

POLSON MIDDLE SCHOOL

STUDENT AND PARENT HANDBOOK



2019 – 2020

Polson Middle School

Pirates & Lady Pirates

HANDBOOK PURPOSE

This handbook has been prepared to provide the best possible guidance for PMS students and parents. PMS administration is required to enforce these regulations and is given the discretion needed to address special circumstances as they arise. It is the student and parent's responsibility to know, understand, and comply with the policies listed in this handbook. If the student or parent has a question or concern, please contact an administrator.

IMPORTANT PHONE NUMBERS AND EXTENSIONS

Administration

Principal - Jesse Yarbrough 883-6335 ext. 301

Dean of Students/A.D. - Randy Kelley 883-6335 ext. 302

Main Office Staff

Administrative Asst/Registrar - Katie Kvam 883-6335 ext. 300

Attendance Secretary - Barb Scott 883-6335 ext. 303

Lunch Secretary - Dakota Killingsworth 883-6335 ext. 304

Nurse - Jayme Cotter ext. 305

Counselors

Kathy Fewlass 883-6335 ext. 354

Rhonda Hinman 883-6335 ext. 355

Visit us on the web at: www.polson.k12.mt.us

**Polson Middle School
Board of Trustees 2019-2020**

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District Vision

Striving for Excellence- Everyone, Every Day

District Mission

Our mission is to be a safe, thriving, and dynamic educational environment that teams with families and the community to inspire self-directed learners in an interconnected world.

District Core Values

Partnerships allow parents, communities, and schools to support one another

Relationships inspire mutual respect and are at the heart of success

Integrity builds honesty and trust

Diversity embraces individuality and enriches our community

Excellence promotes high expectations and academic rigor

I. ATTENDANCE

PMS Attendance Statement

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Attendance reflects the dependability of students, and parents/guardians, and is a significant factor on the student's permanent record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Attendance

A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy. The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered.

When a student is absent from school, the parent/guardian must call the school (883-6335) to notify the school of the absence by 10:00 AM. If the school attendant cannot be reached a voicemail message is appropriate. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have two (2) days to bring a note, or the absence will be unexcused.

A student who is absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth student assignments by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Students and parents are responsible to monitor the number of days absent. It is the student's responsibility to request assignments for any school days missed. If the absence is pre-arranged, the student must contact teachers for assignments and exam make-up work prior to the absence. All attendance is based on the semester.

UNEXCUSED ABSENCES: Unexcused absences occur when the student is absent from school and the school did not receive prior notification of the absence from the parent and/or the parent did not contact the school regarding the absence within the two (2) day notification window. Unexcused absences also occur if a student is attending classes and then leaves the school without following the proper procedure for leaving the building. **TEACHERS DO NOT HAVE TO ALLOW AN OPPORTUNITY FOR MAKE-UP WORK AND CAN ASSIGN ZERO CREDIT FOR ANY WORK/ASSIGNMENTS/TESTS MISSED FOR AN UNEXCUSED ABSENCE.**

EXCESSIVE ABSENTEEISM: Ten (10) **non-school** related absences in a semester is considered excessive and will require a parent conference and possible attendance contract. Parents/Guardian will be notified by letter when their student reaches seven (7) absences and again when they reach ten (10) absences. The following absences will be counted toward the ten (10) days: **Unexcused Absences (U). In School Suspensions (I). Out of School Suspensions (S). Truant (Z). Jail (J).** Some absences may be an "Excused Absence (A)" by a parent but will still be counted toward the 10 days. Some examples are: skiing, hair appointments, family trips, work days, visiting friends or family, shopping, hunting, music concerts, short term illness; these will be counted in the ten days.

SCHOOL RELATED ABSENCES: These are considered an equivalent educational experience and are not counted in the ten (10) days leading up to a parent letter. A school related absence will apply to students participating in sports events, cheerleading, music related events, academic field trips, and others deemed co-curricular. Along with **School Related Absences (R)** the following WILL NOT count against the ten (10) days: **Bereavement (F)** in the immediate family (grandmother, grandfather, father, mother, sister, brother). Parent/guardian must notify the school. **Long term illness (B)** and/or hospitalization verified by a doctor's statement. **Culturally related (C). Home-Bound (H).**

ATTENDANCE CODES:

Code	Title
E	Alta Care
F	Bereavement
C	Cultural Absence
A	Excused Absence
G	Guidance Office
L	Homebound
I	In School Suspension
H	In School Absence
B	Long-term illness/hospitalization

Code	Title
M	Principal
N	Nurse
R	School Related Absence
T	Tardy
X	Unexcused Tardy
S	Suspended Absence (out of school)
Z	Truant
U	Unexcused Absence
V	Guidance

TARDINESS: Students who are late for a class are to report directly to the class prepared to work. When a student is more than 10 minutes tardy for a class he/she will be considered absent.

Each late arrival to class is considered a tardy EXCEPT in cases where a student has a pass from a teacher, counselor, or administrator, indicating that the staff member necessarily detained him/her. In that case the late arrival will not be recorded as an unexcused tardy. After the 4th tardy of the quarter, detention will be assigned. Teachers/administrators have the authority to assign additional consequences for subsequent tardies.

PROCEDURE FOR LEAVING THE BUILDING: Once a student has entered school for the day, he/she may not leave the school without being checked out from the office. In order for a student to leave campus they must be checked out by an authorized adult. If a student leaves without parent permission and a pass from the main office, the student will be considered unexcused. Bringing notes or phone calls to the office after the absence will not change the status of the absence.

ATTENDANCE V. PARTICIPATION: Any student absent from school one or more periods of the day of an after-school activity/practice may not participate in the activity/practice without the approval of the principal or vice-principal. Approval will be granted if the absence in question is a result of a previously scheduled medical/dental appointment, or appointment to satisfy the requirements of the law, or if the absence results from a family emergency. Written verification is required.

APPOINTMENTS: Students are to bring notes signed by their parent/guardian for any appointments that require they leave the school before the school day ends. Please make medical/dental and any other appointments after 3:30 p.m. whenever possible. All medical/dental appointments must be verified in writing by the medical/dental office, and returned to the middle school office/attendance secretary upon return to school.

PASSBOOK: A pass will be issued to the student by the teacher of the class to which the student is assigned for that particular period. All students must have their passbooks or appropriate faculty pass in possession when they are out of the classroom. Abuse of passbook will result in loss of pass privileges.

PASS TO GUIDANCE OFFICE: Students may not leave any class to go to the guidance office except: In cases of emergency or when in possession of an up-to-date guidance pass issued by the guidance office.

OFFICE PASS: When it has been necessary to detain a student in the office and he/she will be late for class, he/she will be issued an office pass with time and signature. Passes are issued for specific reasons. Any abuse of such passes will make the pass invalid and the subsequent absence unexcused.

ATTENDANCE RECORDS: The attendance office will maintain a record of all absences and inform the principal of absences requiring his/her attention. A record of tardiness will also be maintained to prevent abuses. The office maintains the official attendance used for grading consideration.

PERFECT ATTENDANCE: is defined as attending every class, on time, every school day, unless participating in a school related activity.

PRE-ARRANGED ABSENCES: When a student knows in advance that he/she will be absent he/she must make arrangements with the attendance office to obtain a pre-excused absence prior to the anticipated absence.

1. Bring a signed note from the parent/guardian as early as possible with the date, time, and reasons for the absence to the attendance office.
2. Pick up make-up sheet from office.
3. Take the sheet to each respective teacher, get assignments and make arrangements at this time for make-up work or tests, then have each teacher sign the slip.

EARLY DEPARTURE: Students are to attend all classes through the final day of school and to follow the check-out schedule as issued. Students are to make arrangements with their teachers if they are planning to depart early and not return back to school prior to the end of the grading period. In special circumstances, approved by the administration, students may leave and return to take exams within five (5) school days following a semester.

MAKE-UP WORK: Make-up work for an **excused** absence is rated full value.

II. STUDENT DISCIPLINE

Administrative Responsibility

In the absence of policy the students or activity group will be subject to the determinations which the activity sponsor or principal deem reasonable and prudent. After due process in any instances of misbehavior, the principal or his/her designee may administer what he/she considers appropriate disciplinary action. Discipline should not be confused with punishment. The goal of discipline is to help students mature as individuals, with mature attitudes and socially acceptable standards of conduct.

If a teacher's efforts to solve a student discipline problem are unsuccessful, the student may be referred to the principal or dean of students who has the responsibility and authority to use such reasonable measure as may be necessary to maintain control within the classroom, the school building, and on the school property. **AT THEIR DISCRETION, THE SCHOOL ADMINISTRATORS HAVE THE AUTHORITY TO MOVE TO ANY LEVEL OF DISCIPLINE BASED ON THE SERIOUSNESS OF THE CASE.**

THE TEACHER'S ROLE IN DISCIPLINE: The teacher has the primary responsibility and authority for the consistent maintenance of discipline in the classroom, in the school building, and on the grounds.

Teachers have the authority to:

1. Remove a student temporarily from the classroom by sending the student to the principal or vice-principal because of behavior.
2. Deny certain classroom privileges.
3. Use such reasonable measures as may be necessary to maintain control in the classroom, in the school building, on the school grounds at any time and on the way to and from school.
4. Keep a student after school after giving the student a one day advance notice unless prior approval of the parent/guardian has been obtained. It will be the teacher's job to supervise these students.

Student Discipline (3310)

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

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.

- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment, or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

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

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

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- expulsion
- suspension, in school and out-of-school
- detention, after school and lunch/recess
- clean-up duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

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

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brought a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to expulsion shall be entitled to a hearing before the Board.

Possession of a Weapon in a School Building

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: "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; "weapon" shall include but not limited to any type of firearm, a knife with a blade four (4) or more inches in length, 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.

POSSESSION OF DANGEROUS OR ILLEGAL WEAPON(S):

First offense: Confiscate and call parent. Student will be suspended from school 3 days.

Second offense: Confiscate, call parents for conference and recommend expulsion. 5 to 10 day out of school suspension

Weapons Use: Any item used in a dangerous way or threatening manner: pencils, forks, dirk, dagger, firearm, sling shot, sword, cane, billy club, knuckles, razor (including safety razor), knife, or other deadly weapon.

First offense: Call law enforcement and contact parents immediately. Suspension up to 10 days and possible recommended expulsion.

This policy does not apply to law enforcement personnel.

Possession of a Knife/Blade 4” or less: Students are not allowed to be in possession of a knife of any variety at/on school property at any time. Students in possession will have the knife confiscated and parent will have to pick up.

1st offense: Student conference and parent notification.

2nd offense: 1-3 days ISS/OSS

3rd offense: 3-5 days OSS possible expulsion recommendation.

Possession of a Knife/Blade Longer than 4”: The person will also be deemed to be in possession of a concealed weapon (MCA 45-8-361) and law enforcement will be notified.

EMERGENCY DEVICES: Tampering with “911” abuse, fire extinguishers, fire alarms, etc.

First Offense: Five (5) day suspension. Notification of law enforcement; any incurred costs will be paid by the student (e.g., false alarm fees payable to the City).

Second Offense: Student will be suspended pending the outcome of School Board action on a recommendation for expulsion. Any incurred costs will be paid by the student (e.g., false alarm fees payable to the City).

Arson: **First offense:** Call building and law enforcement authorities. Contact parents immediately. Recommend immediate, permanent expulsion.

Explosives: **First offense:** Call building and law enforcement authorities. Contact parents immediately. Recommend immediate, permanent expulsion.

Gun-Free Schools: A student who is determined to have brought a firearm to school must be expelled from school for a period of not less than one full year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.

Nothing in the law prevents a school district from offering instructional activities related to firearms or allowing a firearm to be brought to school for instructional activities sanctioned by the district. Reference School Board Policy 3300

Theft: Knowingly or purposely obtains or exerts unauthorized control over property of another. (taking of someone’s property without the permission of the owner.)

First offense: Three days of OSS. Call parents in for immediate conference. Notify SRO, make restitution.

Second offense: OSS until school board hearing, notify SRO; make restitution and recommendation for expulsion.

Extortion, Blackmail, Or Coercion Of School Personnel, Or Students Or Threats To School Personnel Or Students:

First offense: Call law enforcement authorities. Get parents in for a conference immediately. Out of school suspension up to ten days and recommend immediate permanent expulsion.

POLSON MIDDLE SCHOOL DISCIPLINARY GUIDELINES

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
Alcohol, Drugs, possession, use, or under the influence	1st - 5 days OSS, law enforcement contacted
	2nd - 7 days OSS, law enforcement contacted
	3rd - 10 days OSS, law enforcement contacted, recommend expulsion
Arson/Explosives	Notify Supt., expulsion
Aggravated Assault	1st - OSS, SRO, recommend expulsion
Associated Misconduct	1st - OSS 1 day, no extra-curricular, 2nd - OSS 3 days, no extra-curricular,
	3rd - Suspended 5 days, recommend expulsion
Providing Alcohol/Drugs	1st - 5-10 OSS, law enforcement, 2nd - 5-10 OSS, law enforcement, recommend expulsion
Bully/Harassing	1st - 1- 5 days OSS, 2 nd - 2-5 days OSS, 3 rd 5-7 and or recommend expulsion
Cell Phone/Electronics	1st – Parent pick up, 2nd Parent pick up, 3rd Parent pick up and 1 hour after
	4th Administrative decision
Tardy	4th tardy of quarter = Lunch detention, 5th Administrative decision
Cheating	1st - zero on assignment, 2nd - 59% or students current percent if lower than 59 for the QTR
Destruction of Property, Vandalism	Under \$50 - Clean-Up, SRO, restitution, suspension 2nd - 3 days OSS 3rd SRO, expulsion
	Over \$50 - SRO, 5 days OSS 2nd - SRO expulsion
Unauthorized video recording	1st - 1-3 days OSS 2nd – 3-5 days 3rd - 10 days, expulsion
Drugs Dealing/Selling	Recommended Expulsion
Cyber Bullying/Hazing/Intimidation	1st - 1-5 days OSS 2nd – 3-5 days OSS 3rd OSS and or recommended expulsion
Insubordination	1st - Detention to ISS 2nd - Detention to ISS/OSS 3rd - ISS or OSS 4th - OSS
Failure to Serve Detention	1st - 2 detentions, 2nd - 1 day ISS 3rd - 2 days ISS
	4th - 2 days OSS,
Emergency Devices/False Alarms	1st – 5 days OSS 2 nd Recommended expulsion
Fighting	1st - 1-5 days OSS 2nd - 5-10 days 3rd - 10 days, expulsion
Forgery/Impersonation/Lying	1st - 1 day OSS 2nd - 3 days OSS 3rd - 5 days OSS
Failure to identify self	1st - 1 days ISS 2nd - 2 days ISS/OSS 3rd - 3 days ISS/OSS 4th- 5days ISS/OSS
Internet/Computer Violation	1st - loss of privileges 2 weeks 2nd - loss of privileges quarter
	3rd - loss of privileges for rest of year
Littering	1st - lunch clean-up 2nd - 1 week clean-up 3rd - Administrative decision
Possession of Lighter	1st - detention 2nd - 1 day ISS 3rd - 2 days OSS
Possession of Illegal Weapon	1st - 5 days OSS 2nd - 5 days OSS recommend expulsion
Possession of Weapons/Gun	Recommend expulsion
Indirect Profanity/Disrespect	1 st - 1-3 day ISS/OSS 2nd – 2-4 day ISS/OSS 3rd – 3-5 day OSS
Direct Profanity/Disrespect Towards Staff	1st – 2-5 day OSS 2nd – 3-5 Days OSS 3rd – 5-7 days OSS and or expulsion
Public Display of Affection	1st - Lunch Detention, 2nd - Detention 3rd - 1 day ISS 4th - 3 days ISS/OSS
Theft	1-3 days OSS, SRO 2nd - 10 days OSS/SRO, expulsion, restitution
Threat/Extortion Staff	OSS, SRO, expulsion
Tobacco Possession/Tobacco Innovations	1st - 1 day OSS, referral to Law Enforcement
	2nd - 3 day OSS, referral to Law Enforcement
	3rd - 5 day OSS, referral to Law Enforcement
Tobacco/Tabacco Innovations Use on school property	1st - 3 days OSS referral to SRO, 2nd 5 days OSS, referral to SRO, 3rd – expulsion
Trespassing	1st - 3 days OSS 2nd - recommend expulsion

Unexcused Absence/Truancy/Skipping	1st – detention, 2nd - 2 detentions, 3rd - 1 days ISS, 4 th ISS, 5 th attendance contract, administrative discretion
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Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

In School Violence Policy

Students may be removed from school by the police and the parents will be called. Conditions for re-entry into school will be made by administration.

Detention

For minor infractions of attendance, discipline policies and regulations, staff may detain students. Students may be required to serve detention. Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged and/or the specific conduct, which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention is a period of time a student will serve their detention during lunch or class hours for the purpose of making up class time lost or disrupted because of disciplinary reasons or for violations of school rules which interfere with the accepted educational process.

1. Individual teachers may hold a detention period as a method of handling their classroom discipline.
2. Detention resulting from disciplinary referrals sent to the dean of students will be assigned by the administration only.

Detention Rules

1. Detention is scheduled each day after school and during lunch/recess.
2. Students must report within five (5) minutes after the bell.
3. Students must work on school assignments or read during detention.
4. No student is to sleep in detention.
5. No talking is allowed during detention.
6. Students who fail to report to detention will be required to serve one additional period of detention.
7. Any student causing problems in detention will be suspended.

In School Suspension

Students assigned to in-school suspension will be excluded from attending their regular class schedule, but will be required to attend school in the ISS room from 8:30 a.m. to 3:30 p.m. A student who has in school suspension will be allowed to participate in school activities that occur outside of the normal school day. The administration will notify students the day prior to serving their ISS which day they will need to report. Students will be assigned to ISS for attendance and tardy infractions as well as disciplinary infractions. ISS may be assigned for a half day, full day, or multiple days. Students assigned to ISS must do their school work, remain in the ISS room for the assigned time, and abide by all ISS rules. Students who fail to meet the expectations required while in ISS will be suspended from school and the ISS will be made up upon their return.

In School Suspension Rules

1. Students must report at 8:30 a.m. Students must bring books and instructional materials for each scheduled class.
2. Students will remain in the suspension room, leaving only at times designated by the teachers in charge.
3. Any disruptions or problems resulting while on in-school suspension will result in out-of-school suspension or expulsion.
4. Cell phones will be given to the ISS coordinator at the beginning of the day and picked up after school. Failure to follow this will result in the student being insubordinate and the student will be suspended out of school.

Out of School Suspension

Suspension is the exclusion from school for 1 to 20 school days. Only administration or his/her designee shall have the power to suspend students. A student suspended from school is concurrently suspended from all school activities.

If a student is suspended for three (3) or more consecutive days, an on-site meeting with the student, student's parents, and administration will need to take place before the student is readmitted into any of their classes.

Suspension Procedure Policy 3300P

Students may be suspended with an informal hearing consisting of:

1. Notice will be given to students and parents in a student handbook of conduct that may result in suspension. The student handbook is not an exclusive list of conduct that may result in suspension.
2. A student’s parent/guardian must be notified of the suspension. Notice will include:
 - An oral or written notice of the student’s conduct;
 - An oral or written explanation of the district’s evidence of the conduct;
 - An opportunity for the student to respond;
 - An oral or written explanation of the proposed suspension including the length of the suspension;
 - And an oral or written notice of any record that will be kept of the suspension.
3. Efforts by District personnel to contact the parent/guardian prior to suspending the student will be documented. Efforts to inform the parent/guardian of a student leaving the school premises without permission during the school days will be documented.

School Work While On Suspension: Students who are absent as a result of a suspension are responsible for the work missed. Teachers will provide assignments to be picked up in the office by a parent/guardian, sibling or fellow student. Credit will be permitted for the makeup work. Work assigned and due during a suspension period must be turned in by the student. The student is responsible to see that the work arrives or is delivered to the teacher, but may not appear at school to do so.

Expulsions Policy 3300: The administration may recommend expulsion to the board of trustees if a student has been through the suspension process but continues to violate school policy or if any single offense is of such magnitude to warrant expulsion. Where expulsions are to be considered, more elaborate hearings and proceedings are required and will be conducted by the Board of Trustees and Superintendent upon recommendation of the principal.

Student Due Process Rights

Due Process

The student has the right to have an oral or written notice of the charges against him/her and if denied them, an explanation of the evidence the authorities have and an opportunity to present his/her side of the story, unless the student’s presence poses a continuing danger to person, property, or disruption to the academic process, in which case the student may be immediately removed from school. In such case, notice of charges and a hearing shall follow as soon as practical.

Disciplinary Measures

For violations of school policy or procedure, disciplinary measures include, but are not limited to:

- | | |
|--------------------------|--|
| Expulsion | Alternative education plan |
| Deferred expulsion | Loss of student privileges |
| Change of Placement | Loss of bus privileges |
| Suspension out-of-school | Notification to juvenile authorities and/or police |
| Suspension in-school | Restitution for damages to school property |
| Detention | Community service |
| Advisement/warning | |
| Conference | |

Consideration of Extenuating Circumstances

School authority may consider extenuating circumstances prior to dispensing disciplinary action. Extenuating circumstances include, but are not limited to: seriousness of the offense, program placement, attitude and age of student, pattern of conduct, degree of cooperation, attendance record, grades, and/or other educationally relevant circumstances. School administrators shall maintain discretionary powers to interpret the Student Handbook and issue corrective measures in each individual case. These administrators shall be the final authority on discipline in the building.

Equal Education, Nondiscrimination, and Sex Equity

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

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

Code of Conduct for Activity Participation

Each student of Polson Middle School participating in an activity is subject to rules while engaged in that activity. Violation of rules will result in disciplinary action. For all rules governing PMS Athletes and Activities, please refer to the PMS Pirate Athletics/Activities Parent/Coach/Athlete Handbook.

Disciplinary Policy Concerning Chemical Abuse

The goal of this specific policy is to help the students of Polson School District overcome any problems resulting from their use or misuse of alcohol or other mind-altering chemicals including tobacco products. Students and/or their families are encouraged to seek confidential assistance in obtaining early positive intervention.

To uphold our educational values and to respect our legal system, Polson Middle School established the following:

In School And / Or On School Property From The First Scheduled Activity Day Until The End Of The Scheduled School Term:

The selling or distribution of illegal drugs, drug paraphernalia, alcohol or other intoxicants will result in a law enforcement referral, removal from the school premises, and recommendation for an expulsion hearing before the School Board.

Possession, consumption or under the influence of alcohol or illegal drugs, or drug paraphernalia, on school property, at school sponsored activities or at a school function will result in immediate referral/report to the police and:

First Offense for consumption: will serve five days of suspension out of school.

Second Offense for consumption: will serve seven days of suspension out of school.

Third Offense for consumption: will be recommended for expulsion with a hearing before the School Board.

Tobacco/Tobacco Innovations

Possession and/or consumption of tobacco products in public school buildings or property or away from school while on a school sponsored activity is prohibited in accordance with the state law. Tobacco products means a substance intended for human consumption that contains tobacco, including cigarettes, e-cigarettes, vapor cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco. Public school buildings or property means public land, fixtures, buildings, or other property owned or occupied by an institution of teaching or minor children and includes school playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms and school buses.

The possession of tobacco by anyone on school property will result:

1st offense: One (1) day out of school suspension. Students will be suspended from extra-curricular activities as per the activities policy.

2nd offense: Three (3) day out of school suspension. Students will be suspended from extra-curricular activities as per the activities policy.

3rd offense: Five (5) day out of school suspension pending a school board hearing and recommendation for expulsion.

The use of tobacco by anyone on school property will result:

1st offense: Three (3) day out of school suspension. Students will be suspended from extra-curricular activities as per the activities policy.

2nd offense: Five (5) day out of school suspension. Students will be suspended from extra-curricular activities as per the activities policy.

3rd offense: Seven (7) day out of school suspension pending a school board hearing and recommendation for expulsion.

Possession Of Lighter/Matches:

The sole purpose of a lighter or matches is to start a fire. No student will ever need to start a fire while at school. Any student found in possession of a lighter or matches while on school property or at school related events/trips.

1st offense: Detention

2nd offense: 1 Day ISS

3rd offense: 2 Days OSS

Sexual Harassment/Intimidation of Students (3225)

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a) substantially interfering with the student's educational environment;
 - b) creating an intimidating, hostile, or offensive educational environment;
 - c) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes, or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the disciplinary policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential matter. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

Hazing/Harassment/Intimidation/Bullying/Menacing (3226)

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Definitions

- "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.
- "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.
- "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.

- “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
- “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, to or from school, 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.
- “Intimidation” includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
- “Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

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, bullying, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

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

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 Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

Associated Misconduct:

Any student associated with or involved in situations where alcohol/drugs are being sold and/or used illegally on school property, during the school day, or at school functions in Polson or other venues will be deemed guilty of associated misconduct.

1st offense: Students will be suspended from school. The student will also be suspended from extra-curricular activities as per the activities policy.

2nd offense: Students will be suspended from school. A second violation of the associated misconduct rule will result in the student being suspended from all extra-curricular activities per the activities policy.

3rd offense: Suspension and recommend expulsion.

All students involved in any and all extra-curricular activities will be deemed guilty of associated misconduct if, at any time, they are associated with or involved in situations where alcohol/drugs are being sold or used illegally. Such misconduct will result in the student being suspended from extra-curricular activities as per the activities policy from the date of the confirmation of the offense.

During the suspension the student must attend all practices and abide by the activities training policies and supervisors’ directives. He/she will also be required (if in athletics) to sit with the team at all home events.

Social Conduct: Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, or items which are evidence of membership in or affiliation with any gang and/or is representative of any gang.
2. Engage in any act, either verbal or non-verbal, including gestures or hand shakes, showing membership or affiliation in any gang and/or is representative of any gang.

Vandalism:

Criminal mischief: A person commits the offense of criminal mischief if he/she knowingly or purposely: A. Injures, damages, or destroys any property of another or school property at any time during the school year. During the summer vacation, law authorities will be notified to take appropriate action. B. Without consent tampers with property of another in or on school property so as to interfere with persons or property or its use.

Under \$50.00

First offense: 1 Day OSS - Administrator will call parents in for immediate conference. Make restitution or repairs. Copy of report put in student file. Suspension may occur.

Second offense: Same as first offense plus three days of out-of-school suspension.

Third offense: Make restitution and recommend expulsion.

Over \$50.00

First offense: No less than three days of out-of-school suspension, referral to SRO, make restitution.

Second offense: OSS until school board hearing, referral to SRO, make restitution and recommend immediate expulsion.

Aggravated Assault: (felony) - The use of a weapon or other object which causes serious injury.

First offense: OSS, recommend expulsion.

Fighting at or near PMS: After an investigation by the administrator, punishment will be given to the guilty party/parties. Our measure of guilt is simple, if the student had the opportunity to walk away from a fight, and they did not and a fight resulted, they are at fault. If a student is attacked and never was given the opportunity to walk away, they are not at fault.

First offense: One to five days of OSS.

Second offense: Five to ten days OSS.

Third offense: OSS until school board hearing, Recommend expulsion.

Instigating A Fight: Any student found to be guilty of instigating a fight between students will receive:

1st offense: Student will be suspended from school

2nd offense: Student will be suspended from school, parent meeting with the Principal/Dean of Students

Trespass - Being In Any Unauthorized Area - Property Or Vehicles: Students who come onto school property while on out-of-school suspension are guilty of trespassing and can be removed

First offense: 1-3 days suspension. **Second offense:** Recommend expulsion.

Forgery-Impersonation-Lying: Students who forge a signature impersonate another individual, or lie on behalf of another person will face disciplinary action to include OSS.

Cheating: Any student found cheating on daily work or a test will receive a zero for that test or assignment. A second offense will result in an "F" for the quarter in that class. The grade will be 59% unless the grade the student received up to this point was lower. In the case, the lower percentage will be used. If the second offense of cheating is on a semester exam, it will result in a 59% for a semester grade or the student's current percentage, if it is less than 59%.

Profanity: Profanity is unacceptable. Any student cursing or voicing obscenities at school or at any school activity will face disciplinary action.

State Law Protects Teachers (MCA 20-4-303)

Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

This law includes substitute teachers. Any student abusing (physically and/or mentally) a substitute teacher will serve in addition the following consequences

Profanity/Disrespect toward District Employees, including substitutes.

Profanity or disrespect toward staff members or any adult working as a PSD employee is prohibited.

Indirect Profanity/Disrespect: **1st Offense non-direct:** 1-3 days ISS/OSS
2nd Offense non-direct: 2-4 days ISS/OSS
3rd Offense non-direct: 3-5 days OSS

Direct Profanity/Disrespect: **1st Offense directed:** 2-5 days OSS
2nd Offense directed: 3-5 days OSS
3rd Offense directed: 5-7 days OSS and or recommended expulsion

Insubordination/Lack Of Diligence:

Failure to cooperate with school personnel which interferes with the educational process, verbal abuse or defiance of school personnel, and/or failure to identify one’s self to proper school authorities is prohibited. This will result in serious consequences.

Each student attending Polson Middle School is to seek an education that will lead to graduation. The staff is committed to teach, motivate, counsel, and discipline all students to ensure that valuable educational goals can be met on a daily basis. Those students who consistently resist these efforts and exhaust remedies the school has to offer, or are in poor attendance, may be suspended, or removed for the remainder of the semester.

Library Expectations:

- Students are welcome in the library before school, after school, and during lunch. No pass is needed.
- Students must have a pass to enter the library when they come in from class, unless they are with their teacher and the entire class.
- Students should sign in when they come to the library and leave their pass on the counter.
- Students in the library with a scheduled class have first choice in computer and material use.
- Computer Use Guidelines are posted in the library. Please ask the Library Staff if you have any questions.
- All cell phones, MP3 players, iPods and other electronic devices must be turned off and put away.
- Water bottles are allowed in the library, but no other beverages, food or candy. Please do not have the water bottles near the computer workstations.
- Students should show respect for other students and the Library Staff. Rude behavior and/or discourteous, disruptive, or destructive actions will result in suspension of library privileges.
- The general expectation is that all activities in the libraries will be conducted in an appropriate manner to avoid disturbing other library users.

Library Fines

The PMS Library charges overdue fines for materials that are not returned by the due date. Fine amounts vary for books, audiovisual materials, computer netbooks and other computer/phone accessories. Students may renew items if no holds are in place.

Lost or Damaged Library Materials

Students will be held responsible for the cost of lost or damaged books and other library materials checked out in their name. Failure to pay these fines may result in the loss of checkout privileges.

III. POLSON MIDDLE SCHOOL POLICY AND GUIDELINES

Book Fines

Fines for lost, damaged or overdue school books will be assessed if necessary. Fines will need to be paid prior to final checkout. A damaged book is one with writing, liquid spill, spine tears or other damage. The damaged book MUST BE USABLE. If the book is UNUSABLE, the student will be charged the Lost or Destroyed rate. A new book is considered 1-2 years of first use. The following will be a guideline that teachers may use to assess fines.

<u>Hardback Textbook</u>		<u>Paperback Textbook</u>	
Lost or Destroyed	\$60.00	Lost or Destroyed	\$30.00
Damaged New Book	\$40.00	Damaged New Book	\$20.00
Damaged Old Book	\$20.00	Damaged Old Book	\$10.00

Paperback Novel

Lost or Destroyed	\$15.00
Damaged New Book	\$10.00
Damaged Old Book	\$ 5.00

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, pagers, iPod, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein.

Video Recordings/Pictures: At no time is it permissible to video or take pictures of teachers or other students outside the curricular needs of a course. This includes the videoing of associated misconduct, fighting, harassment of others, medical emergencies, or instructional delivery of any adult throughout PSD. Consequences will reflect the nature and intent of the violations which may include ISS/OSS.

PMS students are required to have electronic devices and headphones their locker between 8:30 a.m. and 3:30 p.m. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers, and will result in disciplinary action. Devices will be confiscated by the teacher and turned into the main office. Refusal to give device to school administrator will result in disciplinary action.

1st offense: confiscation until parent picks up the device

2nd offense: confiscation until parent picks up the device

3rd offense: confiscation until parent picks up the device, assigned to one hour after school.

4th offense: Administrative decision

RECREATIONAL EQUIPMENT: Recreation equipment is not allowed in the hallway or classroom during school hours. Any equipment must be stored in a student locker or the main office. Failure to follow the guidelines will result in the following:

1st offense: Student conference with administration. Violations will be documented and equipment will be returned to the student on the last day of the week of the infraction.

2nd offense: Parent/guardian conference with administration. Violations will be documented and the equipment will only be returned to parent or guardian.

3rd offense: Student conference with administration. Violation will be documented and equipment will be returned to the student on the last school day of the semester.

Communicable Diseases / Conditions

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

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

Polson School District Children's Internet Protection Policy

We are pleased to bring the Internet access to Polson Public Schools and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resources, sharing innovation, and communication. The Internet is a privilege, not a right. The Internet is an electronic super highway connecting thousands of computers all over the world and millions of individual subscribers.

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

Guidelines:

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibility you are to acquire. In general, this requires efficient, ethical and legal utilization of the network resources in accordance with the mission of Polson School District. If a user violates any of these provisions, his or her account will be terminated for a period of at least two weeks and future access could possibly be denied.

1. Acceptable uses of the network are activities which support learning and teaching and are consistent with the educational objectives of the Polson School District. Network users are encouraged to develop uses which meet their needs and which take advantage of the Internet's functions.
2. Unacceptable uses of the network include, but are not limited to:
 - A. Violating the conditions of the student's rights and responsibilities policy dealing with student's rights to privacy.
 - B. Using profanity, obscenity, or other language which may be offensive to another user, and making threats.
 - C. Reposting personal communications without the author's consent.
 - D. Copying commercial software in violation of copyright laws.
 - E. Using the network for financial gain or for any commercial or illegal activity.
 - F. Users are prohibited from spreading computer viruses or other malicious programs. The use of removable media material such as diskettes and zip disks are prohibited.
 - G. Sharing personal information on web.
 - H. Tampering with other's files.
 - I. Vandalism
 - J. Using diskettes or downloading without explicit permission.
 - K. Using Telnet, FTP, Chatroom, and E-Mail without explicit permission.

Users who violate the use policy will lose their computer privileges in the school district for a period of at least two weeks and possible future access will be denied. If you would like to be on the school district's Internet programs you must agree to the above policy.

Students must sign the school acceptable use policy each year.

Buses

The School District provides bus transportation for all students living beyond the city limits. Students are expected to know and abide by all rules for bus transportation. Students failing to obey the driver or refusing to observe other bus regulations will forfeit their right to ride the bus. Riding the bus is a privilege, not a right.

BUS TRIPS: Students who attend school sponsored activities or functions via bus are considered to be representing the school. The following rules apply for bus trips:

1. Use of tobacco is prohibited.
2. No student shall be under the influence of, or have in his/her possession, any form of drugs or alcohol on a bus or on a school trip.
3. Students participating in any out-of-town activity must travel to and from that activity on school provided transportation. Any exception to this policy must be made in advance between the student, parent or guardian, advisor and administration.
4. Students going on the bus are required to return on the bus unless written arrangements were made by the parent or guardian prior to leaving. Only the parent or guardian, in person, can request the student to be released once the trip is underway.
5. The chaperone and bus driver are in charge and must be obeyed. If there are problems, report them to school authorities following the trip.
6. Buses are to be left in clean and in good condition following all trips. Coaches, supervisors, and chaperones are to hold students responsible for the condition of the bus to ensure that no damage occurs and that students are held accountable for any such damage. Bus drivers will be responsible to clean the buses following the trip.

Activity Trips: Students representing the school are required to travel to and from school sponsored activities on school provided transportation. Students who do not do so will not be eligible to participate in the related activity. Any exceptions are to be considered in advance by the faculty member in charge with administrative approval.

Lunchroom: Breakfast and noon meals are available in the cafeteria. Breakfast costs \$1.70 and the cost of lunch is \$2.40 for grades 5-8.. Applications for free or reduced price meals are available at the office window. Reduced meal prices are \$.30 for breakfast and \$.40 for lunch. Accounts are to be credited before school or during the noon break in the main office only.

When a student's account balance reaches a negative \$15.00 balance, no a la carte items will be sold to the student, and he/she will only be offered a designated meal alternate. This designated meal alternate will be charged to the student's meal account at the standard rate.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

Lunchroom procedures:

1. Students on free or reduced lunch cannot make meals available for other students.
2. Do not advance by cutting in front of those in the lunch line.
3. Pick up milk as you pass through the line. One milk per lunch, \$.35 each for additional carton.
4. Clean off and then stack plates appropriately; place utensils in the rack, not in the garbage.

Dress and Grooming

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Any special circumstance that are in violation of the dress code must have administrative approval.

Administration and or designee reserve the right to determine what is school appropriate. Measures will be taken by the administration and or designee to correct dress code violations, which may include sending the student home to change clothes. Subsequent dress code violations will result in further disciplinary actions.

The following rules, although not exhaustive, provide specific information on how students can meet their obligations under the District's Dress Code.

1. Tops, such as shirts and blouses, must be worn so that the torso, which includes the chest and midriff, be covered. Oversized garments or extremely brief garments and plunging necklines are prohibited.
2. Shorts, skirts, dresses, pants and similar outer garments must have an appropriate and modest length and fit and be worn at the student's waistline. The discretion of the building administrator or his/her designee may also be used to determine if a garment is inappropriate for school due to being too short, too tight, and/or too loose.
3. All garments worn indoors, including footwear, must be suitable for an indoor public school setting. Therefore, beachwear, sleepwear and similar types of garments are prohibited.
4. The wearing of hats and head attire, including but not limited to caps, "hoodies," "head wraps," sweatbands, bandanas, handkerchiefs, and sunglasses is prohibited indoors during the school day, except for a medical or religious purpose, or unless otherwise authorized by the school principal. Elastic hair ties/bands which are intended for hair, are permissible.
5. One's dress, grooming and appearance shall not include any item or characteristic that is vulgar, dangerous, obscene, libelous, or that denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. No part of a student's dress, grooming or appearance shall display, promote, encourage or endorse the use of alcohol, tobacco, illegal drugs, or any illegal or violent activity.
7. The wearing of gang related or gang-like symbols, apparel, or colors is prohibited.

Activity Scheduling: Any organization wishing to sponsor any type of fund raising activity must obtain an activity request form at the office.

Fees

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. For more information, refer to Board Policy 3520

Fund-Raising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the building administration for approval at least 10 school days before the event. Except as approved by the principal, fund-raising by non-school groups is not permitted on school property.

Homework

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

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubella (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

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

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

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

Medicine At School policy 3416

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the nurse. The nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

Law Enforcement/Investigations policy 4411

Interrogation and Investigations Conducted by School Officials

The administration has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The administration shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

In instances when the administration has reasonable suspicion that a violation of district policy or the student code of conduct has been violated, the administrator will investigate. The administrator will notify the suspected rule violator(s) or potential witness (es) to the infraction. The suspected student shall be advised orally or in writing of the nature of the alleged offense and of the evidence against the student. Circumstances may arise where it would be advisable to have another adult present during questioning of students.

School Resource Officer

Polson School District is provided a School Resource Officer (SRO) by the Lake County Sheriff's Office (LCSO) to maintain a safe and secure environment conducive to learning. Whenever possible all interactions between students and law enforcement shall be coordinated through the SRO. The SRO's duties are defined by the LCSO.

Investigations by Law Enforcement

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers other than a SRO must interact with a student, the officer(s) is requested to confer with the student (off school district property and not during school district hours) when he/she is being investigated for conduct not under the jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for law enforcement. If for any reason the SRO is not available to respond to a request, the following steps shall be taken to cooperate with the authorities.

- a. The officer shall contact the school principal and present proper identification in all occasions upon his/her arrival on school premises.
- b. Parents or guardians shall be notified by a law enforcement officer, school principal or assistant principal as soon as possible. The law enforcement officer, principal or assistant principal shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.
- c. The student's parent or guardian should be present, if practicable, during any interrogation on school premises.

Cooperation with Law Enforcement

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official, however, should ever place him/herself in the position of interfering with law enforcement official in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building principal shall require proper identification of such officials and the reason(s) for the visit to the school. If the principal is not satisfied, he/she shall attempt to notify the Superintendent and the officer's superior, documenting such action. In all cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practical. Alleged behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

Taking a Student into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or guardians and the student agrees to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without the acquiescence of the parent or guardian, or the student, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Principal or other school administrator has found to be unmanageable by school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Staff members may also notify law enforcement officials.

Such potential of possible disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by an administrator or staff member, but have failed or refused to do so.

Parent Involvement, Responsibilities, and Rights

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact high school principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (883-6335) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Become a school volunteer.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.

Protection of Student Rights Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

Safety

Accident Prevention

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

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

- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

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

Drills: Fire, Earthquake, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. A total of eight (8) drills need to be completed throughout the year. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Searches and Seizures

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety. District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

Students and their Personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

Seizure of Property

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

Evidence produced by a search may be used in a disciplinary proceeding against the student.

Videotaping Of Students

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

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

Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the main office. Visits to individual classrooms, other than parents/guardians, must be approved by the principal a minimum of 24 hours prior to the classroom visit. All visitors are required to report to the main office to state their business and get permission to be on campus or see any student or faculty member. They must get a guest pass in the office. Student visitors are **not allowed** at any time.

Announcements/Messages: Important student announcements will be made each morning. All announcements must be presented to the main office by 8:00 AM to be included in that day's bulletin. Personal messages for students and teachers may be left in the office. Students will be notified of messages at the end of each period. Only in the case of an emergency will a student or teacher be pulled from class for a message or phone call.

Any student or teacher wishing to post an announcement must submit it to the main office for approval prior to the day it is to be announced. The school secretary will read the announcements at the beginning of the first period. Teachers will also post the bulletin in their classroom.

Assemblies

Students at Polson Middle School can be proud of their outstanding conduct at both pep and performance assemblies. Our students are remembered for their excellent behavior by visiting performers. We want to maintain this image. The program for each assembly must be approved by the administration at least two days in advance of the assembly.

Lost & Found

Personal articles found in or about the school should be turned in at the office. Students may claim their possessions at the office before or after school. Articles not claimed within one month will be disposed of.

Bulletin Boards

The bulletin boards are a place for posting notices relating only to school activities and official notices from the office. Student notices must be cleared through the office before display. One bulletin board will be set aside for notices that involve non-school related activities. Posting of these notices, however, must have the approval of the Principal.

Decorations & Posters

All decorations or posters displayed in or on school property must be approved by the club sponsor and the administration. Such decorations or posters must be removed on the day following the activity. Only masking tape is to be used for putting up decorations. In all cases such posters must be in good taste and school appropriate.

Change of Address

Parents and/or students should promptly notify the office of any changes of address or telephone number.

IV. STUDENT SUPPORT SERVICES

Your school counselors offer services that respond to the unique developmental needs of middle school students.

Goals of the middle school counselor:

- Assist all students to feel safe, welcome, and capable
- Help students with social, emotional issues
- Assist students and parents with transitions
- Prevent problems from developing
- Provide crisis intervention when necessary
- Help identify students with special needs
- Provide career education activities

Middle-school years are a time of big changes, many choices and challenges.

Counseling services address developmental changes common to middle school students; most often in the areas of social, emotional, and academic growth. Self-esteem and self-confidence are strong predictors of academic success.

Special services and programs:

- New student orientation
- Needs assessment (every other year)
- Drug and alcohol awareness
- Peer mediator training
- Small group counseling opportunities

- Bullying/harassment classroom sessions
- Career exploration activities through advisory program

Referral process:

- Counseling is a helping process based on developing a trusting, caring relationship. School counselors may offer individual counseling services, but more often, we lead small groups or classroom sessions.
- Counselors work collaboratively with community based mental health care.
- Mrs. Hinman is assigned to all incoming 5th graders whose last name begins with A-L; Ms. Fewlass will work with 5th graders from M-Z
- Students are required to have an up to date counseling pass or telephone contact from the teacher to counselor to access the guidance office. Students who are in the guidance office without the above permissions will be considered to be skipping class.

UPWARD BOUND/TALENT SEARCH

Upward Bound and Talent Search provide opportunities for students to succeed in high school and prepare for college entrance. The goal of Upward Bound and Talent Search is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound and Talent Search serves: high school students from low-income families; high school students from families in which neither parent holds a bachelor’s degree; and low-income, first-generation military veterans who are preparing to enter postsecondary education. Please contact the PMS Counseling Center at 883-6335 for more information.

Admission and Enrollment

Polson School District reserves the right to refuse to assign or admit non-resident students into the School District. The District may refuse to assign or admit a student in the Polson School District if he/she is not in good standing. A student is considered not in good standing if he/she:

1. Was previously expelled from a public school district or an accredited non public school.
2. Was the subject of a recommendation of an authorized school official for expulsion, but withdrew from the public school district or accredited non-public school prior to the Board of Trustees or governing authority-taking action on the recommendation.
3. Was previously engaged in conduct, which caused the student to be the subject of a petition to declare the youth in need of supervision, serious juvenile offender, or juvenile delinquent, or is presently under parole or probation or referred to adult court.

Student Records (3600 F1)

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

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

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

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

- Working with the student;
- Considering disciplinary or academic actions, the student’s case, and individual education plan (IEP);
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher,

records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

For more information about FERPA rights of a parent when a student turns 18, refer to district policy 3600F1.

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

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

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

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

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes; a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

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

Report Cards

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

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine (9) weeks.

LOST AND FOUND: A lost and found deposit is kept in the office. Please take found articles and check for lost articles in the office. At the end of each quarter items remaining in the lost and found will be disposed of.

VALUABLES: No money or valuables should be left unattended anywhere in the school building. Students can check their valuables at the office any time for safe keeping. No personal locks are permitted on student lockers unless approved by the principal. The school is not responsible for lost, damaged, or stolen items.

INC. - Incomplete (All incomplete work must be made up within two weeks following the end of each grading period or revert to a grade of F).

N.G. - No Grade for students who have not been enrolled long enough to receive a grade.

Students will be mailed a grade slip following the end of each nine-week term. At report card time, each student will receive a grade slip even if it designates only N.G.

IT IS THE RESPONSIBILITY OF THE TEACHER TO MAKE STUDENTS AWARE OF HIS OR HER GRADING SYSTEM AT THE BEGINNING OF EACH GRADING PERIOD.

Teachers must always be able to justify the grades they give the students.

Awards and Honors (2410 P)

Honor Roll

One honor roll will be published listing all those students whose current grade point average is 3.00 or above. An F in any subject eliminates the pupil from honor roll consideration.

Non-Discrimination Disclosure

The Polson School District Board of Trustees does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

Complaints by Students and Parents

Hostile or abusive treatment, derogatory remarks, or acts of violence against students with disabilities will not be tolerated. Such behavior will be considered as constituting discrimination on the basis of disability, in violation of state and federal law.

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available on the District's website and in any principal's or Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment.

Title IX Grievance Procedure

The District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts.

Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities.

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment.;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Title IX Coordinator

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator: Carl Elliott, Director of Support Services, celliot@polson.k12.mt.us, 406.883.6355 ext. 603, Fax 406.883.6345

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education

Filing a Complaint

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing.

An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally. An individual wishing to make a complaint will be provided with a copy of these procedures.

Informal Resolution

An individual alleging sex discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution. The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time. The informal process, including mediation, will not be available to individuals alleging sexual assault.

Formal Complaints

An individual may make a formal complaint of sex discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

Investigation

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred). Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law. Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in harassment when that sanction directly relates to the individual. This may include an order that the harasser stay away from the victim.

Time Frames

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of sex discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

Remedies

The District shall take all reasonable and necessary prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination.

Section 504 and ADA Grievance Procedure

The District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) as amended. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap.

Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to "disability" refer to disability or handicap and encompasses both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to Tim Berg.

Section 504 and ADA Coordinator

Tim Berg, Director of Special Services, tberg@polson.k12.mt.us, 406.883.6351 ext. 259, Fax 406.883.6330

Inquiries concerning discrimination under Section 504 may be referred to the building administrator or:

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of disability discrimination should file a complaint with the building administrator or the Section 504/ADA Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

Informal Resolution

An individual alleging disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution. The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

Formal Complaints

An individual may make a formal complaint of disability discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute disability discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

Investigation

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether disability discrimination has occurred when it has knowledge of allegations of disability discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that disability discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law. Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination or harassment when that sanction directly relates to the individual. This may include an order that the perpetrator stay away from the victim.

Time Frames

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of disability discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

Remedies

The District shall take all reasonable and necessary prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a disability discrimination investigation shall notify the building administrator or Section 504/ADA Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Non-discrimination Disclosure

The Polson School District Board of Trustees does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

Important Contact Information

Polson School District #23 111 4th Ave E Polson, MT 59860

Cherry Valley School 504 Coordinator

Rhonda Crowl, Principal Phone 406.883.6333 ext. 502•Fax 406.883.6332

Linderman School 504 Coordinator

Kristen Wilson, Principal Phone 406.883.6229 ext. 401•Fax 406.883.6365

Polson Middle School 504 Coordinator

Tim Finkbeiner, Principal Phone 406.883.6335 ext. 301•Fax 406.883.6334

Polson High School 504 Coordinator

Scott Wilson, Principal, Phone 406.883.6351 ext. 203•Fax 406.883.6330

Polson School District IDEA Coordinator

Tim Berg, Director of Special Services Phone 406.883.6351 ext. 259•Fax 406.883.6330

Polson School District Title IX Coordinator

Carl Elliott, Director of Support Services, Human Resources and Information Technology Phone 406.883.6355 ext. 603•Fax 406.883.6345

Polson School District American's with Disabilities Act Title II Coordinator

Rex Wertz, Superintendent Phone 406.883.6355 ext. 600•Fax 406.883.6345

Polson School District Equal Employment Opportunity Title VII Coordinator

Carl Elliott, Director of Support Services, Human Resources and Information Technology Phone 406.883.6355 ext. 603•Fax 406.883.6345

Polson School District HIPAA Privacy Officer

Rex Wertz, Superintendent Phone 406.883.6355 ext. 600•Fax 406.883.6345

Office of Public Instruction, PO Box 20251, Helena, MT 59620-2501, Phone 406.444.3161

Montana Human Rights Bureau, PO Box 20251, Helena, MT 59624, Phone 406.444.4344, Toll-free 800.542.0807

US Department of Education Office for Civil Rights, Seattle Office, 915 Second Ave., Rm 3310, 10-9010, Seattle, WA 98174-1099, Phone 206.220.7880, Fax 206.220.7887, TDD 206.220.7907, email OCR.Seattle@ed.gov

Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

Welcome to the Polson Middle School Library!

The PMS Library has a large collection of terrific books, outstanding technology, and cool online resources.

*Students are invited to visit the library to check out books, do research,
work on assignments and projects,
and just hang out and **READ!***

Need help? Ask PMS librarian-- Mrs. Tucker

LIBRARY HOURS

Stop in before or after school! Recess readers are welcome!

Monday – Thursday 8:00 a.m. to 4:00 p.m.

Friday 8:00 a.m. to 3:30 p.m.



CHECK OUT



2-2-RENEW! Check out 2 BOOKS for 2 WEEKS and RENEW once.

Remember to **RETURN BOOKS ON TIME!**

Students with overdue books will lose the privilege of borrowing or renewing library books.

Lots of great materials and activities are available in the library!

Daily newspapers and cool magazines...Makerspace activities

LIBRARY 4 B's

BE Respectful. BE Responsible. BE Resourceful. BE a READER!



LIBRARY TECHNOLOGY

8 desktop and 30 Chromebooks are available for research and word processing.

Online resources include:

World Book Online -- Accelerated Reader -- AtoZMapsOnline

Please check with the librarian for user names and passwords if you plan to use these resources from home.

On the WEB!

Look up BOOKS! ONLINE CATALOG <http://libraries.polson.k12.mt.us>

NEED eBooks? To checkout eBooks go to <http://polson.lib.overdrive.com>

User name & password = your school user name & password

Polson School District

Harassment Reporting Form for Students

School: _____

Date: _____

Student's name:

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

1. Who was responsible for the harassment or incident(s)?

2. Describe the incident(s).

3. Date(s), time(s), and place(s) the incident(s) occurred.

4. Were other individuals involved in the incident(s)? yes no

5. If so, name the individual(s) and explain their roles.

6. Did anyone witness the incident(s)? _ yes _ no

7. If so, name the witnesses.

8. Did you take any action in response to the incident? _ yes _ no

9. If yes, what action did you take?

10. Were there any prior incidents? _ yes _ no

11. If so, describe any prior incidents.

Signature of Student Complainant_____

Polson Middle School
Access to Electronic Information, Services, and Networks Agreement K-12

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Access to electronic information, services, networks and the Internet are a privilege not a right.

Acceptable use would be: Activities which support learning and teaching and are consistent with the educational objectives of the Polson School District.

Students are responsible for appropriate behavior when utilizing any technology services just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send, print or access abusive, obscene or harassing materials.
- Do not engage in uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies): employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or Internet: uploading a worm, virus, other harmful form of programming or vandalism: participating in "hacking" activities or any form of unauthorized access to computers, networks, or other information.
- Do not download or play games, access, download or print cheat games codes, participate in dating sites, subscribe to or access LISTSERV, or any other mailing list server, blogs, chat sites, download or access music sites or files unless specific written permission is given by a teacher or school administrator.
- Do not check, send or receive e-mail or use any messaging service such as instant messenger without written prior permission granted by a teacher and or school administrator.
- Computers are not to be used in a wasteful or frivolous manner. This includes printing WWW pages that require excessive amounts of systems resources due to system load and function or by printing excess copies of documents or files. Do not browse sites not related to the assignment requested by teachers.
- Do not download or install any commercial software, shareware or freeware onto network drives, disks or workstations. Do not connect personal laptops, MP3's or any device not approved by the district.
- Do not copy other people's work or intrude into other student's files.
- Vandalism of any kind including software, hardware and peripherals. Leave workstations and peripherals in their designated places. Do not modify or rearrange printers, keyboards, individual key caps, monitors, mouse's or cables. Do not reconfigure any workstation.

Consequences for misuse or abuse of these resources, depending on the age of the student and severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the appropriate use of technology services.
- User's access may be denied or withdrawn for not less than 2 weeks and up to a period of 45 school days. Access will be denied in their class which the infraction occurred, alternative assignments will be assigned. Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment on school grounds.
- Notification of parent, conference required with administrator.
- One day in school suspension with full workload.
- Where damage or vandalism has occurred, payment of equipment and or technical support costs will be levied.
- Referral to legal authorities for possible criminal charges under Section 45-6-311 of School Laws of Montana. This could include out of school suspension and or expulsion in accordance with Polson School District Policy 3300.

The building administrator and or Superintendent or designee following due process will make all decisions regarding violation and relative rules or regulations and may deny, revoke, or suspend access at any time with their decision being final.

Polson Middle School

Handbook Acknowledgement/Internet Access Agreement/Media Consent/Off Campus

Student Name: _____ Grade _____
(Please Print)

I have read the Polson Middle School *Electronic Information, Services, and Networks Agreement*.
I agree to follow the rules contained in this policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

I have read the *Parent and Student Handbook* and understand the procedures and rules therein.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the Polson Middle School *Electronic Information, Services, and Networks Agreement*.

I hereby release the school district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Polson Public Schools Information Network System, including, but not limited to claims that may arise from unauthorized use of the network to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the *Electronic Information, Services, and Networks Agreement*. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

I give permission for my child to participate in any school activity that is not on school property, and that is chaperoned by a classroom teacher. This could include field trips, lunches, end of year activities, and permission for my student's work or photo to be published on our school's web page or other publications.

I have read the *Student and Parent Handbook* and understand the procedures and rules therein.

Parent/Guardian (Print) _____

Parent Signature _____ Date _____