



**EKALAKA PUBLIC SCHOOLS**

EKALAKA ELEMENTARY DISTRICT #15 • CARTER COUNTY HIGH SCHOOL

# *Student Handbook*

**2024-2025**

*Revised July 2024*

## **MISSION STATEMENT**

Ekalaka Public Schools is a symbol of excellence with state of the art facilities and customized educational programs and opportunities that meet the needs, desires, and attributes of each student.

## **PHILOSOPHY OF EDUCATION**

The Trustees are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making assumed by the Board.

The Board will exert leadership in creating, maintaining, and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding should all be developed primarily and basically to enhance appropriate opportunities for students to learn and develop – personally, academically and socially.

## **ORGANIZATION**

The Ekalaka Public School (EPS) System is composed of two school districts. The legal names of each District are Ekalaka Elementary School District #15 and Carter County High School, Carter County, State of Montana. The Districts are classified as class three districts and are operated according to the laws and regulations pertaining to class three districts.

In order to achieve their primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state. Their legal powers, duties and responsibilities are derived from the Montana Constitution and the State statutes and regulations. School Laws of Montana and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board.

## **EKALAKA PUBLIC SCHOOLS BOARD OF TRUSTEES**

Samantha Wright, Chair, High School District #3 & Elementary District #15  
Lisa Borchgrevink, Vice Chair, High School District #3 & Elementary District #15  
Mike Ashbrook, High School District #3 & Elementary District #15  
Stefan Livingston School District #3 & Elementary District #15  
David Loudermilk, High School District #3 & Elementary District #15  
Rena Tauck, High School District #1  
Thebea Thomas, High School District #2

## **SCHOOL ADMINISTRATION**

James Kapptie, Superintendent  
Brittani Brence, Business Manager/Clerk

## **TELEPHONE DIRECTORY**

To contact the School please dial: (406) 630-1523  
To contact the Business office dial 630-1521  
To contact the Superintendent, dial 630-1517  
To contact the Technology/Transportation office, dial 630-1511

## **Dear Parents and Families,**

The Ekalaka Public Schools district recognizes the vital role families play in a child's education. We believe that a strong partnership built on trust and respect is essential for student success. This handbook serves as a resource for both students and parents, outlining expectations and fostering a positive learning environment.

### **Open Communication: A Two-Way Street**

We understand that you may have questions or concerns throughout the school year. We encourage open communication and welcome your inquiries. Please don't hesitate to reach out to your child's teacher, principal, or any member of our staff. We are here to listen and work together to address any issue that may arise.

### **Transparency and Shared Goals**

The Student Handbook provides clear guidelines for student behavior and academic expectations. We believe in consistent communication and will keep you informed about school policies and updates through newsletters, Shoutpoint announcements, and the district website.

### **Respectful Collaboration**

A successful school environment thrives on mutual respect. We value your input and believe in working collaboratively to create the best educational experience for your child. We are committed to treating both students and parents with fairness and respect.

### **Building a Strong Foundation Together**

By working together as a team – parents, teachers, and administrators – we can foster a supportive and respectful environment where all students can learn and grow. We appreciate your partnership in creating a successful school year for your child.

Sincerely,

Mr. Kapptie

**There are, on occasions, incidences that may arise that are not specifically delineated in this handbook. The Superintendent has been given the authority by the board to deal with those situations as they arise. Additionally, some rules or guidelines for students may be adjusted if necessary.**

Scholarships are available for drivers education and vocational classes if applicable fees are a financial burden for the family. Please contact the administrator for a scholarship.

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## ACTIVITY/ATHLETIC PASS

Every student participating in extracurricular activities must purchase a pass.

Passes for student entrance to activities & athletic events may be purchased at the following rates:

Senior Pass for 65+: \$45.00      Student pass for K-12 - \$60.00      Single pass - \$85      Family pass - \$200.00

If a pass is not purchased, students must pay the ticket price per event.

Family passes included parent(s)/guardian(s) and all children in the house age zero until they graduate high school or turn 18, whichever is later. Family passes do not include extended family living in the same household or children once they have graduated high school.

There are, on occasion, some activities that may be held at the school as a fund raiser or in an effort to offset the costs of a production, for which the student or family pass will not apply. If groups are hosting an event that is not covered by the activity pass, diligence should be taken in informing the public as to the cost for admittance.

## ATTENDANCE POLICY: (please see policy 3122P)

Good attendance is necessary to assure complete learning. There are many activities and discussions, which occur in class, which simply cannot be made up. School also provides a foundation for the work environment that follows.

It is the responsibility of each parent or legal guardian to keep the main office informed about any circumstances that affect attendance. If the student must be absent and has not made advance arrangements for the absence, the parents or legal guardian must notify the school office, via telephone or written communication the day of the absence by 9:00 a.m. A permanent record of attendance will be kept for each student.

## EXCUSED ABSENCES

Excused absences are absences requested by parents or a legal guardian. Valid excused absences are for illness, bereavement, doctor appointments, and situations where the absence would be excused by law. All excused absences are counted toward the four (8) day semester limit of absences, with the exception of school-related absence, administrative approved activities, medical absence, and family bereavement. A call to the school by the parent or legal guardian on the day of the absence is required to identify an absence as excused. Montana law requires each student to be accounted for on school days.

1. For every absence over the **eight (8) days per semester**, a 1% grade deduction will be enforced per class, per day over the eight, per semester.
2. Juniors and seniors will be allowed two (2) days for military enlistment or college visitation. Proof is required for these absences.

## Eight (8)DAY PROCEDURES

Absences are considered excessive when a student's absences exceed four (8) days per semester in any class period. All absences will count toward the 8 day total, unless the absence is for one of the following reasons:

1. School-related absence – this includes all extracurricular absences related to school activities.
  - a. Prior notification, with pink slip done will apply in all school-related absence situations.
  - b. Ekalaka Public Schools places a high priority on keeping school-related absences to a minimum.
2. Parent/Guardian Medical Excused - The school needs to be contacted and the school administration will develop a plan with the parents & students. Documentation may be needed if medical or health related absences exceed 3 days.
  - a. Superintendent/Principal parent/student meeting
    - i. Items that may be considered
      1. Medical Notes

- b. Board appeal will be within 10 days of administration decision

*Our number one priority is to work with you to have students in school as often as we possibly can.*

3. Administrative approved Activities—these are non school sponsored extracurricular activities will need to be pre-approved by administration in advance of the event. Parents and students are encouraged to discuss any non school sponsored trips with administration.
4. Family bereavement.

### **MISSED ASSIGNMENTS**

Make up work should be done in advance or as soon as possible. For absences, make up work procedures will be as follows.

1. Students gone for scheduled activities, athletics, or non school sanctioned trips authorized by administration will be required to get their homework prior to leaving. Pink slips will be handed out by the coach/advisor and will also be available in the main office. Homework from these trips is due the next scheduled school day.
2. Students gone for illness or emergency will be allowed one make up day for each day absent.
3. Tests will be taken on schedule if a student knows in advance. Other arrangements will be at the teachers discretion.

To receive credit for make-up work, homework must be completed in compliance with the procedures above. Failure to complete the homework on time will result in:

1. 25% dock for 1 day late
2. 50% dock for 2 days late
3. 75% dock for 3 or more days late

\*to receive any credit the assignment must be turned in before the next chapter exam or one school week before the quarter ends, whichever comes first.

Makeup work is the responsibility of the student, not the teacher. In the case of extreme illness or circumstances, the administration may extend the time limit.

### **ADMINISTRATIVE PROCEDURES AND NOTIFICATION**

1. Parents will be notified, in writing, by the office when absences are excessive.
  - a. Notification will occur upon two (2) absences and four (4) in any class during the quarter. Thereafter, it is the student's and their parent/legal guardians responsibility to monitor the attendance records.

#### **Special Permissions:**

Students who do not live in the Ekalaka Public Schools attendance area will be required to submit an application for special permission annually. Acceptance of applications will be based on attendance, conduct, and school participation. Students with special permission may have to provide their own transportation.

### **AWARDS AND HONORS**

#### **HONOR ROLL:**

To earn a place on the honor roll at the end of a grading period, the student must have a "B" average (3.00 G.P.A.). To be named to the A Honor Roll a 3.5 or better G.P.A. must be obtained. They may not have any grade below a C in any subject.

**SENIOR HONORS** – see "Class Ranking"

#### **THE LETTER "C": (HS only)**

Following is the criteria for lettering in Academics, Athletics, Speech & Drama, and Music:

**ACADEMIC LETTERS:**

- The student must achieve a 3.0 grade point average or better for three (3) consecutive quarters during the school year. They may not have any grade below a C- in any subject.

**ACTIVITY LETTERS:**

- **Boys' Basketball, Girls' Basketball and Volleyball** – The student must make the tournament team roster. Selection is left to the discretion of the coaching staff.
- **Track** – The student must score a minimum of 5 points during the season. A student will automatically letter if they qualify for the Divisional Track Meet. Selection is left to the discretion of the coaching staff.
- **Football** – The student must start in varsity contests or contribute significantly to varsity games. Selection is left to the discretion of the coaching staff.
- **Cheerleading** – The student must participate at the varsity level for the entire season. Selection is left to the discretion of the coach.
- **Speech Letters:** Selection is left to the discretion of the coaching staff.
- **Music Letters:** The student must be enrolled in either band or choir for an entire school year and actively participate in concerts, contests and performances. Selection is left to the discretion of the music staff.

**BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. For further information, see *policies at 3226 and 3225P*

**CAFETERIA SERVICES**

\*Ekalaka Public Schools will be offering a free breakfast from 7:45-8:05

\*We are participating in the Fresh Fruits and Vegetables program this year. With this, the elementary students will be provided a piece of fruit or veggie 4 days a week. The goal of the FFVP is to introduce children to fresh fruits and vegetables, to include new and different varieties, and to increase overall acceptance and consumption of fresh, unprocessed produce among children. If your child brings a snack from home it must be a healthy option. Please do not bring snacks high in sugar such as cookies, soda etc. They will be asked to take these items back home. This program is for K-6 students only.

EPS participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced lunches are available based on financial need. Information about a student's participation is confidential. See the main office to apply.

1. All school lunches are on a prepaid basis. Student lunches are \$3.00 for grades K-8. Free student lunches are provided to grades 9-12. Adult guest lunches are \$5.00. Notices will be sent home when lunch money is due and students will not be allowed more than five days of charges.
2. A student may have seconds on everything available except dessert. However, if a student wishes a third helping, another lunch will be charged to him or her.
3. If a student brings his or her own lunch, milk may be purchased ala carte for .50 cents.

Students in 9-12 grade can participate in open campus for lunch. Forms are available in the main office and must be signed and returned before students are permitted to leave for the lunch period.

**CONDUCT IN LUNCHROOM:**

Students are expected to proceed to lunch in an orderly manner. Grades K-6 will be under the direction of their supervising teacher. Students are not to take lunch from the lunchroom, unless directed by staff for special meetings, etc. Under normal circumstances students will go through the line with their class. Grades 7-12 will be in descending order (i.e. seniors, juniors, sophomores, etc.).

## **Class Schedule**

**Elementary School:** Student Drop-off: 7:45-8:00      School Day: 8:08-3:45  
No students should be dropped off before 7:45 am.

### **High School Bell Schedule:**

#### **Regular**

Period 1	8:08-9:03
Period 2	9:06-10:01
Period 3	10:04-10:59
Period 4	11:02-11:57
LUNCH	12:00-12:24
Homeroom	12:27-12:51
Period 5	12:54-1:49
Period 6	1:52-2:47
Period 7	2:50-3:45

## **CELL PHONES & OTHER ELECTRONIC SIGNALING DEVICES**

Student use of cellular phones, Apple watches, AirPods and other electronic signaling devices during school hours is strictly prohibited. At no time will any student operate a cell phone or other device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

The building-level administrator may grant permission for individual students or classes to use and/or possess cellular phones, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student or at the request of the instructor for technology educational usage.

## **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 superintendent 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	Chickenpox
Lyme disease	Salmonellosis	Chlamydia
Malaria	Syphilis	Colorado Tick Fever
Measles (Rubeola)	Scabies	Diphtheria
Meningitis	Shigellosis	Gastroenteritis



Mumps	Giardiasis	Pinkeye
Tuberculosis	Hansen's disease	Ringworm of the scalp
Covid 19	Lice	Hand, foot and mouth
Whooping Cough (Pertussis)	Streptococcal disease, invasive	

*For further information, see policy 3417*  
*For more examples please reference 37.114.203, ARM*

**COMPLAINTS BY STUDENTS / PARENTS**

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy (#1700) in the District's policy manual. Teachers will not be available during the school day. Please schedule a conference with them after school dismissal.

Some complaints require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

**COMPUTER/TECHNOLOGY RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Access to the District's computer system and/or Internet service is an integral part of the educational process. Temporary access may be granted to each student at the time of enrollment. Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school the Digital Resource Approval Form and an Internet Access Conduct Agreement within 12 school days to assure continued access to the District's computer system and/or Internet Service.

Please understand that in accessing the Internet at EPS, students will be expected to adhere to the school's Internet Acceptable Use Policy. Access to EPS computer and internet resources is a privilege not a right. If a student utilizes a personal device on School grounds with administrative permission, they must route their internet traffic through the school network for CIPA compliance.

Students have no expectation of privacy in any materials that are stored, transmitted, or received via the EPS electronic network, EPS account or EPS computers. EPS reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.

**ACCEPTABLE USE:**

The Internet may be used by students for research and educational activities. The network and the District's Internet connection may not be used to access, download, store and/or distribute any material (text, graphic, photo, or audio) that is defamatory, abusive, obscene, profane, threatening, or sexually explicit to the average person. Inappropriate use will result in disciplinary action by the Superintendent that may result in restricted, suspended, revoked or canceled Internet access by that user.

**EPS Devices in the hands of students:**

Students are solely responsible for the Chromebooks or devices issued to them and must adhere to the following:

- Portable devices must be stored in designated locations and must be returned each night unless the high school student and parent/guardian has signed the Home Use Chromebook Policy signature form.
- Students must treat their device with care.
- Students must promptly report any problems with their device to a teacher who will report it to the Technology Coordinator.
- Students may not remove or interfere with the serial number, school asset tag, or name sticker.
- Students must not alter the appearance of the device.
- Students must not hold their device by the screen.
- Food and drinks are not allowed by the device. The cost of any damage that is a result of food or drink will be the total responsibility of the student. Keep your device away from food and drinks.
- Students will not lend their device to other students or use another student's device.
- Students will not tamper with another student's device.
- As with damage to textbooks, repairing damage beyond wear and tear is the responsibility of the student.
- Students will keep their device within their provided cases when not in use.

### **CLARIFICATION OF UNACCEPTABLE COMPUTER USE:**

Appropriate use of devices by students is closely monitored by the classroom teacher, Superintendent's representative, and Superintendent. If a student uses a device inappropriately, as deemed by the classroom teacher or Superintendent, he/she will lose computer/device privileges for a period of time. Examples are as follows, but are not limited to: Inappropriate/suggestive messages & sites, chat rooms, sharing passwords, chain email, threatening messages, illegal activities, hacking activities, violence and hate, trespassing, plagiarism, spamming, personal financial gain, vandalism, using illegal copies of copyrighted software, changing displays, sounds, etc. from those set by the instructor without permission, installing software or playing games without permission & accessing another student/staff member's folder, or bypassing the district Web Filter.

### **INTERNET CONDUCT:**

Users will abide by the generally accepted rules of network etiquette and follow "Digital Citizenship" guidelines. These include, but are not limited to, the following:

1. Be polite and use appropriate language. Use of vulgar language does not conform to established code of student conduct and may result in disciplinary action.
2. Do not reveal personal addresses or phone number of any student or staff member.
3. Do not use the network in any way that would disrupt its use by other users.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. (Added to align with Policy 3612-P(1) point 4: Network Etiquette)
5. Students are responsible for their computer files. If your files are accessed by another student, notify the office immediately.

### **Social/collaborative Web Use:**

Ekalaka Public Schools makes use of several Social/Collaborative Digital resources that are an important part of modern instruction. These resources are in the "cloud" on the Internet and provide tremendous utility at low cost to the district. Some of these resources utilize identification of a student to allow tracking of the student's progress (such as a first name or district provided email account). Through our use of these digital resources, we can assist students in understanding safe uses of the Internet in a fast paced world. Student email is

enabled, with internal email (within district) only permitted for 2<sup>nd</sup>-9<sup>th</sup> grades with external email (within district and outside of district) permitted for Sophomores, Juniors, and Seniors. In addition, other methods of internal communication may be enabled if appropriate monitoring is in place. COPPA (Children's Online Privacy Protection Act) requires parental consent for websites that collect information for those under 13 without parental consent. EPS will assume consent provided the AUP is signed and returned and agrees that the utmost effort will be taken to verify that digital resources follow FERPA (Family Educational Rights and Privacy Act), CIPA (Children's Internet Protection Act), and PPRA (Protection of Pupil Rights Amendment). All internet resources that may utilize student information will have a signed contract with the district identifying responsible safeguarding of Pupil Information. Ekalaka Public Schools complies with the Montana Pupil Online Personal Information Act.

### **LIABILITY/DISCLAIMER:**

Ekalaka Public Schools makes no warranties of any kind, expressed or implied, for internet service. Use of any information obtained via the Internet is at each user's risk. EPS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. *For further information, see policy 3612.*

### **CONCESSION STAND**

Concession stand profits will go to the student organizations that work the stand, divided proportionally according to the hours/games that each group worked. A minimum of \$1000.00 (to be determined by administration) will remain in the fund to be used as "start-up" money for the next year and replacement/maintenance needs of the concession stand's physical equipment. Concessions stand profits:

1. 25% total profit will go to the activities/athletics department
2. Every group/class or team will be rewarded a point for every hour the concession stand is being staffed. The remaining total profit, upon completion of the winter season, will be divided by the total points earned. Teams/clubs/classes and organizations will earn based on the number of points that they earned.

### **CONDUCT**

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

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline. Public displays of affection are considered socially unacceptable, may cause embarrassment to others and, thus, are not permitted at school. Keep an appropriate distance.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class. Cameras, toys, knives of any size, technology (Apple Watches, Airbuds, I-pods, etc.) are **NOT** appropriate materials and may **NOT** be brought to class.
- Meet district or building standards of grooming and dress.
- Obey all building and classroom rules.
- Please note, teachers may have rules specific to their classroom that are not referenced in the student handbook. The majority of these rules can be found in the teacher's syllabus.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Do his/her own work on tests and assignments. Cheating will result in a grade of zero.
- Not carry guns or knives of any kind at school or school events.

## **APPLICABILITY OF SCHOOL RULES AND DISCIPLINE:**

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

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

## **CORPORAL PUNISHMENT**

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

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence/on-line courses for credit toward high school graduation provided the class is supervised by a certified teacher on staff. All courses taken for credit must be approved in advance by the Superintendent. *For further information, see policy 2410P*

## **COUNSELING**

### **ACADEMIC COUNSELING:**

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

### **PERSONAL COUNSELING:**

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

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

## **DETENTION**

If detention is given for tardies, an infraction of school rules, or unexcused absences, the time to be served must be served during lunch detention or after school according to the schedule of the assigning teacher or administrator, in a room designated by the staff. If you have been assigned after-school detention you must report to the room after school and remain seated and quiet for the duration. No food, drink, cell phones or music are allowed. You must bring homework or reading material with you. Serving detention will supersede

practicing for any extra-curricular event/sport. Failure to show up to detention once it has been assigned may result in a suspension.

## **DISTRIBUTION OF MATERIAL**

### **NON-SCHOOL MATERIALS:**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Superintendent. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

- Headgear and sunglasses may not be worn during class or in the cafeteria during the lunch hour, unless prior approval is given.
- Overshoes are to be removed and placed in designated areas
- No t-shirt messages reflecting alcohol, tobacco or offensive logos, designs or language.
- Undergarments may not be visible.
- Midriff tops are not permissible.
- Sleeveless shirts must abide by the four finger width rule to cover exposed shoulders.
- Backpacks are not considered part of a student's wardrobe and may not be carried into the classroom. They must be left in the student's locker.
- Skirts and shorts must adhere to the "fingertip" rule. (Length must be one (1) inch or more below the student's fingertips when arms are relaxed at their side.)
- Anything that creates a disturbance or interference to the educational environment will be deemed inappropriate.
- No bedroom shoes or slippers may be worn unless it is a school function.
- No blankets

## **DRIVER EDUCATION**

Driver Education is offered for credit. For the fall semester class, the student MUST be 14.5 years old by Oct 1st. For the spring semester class, the student must be 14.5 years old by Feb 20th. Students are scheduled by age, with the oldest student having first priority. The fee for drivers' education classes is \$200. to be paid at the start of the class. Non-residents will be considered only if there is space once all resident students are enrolled. *For further information, see Policy #2163*

## **DRUG, DRUG PARAPHERNALIA, ALCOHOL USE OR POSSESSION(see attached discipline chart)**

Possession or drinking of alcoholic beverages, use of tobacco products, or illegal/mood-altering drugs is not permitted. Using, being under the influence of, having in his/her possession, buying, selling, giving away, distributing, or attempting to distribute alcohol, tobacco, illegal drugs, faux drugs, mood-altering drugs, any other controlled substances, or drug paraphernalia is prohibited. It is not a violation for a student to be in possession of using a medication that has been specifically prescribed for the student's own use by his/her doctor and using it in a prescribed manner; however, it is a violation to misuse the prescribed medication or to sell or distribute it in any manner to another person.

For more information see policy 3310 and 3340 and Discipline Matrix.

## **EXTRACURRICULAR ACTIVITIES**

**Please see our activities handbook for more information.**

## **FAMILY NIGHT**

Wednesday night is reserved for family activities. Every effort will be made so that no school activities involving students will be scheduled after 6:00 p.m. on Wednesday.

## **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 pictures, publications, class rings, yearbooks, graduation announcements, etc.
- 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.
- Fees for lost, damaged, or stolen chromebooks and/or chargers.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Shop Fees

## **FIREARMS AND OTHER WEAPONS**

For the purposes of this section only, the following terms are defined:

- **School Building** – All buildings owned or leased by a local school district that are used for instruction or for student activities.
- **Weapon** – Any type of firearm, a knife, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles. (Policy Manual 3311) Possession of a knife of any length is a violation of school policy and will not be tolerated. A knife over 4 inches long is considered a weapon according to Montana Law.

In accordance with the provisions of the Gun-Free School Act, 20 USC 3351, any student who brings a firearm onto school property shall be subject to the disciplinary provisions incorporated in the Ekalaka Public Schools Student Handbook, and with penalties up to and including expulsion for at least one calendar year, unless modified by the Board of Trustees, upon a recommendation from the district administration. Parents, law enforcement officials and Board of Trustee members will be notified immediately of any infraction.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922 (q), the district superintendent may allow authorized persons to display a firearm or other dangerous object for educational purposes. Advanced written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

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

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with MCA Section 20-5-202. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement which removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law. 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.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Permission must be made by the Superintendent at least 2 weeks before the event. Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property.

*For further information, see policies 3530 & 3535.*

## **GRADE CLASSIFICATION**

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

<u>Credits Earned</u>	<u>Grade Placement</u>
6	10
12	11
17	12

## **GRADING GUIDELINES & CLASS RANKING**

### **G.P.A. (Grade Point Average):**

Each letter grade is assigned a point value. To compute the G.P.A. one adds the number of points one has received in academic subjects and then divides that sum by the number of academic subjects taken. School-to-work will be figured into the G.P.A. Students may take up to 2 periods of school-to-work.

The marking system uses the letters A, B, C, D, F, and I. The "F" indicates a failing grade and "I" indicates an incomplete grade.

<b>A</b>	<b>94-100%</b>	<b>4.00</b>
<b>A-</b>	<b>90-93%</b>	<b>3.67</b>
<b>B+</b>	<b>87-89%</b>	<b>3.33</b>
<b>B</b>	<b>83-86%</b>	<b>3.00</b>
<b>B-</b>	<b>80-82%</b>	<b>2.67</b>
<b>C+</b>	<b>77-79%</b>	<b>2.33</b>
<b>C</b>	<b>73-76%</b>	<b>2.00</b>
<b>C-</b>	<b>70-72%</b>	<b>1.67</b>
<b>D+</b>	<b>67-69%</b>	<b>1.33</b>
<b>D</b>	<b>63-66%</b>	<b>1.00</b>
<b>D-</b>	<b>60-62%</b>	<b>.67</b>
<b>F</b>	<b>59% and lower</b>	<b>.00</b>

### **SEMESTER GRADES:**

A semester grade is computed by adding up the points of the two quarter grades plus the semester test grade (if given) and averaging the total. Only full semester grades will be used to calculate the cumulative G.P.A.

**CLASS RANKING:**

Class ranking is compiled from semester grades and will be determined by Grade Point Average (GPA). Each letter grade is assigned a point value. To compute the GPA, the number of points received in each academic subject will be added together and then divided by the total academic subjects taken.

**VALEDICTORIAN/SALUTATORIAN:**

The valedictorian and salutatorian will be chosen from the senior class. A senior must have attended CCHS for a minimum of two (2) academic years as a full-time student to be considered a candidate. The senior year will be considered a second year. The two (2) seniors with the highest G.P.A.'s will be awarded these honors. If the two (2) top seniors' averages are within .03 of each other at the end of the seventh (7th) semester, then co-valedictorians will be named and there will be no salutatorian. If there are two potential salutatorians with G.P.A.'s within .03 of each other at the end of the seventh (7th) semester, then 1 valedictorian and 2 co-salutatorians will be named. To qualify for valedictorian and salutatorian, the senior must have completed the college preparatory program as outlined by the Montana Board of Regents. Those requirements are as follows:

- 4 years (units) of English
- 3 years (units) of Math. Must include 1 year each of Algebra I, Algebra II & Geometry.
- 3 years (units) of Social Studies. Must include 1 year each of Global Studies & US History.
- 3 years (units) of Science. Must be chosen from Earth Science, Biology, Chemistry & Physics.
- 2 years (units) of approved electives. The guidance counselor has a list of approved courses.

**INCOMPLETES:**

Incompletes will be allowed in situations where unusual or extreme circumstances exist. The student will have two (2) weeks to make up the missing work or test or the missing assignment or tests become zeros (0's). The student's grade will then be calculated using the zeros for any missing work. The teacher AND administrator (both must approve) may approve extensions for work or tests missed due to prolonged excused absences.

**GRADUATION****REQUIREMENTS FOR A DIPLOMA:**

- 4 years (units) of English
- 3 years (units) of Social Studies. Must include:
  - 1 year US Government
  - 1 year of American History
  - 1 year World History or Geography
- 3 years (units) of Science – 1 unit must be a lab science
- 3 years (units) of Math
- 2 years (1 unit) of Physical Education – ½ unit per year for 2 years
- 1 years (units) of fine arts –for band, choir, or drama.
- 2 years (units) of vocational/practical arts

The total number of credits required for graduation is 25.00 The administration encourages all students to take a variety of electives to expand and broaden their educational background. *For further information, see Policies 2410 & 2410P.*

**PARTICIPATION IN COMMENCEMENT EXERCISE:**

A student's right to participate in the commencement exercises of the graduating class is an earned privilege. Only students who have completed all of the state and local requirements for graduation prior to the date of the ceremony will be allowed participation. Any student requested to participate may choose to decline the invitation. *For further information, see Policy 2333.*



## **HOMEWORK**

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

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

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus 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 should not be immunized for medical reasons, the student or parent must present a certificate signed by a licensed practitioner 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. *For further information, see policy 3413.*

## **LAW ENFORCEMENT**

### **QUESTIONING OF STUDENTS:**

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

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent will make reasonable efforts to notify parents.
- The Superintendent will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **STUDENTS TAKEN INTO CUSTODY:**

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

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

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

The Superintendent will attempt to notify the parent unless the officer or other authorized person raises what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. *For further information, See policies 4410 & 4411.*

## **LEGAL AGE**

All policies, rules and regulations at Ekalaka Public Schools will be followed by all students, including those who are 18 years of age and older.

## **MEDICINE AT SCHOOL**

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

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A superintendent and appropriate teachers are informed that a student is self-administering prescribed medication.

*For further information, see policy 3416 and forms.*

## **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 the Superintendent.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or Superintendent any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or superintendent, please call the school office at 406-630-1523 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. (See Protection of Student Rights on page 21.)
- Become a school volunteer. For further information, contact the Central office at 406-630-1523.
- Reference Student Records section for FERPA information.

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS:**

Certain screenings will be provided to new students (kindergarten, transfers) and any students where a staff member has made a referral. These services may include, but are not limited to, vision, hearing and scoliosis screening. Parents will receive written notice of any screening results which indicate a condition that might interfere with a student's progress.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. *For further information, see policy 3410.*

## **PARKING**

*Student parking is located in the rear of the concrete parking lot away from the sidewalk.* The parking closest to the schools is designated for school staff and visitors. Do not park in front of the building, even when school is not in session. Students will transition to and from the parking lot in an orderly fashion, giving buses and their occupants the right of way.

## **RECESS AND PLAYGROUND RULES (Grades K-6)**

In addition to the general rules of conduct, the following rules are to be followed for the playground at the elementary school. All teachers and teachers' assistants on duty can add additional stipulations to ensure the safety of all students:

- Students are to play only on the designated playground area. Students should not arrive on the playground earlier than 7:45 a.m. as this is the time supervision begins.
- Students riding bikes to school should park them in the bicycle racks. Once students arrive at school in the morning, the bikes are to be parked until students are dismissed for the day.
- When going to and from the playground, students will walk on the sidewalks. Students will not run in from and out of the building during recess. Students will be allowed to go into the bathroom after asking the playground supervisor. Students will be excused one at a time unless it is an emergency.
- Squirt guns, sling shots, knives, hard baseballs, skateboards, rollerblades, or other potentially dangerous articles are not permitted on school grounds.
- Team sports such as football, soccer and other games that may require physical contact need to be played without knocking someone else down. For example, touch football requires a gentle touch and not straight arm pushing. Soccer requires kicking the ball, not an opponent. No rough-play or jumping on another student's back will be allowed.
- Students are not to bring gum, candy, or food on the playground but water is allowed.
- All games stop when the bell rings. Students will go immediately to their proper door and line up.
- Students are expected to use all playground equipment in the manner it was designated to be used.

## **CONSEQUENCES:**

Refer to discipline referral chart

## **PRAYER**

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

## **PROMOTION AND RETENTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing.

## **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 standardized tests or assessments.

### **COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING:**

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

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

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

## **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent or make a phone call before they will be excused. Students who become ill during the school day should, with the teacher's permission, report to the office. The Superintendent or designee will decide whether or not the student should be sent home and will notify the student's parent.

Activities that occur during school hours require a parent or guardian being present to sign out the student and stay with them during the event.

## **REPORT CARDS AND CONFERENCES**

### **REPORT CARDS:**

Report cards are issued at the end of each quarter. Midterm grades are available on the Parent Portal. Parents have 24/7 access to grades through the parent portal in Infinite Campus.

### **PARENT/TEACHER CONFERENCES:**

Formal Parent Teacher Conferences are scheduled after the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents are encouraged to schedule individual conferences at any point during the school year if they have concerns. Report cards will be available at the parent teacher conferences. Grades accessible at any time through Infinite Campus. Final report cards will be mailed or sent home.

## **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 Superintendent, 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.

### **ACCIDENT INSURANCE:**

The District cannot pay for medical expenses associated with a student's injury.

### **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 are also required to complete the Field Trip Permission Form before their students can participate in field trips. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

### **DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES:**

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

### **EMERGENCY SCHOOL-CLOSING INFORMATION:**

Inclement weather or other emergencies sometimes make it necessary to cancel school or to cancel bus routes. Decisions about route cancellations are to be made by the driver after consultation with the Superintendent and/or Transportation Director, when possible. Decisions to close the school for emergency or inclement weather reasons will be made by the Superintendent, or the person designated "in charge" in his/her absence, in consultation with the Transportation Director. The administration will try to contact all staff members when a cancellation occurs. If there is a school schedule change, the announcement will be made on the school website, Facebook posting, radio channels KFLN 960AM, 100.5FM (Baker) and KYUS 92.3FM. Telephone calls will be made to the extent possible. Electronic based automatic communication may be used for quick contact of parents and staff through phone calls or emails/texts using a technology such as shoutpoint.

## **SEARCHES**

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

**STUDENTS' DESKS AND LOCKERS:**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school, even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. The parent will be notified if any prohibited items are found in the student's desk or locker. Locks are available through the main office for a \$5.00 deposit.

**VEHICLES ON CAMPUS:**

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

**DRUG DETECTION DOGS:**

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

**SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

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

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

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

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

If the resolution of the complaint by the superintendent or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, submit the complaint in writing which must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the, the school designee, or the Title IX coordinator. Following receipt of the written

complaint, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

For more information about the District's complaint procedure, see Policy 1700.

## **STUDENT OFFICES AND ELECTIONS**

Upcoming seniors are eligible to run for President, Vice-President and Secretary of the Student Council in the spring of their Junior year. The remainder of the Council is composed of one elected class president and one elected student council representative from each class, grades 7-12.

## **STUDENT RECORDS**

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

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

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

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

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

Copies of student records are available at a cost per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change the parent can contact the superintendent 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.

## **STUDENT SCHEDULES**

### **DROPPING/ADDING CLASSES:**

Dropping or adding courses once a marking period starts is strongly discouraged. The deadline for drop/adds will be one week after the start of the semester. Drops after the one week limit will be considered under emergency status only. No drop or add will be approved without the consent of the counselor, Principal/Superintendent and parent. After the one week period no student will be allowed to drop a class until the parent and teacher have had a conference.

Drop/add forms may be obtained from the guidance office. Once the form is completed, they must be returned to the guidance office so the student's record can reflect the change.

## **TELEPHONE CALLS**

There is a phone available in the office for students needing to make phone calls.



## **TEXTBOOKS**

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

## **TRANSPORTATION**

### **SCHOOL SPONSORED:**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

If a student is missing school the day of the event/activity, the administration needs to approve the absence prior to the event so that student may still participate. If a student wishes to not ride home on the provided transportation, the parent/guardian must sign the student off with the coach or advisor, or call the school to make arrangements. Students cannot transport themselves to or from student activities.

### **BUSES AND OTHER SCHOOL VEHICLES:**

The District makes school transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 630-1523.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop unless prior arrangements have been made and approved.
- Stay in your assigned seat (if assigned) until the bus comes to a complete stop.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Take care of the bus and equipment, not deface the bus or its equipment.
- Keep their head, hands, arms, and legs inside the bus and not throw or hold any item outside the bus.
- Tag, tossing items and hide/seek are not appropriate games to be played on the Bus.
- If food and drink cannot be eaten respectfully and cleanly, then they will not be permitted on the bus.
- Items that belong to a student are to stay with that student.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students are in the designated bus drop off or pick up area, care will be taken to proceed in an orderly fashion while using crosswalks.
- Parents and students are not to expect to be dropped off at unapproved stops.
- If a bus student wishes to ride a bus to an alternate stop or route that is not their designated stop, or if a non bus student wishes to accompany a bus student to their stop, parents or guardians must contact the office for approval by noon for an afternoon run or the school day prior to the morning run.

When students ride in a District vehicle or passenger car, seat belts must be fastened at all times.

Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion.

Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seatbelts fastened.

**Consequences for misconduct:**

- ❖ Verbal warning.
- ❖ Assigned seats.
- ❖ Parental and school involvement via official disciplinary procedures.
- ❖ Removal from the bus schedule temporarily or permanently.

**TRAVEL EXPENSE GUIDELINES**

The following guidelines will apply for students traveling on an approved school sponsored activity:

**MEALS:**

- The allowance for meals will be a \$14 allowance for each meal for postseason events only. Students will be required to bring a meal or money when traveling out of town for games, activities, or events.
- Any overages for post season meals will be paid by the student.
- Meal stops must be made to receive meal money. This can include convenience store or snack stops if nothing else is open.
- Any extra meals eaten will be at the travelers' expense. Students will be responsible for all costs over the stated meal allowance. Any costs over the allowance should be paid directly to the restaurant and not charged to the District.
- Every attempt will be made by the advisors/coaches to select eating establishments where meal money will provide an adequate menu selection.
- Individuals are responsible for gratuity. Gratuity should never be charged to the school.
- Every attempt will be made to have lunch meals prepared through the hot lunch program so that they may be taken on the bus at departure (sack lunches). Students will be charged the regular school lunch price.
- Where possible, coordination will be made with other schools for parents/booster clubs or other organizations to provide meals on a reciprocating basis.

**MOTELS/HOTEL:**

When student travel requires overnight accommodations, the office/AD will make arrangements in advance of the group/team departing Ekalaka. In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.

- Motel/hotel reservations will be made on the basis of availability, appropriateness and cost.
- Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus one rollaway).
- Separate accommodations for male and female students will be provided.
- If any emergency should arise on a trip (e.g., adverse road conditions, injuries or major infraction of rules), the athletic/activities director and/or Superintendent will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method.

**Travel Rules & Regulations**

Students, when traveling with a team, group, club, etc. must realize the standard of behavior expected in school is applicable at all times. Students are representing Ekalaka Public Schools and should conduct themselves in such a manner that the school and community can be proud of them. The following specific rules combined with any/all rules stated in the Ekalaka Public Schools student handbook will be in effect at all times:

- 1) Students are not permitted in the rooms of students of the opposite sex at any time.
- 2) While on the bus, students of the opposite sex will be separated by coaches/sponsors. (i.e. males in the front, females in the back, coaches in the middle)
- 3) Public and/or private displays of affection are prohibited at all times.
- 4) Use of video machines, tapes and games must be approved by the coach/sponsor. All movies must be "G" or "PG" rated. All games must be "E" rated. No rental of movies (ex. pay-per-view) or games are allowed in hotel rooms.
- 5) Once permission has been granted by the parent, the students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student (s) must sign out with the coach/sponsor when leaving and sign back in upon their return.
- 6) Departure and return times will be determined by the following criteria:
  - a. The group may not leave the day before the event if they can arrive a minimum of one (1) hour before their practice/game time departure time will be determined by the AD and transportation director
  - b. The group will depart the activity site following the conclusion of the session in which they have participated in. Administrator discretion will be used regarding this rule when extraordinary circumstances warrant.
- 7) If a student has been deemed academically ineligible, they will not be allowed to travel with the school for any extracurricular event.
- 8) FFA and FCCLA students MUST be competing to travel to state conventions.

#### **OVERNIGHT STAYS FOR ATHLETIC EXTRACURRICULAR ACTIVITIES:**

If a tournament is held more than 100 miles away, the team may stay overnight in the host city with approval of the Superintendent.

#### **OUT OF STATE TRAVEL:**

CONUS (Continental United States) rates apply for travel beyond the 4 state region (ND, SD, WY & MT) or with pre-authorization of the Superintendent.

#### **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 during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

The following District staff members have been designated to coordinate compliance with these requirements:

James Kapptie, Superintendent  
Britani Brence, District Clerk/Business Manager



**Ekalaka Public Schools**  
**Annual Parent Notice**  
**Right to Request Teacher Qualifications**

School: Ekalaka Public Schools Date: 08/15/2024  
(mm/dd/yyyy)

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Thank you for your interest and involvement in your child's education.

Sincerely,

\_\_\_\_\_  
 Name \_\_\_\_\_  
 Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY			
Student ID #:	Date Distributed:		