to or from school, and at all school activities.

- A. "Corporal punishment" defined as knowingly and purposely inflicting physical pain on a pupil as a disciplinary measure, may not be engaged in by a person employed by a school district.
- B. A person employed or engaged by a school district may use physical restraint, defined as placing hands on a pupil in a manner that is reasonable and necessary to:
 - 1. Quell a disturbance;
 - 2. Provide self protection;
 - 3. Protect the pupil or others from physical injury;
 - 4. Obtain possession of a weapon or other dangerous object on the person of the pupil or within control of the pupil;
 - 5. Maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, principal's office, or other on-campus facility;
 - 6. Protect property from serious harm.

A student's due process rights shall be observed in the administration of all discipline.
(Board Policy)

PLAYGROUND RULES:

Goal: Students will play safely and treat others with respect in all games and on all equipment.

Responsible Playground Behavior:

- A. Rough play is not allowed. Students will not engage in any contact sports or games. Tag will be limited to touching only on an arm or shoulder.
- B. When the bell rings, students are to stop play and line up quickly and quietly by classroom. Hands are to be kept to ones' self and all equipment should be held still. Enter the building quietly, orderly, and ready to go to the classroom and learn.
- C. Students will settle differences peacefully. Students will try this first on their own. Then they may seek the adult on duty for help.
- D. Students will show respect to others and follow instructions given by staff.
- E. Students will not eat or drink on the playground.
- F. Ball games may only be played on the windowless wall and on the fields.
- G. Recognize that snow forts and sand structures are temporary so do not expect them to remain.
- H. Students will not throw ice, rocks, snow, snowballs, mud, sand, or other inappropriate items.
- L. Children who are not students of Whitehall Schools will be asked to leave the

playground when our children are outside playing.

M. Students will use proper language and gestures.

N. Students will use equipment according to its proper use.

1. Use ladder on slide to climb up and slide going down only.
2. Tag or running games are confined to the ground, not the equipment.
3. Use the entrances and exits; climbing fences is not allowed.
4. Stay out of the top of the castle towers.
5. Three people at a time may be on the island.
6. Two people at a time may be on the tire swing.
7. Only children who can get to monkey bars on their own may use them. No help.

P. Swings will be used properly.

1. Students will sit on swings only. No feet, knees, etc.
2. Slow down and get off swing; do not jump from swing.
3. Stay out of pathway of swings.
4. Swing in regular arc only, without twisting.
5. One person to a swing.

Q. Take turns. Be kind. Share.

1. Playground Boundaries: The playground begins where the asphalt starts. Students should be on the playground asphalt, equipment area, or on the playing fields.
2. Students should not be on the bike racks, sidewalk or grass near the 5th grade rooms, or by any doors or building entryways. In general, students should be where the duty adults can see them.
3. Students are to leave the live bats near the building entryways alone.

SHOWING AFFECTION: Students must conduct themselves properly at all times. Displays of affection are not appropriate in the building, on school grounds, on school trips, or at school activities.

SUSPENSION / EXPULSION: (Policy 3300) Students may be suspended from school by the principal or superintendent for serious or continual violation of school rules. (Board Policy)

A. **SUSPENSION PROCEDURE:**

1. Students will be orally notified of the charge.
2. Opportunity to deny or tell their side of the story will be accorded.
3. Evidence for or against the student shall be presented.
4. Decision will be rendered by the administrator.

B. Written notice of the suspension will be given to the student or parent/guardian. This notice will include the reasons for suspension and statement of the student

or parent/guardian right to appeal the decision to the superintendent and be represented at the appeal. Due process will be afforded to all students.

IN-SCHOOL SUSPENSION: In-school suspension is completed at the school. Student's work may be completed and will earn credit. Students assigned ISS will be required to get assignments from all teachers, report to the ISS room and spend the entire time in ISS working on school related work. The principal may check to see that all work is being completed. Upon returning to the regular classroom, all assigned work is due upon entrance if the student wishes to receive credit.

- A. Students must come prepared with all books and assignments from all their classes.
- B. Students are to remain in the room and in their seats at all times except when permission has been granted for them to leave their seat or the room.
- C. A reason to leave the room would be to go to the rest room.
- D. Lunch is to be eaten in the suspension/detention room. Students are not allowed to go into the hall during lunch or any passing time between classes.
- E. In-school suspension time is isolation. It is not a time to socialize.

OUT OF SCHOOL SUSPENSION: Out of school suspension is completed out of the school. The absence counts toward the ten (10) day accumulation as mentioned in the attendance policy. It is suggested that students make up the work they missed. However, no credit may be earned on the daily work done. Tests may be made up. Students assigned out of school suspension must stay off school premises during the time of the suspension. A conference with the student, parent/guardian, and principal is mandatory before the student will be allowed to return to school.

EXPULSION: Students who continually violate school rules, the rights of others, or whose presence at school constitutes a threat to safety, may be recommended for expulsion. Expulsion can be authorized only by the Board of Trustees, and results in the student being excluded from school for the remainder of the current semester or a period established by the Board. All hearings concerning student expulsion shall occur in front of the Board of Trustees while they are in Executive session, and as such, will be open to board members, administrators, the student involved, parents or guardians of the student, and legal counsel for the board and or student. **(Board Policy)**

APPEALS: All forms of disciplinary action, with the exception of an out of school suspension and an expulsion, may be reviewed by the building level Administrator. The decision of the building level Administrator is final and may not be appealed to

the Superintendent or the Board.

WEAPONS POLICY: (Policy 3311) In accordance with the **Gun-Free Schools Act, 20 USC 3351**, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period not less than one calendar year unless modified by the [district superintendent] [board of trustees, upon a recommendation by the district superintendent].

The superintendent or building administrator may waive specific provisions of this policy on a case by case temporary basis for educationally related activities. Such a waiver must be in writing. The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability.

If the violation of the policy is due to a disability recognized by the IDEA of Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days. Any student subject to expulsion shall be entitled to a hearing before the board of trustees in accordance with Section 20-5-202 MCA. Nothing in this policy shall prevent the board of trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and governmental agencies as required by law. In addition to the above stated policy, any person who possesses, carries or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry or store a

weapon in a school building. For the purposes of this section only, the following terms are defined: A school building shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; a weapon shall be defined as any type of firearm, ammunition, a knife, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles. The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building. This policy does not apply to law enforcement personnel. *(Board Policy)*

FINES AND FEES: Student fines for lost or damaged books and materials, or other class fees must be paid before report cards will be released.

GRADING AND REPORTING: Students' progress in grades 3 through 5 will be translated into grades on the following scale:

A = 90 - 100 Very Good

B = 80 - 89 Above Average

C = 70 - 79 Average

D = 60 - 69 Below Average

F = Below 60 - Unsatisfactory or Incomplete

REPORT CARDS: The school year is divided into four quarters. Report cards will be completed at the end of each quarter. Report cards will be presented to parents at Parent-Teacher Conferences at the end of the first and third quarters. Report cards will be given to the student at the end of the second and fourth quarters.

PARENT - TEACHER CONFERENCES: Parent-teacher conferences are scheduled twice a year. If you wish to talk to a teacher, please do not wait for the scheduled conferences; simply call or send a note indicating your desire for a conference and teachers will accommodate your request.

PROGRESS REPORTS: (Policy 2420) Students having a special problem in an academic area may be counseled by the teacher and principal. Because communication with the parents is often the key to remedying these situations such communication by the teacher

to the parent is encouraged by the school district. Any time a student has fallen a minimum of one grade level during a quarter the parent will be notified of the student's lack of progress.

RECORDS (PERMANENT): (Policy 1401/3600/3600P/3600F1)

- A. Grades earned each quarter and attendance data are entered on the student's transcript which remains in the school files thereafter. Since this transcript is the school record of your accomplishments while you are in school, we urge you to make it a desirable record.
- B. Student records will be opened upon a request by the student or his/her parents at any time during school hours. These records may be seen in the principal's office.
- C. Individual transcripts containing such information as students name and address, birth date, academic work, attendance record, and standardized test scores will be kept permanently.
- D. Report cards, teachers class record, class schedule records, and immunization records will, after eight (8) years from the date of the student's graduation, be shredded and burned.

LIBRARY POLICIES AND PROCEDURES (Policy 2309/2310/2310P)

LIBRARY RULES: The purpose and philosophy of the Elementary/Middle School Media Center are first to serve the school community and then the community at large. The Media Center will support the needs of the curriculum, general interests of students and intellectual pursuits of students and staff. The Media Center is a privilege and a resource. Elementary students K-5 will participate in weekly Library Skills training with time allowed for book check-out. Students in grades 3 through 5 will receive letter grades for their Library class.

- A. Students using the Media Center are held responsible for their actions, group actions, and words. Rough-housing, or any physical play will not be tolerated. Verbal abuse, teasing, and other forms of inappropriate language will not be tolerated.
- B. Students are responsible to help maintain the physical order in the library. Students are required to return chairs and bean bags to proper places, and to keep their trash picked up.
- C. Students may be released by teachers to the Library as long as they are using

reference materials, reading, checking out items, or assisting the librarian with the permission of their teacher.

- D. Books or materials refer to any checkout item in the library; hardbound books, softbound books, magazines, older encyclopedias, or newspapers. Books may be checked out for a one week period. CD-ROMS may be checked out for 1 hour ONLY, and must be returned promptly. Older encyclopedias may be checked out (but not the ones in the REFERENCE SECTION). Students and their families are responsible for the books checked out, and the condition of the returned book.
- E. Reference Section may only be checked out to a teacher.
- F. Students may retrieve and checkout items for a teacher WITH a note from that teacher.
- G. If a student(s) cause a disruption in the Media Center, he or she will be given a warning. If the warning is not headed, the student will be asked to leave.
- H. Students may lose check out privileges for continual inappropriate activity; unpaid lost books; or excessive overdue books.
- I. Students are responsible for their own work and homework in the Library. If they are absent on their class' library day, they are responsible to contact the librarian for any makeup work.

BUS TRANSPORTATION POLICIES (Policy 8110-8125)

PARENTAL ISSUES:

- A. Receiving transportation on a school bus is a privilege, not a right. Students and/or parents do not have the right to infringe on the privileges of other students or the driver.
- B. To arrange transportation for your child, call Harlow's at 278-3461. All bus riders must have a signed bus contract turned into the bus driver within two (2) days from beginning transportation.
- C. Problems with bus safety or drivers should be directed to Mr. Jerry Fleege at Harlow's, 287-3461.
- D. Issues concerning one's child or other children on the bus should first be discussed with the driver.
- E. Do not board the bus to talk to the driver. Please call. If you do not know how to contact the bus driver, call Harlow's for that information.
- F. Do not board the bus to talk to or discipline a student. Address concerns to the driver.
- G. Do not vent irritation or in other ways disrupt the driver while he/she is on duty. This includes the time when buses are loading and unloading.
- H. If talking to the driver does not resolve the situation with a student, the proper chain of command is to first contact the building principal, then if

necessary, the superintendent, and if necessary, the Whitehall School Board. Issues should be in writing and no steps may be skipped.

- I. If parents fail to treat School Bus Personnel with respect or infringe on the privileges of others, their children may lose transportation privileges.
- J. Parents may only ride on school buses as observers. Please contact the building principal for permission if you wish to ride. The bus barn will be notified.
- K. In case of inclement weather, it is the parent/guardian's responsibility to use discretion in sending his/her child to the bus and see that children have warm enough clothes.
- L. Students must have written parental permission signed by the principal to exit the bus at any stops other than their designated stops. Permission must state specific date and time and be given to the bus driver.

BUS RIDER RULES: The following rules and regulations have been developed to insure safe, enjoyable and efficient transportation for the student:

- A. Receiving transportation on a school bus is a privilege, not a right. Students and/or parents do not have the right to infringe on the privileges of others.
- B. Bus drivers have the same authority as teachers. Students will comply promptly with any request made by the driver. The bus is considered an extension of the classroom. All applicable school rules and policies apply.
- C. The principal or superintendent has the right to suspend any student from riding the school bus for a specific time.
- D. In the morning, students are asked to be at the bus stop 5 minutes before scheduled pick-up, and wait for the bus at the approved school bus stop. The bus will not wait for those who are tardy.
- E. Buses will stop at designated stops only - drivers may make exceptions as safety and situations dictate.
- F. Students must have written parental permission signed by the principal to exit the bus at any stops other than their designated stops. Permission must state specific date and time and be given to the bus driver.
- G. Students should tell the driver if they cannot or will not be on the afternoon bus run if they are on the bus in the morning.
- H. After school, bus departure will be five minutes after the close of the school day. If students are not on the bus, they are responsible for their own transportation home. Buses cannot wait.
- I. Students must stay out of the road or street while waiting for the bus.
- J. Students must wait for school bus to come to a complete stop before attempting to board or exit the bus.
- K. Students are not to run or push toward the bus in an effort to be the first to board the bus. They are to go immediately to a seat and sit down after

- boarding the bus.
- L. At the discretion of the driver, students may be assigned to a seat and held responsible for that seat.
 - M. Unnecessary conversation with the driver is prohibited.
 - N. With the exception of ordinary conversation, students will observe classroom conduct while on the bus.
 - O. Students will keep all parts of their bodies inside the bus at all times - NEVER out the windows.
 - P. Nothing is to be thrown from the bus while it is standing or moving.
 - Q. Windows may be adjusted only when asked to do so by the driver. Windows are never to be opened more than half way.
 - R. Students will not move about within the bus while it is in motion.
 - S. There will be no use of any illegal substances (tobacco, drugs, or alcohol) of any kind on the bus at any time.
 - T. Profanity, vulgarity or indecent language will not be tolerated.
 - U. When it is necessary for students to cross the road, cross at least ten steps in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
 - V. After leaving the bus, older students should look after the safety and comfort of the smaller children and be alert to danger signals from the driver.
 - W. Acts of misconduct, malicious damage to the bus, or malicious conduct will result in the revocation of riding privileges and restitution must be made for damages.
 - X. The rear exit may not be used to load or unload unless there is an emergency.

STUDENT AND PARENT RIGHTS

STUDENT RIGHTS: Equal Educational Opportunity, Due Process, and Grievance Policy and Procedure: The Whitehall Public School District 4, 47, 2, is committed to equality of educational opportunity. Because freedom from discrimination is a fundamental right under the Montana Constitution, it is the policy of this District to provide a learning and working environment free of discrimination.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Further, the District is

committed to taking whatever remedial action is necessary to eliminate existing discrimination and its effects.

Inquiries regarding discrimination should be directed to the Whitehall School's Title IX Coordinator. Specific written complaints should be directed to the Superintendent of Schools.

The District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. *(Board Policy)*

THE ELEMENTARY TITLE IX COORDINATOR IS THE SCHOOL COUNSELOR.

Bullying/Harassment/Intimidation/Hazing (Policy 3225F /3226): The Whitehall School Board of Trustees will strive to provide a positive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Definitions

- I.** "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
- II.** "District" includes district facilities, district premises, and non-district property if the student or employee is at any district sponsored, district approved, or district related activity or function, such as field trips or athletic events, where students are under the control of the district or where the employee is engaged in district business.
- III.** "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any district-sponsored activity or grade level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

- IV.** "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
- A.** Physically harming a student or damaging a student's property;
 - B.** Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - C.** Creating a hostile educational environment.

Reporting: All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building Administrator. This report may be made anonymously; however, a student will be made aware and informed that their testimony could be beneficial later if necessary.

A student may also report concerns to a teacher or counselor, who will be responsible for notifying the building principal. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the School Board.

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

Responsibilities: The building Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences: Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the district administration and/or the board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal: Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an

investigation or inquiry. Such retaliation shall be considered a serious violation of **Board policy (3225/3225F/3226)**, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

SEXUAL HARASSMENT/INTIMIDATION DEFINITIONS Board policy

(3225/3225F/3226): Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- A. Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.
- D. An "intimidating, hostile or offensive employment or educational environment" means an environment in which:
 - 1. Unwelcome sexually-oriented jokes, innuendoes, obscenities, Pictures/ posters or any action with sexual connotations makes a student or employee feel uncomfortable.
 - 2. Any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

SEXUAL HARASSMENT/INTIMIDATION EXAMPLES:

- * sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- * sexual gestures, verbal abuse, sexually-oriented jokes, innuendo or obscenities.
- * displaying of sexually suggestive objects, pictures, cartoons, or posters.
- * sexually suggestive letters, notes or invitations.
- * employment or educational benefits affected in exchange for sexual favors.
- * physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- * hazing, or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in nontraditional settings.

STUDENT AND PARENT DUE PROCESS RIGHTS

Students are expected to conduct themselves within the bounds set by the Board and the administrative regulations set forth by the Superintendent. Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

The primary responsibility for student discipline within the school rests with the Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher. Corporal punishment shall not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Disciplinary action may be taken against any student in violation of the Conduct and Discipline Code. Disciplinary action may range from conferring with a teacher to expulsion from school. Continued infractions will have a cumulative effect in terms of disciplinary action.

APPEALS All forms of disciplinary action, with the exception of an out of school suspension and an expulsion, may be reviewed by the building level principal. The decision of the building level principal is final and may not be appealed to the Superintendent or the Board.

SUSPENSION (Policy 3300) Before a suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.

Prior notice and hearing as stated above is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Any suspension shall be reported as soon as possible to the student's parents. A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parents of their right to review the suspension. Upon written request of the parents within ten school days, the Superintendent shall convene a meeting to review an out of school suspension only. At the meeting, the student's parents may appear and discuss the suspension with the Superintendent. The Superintendent shall decide whether the suspension is appropriate. The decision of the Superintendent is final and may not be appealed to the Board.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be suspended in the same manner as students without those rights, although the District must follow all procedural requirements of those Acts when suspending students with disabilities.

EXPULSION Only the Board may expel a student from school. After the administration has investigated the alleged misconduct, and made the decision to recommend an expulsion of the student to the Board, the administration shall send notice

to the student and the parent of the following:

- the intent to recommend an expulsion;
- the specific charges against the student;
- what rule or regulation was broken;
- the nature of the evidence supporting the charges;
- the date, time and place where the hearing will be held;
- a copy of the procedure that will be followed by the Board;
- a reminder of the rights the student and parents have, including the right to counsel, the right to cross examine witnesses, and the right to present witnesses.

The hearing may be rescheduled by the parent by submitting a request showing good cause to the Superintendent at least 3 school days prior to the scheduled date of the hearing.

The Superintendent shall determine if the request shows good cause.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be expelled under certain circumstances, and the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting, prior to moving forward with an expulsion.

SCHOOL WELLNESS (Policy 3410/2510)

The Whitehall School District is committed to providing school environments that promote and protect children's health, well being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Whitehall School District that:

Nutrition Education - All students K-12 shall receive nutrition education that teaches the knowledge and skills necessary to adopt healthy eating behaviors and is aligned with the Montana's Health Enhancement Content Standards and Benchmarks.

Health Enhancement and Physical Activity Opportunities

The District shall offer health enhancement opportunities that include components of a quality health enhancement program taught by certified staff or qualified health professionals. Health enhancement shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Health enhancement instruction shall be aligned with the Montana's Health Enhancement Content and Standards.

Nutrition Standards - The District shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The District shall encourage staff and students to make nutritious food choices through accessibility and marketing efforts of healthful foods and by providing updated health information.

The district shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. This regulation only applies during the school day from 8:30 am to 3:32 pm. Any food or beverages sold during this time (outside of the federally regulated child nutrition programs) must be pre-approved by the building administrator. The Superintendent shall continually evaluate vending policies and contracts.

Maintaining Student Wellness - The Superintendent may develop and implement administrative rules consistent with this policy. Input from teachers, parents, students, staff, trustees and the public is welcome and will be directed towards the superintendent.

The administration consisting of the building principals and the superintendent shall be charged with the responsibility of supporting and maintaining student nutrition and wellness. The Superintendent may report to the Board, as requested, on the District's programs and efforts of maintaining student nutrition and wellness.

SAMPLE BUS CONTRACT CALL Jerry Fleege

(Must be signed by the student and parent/guardian and returned to the driver each year.)

We have read the TRANSPORTATION section of the Whitehall Student Handbook and understand that improper behavior may result in suspension or total withdrawal of bus transportation.

Student:

Route#: _____

Parent: _____ Date _____

In order to ensure the safety of everyone on the bus, the checked behaviors below must be corrected in order for above named to continue riding the bus.

BEHAVIORS TO CORRECT:

___ Damaging or destroying property

___ Lighting matches, lighters, or smoking

___ Spitting or littering

___ Unacceptable language or gestures

___ Leaving seat

___ Throwing things into or from bus

___ Bringing injurious or objectionable objects aboard bus

___ Rude, discourteous, noisy or annoying behavior

___ Disobeying driver

___ Possession and/or use of illegal substances

___ Fighting, tripping or pushing

___ Improper boarding or departure procedures

___ Hanging out of window

___ Other improper behavior

___ If this student receives another bus conduct report for the duration of this contract, the principal will recommend to the Superintendent that his/her bus transportation be withdrawn.

PROCEDURE LEADING TO WITHDRAWAL OF TRANSPORTATION (In the case of major violations, the following steps will not be followed and immediate suspension of transportation will be recommended:

1st Conduct Report: Conference with principal, parental contact, and warning of up to three (3) days suspension of transportation privileges.

2nd Conduct Report: Conference with principal, parental contact, and up to three (3) days suspension of transportation privileges.

3rd Conduct Report: Conference with principal, parental contact, and up to five (5) days suspension of transportation privileges.

4th and Subsequent Conduct Reports: Additional suspension of bus transportation up to and including withdrawal of transportation privileges.