

BELFRY SCHOOL STUDENT HANDBOOK

**GRADES: K-12
2021-2022**



**Belfry Public Schools 2021-2022
664-3319**

**PO Box 210
Belfry, MT 59008**

Building
Academics
Together for
Success

Administration

Jason Olson.....Superintendent
Beth Pulse.....Clerk
Cheryl Brown.....Secretary

Teachers

Sandra Campbell.....Counselor
Bethany Turner.....Science
Rebecca Hill.....Math
Courtney Miles.....English

Alex Knows His Gun...2nd & 3rd Grade
Jenny Ewing.....Title 1
Analea Olson.....4th, 5th&6th Grade
Caroline Olson.....K-1st Grade

Jared Sullivan.....History
Kasey McClaneVo-Ag
Annette Price.....Para/ Boost
Sandra Campbell.....Special Ed

School Board Members

Mary Lee Krenning...Chairman
Linda Gasser..... Vice- Chair
Willis Herden
Gary Pulse
Jolene Nose

Cooks

Tura Gruel
Olinda Jones

Bus Drivers

Analea Olson
Ken Tuss
Sandi Campbell

Maintenance

Jerry Webb

Janitor

Cindy Litten

Belfry Public School Student Handbook 2021-2022

The administration and faculty wish to extend a warm and cordial welcome to all students and parents of Belfry School District #3. Your students are entering a fine school, staffed with talented teachers who are interested in the educational and personal welfare of the students placed in their care. Belfry School's administration and staff believe education is a cooperative venture shared by the school, the home, and other community agencies. Educating children is a continuous developmental process that reflects the society it serves and emphasizes the value of individual worth.

As in any society, the rules and regulations have been developed for the proper operation and function of the school and for the benefit and protection of the rights and privileges of every student. In order to maintain high standards, we need your cooperation and close association with the work of the school and its staff. The operation of the school should reflect the values of the community and the society in which students will likely find themselves. Our "work ethic" society demands that students learn to function as individuals in an atmosphere that is governed by "outer parameters" of acceptable behavior and work habits that are set forth in understandable procedures, rules, and regulations. For any system of behavioral guidelines to work effectively, each person to whom, upon enrollment is affected by the standards must be secure in the knowledge that every rule and regulation will be enforced fairly, impartially, and consistently. In this way each student will, in effect, be making his/her own decision with full knowledge of the consequences regarding behavioral deviations.

As students go through the educational process, they are preparing for the general responsibilities of adulthood and the "world of work". They are preparing for life in a society that is governed by the laws of man, determined through the democratic processes. Our vision is for each student, through both formal and incidental education, to leave school with the knowledge, attitudes, habits and skills necessary to live in our society as a good citizen, a productive worker, good family member, and an individual capable of making a worthwhile contribution to the community and the society within which he/she lives.

"School" then becomes the student's training ground for adulthood and should be treated as the student's "job" to the best of his/her ability. Each student must "practice" the accepted value systems of our community and our society. We welcome your constructive suggestions. We urge you to visit the school and observe the students in the classroom. You may make arrangements to do so through the school secretary. If you wish to see a particular teacher, you may make arrangements for an appointment during the teacher's conference period or after school by contacting the Secretary, teacher concerned and the school's administrator.

Please note that this handbook is not the complete Belfry School's District #3 policy manual. A complete copy of all policies are on file and available at the school office.

PHILOSOPHY OF BELFRY PUBLIC SCHOOLS

Belfry Public School is based on the philosophy that the central purpose of education is to develop each student's ability to think critically and to provide an atmosphere in which creative inclinations may be recognized and nurtured. Inherent in this philosophy is an understanding of the individual differences and the necessity for cultivation of self-discipline and effective work habits. In keeping with this philosophy we feel that our objectives must include helping students to:

1. Develop a desire for learning for the sake of learning.
2. Develop qualities of leadership as well as recognize the importance of following constructive leadership.
3. Think critically
4. Exercise creative abilities.
5. Develop confidence by recognizing achievement that is commensurate to ability.
6. Recognize individual worth.
7. Develop qualities of good character.
8. Respect the privileges and responsibilities of life in a democratic society.
9. Learn how to use free time constructively.
10. Appreciate our American Heritage.
11. Respect other people and cultures.
12. Achieve self-actualization (i.e. to determine their goals and to direct their goals and to direct their education accordingly)
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15. Exercise creative abilities.

16. Develop confidence by recognizing achievement that is commensurate to ability.
17. Recognize individual worth.
18. Develop qualities of good character.
19. Respect the privileges and responsibilities of life in a democratic society.
20. Learn how to use free time constructively.
21. Appreciate our American Heritage.
22. Respect other people and cultures.
23. Achieve self-actualization (i/e/ to determine their goals and to direct their goals and to direct their education accordingly)

STUDENT HANDBOOK PURPOSE

Keep in mind that most school officials and teachers do not want to take away the rights of students. However, they have many state and federal laws to follow. Each law has its own set of rules and regulations that can be very confusing. Violations or lack of following proper procedures will probably be more from a lack of information rather than a refusal to obey the law. They will probably be learning right along with you the proper way to handle a situation involving discrimination.

Remember that it is okay for people to disagree. However, it is not okay for people to break the law. People are often not aware that what they may be saying or doing is against the law. It is your responsibility to assist your school officials into bringing your school into compliance with the federal laws, which protect our rights and, the rights of others.

SCHOOL HOURS

Buses will arrive at 7:30 a.m. First Bell will ring at 7:57 a.m. Dismissal will be at 3:16 p.m.

Grades 7-12 School Schedule

Monday to Thursday			
1 st Period	8:00-8:48	5 th Period	11:54-12:43
2 nd Period	8:51-9:39	6 th Period	12:46-1:34
3 rd Period	9:42-10:30	7 th Period	1:37-2:25
4 th Period	10:33-11:21	8 th Period	2:28-3:20
Lunch	11:21-11:51		

Friday

1 st Period	8:00-8:38	5 th Period	10:44-11:22
2 nd Period	8:41-9:19	Lunch:	11:22-11:52
3 rd Period	9:22-10:00	6 th Period	11:55-12:34
4 th Period	10:03-10:41	7 th Period	12:37-1:15
		8 th Period	1:18-2:00

***VISITORS TO SCHOOL**

Any person coming into Belfry Public Schools must check into the office and get a visitor pass before going down hallways and/or entering classrooms for any reason.

Pupils who are enrolled in other schools may not visit classrooms or attend assemblies, parties, or excursions without prior permission from the principal.

ABSENCES

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Parents and students need to understand that any/all absences will be coded “unexcused” if a note (or a phone call) is not provided to the school by the parent(s) within 48 hours of the absence. The student has 48 hours **after** the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activity, or other acceptable reason. Any students 7th through 12th grade who arrive 10 minutes or more late will be recorded as absent for that period. Parents are required to notify the school if the student is unable to attend by 8 AM on the day of the absence.

ABSENCES: ACTIVITIES

If a student is absent from school for more than four (4) periods on the day of an activity or practice for an activity, he/she is not allowed to participate on that day. Special circumstances will be considered if advance arrangements are made with administration. See extracurricular activities.

ABSENCES: APPEAL PROCESS

- After going over the (10th) tenth absence, the student will appear before the Attendance Committee with their parents. The committee will review the student’s attendance record to determine if any credit is to be withheld. The Superintendent

will send a letter to the student's home indicating the decision and/or conditions that the student must meet to not have credit withheld.

- When students miss more than ten (10) days in a semester, they will be penalized five percent (5%) points on their semester grade for each absence beyond the tenth (10th) day, if valid documentation excusing the absence is not provided. The student has 48 hours after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activity, or other acceptable reasons as approved by the Administrator.
- The student can appeal loss of any credit to the Board. The administration will not withhold any credit while the Board is hearing the appeal.
- If the appeal is granted, the student may return to class with the Board's stipulations. If the stipulations are violated, a loss of some credit will result.

ABSENCES: EARLY DISMISSAL

If a student needs to be dismissed early from school, he/she must do one or more of the following

- Bring a written note from his/her parent or legal guardian or have them call the office.
- Present the note, or get approval from the Administrator's office prior to the time of the early dismissal.
- Sign out in the office before leaving the building.

ABSENCES: EXCUSED That DO NOT count toward the 10 day policy and make-up work will be allowed.

- **Bereavement/Funeral**
- **Counseling Absence** – A student may miss school to be involved in individual or group counseling at school or private practice.
- **Emergency Absence** – Emergency or weather. The parent and administration approve this absence. Makeup work is allowed.
- **Hospitalization** – Five consecutive days of absence verified by a doctor's statement will not count toward the 10-day count.
- **Subpoena to appear in court**
- **Medical Appointments** – Students may miss school for medical appointments. We request that appointments be made after school if possible. A doctor's appointment card needs to be supplied to the office. Makeup work is allowed.

ABSENCES: EXCUSED That DO count toward the 10-day count.

- **Educational Absence** – Permission may be granted by administration if a trip is considered to be of exceptional educational value. Students may be asked by the Administrator to write a report explaining the educational value of their trip. The report will be completed within the same amount of days that the student was absent from school. Makeup work should be completed prior to departure.
- **Higher Education Absence** – A student may visit a college, university, vocational

school or military organization of their choice for two days' maximum. A signed statement from the institution visited must be turned into the school upon return. Makeup work should be completed prior to departure. It is the responsibility of the student to check with their teachers for makeup work.

- **Illness Absence** – Students may miss up to three days for illness without a doctor's note. Makeup work is allowed, even after tenth day absence.
- **Pre-arranged Absence** – Pre-arranged absences must be approved by the Administrator. The student is responsible to present a form to each teacher prior to departure from school. **One day for each day missed will be allowed to makeup work; with a maximum of five school days allowed to makeup all work (accommodations may be made at the teacher's discretion).**

ABSENCES: SCHOOL MAKE-UP POLICY

There will be one day of school allowed for make-up work, for each day of school missed, with a maximum of five total school days allowed to make-up all work, or the student will receive zeros for non-made-up assignments.

ABSENCES: SKIPPING SCHOOL/TRUANCY

Skipping school (often referred to as truancy) is an absence without the prior knowledge and approval of the parent or the School. A "0" will be assigned to all work missed during a truancy and a discipline consequence will be assigned by administration. The consequence will include student restricted to campus and direct supervision of school personnel.

Second truancy, will be in school suspension isolated from other students (ISS).

Third truancy, the student will need to report to administration with their guardian or parent before participating in any school function. Progressive discipline will follow.

Further truanies will lead to increase in-school suspension and progressive discipline. Parents or an assigned adult may need to accompany the student throughout the day. A letter will be placed in the student's file. A referral will be made to Juvenile Officers.

ABSENCES: TARDY PERMIT TO CLASS

No tardy slips are necessary because all tardiness must be recorded daily by each classroom teacher in their registers and on Infinite Campus. Any students 7th through 12th grade who arrive 10 minutes or more late will be recorded as absent for that period.

Students must sign out and in of the teacher's classroom and have the teacher's hall pass when leaving the classroom. Teachers are to maintain a list of all students who leave the classroom with the time, date and intended destination. Elementary students (K-4) do not need a hall pass to go to the bathroom.

ABSENCES: TARDY POLICY (Grades 7-12)

Students are expected to be on time. By definition, a student is tardy to class when they are not in their classroom when the second bell rings. Tardiness will be counted on a per class basis per semester. The following procedure will follow for each tardy:

3 tardiest	30 minutes of detention with parents called.
4 tardies	45 minutes of detention with parents called.
5 tardies	60 minutes of detention with parents called.
6-9 tardies	Will be reviewed by Administration.

ACADEMICS

SECTION 1—ACADEMIC MISCONDUCT

Part 1—Definition

Includes cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, computer programs, or animals without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.

a) Cheating - giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information.

b) Falsification / fabrication - the invention or unauthorized alteration of any information or citation in an academic exercise.

c) Tampering - interfering with, altering or attempting to alter university records, grades, assignments, laboratory experiments or other documents without authorization.

d) Plagiarism - presenting the work of another as one's own without proper acknowledgment.

e) Facilitating academic misconduct - giving assistance or attempting to assist another in the commitment of academic misconduct.

f) Other Academic Misconduct - Examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; or collaborating on work with the knowledge that the collaboration is not authorized or will not be reported.

Part 2—Notification

The instructor should personally and privately advise the student that there is reason to believe that the student has committed an act that constitutes academic misconduct. The student should be allowed a reasonable opportunity to respond or explain. If, after hearing the student's response (if any is provided), the instructor continues to believe the student engaged in academic misconduct, he or she will inform the student of his or her determination and of any intended sanction (s).

Part 3—Sanctions

The teacher will notify the parent/guardian and principal of each incident. In addition to an oral and written reprimand, the teacher at their discretion may impose one of the following consequences:

- a) an assignment to repeat the work or an alternate assignment,
- b) a lower or failing grade on the particular assignment or test.

ACADEMICS: CLASS CHANGE

From the time of enrollment, students will have ***5 school days*** to add or drop a class. If a student drops or changes a class, the counselor will send a form home to the parents making them aware of the change. This form must be returned with the parent's signature in order for the student to make a class change. Any changes after that date results in an incomplete for the remaining portion of the semester.

ACADEMICS: COLLEGE TESTING

Any student planning to enter college should take the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT). These tests are given five times a year and should be taken early enough, (preferably in their junior year) to help a student who is applying for college scholarships. Application blanks and information are available in the office of the principal or guidance counselor.

ACADEMICS: COLLEGE VISITS

High School seniors will be allowed (1) one day to visit any universities or colleges in state; and (2) two days to visit out of state universities or colleges. Absence must be cleared with Superintendent before leaving. (Students who exercise this option will not be counted absent on school daily attendance records.)

ACADEMICS: CORRESPONDENCE WORK

The State Office of Public Instruction prescribes certain academic courses that are required for graduation from school. OPI recognizes the fact that certain students will not pass a

required course and will fall behind their classmates in accumulating credits toward graduation. The failure of a required course may jeopardize the student's opportunity toward securing a diploma. The following policies are being instituted to assist a student in making up a failing grade in a required course such as: English, Mathematics, Social Studies or Science. A student will be permitted to present correspondence credits in required subject areas: English, Mathematics, Social Studies, Science or foreign language for graduation. Permission to use correspondence credits toward graduation requirements must be secured from the principal's office.

ACADEMICS: DUAL CREDIT

Belfry Schools Eligibility:

Students taking dual credit classes cannot replace the courses that Belfry School offers through teacher lead instruction. Students will be required to participate in ACT prep in all classes.

Students must be 16 years of age or a high school junior/senior to participate and have a 3.0 cumulative GPA.

- Juniors can take one dual credit in fall and spring semester.
- Seniors may take additional dual credits, as their schedule allows, providing they completed a dual credit successfully during their junior year.
- If seniors have not taken dual credits prior to senior year, they are limited to just taking one dual their fall semester.
- Students may not work on dual credits during other class periods, other than Study Skills.

Belfry Schools will only be paying for two dual credits per semester, per student. Dual credits per semester are worth a one full high school credit.

Grade 9

English 9

Science- Earth Science

Math- Algebra I

P.E.

Grade 10

English 10

World History

Math- Geometry

Science- Biology

P.E.

Grade 11

English 11

U.S. History

Math – Algebra II or Consumer Math

Grade 12

English 12

U.S. Government

Required Electives

Industrial Arts - 1 Credit

Fine Art- 1 Credit (art, drama, music)

Foreign Language -1 Credit

Additional Electives -6 Credits

Tips for Students & Parents:

- Plan early, keep a copy of your student ID#, respect deadlines, pay your tuition, check your email, and respond to emails promptly. Failure to do so may cost you a dual enrollment opportunity!
- Ask questions and keep a file of all important contacts and correspondence.
- The Montana ACT Council recommends dual enrollment as an important part of the [Core or More](#) initiative.

Keep In Mind:

- Application and enrollment is handled by the college that offers the course.
- College and high school semester start schedules differ.
- Contact colleges for Fall & Summer courses in April, contact colleges about Spring courses in November.
- Course enrollment is subject to availability.
- Courses may be offered for college credit only or dual credit.

ACADEMICS: GRADES

Report cards will be issued to the student three (3) days following the close of the nine-week period. The following numerical grading equivalence will be used:

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 & below
A 94-97	B 84-86	C 74-76	D 64-66	Incomplete 0
A- 90-93	B- 80-83	C- 70-73	D- 60-63	No Credit 0

Midterm progress reports will be issued at the end of every 4 ½ week period. These reports will be issued to 7-12 students. This will give the student and parents the ability to see how their child is doing in each class they are taking at school. A deficiency list will be provided

to staff members and sent home to parents on Monday.

LATE POLICY (7-12 grades):

Assignments that are turned in past due date will be have 10% taken off the final grade for each day that is late.

ACADEMICS: FINAL EXAM EXEMPTION

All students are required to take final exams. The only exceptions will be seniors with straight A's in a subject for quarters three and four and have not missed more than ten (10) days of school in the current year. These students may be exempt from the final exam.

ACADEMICS: PARENT-TEACHER CONFERENCES

Parents are encouraged to participate in these conferences and to bring any questions they might have pertaining to their son or daughter. Fall conferences will be held in November and the spring conferences will be held in March. Please refer to your school calendar for the exact dates and times.

ACADEMICS: PERMANENT RECORDS

Permanent record folders are on file in the Administrator's office. They are the official records the students work to date in school. The parent or guardian may visit the school and inspect their children's cumulative file in the presence of an administrator. This includes all data that is in each folder, such as family background information, aptitude tests, intelligence test scores, and academic work completed, etc. The parents have the right to challenge the contents of the school folder if they so desire. If so desired, a hearing may be held with the school superintendent. If the parent is not satisfied as a result of this hearing, they may meet with the Belfry Public School Board of Education.

ACADEMICS: PROMOTION AND RETENTION POLICY

It is our belief that the retention of students should be treated as a positive practice, not as punishment. It is further felt that additional time expended at an earlier grade level may provide for future academic and social benefits for students, because they will be more able to compete with their peer group. Decision to retain students in grades K-8 shall be made by a team of the child's teachers, principal, and parents. Prior to the last reporting period, the teacher must indicate to the principal and parent(s) that the student is failing. Basic skills, learning disabled and other special students will be promoted or retained according to their individual educational plan (IEP). Special students will be promoted if satisfactory progress is made in accordance with the student's ability to achieve. Special students will be retained if no progress is evident and no effort is being put forth. In order to graduate from Belfry High School a student must complete a minimum of 24 credits. The current class will be required to take 24 units to graduate. This group will be required to take any three of the four required units.

The units of credits shall be comprised as follows:

Language Arts	4		
Social Studies*	3	Fine Art	1(Drama, Art, Band, Choir)
Mathematics	3	Vo-Ag/FCS	1
Science**	3	Drivers Education	--
Physical Education	1	Total	24
Electives	8		

* Includes 1 year of US Government

**2 labs needed for post-secondary education

Band and chorus will be one credit each course per year

Honor Roll and Honor Society

Junior High and High School students will be listed on High Honor Roll if their Grade Point Average is 3.5 and on Honor Roll if their Grade Point Average is 3.0. Students will apply for the Honor Society according to the Belfry Honor Society By-Laws. In order to qualify for the Valedictorian and Salutatorian awards, students must attend Belfry High School in 11th and 12th grade and have a minimum of 3.0 GPA, as of seventh semester. The senior with the highest grade point above a 3.0 will be awarded the Valedictorian honor and the second highest grade point will receive the Salutatorian honor, also having a minimum 3.0. Valedictorian and Salutatorian scholarships will be awarded based upon the guidelines of the Montana University Scholarship "Governor's Best and Brightest" application requirements.

ADMISSION OF STUDENTS

ADMISSION OF STUDENTS: MARRIED STUDENTS

A married student will not be restricted from attending regularly scheduled classes as long as they meet the necessary admission requirements and maintain satisfactory standards of attendance and behavior. Married students will be allowed to participate in extra-curricular activities providing they meet all necessary eligibility requirements, plus adhering to the special rules and regulations governing the activity from their immediate supervisors.

ADMISSION OF STUDENTS: OUT-OF-DISTRICT

The Board of Trustees of Belfry School recognizes that the educational needs of resident students include the need for an orderly educational process, free from disruptive influences, overcrowding, and violence.

The admission of out-of-district students will be made on the following criteria:

- The student must be in good standing with the most recently attended school, in terms

of academics, attendance, and conduct. The student must demonstrate a clean behavior record, lack of truancy, have passing grades, and present no educationally related detriment to the students of Belfry School.

- The district will not accept out-of-district students that require hiring additional staff, provision of services not currently provided, or cause overcrowding existing classes.
- Parents or guardians wishing to have their child attend Belfry Schools as an out-of-district student shall apply to Belfry Schools before July of the fiscal school year. Mid-year transfers must establish compelling reasons for admittance to Belfry School. Mid-year acceptance would be dependent upon the best interest of Belfry Schools and the student.
- Belfry School has the option of admitting out-of-district students who do not meet all of the above criteria if the student and parents agree to special conditions of admittance.

ADMISSION OF STUDENTS: PREGNANCY

The condition of pregnancy does not mean that the student cannot pursue the regular school and classroom proceedings. The decision to attend school will remain with the student and parents. When a student is not in attendance, the school will make arrangements for the student to complete the schoolwork.

ATTENDANCE

ATTENDANCE: BELIEF

The entire process of education requires 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 with the students with one another in the classroom and their participation in instructional activities are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in Montana. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding excellence in education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on his/her permanent record. School success, scholarship, and job opportunities are greatly affected by a good attendance record. Having established the importance of regular attendance as a basis for good education, we must also consider the rights and responsibilities of students, parents, and teachers in regards to this attendance policy.

ATTENDANCE: COMMITTEE

The committee will include the Superintendent/Administrator, counselor, and the teachers involved with the particular student issue.

ATTENDANCE: PARENTS

Parents are to keep the school informed about their child's absence. If you know your child is going to be absent, please call the office. If that is not possible, send a note with your child when he/she returns to school explaining their absence. Parents are expected to comply with state and local school laws and rules regarding school attendance. The State of Montana has made education compulsory for all students from the ages of 7 to 16 years of age. **Therefore, absence from school without adequate reason is illegal and parents are in violation of the law.**

ATTENDANCE: PROCEDURES

In order to graduate from Belfry High School, a student must complete 24 credits. Completion of a course at BHS will be defined as receiving a passing grade in the subject and attendance to include not more than ten (10) absences per semester. The attendance criteria are based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

After the unexcused seventh (7th) absence, a letter will be sent home to the parents. After the unexcused tenth (10th) absence in a semester, the student will be referred to an Attendance Committee. The parent(s) must attend the meeting of the attendance committee. See Attendance Policy.

ATTENDANCE: STUDENTS

Students have the right to be involved in a meaningful program in attendance at school. They will be able to make up work missed because of an absence for a valid reason. At the same time, students have a responsibility to comply with school attendance rules and to make a reasonable effort to progress in the school program.

ATTENDANCE: TEACHERS

Teachers have the right to expect regular attendance from their students. Teachers should not be expected to perform burdensome work as a result of unjustifiable student absences. Teachers should assist students with make-up work whenever absences have been excused.

DRESS CODE

DRESS CODE

Personal grooming and dress is primarily a matter between students and parents.

However, it becomes a concern for the school when the grooming and dress habits of the students become a disruptive influence. Clothing which is inappropriate creates a disturbance. Inappropriate or suggestive language on clothing will not be permitted. If the language falls into a “gray” area, consider it inappropriate. Students must change clothing or turn it inside out if deemed necessary. The building administrator will handle discipline. The following are the required dress regulations for Belfry students.

- Shoes must be worn in school at all times. “Flip-flops” will not be tolerated, unless appropriate to dress related school functions.
- Sunglasses of any shade are unacceptable in school buildings during school hours.
- Headwear of any kind is not allowed in school during school hours. This includes baseball caps, cowboy hats, visors, beanies, stocking caps or any other that covers the student’s head or face, etc.
- Acceptable shirts and tops will overlap the waist at least one inch. There will be no skin showing when the student is at the “at rest” position (straight back, hands resting down the sides of the body). When the student sits down or raises his/her arms and the shirt rises, they should use common courtesy and pull their shirt down to cover the exposed skin. See-through or low cut tops are unacceptable. The straps will be at least two inches wide (no exceptions). Undergarments should be covered at all times. No tank-tops of any kind will be allowed.
- *Skirts and shorts must be at least *two inches longer than the tips of the fingers when the student’s hands are resting down the sides of the body.
- A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E. and any special project, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc. Failure to comply with these requirements may result in disciplinary action under the “Dress Code” policy as well as possible loss of points or credit for any work that a student may be unable to complete as a result of non-compliance with the regulation.
 - a. Tank tops and sleeveless shirts may be considered acceptable in PE classes only, if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole.
- The School District reserves the right to determine what appropriate dress is.
- Upon the discretion of the administrator, the student may be sent home to shower and/or change.

***Students at all school sponsored activities will be in line with the school dress code. This will include any student or employee who attends a Belfry function such as riding a pep bus to a tournament, or a field trip, and home athletic events. Students will be held accountable for this dress code during school hours as well as during school sponsored activities both at Belfry and away.**

CELL PHONES & ELECTRONIC DEVICES

In order to maintain an educational environment free from distraction, students are discouraged from bringing cellular phones, MP3 players, iPods, or other electronic devices into the school.

The use of, or ringing, beeping, buzzing or texting of/on cell phones, pagers, or other electronic signaling devices is prohibited on school grounds, inside the school buildings, or during any classroom time period (without the consent of the principal) during the school day from 8am to 3:16pm. They are not allowed in BOOST. **Moreover, the possession or use of a cell phone in a locker room or bathroom is expressly denied.**

If a parent/guardian needs to contact a student we ask that they call the office and leave a message, calls or text messages from parents to student cell phones are not allowed during school time and will be viewed as a violation of this policy. These devices can be used in the school buildings before and after school. If a student is caught using an electronic device at an improper time, or if the device disrupts a class by making sounds, a staff member will take the electronic device away and the student will receive detention.

Confiscated electronic devices will only be returned to a parent or guardian. *All confiscated electronic devices must be picked up by a parent/guardian after school from the office. Failure to submit an electronic device to a staff member will be viewed and handled as insubordination. If the student refuses to turn the electronic device over to the administration the student will be suspended from school until a parent conference is held. Other infractions of this rule will bring about further consequences which could include suspensions in school and out of school. The administration reserves the right to deny the use of any electronic device deemed inappropriate.

School Year Laptop User Acknowledgment

Your student has been assigned a laptop for use at Belfry School. Although this device is not allowed to leave school grounds, the student is permitted to carry it with him/her from class to class throughout the day.

The student is responsible for ensuring that this device is properly cared for during the day and for making sure it is put away correctly at the end of each school day.

The student/parent may be held responsible for any damage done to the device while it is in his/her possession during the school day. This includes any financial expense required to repair or replace a device damaged due to neglect or misuse. (i.e. liquid spills, defacing the computer with stickers, ink or paint, and/or carrying and handling the machine in an incorrect manner). The student is responsible for reporting any damage, malfunctions, or problems with the device to a teacher immediately.

- Never leave any object on the keyboards. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.
- Do not use the computer while walking. The computer should be securely in place on a flat surface when it is not being used.
- Do not do anything to the computer that will permanently alter it in any way.
- Do not eat or drink around the computer.
- Keep the equipment clean at all times.
- Always completely close the lid and wait for the computer to enter sleep mode before moving it, even short distances. Movement while the computer is one can result in permanent damage to the hard drive and there the loss of all data.

DISCIPLINE

DISCIPLINE: ACTIONS FOR OFFENSES:

Minor Offenses-Grades K-12: - Semester

1st Offense – ½ hour after school

2nd Offense – 1 hour after school

3rd Offense – 1 Major Offense

Major Offense:

1st= Conference with parents, administrator, all teachers involved and student. One to three (1-3) days in school suspension. If the offense requires a board hearing possible expulsion may occur.

2nd= Three (3) days out-of-school suspension. If the offense requires a board hearing possible expulsion may occur.

3rd= Hearing with the board with possible ten (10) days suspension or expulsion.

A conference will be held after each major offense with parents, administrator, all teachers involved, and student.

DISCIPLINE: BELIEF

DISCIPLINE: One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole education structure. It is the training that develops self-control, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. While understanding the purpose of discipline in a school, one may form a correct attitude toward it, and not only do his/her part in making school an effective place of learning, but develop the habit of self-restraint which will make one a better person.

DISCIPLINE: BEHAVIOR POLICY - Infractions of any of the following would be a minor offense.

The following shall be considered “Common Courtesy” behaviors. These behaviors will also be enforced as school policy.

- Respect for teachers
- Removal of hats/caps while in the school building will be enforced.
- Snowball throwing shall not be engaged in.
- Profanity in any form, spoken, written, music, gestures, (t-shirts included) shall not be tolerated.

- Staff members shall be addressed by titles as the case may be (Mr., Mrs., Miss, Dr.)
- Orderly conduct will be expected at all times, in the halls, on the stairs and on all other school property.
- Students in the hall for designated reasons while other classes are in session shall remain appropriately quiet and have an authorized pass.
- Students shall arrive to class on time and with all needed materials.
- Students will be expected to respond to reasonable requests from all school personnel.
- The teacher, not the bell, will dismiss students.
- Students will check out through the office when leaving school for any reason during school hours. They must check in through the office upon returning.
- Students will be expected to do their best in every class, which means continual class disruptions impede the opportunities for him/her and others to learn.
- Students will be expected to respect other people's property (i.e. stay out of other people's lockers and desks)
- Students will not engage in displays of affection such as hugging or kissing in halls, on the school grounds, on school buses, or at any school-sponsored activity. Holding hands is permitted only during school activities outside of regular school hours (i.e. sporting events, dances and parades).
- Students will not ride bikes, skateboards or roller blades on school property during school hours.

DISCIPLINE: BEHAVIOR MAJOR OFFENSES - The following major offenses will result in in-school suspension, out of school suspension, or expulsion.

The following behaviors will be considered major offenses:

- Willful destruction and defacing of school property.
- Willful disobedience or open defiance of the authority of school personnel.
- Profanity directed toward any school personnel.
- Torturing, assault, tormenting or abusing a pupil in any way, maltreating a pupil or teacher. This includes, but not limited to verbal and/or physical abuse.
- Extortion exercised against any pupil or teacher.
- Illegal drugs, alcohol, or tobacco: refer to Tobacco, Alcohol and Drug Policy.
- The use or possession of deadly weapons: refer to Weapons Policy.
- Stealing from a student, staff, school district, or during a school activity.

DISCIPLINE: CHEATING POLICY

- Any student found cheating in a classroom will receive a zero on whatever daily work or test (this includes plagiarism) he or she was cheating on in that class.
- If the student is participating in any extra-curricular activities, he or she will be ineligible to participate in the next scheduled activities.
- The parents will be notified by phone immediately and disciplinary referral will follow by mail.
- If a second incident of cheating occurs in the school year, the student will receive two (2) days out of school suspension.

DISCIPLINE: DETENTION/SUSPENSION

- If a student is sent out of a class, he/she will not be allowed to return to that class.
- The student will be responsible to gather all assignments from each class missed.

ISS In School Suspension – Students who are given ISS must make up all work missed and submit to each classroom teacher for school credit. Personal electronic devices will be turned into the office during ISS.

OSS Out of School Suspension – Students who are given OSS are expected to make up all course work missed and submitted to teachers upon return to school. Parents will be contacted if work is not submitted upon student's return.

An OSS student is not to be on school grounds for any reason until 7:30 a.m. the day after their suspension is completed, including all school activities. Students who violate this rule will be subject to additional suspension from school for up to two (2) days.

DISCIPLINE: DRUG POLICY FOR TOBACCO, ALCOHOL, AND OTHER ILLICIT DRUGS

Students will not be permitted to use or be in possession of tobacco, alcohol, or illegal drugs; including steroids; on school property, during school hours, or school activities. The penalty for violation carries over from semester to semester. Belfry Public School is in accordance with the Montana High School Association Rules and Regulations. The penalty for violation of the policy will be as follows:

1st Offense

1. In school suspension until the parent/parents arrive at school and meet with the Administrator.
2. 3 days out-of-school suspension.
3. Student will be referred to school counselor and local community school service providers for additional assistance.
4. Law enforcement will be notified.
5. Two (2) week suspension from extracurricular activities. Suspension carries over from season to season.

2nd Offense

1. In school suspension until the parents arrive at school and meet with the Administrator.
2. 5 days out-of-school suspension.
3. Appear at Special School Board meeting with parent before returning to school.
4. Students will counsel with the Carbon County Drug and alcohol Representative for evaluation.

5. Law enforcement will be notified.
6. Four (4) week suspension from extra-curricular activities. Suspension carries over from season to season.

3rd Offense

1. Suspension for 10 days or until the next regular board meeting, whichever is shorter.
2. An expulsion hearing will be held.
3. Depending on the outcome of the hearing, a six (6) week suspension from extra-curricular activities will occur. Suspension carries over from season to season.

Honesty Clause: Any student that self-reports a first violation of the drug policy to a coach/sponsor or administrator on the first school day following the violation will receive one half of the penalty for the first violation. There is no honesty clause for the second and third violation.

DISCIPLINE: JUVENILE VIOLATIONS POLICY

In the event a student is processed by juvenile hearings officer and the Violation is upheld, the penalty is as follows:

1st Offense

1. Penalty will be 2 weeks' suspension from extra-curricular activities.

2nd Offense-

1. Penalty will be four (4) weeks suspension from extra-curricular activities.

Any student who is convicted of a felony in adult court may not participate in extracurricular activities, including practice, for one year; starting from the time of notification or during the period of probation, whichever is longer. In the event that a student is found guilty of a felony and placed on probation, the administration, probation officer, student, parent and other school officials deemed necessary, should meet to determine appropriate educational plans. These plans may include, but not limited to, a regular school setting, correspondence work, alternative high school setting, or home bound instruction.

EXTRA-CURRICULAR

EXTRA-CURRICULAR ACTIVITIES

A. Participation- Participation in a co-curricular and extracurricular activity is a privilege, not a right. Students representing Belfry High School in activities are expected to set a standard of excellence above that which is considered to be minimal. All students must have an extra-curricular form signed by the teachers on the day(s) they will miss. All forms must be turned in to the supervising teacher before the sponsored activity. **Any student who has an injury will be unable to play or practice without a physician's note.**

B. Conduct-Students representing Belfry School by being involved in extra-curricular activities are required to conduct themselves properly at all times. The faculty member in charge of groups has complete authority over the group under their supervision.

C. Transportation- Students who are members of athletic teams, musical organizations, speech, etc. must be transported by a school vehicle. Students will comply with all bus conduct and rules. Students shall not be allowed to ride in any other vehicle except their parents. In order to be transported by anyone else, the supervisor and the school office must be given notice in writing 24 hours in advance. Forms can be obtained from the office.

D. Practice attendance - This is mandatory for good team morale. The only time an individual will be excused from practice will be from the discretion of the coach or supervising teacher. Students are not allowed to miss more than 3 unexcused absences. The third unexcused absence will result in dismissal from the team.

a. Students not attending a full school day on the day of the game or organization activity WILL NOT be allowed to participate in that day's practice, organization activity or game.

b. Unavoidable absences such a medical/dental appointment, court mandated absences.

Senior pictures and funerals will be excluded. The principal may approve any other extenuating circumstance.

E. Physicals - Athletes, regardless of grade level, reporting for interscholastic athletic activities shall have a physical exam before they allowed participate/practice, **no exceptions**. The MHSA official physical exam form will be used. The examination must be completed after May 1 for upcoming school year. Furthermore, this examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. The District does not recognize a doctor of chiropractic sciences to be a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation for the following school year.

EXTRA-CURRICULAR ACTIVITIES: EXAMPLE: SKI DAYS

- Rules - Failure to meet these rules will result in a loss of the next ski day.
 - Students must be at school the day before a ski day unless documentation is provided to the administrator.
 - Students must attend their lessons in grades K-6
 - Students must only ski where they are comfortable and have been taken in their lessons unless supervised by an adult.
 - Students must be on the bus by the time designated by the chaperones.

EXTRA-CURRICULAR: ACTIVITY BUS

- Cheerleaders and players must ride on the team bus to the game. They must ride home on bus unless they ride with parent(s).
- Parents must notify the coaches in writing if students are riding home with them.

EXTRA-CURRICULAR: DRESS CODE

Students participating in extra-curricular activities are representing the school and will be required to dress accordingly. Students must follow the school dress code as well as dress

professionally (collared shirt, dress pants, dress shoes or nice tennis shoes).

EXTRA-CURRICULAR: FAMILY NIGHT

Wednesday evening of each week has been set aside as FAMILY NIGHT, and no activities may be scheduled on these evenings. All student activities must be completed by **6:30 p.m. on Family Night.**

EXTRA CURRICULAR: INELIGIBILITY AT BELFRY HIGH SCHOOL Grades (4-12)

- Academic Probation
 - Any student with a D or below will be on academic probation for the following week starting on Monday and continuing until the following Monday morning. The student will still practice and play but must attend study hall with the teacher for a half an hour before or after school until the grade is a C- or better. The student remains on probation until the next week (grades will be evaluated weekly). This probation does not restart for different classes.
- Academic Suspension
 - After a student is put on academic probation and his/her grade is still a D or below, after one week, the student is put on academic suspension. The student will still practice but cannot play in games or compete in extra-curricular events until Monday morning at 8 am the following week if the grade is brought up. This probation does not restart for different classes.

EXTRA-CURRICULAR: OPEN GYM POLICY

Belfry School District #3 allows and encourages students to participate in open gyms. Coaches and schools cannot be involved in out-of-season practices for athletics (except June 1 through July 31). Open gyms must be conducted according to the following guidelines:

- Signs are to be posted 24 hours prior to the date of the open gym.
- The “Open Gym” is open to any youngster that is interested in attending and participating.
- There is no instruction during the open gym, whether by a coach or by anyone else.
- Coaches may supervise open gyms, but they may not instruct, organize drills, etc. or participate with the students.
- Once you leave the gym, you will not be allowed to come back in. NO EXCEPTIONS!
- ABSOLUTELY NO STREET SHOES ALLOWED ON THE GYM FLOOR.
- Participants are responsible for sweeping the floor every night before leaving.
- No jewelry will be allowed for safety reasons.
- The adult in charge has the right to remove any participant not following the “open gym” guidelines.
- All open gym will be under the supervision of the head coaches of both boys’ and girls’ sports on a volunteer basis.
- The coaches may check out a key to the gym for summer use.

- The locker rooms and gym will be kept in clean and orderly manner.
- Lights must be turned off, doors must be locked, toilets must be flushed, and gym floor dry mopped after each use.
- Elementary students or those not participating in sports are also welcome to use the gym during the open gym times and the head coaches will be in charge of supervision of these participants as well.
- Proper attire that would be conducive to sports.
- No beverages on the playing court at any time.
- Students are not allowed to run around the gym area.

EXTRA-CURRICULAR: SCHOOL DANCES

A dance is allowable if it meets the following criteria: Held on Friday or Saturday night and lasts no later than midnight. Once a student leaves the building, he/she will not be allowed to return. Have two teachers or other approved chaperones as approved by the administration.

FACILITIES

FACILITIES: BROKEN BACK BOARD

If the backboard is broken in practice or games, the school pays otherwise the student pays. If a new warranted backboard is broken the person or parties responsible will incur the transportation and installation cost only.

FACILITIES: SCHEDULING

The school board wishes to have the facilities used for worthwhile community activities. Arrangements for use must be made through the superintendent's office to avoid conflicts with educational programs.

FEDERAL OR STATE LAWS AND HUMAN RIGHTS

FEDERAL OR STATE LAWS AND HUMAN RIGHTS: EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES

The Belfry School District is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin, or color is prohibited.

The School system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living. **These include respect for the individual regardless of economic status, physical or intellectual ability, race, creed, color, religion, sex, or age; respect for cultural differences; respect for economic, political, and social rights of others; and respect for the right of others to seek and maintain their own**

identities. The school system shall strive to remove all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children.

The Belfry School system shall continue to reexamine thoroughly all parts of the curriculum to make sure that the instructional materials accurately portray the history, contributions, and culture of the various ethnic groups in our society.

FEDERAL OR STATE LAWS AND HUMAN RIGHTS: GRIEVANCE PROCEDURE

Employees, applicants, students, parents, and patrons of the school district must be afforded the opportunity to file grievance claims of discrimination or violations under Title IV, Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 and ADA Act of 1990. The following may be used as a guideline in developing a procedure for the presentation of these claims.

1. An alleged grievance is to be submitted in writing to the superintendent explaining the nature of the violation.
2. The superintendent notifies the parties involved of the claim within 10 working days. The parties in turn have 10 working days to return an answer to the superintendent.
3. A hearing may be conducted with the superintendent, grievant, and parties involved.
4. The decision of this hearing may be brought within 10 working days before the local school board or hearing panel established by the board with 30 working days allowed to schedule this hearing. A decision should be rendered within 10 working days of this hearing. The total number of days for this process should be no more than 80 working days.
5. The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to issues rose.
6. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of their choice, which may include an attorney.
7. The local school district shall make its decision in writing within 15 days after the hearing.
8. If students/parents do not get the problem resolved locally, you are entitled to proceed with the parties listed below.

Office for Civil Rights
1244 Speer Blvd.
Suite 310
Denver, CO 80204
(303) 844-5695
TDD (303) 844-3417

MT Office of Public Inst.
Dept of Operations
1227 11 Ave
Helena, MT 59620-2501

FEDERAL OR STATE LAWS AND HUMAN RIGHTS: NON DISCRIMINATION POLICY

The Belfry Public School supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973. Belfry School does not discriminate on basis of sex, race, color, national origin, age, or disability in employment and in those programs and activities offered to its students. It is the expressed intent of the Belfry School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, or handicap.

FEDERAL OR STATE LAWS AND HUMAN RIGHTS: SEXUAL HARASSMENT POLICY AND PROCEDURES

1. Basic Policy:

The Belfry Public School is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The district will not tolerate such behavior between members of the same or opposite sex. The district will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender directed conduct) which comes to the attention of the district.

The district prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any event on district property, whether or not district-sponsored, and to any school-sponsored events, regardless of location.

2. Definitions:

Sexual harassment is generally defined as unwelcome sexual advance, request for favors and other verbal and/or visual contact if a sexual or gender-directed nature when:

- A. Submission is made either explicitly or implicitly a term or condition of an individual's employment or education.
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment. An "intimidating, hostile or offensive employment or educational environment" means an environment in which:

- A. Unwelcome sexually-oriented jokes, innuendoes, obscenities, picture/posters or any action with sexual connotation makes a student or employee feel uncomfortable, or
- B. Any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward and individual based on their sex.

The following are examples of sexual harassment or intimidation:

- A. Sexual advance which is unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- B. Sexual gesture, verbal abuse, sexually oriented jokes, innuendo or obscenities.
- C. Displaying of sexually suggestive object, picture, cartoon or poster.
- D. Sexually suggestive letter, note or invitation.
- E. Employment or education benefits affected in exchange for a sexual favor.
- F. Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- G. Hazing or daring to perform in unsafe work or learning practices particularly directed toward students or employees in non-traditional settings.

3. ***Prevention:***

It is the policy of this district to provide regular in-service education and training about sexual harassment and intimidation for employees and students.

Sexual harassment prevention training may be included in staff and student orientation, and students, employees, parents and caretakers may be actively involved in the development of the district's sexual harassment prevention program.

4. ***Reporting:***

Students or employees that believe that they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, the Equal Opportunity Officer, or the First Level Supervisor who is not involved in the alleged harassment. Persons who feel they are being harassed or intimidated should take the following steps:

- A. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Do not assume or hope that the problem will go away.
- B. Notify a counselor, the Title IX Coordinator or an administrator right away. Early reporting assists any investigation.
- C. Request a copy of the district's sexual harassment policy so that reporting processes are clear.
- D. Keep notes; keep a record of dates, times, places and witnesses and descriptions of each incident. Save all notes or records in a safe place.

Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report.

Once a report has been filed with an administrator, Title IX Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in the *Investigation and Action Procedure* listed below.

5. ***Confidentiality:***

A report of sexual harassment or intimidation and the investigation are kept in strictest confidence, where practical, for the protection of all parties involved. The district's obligation to investigate and take corrective action may supersede an individual's right to privacy.

6. *Investigation and action procedures:*

- A. After receiving a report of grievance, the Title IX Coordinator or an individual as designated by the district administrator, shall conduct an investigation and make written recommendation within thirty (30) days to the Superintendent. In determining whether alleged conduct constitutes sexual harassment, the coordinator will consider many items including the facts of the allegation, case law, state and federal law and regulations, the district policy prohibiting sexual harassment and intimidation, any past behavior, any training the accused individual has received and other items as appropriate.
- B. On receipt of a recommendation from the coordinator that probable cause exists to credit the allegations of sexual harassment or intimidation, the Superintendent may take action based on the report/recommendation or the Superintendent may conduct his/her own investigation into the charges. The superintendent may appoint an outside investigator to conduct the investigation.
- C. The superintendent receiving the recommendation from the coordinator must complete such investigation within thirty (30) days of receipt.
- D. Pending such an investigation, the Superintendent or building administrator or other supervisor may take any action necessary to protect the alleged victim, or other employees or students consistent with requirements of applicable regulations and statutes, if any.
- E. Consistent with the requirements of applicable regulations or statutes, the Superintendent may take such action deemed necessary and appropriate after the completion of the investigation.
- F. The final disposition of the case may be by action of the Board of Trustees of there is a recommendation for non-renewal of employment termination or expulsion.

7. *Sanctions:*

A substantiated charge against an employee of the district shall subject the employee to disciplinary action in accordance with any appropriate employee contract, up to and including discharge. A substantiated charge against a student shall subject that student to student disciplinary action including suspension or expulsion, consistent with the district's student discipline policy.

8. *Notification:*

Notice of the existence of this policy, prevention plan and procedures shall be posted in prominent locations in all district buildings, including information on how to receive a copy, notice shall also be included in student, parent and staff handbooks annually.

9. *Remediation:*

A plan will be developed to provide student and staff victims and witnesses of harassment with counseling and other support services to help them cope with the effects of harassment or intimidation.

Legal references:

Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Montana Constitution Article X, Section 1; Montana Human Rights Act 49-2, MCA; Implementing State and Federal Regulations.

Developed by:

Janice Frankino Doggett, Atty., Montana School Board Assn.

Pat Callbeck Harper, Equity Consultant

Beda Lovitt, Atty.

FEDERAL/STATE/DISTRICT LAWS AND HUMAN RIGHTS: STUDENT AND CIVIL RIGHTS LAW

All students do have rights as citizens of the United States. All students do have a right not to be discriminated against. Knowing your rights under the Federal Civil Rights Laws is important; however, it is just as important to realize that you have responsibilities under those Civil Rights. Your first responsibility is to yourself to become aware of your rights under the law. You are also responsible for protecting these rights for yourself, your friends, and classmates. You are responsible for being fair, honest, and reasonable in exercising your rights under the federal laws.

FEDERAL/STATE/DISTRICT LAWS AND HUMAN RIGHTS: WEAPONS POLICY

This guidance is to provide information concerning state and local responsibilities under the Gun-Free Schools Act (GFSA), which was enacted on October 20, 1994 as part of the Improving America's Schools Act of 1994 (the reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA), Public 103-382. Preliminary information, including a copy of this new legislation, was mailed to Governors and Chief State School Officers in a letter dated November 28, 1994. The GFSA states that each state receiving federal funds under ESEA must have in effect, by October 20, 1995, a state law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to school. Each state's law also must allow the chief administering officer of the local educational agency (LEA) to modify the expulsion requirements on a case-by-case basis.

The legislation explicitly states that the GFSA must be construed to be consistent with the Individuals with Disabilities Education Act (IDEA). Therefore, by using the case-by-case exception, LEA's will be able to discipline students with disabilities in Section 504 of the Rehabilitation Act (Section 504), and thereby maintain eligibility for Federal financial assistance. The Department intends to issue separate, more detailed guidance on discipline of students with disabilities, which will include clarification of the implementation of the GFSA consistent with IDEA and Section 504.

HEALTH

HEALTH: HEAD LICE CONTROL PROCEDURES

The district shall conduct checks of all students when the administration determines that there is sufficient cause to do so.

- Students identified as having evidence of lice infestations will be sent home.
- Parents will be provided with information regarding treatment for lice.
- An infestation is defined by:
 - Live lice or other evidence that they have been on the scalp; such as, redness of the scalp, scratch like bite marks or persistent itch.
 - Nits (eggs) which are close to the scalp.
- Students may return to school 24 hours after treatment with a pediculicide shampoo, or with a written verification from a medical authority that he/she is free of head lice. A second check will then be conducted the day the student returns to school after the 48 hours. This is to insure the health and safety of the rest of the students and staff.
- If students have evidence of infestation a second time after the 48-hour period, they will be sent home.
- A second check will be done 7 to 10 days following the first check.
- All carpets and furniture will be cleaned in the room where an infestation is found.
- All parents will be notified; students will be provided with all homework, book and assignments for all absences connected with lice infestation. Furthermore, students will not be held in jeopardy due to violation of other attendance policies.

HEALTH: IMMUNIZATION LAW

Under the Montana State Law, no child will be admitted to Kindergarten, Elementary School, Junior High School, or Senior High School in the public or non-public schools unless they have a certificate of "Immunization" on file at the school or submit one prior to admission. The law requires that the certificate must be signed by a doctor or local health department representative and be presented to the school officials by the parent or guardian of the child. The certificate of immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases, for which immunization is required, those children, who are not adequately immunized, including children exempt, will be excluded from school until the danger of the epidemic is over.

HEALTH: MEDICATION POLICY

Administering Medicines to Students

A building principal or other administrator may authorize, in writing, any school employee:

To assist in self-administration of a prescription or over the counter drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student's parent or guardian.

Except in an emergency situation, only a qualified healthcare professional may administer a drug or prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse, (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent or guardian may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician

In absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under 37-8-103 (1) (c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Self-Administration of Medication

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 or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building administrator may authorize in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a pre-filled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day; during field trips, and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Administration of Glucagon

School employees may not agree to administer glucagon pursuant to Section 20-5-412, MCA

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student before any medication is given by school personnel;
- Must record on student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36 to 46 degrees F
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five (45) school day supply of a medication for a student to be stored at a school; and all medications, prescription and non-prescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medication.

Disposal of Medication

The District requires school personnel either to return to a parent or guardian or with permission of the parent or guardian, to destroy and unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy and medicine not repossessed by a parent or guardian with a seven (7) day period of notification by school authorities.

Legal Reference: 20-5-412, MCA

Definition—parent-designated adult

Administration of glucagon's—training.

8.32.1701-1712, ARM

Delegation and assignment

RULES AND REGULATIONS

RULES AND REGULATIONS: ANIMAL POLICY

The student must have approval of teacher and the administration prior to bringing any animal to school.

RULES AND REGULATIONS: BOOK CARE

Books are furnished to all pupils for their use. If books are abused, the student to whom the book was issued is responsible for the replacement cost. The student must pay for books lost or destroyed. Any student willfully destroying or mutilating school property from the original condition will purchase suitable replacements. This also includes library books checked out by students.

RULES AND REGULATIONS: CLASSROOM, GYM, and FACILITY CARE

- Absolutely no street shoes or cleats may be worn in the gym.
- No cleats may be worn in the school.
- Anyone using the weight machine should be careful not to drop the weights.
- Clean up any messes and properly store equipment used.
- No pop, candy, seeds, sweetened liquids or food during class time unless authorization has been given by administration.
- Water is the only liquid allowed on the newly carpeted areas throughout the school.
- The gym area and the hallway to the concession stand may have beverages during game time only!

RULES AND REGULATIONS: COMPLAINT PROCEDURES

- Procedure for complaints by parents or other community members.
- To the superintendent.
- The superintendent to the board at a regular Board of Trustees meeting.
- Directly to the Board of Trustees at the regular meeting.
- Complaint by telephone in person to individual trustees will be referred to the superintendent.

PROCESS

Level 1:

Immediate supervisor. (Informal or optional may be passed by the grievance).
A student/parent/guardian with a grievance should first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. Employees with a grievance should first discuss it with their

immediate supervisor with the same objective.

Level 2:

Title IX and Section 504 coordinator:

If the grievance is not resolved at level 1 and grievance wishes to pursue the grievance, it may be formalized by filing a grievance in writing. The grievance shall state:

- A. The nature of the grievance.
- B. The remedy requested.
- C. Be signed by the grievant.

The filing of written grievance level 2 must be to the coordinator within ten (10) days of the event giving rise to the grievance or from the date the grievance could reasonably become aware of such occurrence.

If the superintendent is the coordinator and the grievance is not resolved at level 2, either party may advance to level 4.

Level 3:

Superintendent:

If the grievance is not resolved at level 2, either party may process it to level 3 by presenting a written appeal to the Superintendent within ten (10) days after receipt of written appeal. A written report regarding the decision and/or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.

Level 4:

The Board of Trustees: Either party may process the grievance beyond the decision reached in level 3 by filing written grievance within ten (10) days at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.

Level 5:

Rules of Controversy: Either party may appeal the decision of the School Board by filing a notice of appeal with the County Superintendent within thirty (30) days after the final decision of the board pursuant to the rules of school controversy. (10.6.103 SEQ. RM. See also Ridgeway Settlement Agreement, Pg 29.)

RULES AND REGULATIONS: HARASSMENT

This school district does not support nor will it tolerate any form of harassment on school grounds, in school buildings, at school events or elsewhere. Harassment is defined as any unwelcome action towards an individual. Types of harassment include, but are not limited to: sexual, physical, verbal, emotional, and general harassment commonly referred to as teasing. It must be made known to the accused that this type of behavior is not welcomed, and a staff member must be notified. The administration is to be informed of these types of demeaning, hostile, or intimidating behaviors immediately so proper administrative and procedural action can be implemented as soon as possible. This action may include but is not limited to informing

the proper authorities, expulsion or suspension of students, termination of employment of employees, and escorting school visitors from school building and/or school sponsored events.

RULES AND REGULATIONS: INTERNET ACCEPTABLE USE POLICY

Internet access is now available to students and teachers in the Belfry Public School. We are very pleased to bring this access to BPS and believe the Internet offers vast, diverse and unique sources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence by, resource sharing, innovation, and communication.

Internet is a part of the information superhighway you may have heard about through the media. This highway connects thousands of computers all over the world and millions of individual subscribers. We believe this computer technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. Internet is a tool, for lifelong learning and only begins to open the door to many advanced tools to look forward to.

Students and staff have access to:

1. Electronic mail communication with people all over the world.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and shareware of all types.
4. Discussion groups on a large number of topics ranging from weather to grain prices to music to politics to world cultures.
5. Access to numerous university library catalogs, the Library of Congress, ERIC, and ODIN.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. We, at BHS, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so those users are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a BPS user violates any of these provisions, his or her access will be terminated. The signatures(s) at the end of this document indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

1. The use of Internet is a privilege, not a right. Inappropriate use, including any

violation of these conditions and rules, may result in cancellation of the privileges. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. **This includes**, but is not limited to copyrighted material, threatening or obscene material, or material protected trade secret. Use for commercial activities is generally not acceptable.

2. Network Etiquette-Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear; use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone numbers of students or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
 - g. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, or expression of bigotry or hate.
 - h. Subscriptions to list serves must be reported to a system administrator. Prior approval for list serves is required for students.
 - i. Mail list serves must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.
 - j. From time to time, Belfry Public School system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
3. Use of any information obtained via the Internet is at your own risk. BPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. Security-Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.
5. Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of

another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

6. Inappropriate Use- The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an e-mail account at any time. The administration, faculty, and staff at BHS may request the system administrator to deny, revoke, or suspend any student's computer usage.

RULES AND REGULATIONS: LIBRARY

The library should be used for doing research work and for working with reference material, not for leisure time reading. Admit slips or passes from study halls will be necessary to gain admittance to the library. The library is not be used as a visitation room. Students creating disturbances in the library will no longer be allowed to use it. No magazines, books or materials are to be taken out of the library unless they have been properly checked out.

Encyclopedias, dictionaries and certain reference books cannot be taken out of the library under any circumstances. Library books can be checked out for a period of two weeks. Students with overdue library books and articles will be fined. Any library books lost, destroyed, or not returned, will be paid for by the student or his/her family.

RULES AND REGULATIONS: LOCKER RULES GRADES 7-12

- Students are responsible for the care and condition of the locker. The cost of repairing locker doors due to student misuse will be billed to the student.
- The administration reserves the right to inspect student lockers if they feel that it is necessary to maintain the integrity of the school environment and protect other students.
- Lockers are the property of Belfry School and are subject to random searches.
- Items of bad taste as determined by the building administrator will be removed from the lockers.

RULES AND REGULATIONS: Lunch

- Elementary teachers and classroom aide will sit with their class during lunch period.
- All teachers present in the lunchroom will assist in control of lunchroom. It is suggested that teachers sit at the tables with their students.
- Teachers and students are not allowed to have pop in the lunchroom.
- All elementary teachers will keep charge of their classes until released to the duty teacher.
- All teachers will see to it that their students follow rules and regulations in the lunchroom.
- Noon duty teachers will provide adequate supervision. They are to be in the area and patrol the area.
- All teachers in the elementary and high school will accompany their students to the lunch room.

- All teachers will supervise their students while students are eating.
- Outside noon duty teacher is to come in five (5) minutes early with class before bell rings.
- Lunch count will be taken at the beginning of home room.
- Salad bar will be considered part of the meal.
- Students cannot be unsupervised in building during lunch hour.
- Junior High and High School students cannot stay in the elementary building during lunch hour.
- Food cannot be taken out of the lunchroom.

RULES AND REGULATIONS: OPEN CAMPUS

High school students ONLY are allowed to go off campus during the lunch hour. Middle school students will not be permitted off campus. The Belfry Staff would like students and parents to realize that being allowed off campus is a PRIVILEGE not a right. The staff, at any time, may terminate all students or certain students for being allowed off campus if the students are not being responsible, not acting appropriately, or if suspicion or information of inappropriate conduct is happening off campus. The parents will be notified of this decision.

- 1) Students are allowed off campus at the following times.
 - a) Monday through Thursday 11:21 -11:51 a.m.
 - b) Fridays 11:22-11:52 a.m.
- 2) Students will not be allowed to sit in their vehicles or drive their vehicles during open campus time.
- 3) Students will be responsible to be on time to class following lunch hour. If a student is tardy to class, they will be counted as tardy and the consequences lined out in the student handbook will be applied.
- 4) If teachers or administration suspect inappropriate behavior open campus, or if the school receives information about students acting inappropriately during open campus, the school can notify the parents of a student or students and the open campus policy can be revoked.
- 5) If a student has a C- in any class, the student will not be allowed off campus until the grade has been brought up to a C. The grades for open campus are also checked each Monday morning for eligibility of open campus privileges.
- 6) If a student cannot handle the responsibility of being allowed off campus as deemed by the teacher or administration, the student or students will not be allowed to participate in going off campus and the parents will be notified of this decision.

RULES AND REGULATIONS: NOON HOUR RULES

Elementary teachers are to supervise in their rooms until they are taken outside to the duty teacher. No student shall be in the building unless directly supervised by a teacher. All elementary are to stay in the rear on the playground. Curtail rough play, no snowballs, skateboards, etc.

High school teachers that do not have any noon duties after the students are finished eating need to be ready to begin class at the beginning of 5th period.

RULES AND REGULATIONS: PHYSICAL EDUCATION GRADES 7-12

If you are to be excused from Gym Class, you must have a written note from parents or a physician. Students will not be excused because of an organized sport and must participate on the day of a contest.

RULES AND REGULATIONS: PHYSICAL EDUCATION & RECESS GRADES K-6

All elementary children will be expected to go outside during their recesses. The principal will be responsible for taking the daily weather into consideration when sending the children outside. A student may be excused from physical education for up to three days with a note from their parent. In order to be excused longer than three days, the student must have a note from their doctor. If a note is sent requesting the child not to participate in physical education, the child will still attend with limited participation. Students are required to wear gym shoes; not their street shoes, when in gym.

RULES AND REGULATIONS: PLAYGROUND RULES

1. No physical contact which may cause injuries is permitted.
2. Use the playground equipment for its intended purposes.
 - 1st Offense-Student will be benched for the remainder of the recess.
 - 2nd Offense-After school detention for 15 minutes.
 - 3rd Offense-After school detention for 30 minutes with a letter or phone call home.

Offenses will be logged and the log will be kept in the superintendent's office. Grades K-3 offenses will accumulate for 4 ½ weeks and then start over. Grades 4-6 offenses will accumulate for 9 weeks and then start over.

RULES AND REGULATIONS: SCHOOL BUS REGULATIONS

Pupil transportation is privilege, not a right provided for the student population. Misbehavior will result in the privilege being revoked following administrative review. The school bus driver and the administration have the responsibility and authority to maintain discipline on the school bus.

Bus Rules

- A. Be seated when bus is in motion.
- B. Speak in normal tones.
- C. No arms, legs, or heads outside bus windows.
- D. Do not distract the driver.
- E. Follow the driver's direction the first time given.
- F. Classroom behavior rules are in force while on the bus.
- G. Keep hands, feet and objects to yourself and out of traffic walkway.
- H. To leave your bus at a stop other than your own, you must have a note from the school or

your parent.

I. Exit the bus from the front door only.

J. As per school policy, no contraband will be allowed on any school transportation.

K. No sunflower seeds on the bus.

L. Do not harass, intimidate, or use violence toward others.

M. Do not destroy or vandalize school or other people's property.

The purpose of student transportation is to transport those pupils who live too far away to walk to school and is founded on the basis of necessity. This does not mean that the School District is compelled to transport any student who does not conform to the necessary rules and regulations. The following cooperation is expected from all students riding school buses:

1. Pupils are expected to conform promptly to the suggestions of the bus driver.
2. Be on time at the designated bus stops. **BUSES CANNOT WAIT!**
3. Stay off the roadway at all times while waiting for the bus.
4. Cross in front of the bus when crossing highway, not in back of the bus.
5. Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
6. Keep hands and head inside of the bus at all times.
7. **Never open rear safety door** except in case of an emergency.
8. Occupy any seat assigned by the bus driver.
9. No smoking or use of any illegal drugs is permitted on buses at any time.
10. No standing while bus is in motion.
11. Consumption of food or drink will be at the discretion of the driver.
12. Other reasonable rules as established by the administration and/or individual bus driver.

Failure to follow these rules will result in the following consequences:

- 1st Offense-Assigned seating behind the driver for a week and parents notified.
- 2nd Offense-1-hour detention after school and parents notified.
- 3rd Offense-Lose privilege of riding the bus for a period of up to one week.

The administration of the school may withdraw the privilege of riding the bus on any route if the behavior of the pupil interferes with the safety of other students or causes damage to the school bus.

RULES AND REGULATIONS: STUDY HALL (GRADES 7-12)

1. Study hall is designed to provide a place and atmosphere for student achievement.
2. Students are to remain in the study hall during the entire period.
3. No pop, candy, seeds, or other beverages besides plain water will be allowed in the study hall.

RULES AND REGULATIONS: TEACHERS' STAFF and BOARD ROOM

1. No students allowed in teachers' staff and board room without direct supervision from staff.
2. Students are not allowed to use copier without direct supervision of staff members.

RULES AND REGULATIONS: TELEPHONE

1. Students will not be called from their classes to answer telephone calls except in case of an emergency or extreme urgency by PARENTS!

2. The telephone can be used to call out only in an emergency! You must get permission from a faculty member to use the telephone.

3. In the case of an emergency students will be allowed to call between class periods. Students will only be able to call from the school office and not from teacher phones.

3. No cell phones/pagers allowed in the classroom or school.

RULES AND REGULATIONS: VALUABLES/MONEY

Students are asked not to bring valuables and/or money to school unless necessary. If necessary, leave valuables and/or money in the office or in the school vault. The school is not responsible for valuables and/or left in the lockers. Padlocks may be rented in the office.

RULES AND REGULATIONS: VEHICLE USE

Vehicles may be driven to school and may be driven home with parent consent. Vehicles including motorcycles will not be moved during the school day without permission of the superintendent. Students with vehicles must park in the school parking lot. Students are not allowed to congregate in the park across the street from the school or in the teacher's parking lot. Vehicles will not be used as a rest area during noon hour. All student vehicles will leave the parking lot in an appropriate manner. Persons violating the automobile-motorcycle guidelines will turn their keys in at the office in the morning and pick them up at the end of the day.

RULES AND REGULATIONS: VISITORS

All visitors are to report to the main office: parents, salesmen, other students and friends, etc. No student visitors will be allowed in classrooms during school hours.

SAFETY

SAFETY: ACCIDENT BENEFIT FUND

The Belfry Public School will be providing student insurance coverage for all pupils, including athletics, through the Northwestern Scholastic Insurers. This applies to only school-related accidents.

Parents' health insurance would be the primary coverage with student insurance picking up some of the cost not covered by parent's insurance.

SAFETY: EMERGENCY TREATMENT

The board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Physical education teachers, coaches, assistant coaches and intramural coaches are required to become trained and/or maintain skills in recognized first aid procedures. Staff has the duty to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. The staff member who exercises his/her judgment and skills in aiding an injured person during the school day or during a school event is protected by the district's liability insurance except when the individual is operating outside the scope of his/her employment or designated duties.

When a student is injured, it is the responsibility of staff to see that immediate care and attention is given the injured party until relieved. Word of the accident should be sent to the principal's office immediately. The principal or designated school employee should contact the parent so that the parent can arrange for care of treatment of the injured.

- In the event that the parent cannot be contacted, call the emergency number listed on the child's enrollment card to determine the next course of action.
- In the event that the parent cannot be reached and no instructions from the parent are on file, and in the judgment of the principal or person in charge, immediate attention is required, the injured student may be taken directly to the hospital or an ambulance may be called. When the parent is located, he/she may then choose to continue the treatment or make other arrangements.

The principal or designated school authority shall establish procedures to be followed in any accident, and for providing first aid or emergency treatment to a student who is ill or injured. These procedures shall be as follows:

For a life threatening emergency (severe bleeding, shock, breathing difficulty, heart attack), an ambulance may be called. Normally, district personnel will not drive sick children home. Children should not walk home if he/she has a high fever, has a head injury, or is likely to go into shock from injury. Children will not, under any circumstances, be sent home unaccompanied if the way home is not likely to be a safe route.

If the injury is deemed to be minor, the trained staff member should:

- Administer first aid to the child as necessary (following the standard Red Cross procedure).
- Notify the principal or responsible designated person.
- Remain with the child until released by the principal, responsible person, or the parent.
- The principal or other responsible person so designated should make the decision whether an ill or injured child who has received first aid should return to class. The parent should be consulted.
- An accident report must be completed by the individual supervising the student at the time of the accident, as soon as possible, and from information provided at the scene of the accident. The written report should include a description of the circumstances of the illness or injury and procedures followed in handling at school.
- A copy should be included in the principal's First Aid Folder, a copy should be

mailed to the student's parent/guardian within one calendar week, and a copy should be filed in the student's folder.

General Rules to Follow:

- Common sense and communication need to be the common thread in the administration of any student accident.
- Teachers or staff not trained in first aid should defer to a staff member who is trained in basic Red Cross first aid.
- Never leave an injured student unattended.
- Send a student to the office to notify the principal. Make sure you get help on the scene ASAP. Two staff members will make a better decision than one.
- The principal or designated school employee should have quick access to a student emergency card with phone numbers and contact names clearly listed.
- The parent/guardian needs to be contacted and advised that an accident has occurred (regardless of the nature of the accident).
- An accident form needs to be filled out by the person supervising the activity in which the accident occurred. Copies of the form need to be :
 - Sent to the parent (within one calendar week).
 - Filed with the principal (school official).
 - Reviewed periodically for content and clarity.
 - The school board should receive a report on this file once a year.

SAFETY: FIRE DRILLS

The school is required to hold fire drills approximately once a month. Drills may be called at any time and are intended to acquaint the teachers and students with the needed routine in case of a real emergency. When the fire alarm sounds, all teachers should dismiss their class in a rapid and orderly manner. It is the duty of the teacher to see that all windows are closed, the lights turned off, and the doors shut but not locked and see that all students have left the building. Each class should use the exit door nearest their room at that time.

SAFETY: SEVERE WEATHER SCHOOL CLOSINGS

In case of severe weather, school closing announcements will be made over the following media: **Billings:** KTVQ2,KGHL 101.7, KCTR 102.9, **Red Lodge:** KMXE 99.3, **Powell:** KTAG 98.6. School closures will also be posted on our Twitter account, and on the school website.

Parents are asked to use their own discretion as whether to allow their children to ride the bus to school in questionable weather.

SAFETY: STORM HOMES

A storm home list will be compiled for use in case of inclement weather. This will be available prior to winter.

This page is intentionally left blank.

Please fill out and return this sheet to the school by September 17th.

Policy Acknowledgement Page

I _____, along with my Parent,
_____ have received, read, and acknowledged the
following policies in the 2021-2022 student handbook.

***Dress Code**

***Cell phone and Electronics Policy**

***Open Campus**

***Laptop User Acknowledgement**

***All other policies/regulations contained within the Belfry Student Hand Book
for grades K-12.**

Student Signature: _____

Parent/Guardian Printed Name: _____

Parent/ Guardian Signature: _____

Date: _____

