

# **ARROWHEAD SCHOOLS**

**2023 - 2024**

**STUDENT**

**HANDBOOK**

**The Jewel of the Paradise Valley**

Revised 8/16/2023

# **STAFF ORGANIZATION**

## **ADMINISTRATION**

*Lisa Rosberg, County Superintendent (406) 222-4148*

*Bianca Mar-Elia, Principal, 504 Coordinator, Title 1 (406) 946-2929*

## **CERTIFIED STAFF**

*Amber Marks, Special Education*

*Johanna Lowy, Grades 4k/5k*

*Jennifer Volk, Grade 1 & 2*

*Addie Weber, Grade 3*

*Katelyn McClure, Grades 4 & 5*

*Billi Taylor, Grades 4 & 5 ELA/Social Studies*

*Bianca Mar-Elia, Grades 4 & 5 Math*

*Tessa Vought, Grades 6-8 and Grades 4 & 5 Science*

*Glenna Bell Orman, Grades K-8 Music and Art*

## **SUPPORT STAFF**

*Laura Coolack, Bus Driver*

*Stacey Coleman, High Needs Paraprofessional*

*Crystal Cropper, Paraprofessional*

*Glenna Bell Orman, Admin. Assistant, Paraprofessional*

*Glenda Roberts, Food Service Director*

*Cinda Self, District Clerk/Business Manager (406) 924-6865*

## **BOARD OF TRUSTEES**

*The Legislature of the State of Montana delegates to the Board responsibility for the governance of district schools.*

*Dustin Burns, Chairperson*

*Heather Nack-Culbreth, Vice-Chairperson*

*Meghaan Bauer, Trustee*

*Zane Curry, Trustee*

*TBD, Trustee*

# **WELCOME TO THE ARROWHEAD SCHOOLS!**

## **PHILOSOPHY OF EDUCATION**

An educated, mentally and physically healthy individual is the goal of the Arrowhead Schools. Our duty is to contribute to the development of such individuals. The obligation of the Arrowhead School community and its professional teaching and support staff is to provide a social and learning environment and processes that contribute to the development and growth of an enlightened citizenry.

Further, every school must allow for the development of each student to his or her highest potential as an educated human being. If personal growth is to take place, each student must be helped to become aware of the value of education: The world of work and the work ethic. The relationship between physical conditioning and mental well-being. The arts, as an expression of human spirit, joy, and communication. Ability to think critically and solve problems. Intellectual curiosity in matters of things, peoples, and ideas. The best forms of learning, which are those where learning is self-motivated, exciting, and fun where students take responsibility for thoughts and actions.

Success in this effort cannot be attained without a shared appreciation of the school's philosophy which reflects the values of the community, parents, teachers, administrators, and the students themselves who ultimately, must want to be in school. Accordingly, students, teachers, administrators, parents, and community members, should be encouraged to explore and develop curricula, styles and forms of learning, social activities, and guidance and counseling services, that lend themselves to a more dynamic, cohesive, complimentary, and productive learning atmosphere and experience.

## Table of Contents

|   |   |
|---|---|
| STAFF ORGANIZATION.....   | a |
| WELCOME TO THE ARROWHEAD SCHOOLS!.....                              | b |
| PREFACE.....  | 1 |
| SCHEDULE.....   | 2 |
| BREAKFAST & LUNCH MEAL PRICE.....                                   | 2 |
| SCHOOL LUNCH CHARGES.....   | 2 |
| FREE AND REDUCED MEALS.....   | 2 |
| POP/JUICE/CANDY.....  | 2 |
| FAMILY NIGHT.....   | 2 |
| OFFICE TELEPHONE.....   | 2 |
| LOST AND FOUND.....   | 2 |
| MAIN OFFICE.....  | 2 |
| ABUSED AND NEGLECTED CHILD REPORTING.....                           | 3 |
| ATTENDANCE.....   | 3 |
| Compulsory Attendance.....  | 3 |
| Attendance Policy.....  | 3 |
| Attendance Notification.....  | 3 |
| Activities or Preplanned Absences.....                              | 3 |
| Excused Absences.....   | 4 |
| Unexcused Absences.....   | 4 |
| Truancy.....  | 4 |
| Alternative Attendance Plans.....                                   | 4 |
| CELLULAR TELEPHONE AND ELECTRONIC SIGNALING DEVICE POLICY.....      | 4 |
| COMMUNICABLE DISEASES/CONDITIONS.....                               | 4 |
| COMPLAINTS BY STUDENTS/PARENTS.....                                 | 5 |
| Uniform Grievance Procedure.....                                    | 5 |
| COMPUTER RESOURCES.....   | 6 |
| CONDUCT/DISCIPLINE.....   | 6 |
| Applicability of School Rules and Discipline:.....                  | 7 |
| Re: Extra/co-curricular Tobacco, Alcohol, and other Drug Rules..... | 7 |
| Corrective Action and Punishment.....                               | 8 |
| Make-up work.....   | 8 |
| CORPORAL PUNISHMENT.....  | 8 |
| Delegation of Authority.....  | 8 |
| CYBER BULLYING.....   | 8 |

DIRECTORY INFORMATION..... 8

DISRUPTIONS..... 9

DISTRIBUTION OF MATERIAL..... 9

    School Materials..... 9

    Non-School Materials..... 9

DRESS AND GROOMING..... 9

FEES..... 10

FOOD SERVICES..... 10

FUNDRAISING..... 10

GRADING GUIDELINES..... 10

    Parent Portal..... 10

    Grading System..... 10

    8<sup>TH</sup> Grade Graduation..... 11

    Honor Roll..... 11

HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING..... 11

HOMEWORK..... 11

IMMUNIZATION..... 11

LAW ENFORCEMENT..... 12

    Questioning of Students..... 12

    Students Taken into Custody..... 12

    Life Threats..... 12

MEDICINE AT SCHOOL..... 13

    Administering Medicines to Students..... 13

    Emergency Administration of Medication..... 13

    Self-Administration of Medication..... 13

PRAYER/RELIGIOUS ACTIVITY AT SCHOOL..... 13

PROTECTION OF STUDENT RIGHTS..... 14

    Education of Homeless Children..... 14

    Asbestos Hazard Emergency Response Act (AHERA) Management Plan..... 14

PUBLICATIONS..... 15

RELEASE OF STUDENTS FROM SCHOOL..... 15

PROGRESS REPORTS AND CONFERENCES..... 15

RETALIATION..... 15

RETENTION/SPECIAL PROMOTION..... 15

SAFETY..... 16

    Accident Prevention..... 16

|  |    |
|--|----|
| Emergency Medical Treatment and Information.....             | 16 |
| Drills: Lockdowns, Fire, Tornado, and Other Emergencies..... | 16 |
| Searches.....  | 16 |
| School Property and Equipment.....                           | 16 |
| Student’s Personal Effects.....                              | 17 |
| Vehicles on Campus.....                                      | 17 |
| Use of Detection Dogs/Law Enforcement Officials.....         | 17 |
| SEXUAL HARASSMENT/SEXUAL INTIMIDATION.....                   | 17 |
| STUDENT RECORDS.....   | 17 |
| Special Education Records.....                               | 18 |
| SUMMER SCHOOL.....   | 18 |
| TEXTBOOKS.....   | 19 |
| TRANSPORTATION.....  | 19 |
| Bus Stops.....   | 19 |
| Safety.....  | 19 |
| Responsibilities: Parents.....                               | 19 |
| Responsibilities: Students.....                              | 19 |
| VIDEO SURVEILLANCE OF STUDENTS.....                          | 19 |
| VISITORS.....  | 19 |
| VOLUNTEERS AND CHAPERONES .....                              | 20 |
| WEATHER.....   | 20 |
| Temporary/Emergency School Closure.....                      | 20 |
| WELLNESS.....  | 20 |
| Classroom Celebrations.....                                  | 20 |
| Appendix A.....  | 21 |
| Internet Safety and Technology Acceptable Use Policy.....    | 21 |

## PREFACE

### To Students and Parents:

The Arrowhead Public Schools Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term the student's parent is used to refer to the parents, legal guardian, or other person who has agreed to assume school-related responsibility for a student; the term superintendent is used to refer to the superintendent or his/her designee.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision are ongoing processes. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available on the school website.

**In case of conflict between Board policy and any provisions of student handbooks, the provisions of Board policy that were most recently adopted by the Board are to be followed.**

### NON-DISCRIMINATION POLICY

The Arrowhead School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including athletic and vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as *amended*; and the Boy Scouts Act – providing equal access to the Boy Scouts and other designated youth groups. The Superintendent has been designated to coordinate compliance with these requirements.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities as provided in the current “Montana State Plan under Part B of the Individuals with Disabilities Education Act”.

If your child works with paraprofessionals (tutors, for example), you may ask about their qualifications. You also have a right to know these qualifications for any substitute teacher who is in your child’s classroom for four consecutive weeks.

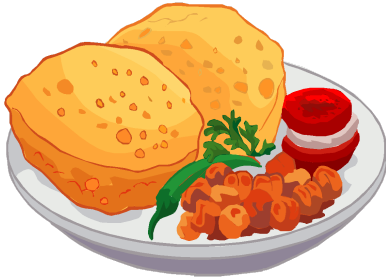
The staff of the Arrowhead Public Schools is committed to helping your child develop the academic knowledge and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you would like any of this information please write to:

Arrowhead Elementary District #75  
P.O. Box 37  
Pray, MT 59065

Please give your child’s full name and the school he or she attends as well as your name(s) and an address where we can reach you. Arrowhead Public Schools respects your right to know and values your involvement in your child’s education.

## SCHEDULE

**Classes begin at 8:00 a.m. and continue until 3:45 p.m. Monday through Thursday.**



## BREAKFAST & LUNCH MEAL PRICE

Student breakfast/lunch:

|                        | Regular | Reduced |
|------------------------|---------|---------|
| One (1) Breakfast      | \$1.85  | \$0.30  |
| Five (5) Breakfasts    | \$9.25  | \$1.50  |
| Twenty (20) Breakfasts | \$37.00 | \$6.00  |
| One (1) lunch          | \$3.75  | \$0.40  |
| Five (5) lunches       | \$18.75 | \$2.00  |
| Twenty (20) lunches    | \$75.00 | \$8.00  |

**ALL PRICES ABOVE INCLUDE MILK**

Adult breakfast/lunch:

|                       |         |
|-----------------------|---------|
| One (1) breakfast     | \$1.85  |
| Five (5) breakfasts   | \$9.25  |
| Twenty (20) breakfast | \$37.00 |
| One (1) lunch         | \$4.50  |
| One (1) Large Salad   | \$2.60  |
| One (1) Side Salad    | \$1.60  |

**ALL PRICES ABOVE INCLUDE MILK**

|                    |         |         |
|--------------------|---------|---------|
| Single milk        | \$0.50  | \$0.50  |
| Milk (20) servings | \$10.00 | \$10.00 |

Unused lunch ticket balances at the end of the school year are carried over to the following year, unless the parent requests otherwise.

## SCHOOL LUNCH CHARGES

We understand there may be a time when your child may have to charge his or her lunch. In order to comply with Federal regulations, such charging cannot exceed 10 days. Unfortunately, we will not be able to allow your child to continue to have a school prepared meal once she or he has accumulated the maximum 10 charges. The school will notify parents when their child/children have charged 5 times.

## FREE AND REDUCED MEALS

Free and reduced lunches are available for students whose families qualify. In order to determine who qualifies for a free or reduced lunch, parents or guardians must complete and return the application for free and reduced meals. The application may be picked up at the school office. We cannot allow a child to begin receiving a free or reduced meal until the form has been completed and approved. If you have any questions or wish to receive an application, please contact Cinda Self, District Clerk, (406) 924-6865.

## POP/JUICE/CANDY

Students are not allowed to bring pop, juice, or candy on campus.

## FAMILY NIGHT

There will be no school activities scheduled on Wednesday evenings after 6:00 pm. Only emergency exceptions will be granted and must be cleared with the superintendent or his/her designee with appropriate concerned community organizations.

## OFFICE TELEPHONE

School telephones are not to be used by students unless prior approval is granted. Student use should be limited to the main office telephone and may be used only when the student is not in class or has the approval of his/her teacher or as a result of a definite emergency.

## LOST AND FOUND

Students should report lost articles and turn in found items to the office. Please label as many items as possible that your child brings to school. The school is not responsible for items that may be lost.

## MAIN OFFICE

Students are not allowed behind the office counter without permission. Students are not to use school copy machines for non-school business.



## **ABUSED AND NEGLECTED CHILD REPORTING**

*APS Board Policy, References & Regulations: 5232, 41-3-201, 41-3-202, M.C.A. 41-3-203, M.C.A. 41-3-205, M.C.A. 41-3-207*

A District employee who has reason to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Family Services 1-866-820-KIDS(5437). The employee shall notify the superintendent that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the superintendent.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Family Services, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention and may be guilty of a misdemeanor. The employee will also be subject to disciplinary action, up to and including termination.

## **ATTENDANCE**

### **Compulsory Attendance**

Parents are responsible for seeing that each of their children who have attained the age of seven (7) or more years prior to the first day of school in each year attend school, until the later of the following dates:

The child's sixteenth (16<sup>th</sup>) birthday;

1. The date of completion of the work of the eighth (8<sup>th</sup>) grade.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study;
2. Excused because of a determination by a district judge that attendance is not in the best interests of the child;
3. Enrolled in a non-public or home school.
4. Enrolled in a school of another district or state under the tuition provisions of this title.
5. Excused by the Board upon a determination that such attendance by a child who has attained the age of sixteen (16) is not in the best interest of the child and the school.

## **Attendance Policy**

The Board believes and research supports that students who attend school regularly are more successful than those who do not. Students are responsible for attending class. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade. Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics. The Board's attendance policy is designed to prepare students to become self-reliant and responsible citizens. The Board recognizes the diverse needs of students. Consequently, administrative practices allow for flexible paths to graduation, which may include alternative attendance plans.

### **Attendance Notification**

*APS Board Policy, References & Regulations: 3122P*

It is the student's responsibility to come to school on time and be prepared for each day. When a student must be absent for illness or other unforeseen emergencies, parents must inform the school by 8:45 a.m., of the reasons for the student's absence. If the school is not notified within 24 hours of the last absent day, the excuse will not be accepted, and the absence will be considered unexcused. Teachers shall keep a record of absence and tardiness, and all absences will be recorded on the report card.

### **Activities or Preplanned Absences**

Participation in school activities is an important factor in a student's success in school. It is the parents', guardians' and student's responsibility to notify the school prior to being absent. Absences for the participants in school-sponsored activities are excused, but students are responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

## Excused Absences

A student is excused when the absence is due to:

- Illness
- Bereavement
- Medical or legal appointment which cannot be scheduled outside of the school day
- Weather related absence when the schools remain in session but parents deem it unsafe for the student to attend school.
- Necessary absences approved by the parent or guardian
- Participation in school activities

If there is a question regarding the validity of an excused absence, the Superintendent may request that parents communicate directly to him/her regarding the reason for the absence or tardiness. Additionally, the Superintendent may require verification, including documentation of medical conditions contributing to the absence. **In the event the Superintendent determines an absence or tardy is unnecessary, the absence or tardy will be considered unexcused.**

Schoolwork missed during an excused absence will be made up at full credit. Students will make individual arrangements with the teachers for work completion.

(Teachers will grant 1 day for each day of absence up to 1 week for work completion.)

## Unexcused Absences

An unexcused absence is an absence that has not been verified by a parent/ guardian, or the school administration. Staff will not be expected to recreate the educational experience for students who have unexcused absences.

## Truancy

For the purpose of this policy “truant” or “truancy” means the persistent non-attendance due to “unexcused absence”, as defined in this policy, for all or any part of a school day. Truants will be reported to legal authorities as prescribes by law, § 20-5-106, MCA Truancy.

## Alternative Attendance Plans

Alternative attendance plans may be created when absences and/or truanities negatively impact student achievement.

## **CELLULAR TELEPHONE AND ELECTRONIC SIGNALING DEVICE POLICY**

*APS Board Policy, References & Regulations: 3630*

The school recognizes that many students have cell phones in order to communicate with their parents after school. All students will have permission to utilize phones during bus rides to and from school or school sponsored events. All students must turn in their phones to their teachers at the beginning of the school day and will be returned to them before dismissal at the end of the school day. Students with smart watches will also be required to turn those in to teachers at the beginning of the school day. Phones must be off when turned in and will remain off during class sessions, including specials, lunch and structured recess.

Students will understand that permission to utilize phones will be with the expectations of being responsible for their devices, respectful to all students and staff members and utilizing them in safe and appropriate ways. Any inappropriate uses of cell phones, including cyberbullying will be addressed by the administration.

If students need to communicate with their parents during school hours, they will be required to use the school phone in the office. Students will be required to have a hall pass from their teacher. Parents are asked to communicate through the school phone for any communication with students during school hours. Office personnel will forward the message to the student’s teacher to communicate with the student.

Administrators may grant permission for individual students to use and/or possess cellular phones, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student.

At no time shall any student operate a cellular phone or other electronic device with video capabilities in any bathroom or other location where such operation will violate the privacy right of another person, or, interfere with the institutional and instructional process. Unauthorized visual possession and/or use will result in confiscation of the device by school officials, including classroom teachers, and may result in disciplinary action. Confiscated devices may be returned, at the discretion of the superintendent, to the parent or guardian of the student or to the student.

## **COMMUNICABLE DISEASES/CONDITIONS**

*APS Board Policy, References & Regulations: 3410, 3417*

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease must notify the school administration so that other students who may have been exposed to the disease can be alerted. These conditions may include but are not limited to pinkeye, scabies, head lice, impetigo, hepatitis, strep throat, measles, etc. The Board recognizes that communicable diseases which may afflict students range from common childhood diseases (acute and short-term in nature) to chronic or life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

## **COMPLAINTS BY STUDENTS/PARENTS**

*APS Board Policy, References & Regulations: 2161, 2161R, 1700*

### **Uniform Grievance Procedure**

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. The District requests all individuals should use this grievance procedure when an individual believes that the Board, its employees or agents have violated the individual's rights under state or federal law or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to the pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures..

### ***Level 1: Informal***

An individual with a complaint is encouraged to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed with an administrator not involved in the alleged harassment.

### ***Level 2: Administrator***

If the complaint has not been or cannot be resolved at Level 1, the individual may file a signed and dated written complaint stating: 1) the nature of the complaint 2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and 3) the remedy or resolution requested. The written complaint must be filed with thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Administrator to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the Administrator will investigate and attempt to resolve the complaint. The Administrator will respond in writing to the complaint, within thirty (30) calendar days of the Administrator's receipt of the complaint.

*In responding to the complaint, the administrator may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the investigation; and/or (4) take other steps appropriate or helpful in resolving the complaint.*

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Board review the administrator's decision. (See Level 3.) This request must be submitted to the Board within fifteen (15) calendar days of the Administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator

may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Administrator, *within thirty (30) days of the nondiscrimination coordinator's receipt of the written complaint*. If the complainant has reason to believe the Administrator's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Administrator's decision. (See Level 3.) This request must be submitted in writing to the Board, within fifteen (15) calendar days of the Administrator's written response to the complaint, for transmission to the Board.

### **Level 3: The Board**

Upon written appeal of a complaint alleging a violation of the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Administrator's decision. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

### **COMPUTER RESOURCES**

*APS Board Policy, References & Regulations: 3226, 3612*

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Internet access is available to the District's students, faculty, and community members. Neither the school's network nor the Broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. The District may provide filtering software for computers accessing the Internet. To remain eligible as users, students' use must be in support of and consistent with

the educational objectives of the District. Access is a privilege, not a right, and entails responsibility.

Students and parents should be aware that electronic communications (e-mail) through District computers are not private and may be monitored by District staff. *Parents are encouraged to monitor their child's Face Book and texting activities.*

**Students and parents are required to read and acknowledge the District's Internet Safety and Technology Acceptable Use Policy. Parents must check off that they have done so on the Student Enrollment Form.**

### **CONDUCT/DISCIPLINE**

*APS Board Policy, References & Regulations: 3200, 3224, 3226, 3300, 3310, 3340*

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

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.
- Avoid violations of the Discipline Policy below.

### **Applicability of School Rules and Discipline:**

To achieve the best possible learning environment for all of our students, Arrowhead School District rules and discipline will apply. Any conduct that would constitute violation of Montana Law will be reported to the police. These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Disciplinary action may be taken against any student guilty of disobedience or misconduct.

### **Re: Extra/co-curricular Tobacco, Alcohol, and other Drug Rules.**

Using, possessing, distributing, purchasing, or selling tobacco products, including but not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic cigarettes and any other tobacco/nicotine innovation.

Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.

Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons" section of the policy 3311.

Using, possessing, controlling or transferring any object that reasonably could be considered or used as a weapon.

Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.

Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.

Hazing/Harassment/Intimidation/Bullying

Forging any signature, or the making any false entry, or authorizing any document used or intended to be used in connection with the operation of the school.

Any conduct that would constitute violation of Montana Law will be reported to the police. These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;

Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;

Traveling to and from school or a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Students with disabilities will be suspended or expelled pursuant to provisions of the Individuals with Disabilities Education Act (IDEA) and corresponding Montana law.

### **Corrective Action and Punishment**

**APS Board Policy, References & Regulations: 3300, 3340**

For the purposes of the District's policies relating to corrective action or punishment:

Suspension means the exclusion of a student from attending school and participating in school activities for a specified and limited period of time. Only the superintendent may suspend a student. Expulsion means the exclusion of a student from attending school and participating in school activities for a specified period of time. Expulsion is a disciplinary action available only to

the Board. Discipline constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed. Academic discipline infractions include, but are not limited to truancy, cheating, and plagiarism. The student may receive grade reductions or lose credit. For minor infractions of school rules or regulations or for minor misconduct, staff may detain students.

### **Make-up work:**

K-8 students who are absent as a result of an out-of-school suspension, have the right to make up the work missed. Teachers are not expected to reconstruct lessons taught while students are suspended.

## **CORPORAL PUNISHMENT**

*APS Board Policy, References & Regulations: 3310, 3231, MCA 20-4-302*

Corporal punishment means knowingly and purposely inflicting physical pain on a pupil as a disciplinary measure.

A person who is employed or engaged by the District may not inflict or cause to be inflicted corporal punishment on a student.

A person who is employed or engaged by a school district may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

### **Delegation of Authority**

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

## **CYBER BULLYING**

*APS Board Policy, References & Regulations: 3226, 3612*

All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying

includes, but is not limited to, the following misuses of technology:

Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital images or web site postings (including blogs).

All reports of harassment in cyberspace will be investigated by school administrators and/or SROs. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.

## **DIRECTORY INFORMATION**

*APS Board Policy, References & Regulations: 3600, 3600F*

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to:

- Name
- Address
- Gender
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Parents'/guardians' names and addresses
- Grade level
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Weight and height of members of athletic teams
- Dates of attendance

The notification to parent(s)/guardian(s) and students concerning school records shall inform them of their right to object to the release of directory information.

## **DISRUPTIONS**

*APS Board Policy, References & Regulations: 4313, 4315, 4332, 3200, 3224, 3226*

No one may disrupt or obstruct any school program, activity, or meeting. No one may threaten or incite another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official, employee or invitee of the District.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

All school publications are under the supervision of a teacher or sponsor and the superintendent.

### **Non-School Materials**

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials which provide information valued or needed by the District may also be distributed. All organizations must have the approval of the superintendent before materials may be distributed.

## **DRESS AND GROOMING**

*APS Board Policy, References & Regulations: 3224*

Student attire should facilitate participation in learning and adhere to expectations of professionalism that will set students up for success in all aspects of education and work ethic. Student attire should also facilitate the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents. Any exceptions to the dress code for special events at school will be announced in advance.

### **Minimum Requirements:**

1. Clothing with references to sexually suggestive expressions, profanity, drugs, alcohol, etc are not permitted on campus or off campus school activities.
2. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
3. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
4. Tops must cover areas from one armpit across to the other armpit. Clothing must cover the body, down to approximately 3 to 4 inches in length on the upper thighs. The fingertip test will be used

to verify any discrepancies with shorts and skirts.

5. Ripped or frayed jeans will be allowed with administrator and teacher discretion. Rips and frays will be restricted to a few inches. Jeans with large holes that expose thighs, knees, etc will not be acceptable.
6. No strapless or spaghetti strap tops, muscle shirts or off the shoulder shirts will be allowed.
7. No pajamas and blankets are permitted outside of dress up days.
8. Keep undergarments hidden at all times - no sagging pants or bra straps.
9. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the administration).
10. See-through or mesh garments, must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
11. Hats, beanies and hoodies are allowed on campus including classrooms however must be removed if asked by a teacher or staff member.
12. Sunglasses may not be worn inside the building.
13. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

***The administration at Arrowhead School reserves the right to determine what constitutes appropriate dress.***

Students who are found violating dress code will be required to change into appropriate school attire or school provided clothing. Students who do not adhere to these guidelines will be put on the appropriate step on the tiered behavior consequence system. Dress code violations will be documented and parents will be notified.

## **FEES**

*APS Board Policy, References & Regulations: 3520*

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pens, pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including but not limited to:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost/damaged textbooks or materials, or lost, damaged or overdue library books.
- Fees for materials that students keep in Lab courses
- Fees for student participation in all extracurricular activities in middle school.

## FOOD SERVICES

*APS Board Policy, References & Regulations: 8200, 2510*

The District participates in the **National School Lunch Program** and offers students nutritionally balanced lunches daily; in addition, some schools offer a breakfast program. The District shall provide free and reduced price meals to students according to the terms of the National School Lunch Program and the laws, rules and regulation of the state.

Parents are encouraged to complete an application whether they intend to participate in the program or not. Many school programs are funded based on the number of students eligible for free and reduced lunch. In addition, students who qualify for free and reduced priced meal status also qualify for reduced fees for Arrowhead academic and extracurricular programs, including summer PEAK when available, and for scholarships for community activities.

The District shall inform parents of the eligibility standards for free or reduced price meals. Parents may apply for free or reduced price food service at any time during the school year. The identity of students receiving free or reduced price meals will be confidential in accordance with the National School Lunch Program guideline. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services. The following District staff member has been designated for coordinate compliance with these requirements:

**Glenda Roberts, Director Food Service (333-4359).**

## FUNDRAISING

*APS Board Policy, References & Regulations: 3530, 3535, 2510, 4210*

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the superintendent. Except as approved by the superintendent, fundraising is not permitted on school property.

## GRADING GUIDELINES

*APS Board Policy, References & Regulations: 2420*

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. Report cards shall be issued after each grading term, except for those issued to kindergarten students, who receive a report card at the end of each semester.

## Parent Portal

This is the parents' access to the APS Student Information System, Infinite Campus. Infinite Campus will allow parents password-protected access to grades, assignment, and attendance information at any time of the day. You will receive a unique username and password for your child(ren). Please keep your passwords confidential so only you can access the information.

## Grading System

*Students (grades K-8) are graded according to one or more of the following set of marks:*

### Learner Quality Scale (K-8):

- 3 Reliably – most of the time.
- 2 Occasionally – some of the time.
- 1 Rarely – needs improvement

### K-2 Grading Scale:

- S+ Exceeds Expectations
- S Satisfactory, Meets Expectations
- S- Not achieving the Expectations, Needs Improvement
- N Non-compliant
- U Unsatisfactory

### Grades 3 - 8 Grading Scale:

|    |         |    |         |
|----|---------|----|---------|
| A+ | 100     | C  | 73 - 76 |
| A  | 93 – 99 | C- | 70 - 72 |
| A- | 90 – 92 | D+ | 67 - 69 |
| B+ | 87 – 89 | D  | 63 - 66 |



|    |                |    |                |
|----|----------------|----|----------------|
| B  | 83 – 86        | D- | 60 - 62        |
| B- | 80 – 82        | F  | 0 - 59         |
| C+ | 77 – 79        | I  | Incomplete     |
| +  | Mastered       | *  | Not Introduced |
| /  | Not Applicable |    |                |

Standards considered when grading include:

|                     |                     |
|---------------------|---------------------|
| Daily work/homework | Class participation |
| Quizzes/tests       | Attitude in class   |
| Attendance          | Class behavior.     |

Students in grades K-8 may receive individualized comments from their teacher.

### **8<sup>TH</sup> Grade Graduation**

*APS Board Policy, References & Regulations: 2413*

The Board shall award a regular 8<sup>th</sup> grade diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

### **Honor Roll**

6-8 students must have a minimum grade point average of 3.0 to be placed on the regular honor roll.

### **HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING**

*APS Board Policy, References & Regulations: 3225, 3226, 5226, 20-9-313 M.C.A.*

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

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

### **HOMEWORK**

*APS Board Policy, References & Regulations: 2332*

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of

students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and positive work habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner. Homework is required at all grade levels. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

### **IMMUNIZATION**

*APS Board Policy, References & Regulations: 3110, 3413, M.C.A. 20-5-403*

Upon initial enrollment, the parent/guardian must provide a copy of the student's Immunization Record. A Certificate of Immunization document shall be completed by the County Health Nurse. The certificate shall be made a part of the student's permanent record.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are Diphtheria, Tetanus, and Pertussis (DTaP, DT, Td, Tdap), as well as, Measles, Mumps, and Rubella (MMR), Varicella (chickenpox), poliomyelitis and tetanus. Haemophilus Influenza Type B is required for students under age 5.

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

### **LAW ENFORCEMENT**

*APS Board Policy, References & Regulations: 3231, 3440, 4313, 4410, M.A.C. 41-3-202*

### **Questioning of Students**

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

The superintendent will verify the identity of the officer or other authority and ask for an explanation of the need to question or interview the student. The superintendent ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the superintendent considers to be a valid objection. The superintendent

ordinarily will be present unless the interviewer raises what the superintendent considers to be a valid objection. The superintendent will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. The superintendent will not be responsible for notifying parents. This is done by the Montana Department of Family Services. (Refer to Abused and Neglected Child Reporting)

### **Students Taken into Custody**

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

By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

To comply with a properly issued directive to take a student into custody.

By an authorized representative of Child Protective Services, Montana Department of Protective and Family Services, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

### **Life Threats**

Students must be discouraged from making life threats, even in jest. In every case, parents of the offending student will be notified. Suspended students will not be readmitted without a parent/administrator conference. Parents of the threatened student will be notified.

When confronted with potential life threat situations, the superintendent will determine which of the following levels apply and then take the described action:

#### **Level I**

The statement was a spontaneous response as a result of a brief anger flare-up.

The student may be suspended up to a maximum of 10 days, depending on the nature of the incident and the student's past behavior.

A referral for a Threat Assessment may be appropriate at this level if more information about the student is needed.

#### **Level II**

The statement indicates the student's behavior, intent, or involvement:

- Is more than a spontaneous response.
- Is unclear or ambiguous.
- Reflects a plan.

To ensure the safety of the other students, a Threat Assessment will be conducted by the school's Threat Assessment Team. The district may provide homebound instruction when there is some likelihood that the student might be out more than 10 days.

If the Assessment indicates the student is not a threat to self or others, he/she may be readmitted contingent on following the Plan for Success and Safety developed by the Threat Assessment Team.

If the assessment indicates the student is a threat to others, he/she may receive additional disciplinary action up to and including a recommendation by the superintendent for expulsion.

## **MEDICINE AT SCHOOL**

*APS Board Policy, References & Regulations: 3416*

A student who must take any medicine during the school day which requires school personnel to assist in the self-administration of medication must bring a written request from his or her parent and the medicine in its original, properly labeled container, to the school office. A physician's form is needed for prescription medications and long-term medications. Forms are available in the school office and through a physician.

### **Administering Medicines to Students**

Any school employee authorized in writing by the superintendent:

- May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student in compliance

with the written instructions on a district medication form that is completed and signed by the parent or guardian. School district personnel will not furnish students with over the counter medications at school.

- May assist in the self-administration of a prescription drug to a student in compliance with the written instructions of a Montana Certified Medical Practitioner, if the student's parent or guardian completes and signs a district medication form.

3. opening the lid of the above container for the student;
4. guiding the hand of the student to self-administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

## **Emergency Administration of Medication**

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the student's private physician. In the absence of a school nurse, the 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. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death. Record of the medication administered in an emergency will be filed in the student's health folder.

## **Self-Administration of Medication**

Students who are able to self-administer specific medication may do so provided:

1. A Montana Certified Medical Practitioner completes the district's medication form for self-administration of said medication.
2. There is a signed district medication form from the student's parent or guardian.
3. The superintendent and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the superintendent may assist with self-administration of medications provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications,
2. handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;

## **PRAYER/RELIGIOUS ACTIVITY AT SCHOOL**

*APS Board Policy, References & Regulations: 2332*

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events.

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

Students may organize clubs to discuss or promote religion, subject to the same constitutionally acceptable restrictions that the District imposes on other student-organized clubs.

Students may distribute religious literature to their classmates, subject to the same constitutionally acceptable restrictions that the District imposes on the distribution of other non-school literature. Persons who are not enrolled in Arrowhead Public Schools may not distribute religious or other literature to students on school property, consistent with and pursuant to the District's policy on solicitations.

Students may pray individually or in groups and discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray quietly in the classroom, except when they are expected to be involved in classroom instruction or activities.

## **PROTECTION OF STUDENT RIGHTS**

*APS Board Policy, References & Regulations: 3200, 2132, 2130, 3125, 3130, 3231, 3225, 3226, 3310, 3410, 3600, 3600P, 3600F1, 8420, 20 U.S.C. 1232h*

*The Family Educational Right and Privacy Act (FERPA)  
Protection of Pupil Rights Amendment (PPRA)  
McKinney-Vento Homeless Assistance Act*

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures.

No student will be required to participate without parental consent in any survey, analysis, or evaluation (including those funded in whole or in part by the U.S. Department of Education) that concerns:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student or family; [Regulations: 34CFR Part 98]
- Sexual behavior and attitudes;
- Illegal, antisocial, self-incriminating, and demeaning behavior;
- Criticism of other individuals with whom the student or the student's family has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the students or parents; or
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.
- No test, questionnaire, survey, or enumeration containing questions about a pupil's or a parent's personal beliefs, practices in family life, sex, morality and religion will be administered without Board approval.

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

Parents and their students may opt out and not participate. The student will be given an alternative assignment.

### **Education of Homeless Children**

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and

tuition for a homeless child. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act. Homeless Students will have access to services comparable those offered to other students, including but not limited to:

- Transportation services;
- Educational services for which a student meets eligibility criteria (e.g., Title I);
- Educational programs for children with disabilities and limited English proficiency;
- Programs in vocational and technical education;
- Programs for gifted and talented students; and
- School nutrition program.

### **Asbestos Hazard Emergency Response Act (AHERA) Management Plan**

An AHERA Management Plan is required by Federal law and is intended to prevent staff exposure to asbestos during general operation and maintenance activities. Schools must update their AHERA Management Plans with information collected from their periodic surveillance every 6 months, re-inspection of buildings for asbestos-containing materials every 3 years, and response actions taken within the school. The AHERA Management Plan is located in the Superintendent's office.

### **PUBLICATIONS**

*APS Board Policy, References & Regulations: 3221, 3222*

Student publications are intended to serve both as vehicles for instruction and student communications. Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent.

Prior to distribution in school or on school premises, a copy of all school sponsored and non-school sponsored student publications shall be provided to the superintendent. The superintendent may prohibit distribution of publications that violate the right of expression as provided in Board policy and in state and federal law.

### **RELEASE OF STUDENTS FROM SCHOOL**

*APS Board Policy, References & Regulations: 3440*

A student will not be released from school at times other than at the end of the school day except with permission from the superintendent or designee and according to the building sign-out procedures. Unless the superintendent

or designee has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The school staff will decide whether or not the student should be sent home and will notify the student's parent.

## **PROGRESS REPORTS AND CONFERENCES**

*APS Board Policy, References & Regulations: 2420, 3120, 3122-3122P, 3600*

The District believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

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

Written reports of absences and student grades or performance in each class or subject are issued after each term, except for kindergarten students who receive a report at the end of the semester. Arrowhead Public Schools holds one official parent-teacher conference time in the fall. Please refer to the current district calendar for the specific dates. However, parents have the right to a conference at any time.

## **RETALIATION**

*APS Board Policy, References & Regulations: 3226, 5226*

“Retaliation” means an intentional act or communication intended:

- as revenge against a person who has reported or participated in an investigation of bullying, harassment, hazing or intimidation; or
- To improperly influence the reporting, investigation, or discipline that results from an incidence of bullying, harassment, hazing or intimidation.

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

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

## **RETENTION/SPECIAL PROMOTION**

*APS Board Policy, References & Regulations: 2421*

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

Retention or special promotion at any grade level is an important educational decision. The retention or special promotion decision should be approved only if, in the judgment of the study team (which includes the student's parent/guardian, appropriate teachers, superintendent and other appropriate support staff), it will result in measurable improvement in the student's range of abilities, both academic and social.

District retention or special promotion guidelines mandate the study team develop a plan of action that includes interventions, and a student assistance plan including goals for the following year.

## **SAFETY**

*APS Board Policy, References & Regulations:*

*District Crisis Response Manual, Individual Building Safety Plans, 8301*

### **Accident Prevention**

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

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

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

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity, when the parent cannot be reached, and, in the judgment of the superintendent or person in charge, immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements. Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

### **Drills: Lockdowns, Fire, Tornado, and Other Emergencies**

Montana State Law required a minimum of eight emergency evacuation/disaster drills to be held during the school year. At least four drills must be fire exit drills. Drills must be held at different hours of the day/evening to avoid distinction between drills and actual disasters.

The school district works closely with the Park County Sheriff's Department and local emergency services to annually review and revise our protocols and procedures to ensure student and staff safety. During a drill or in an emergency situation, access to the school buildings may be limited or restricted due to the circumstances at hand. When a drill or emergency notification is given, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Student cell phone use may be restricted during a drill or emergency situation. Parents will be notified by school officials with details of the emergency situation through the local media or when appropriate, in a follow up correspondence sent home with students.

### **Searches**

In the interest of promoting student safety and attempting to ensure that schools are safe, free of firearms and other weapons, and drug free, District officials may from time to time conduct reasonable searches of school property and equipment, as well as of students and their personal effects. If a search produces evidence that the student has violated or is violating the law, or the District's policies or rules, such evidence may be seized and impounded by school authorities.

### **School Property and Equipment**

School property and equipment includes all District owned buildings and grounds, including parking lots and all property leased by the District.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted on a random basis throughout the school or individually at any time there is a reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker. The parent will also be notified if law enforcement is involved.

### **Student's Personal Effects**

School authorities may search the student and/or student's personal effects (including cell phone and other electronic devices) in the student's possession when there is reasonable suspicion that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules.

### **Vehicles on Campus**

Any vehicle parked on school property is under the jurisdiction of the school.

### **Use of Detection Dogs/Law Enforcement Officials**

The District may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material. There may be searches conducted through the use of specially trained dogs.

### **SEXUAL HARASSMENT/SEXUAL INTIMIDATION**

*APS Board Policy, References & Regulations: 5012, 5012F, 3225, 3226*

The District encourages parental and student support in its efforts to address and prevent sexual harassment and intimidation in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, superintendent or designee.

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

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or intimidation by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or intimidation by a staff member may be presented by a student and/or parent in a conference with the superintendent or designee. The parent or other advisor may accompany the student throughout the complaint process. The superintendent or designee will conduct an appropriate investigation according to the Uniform Grievance Procedure.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Superintendent is not satisfactory to the student or parent, the student or parent should proceed according to the Uniform Grievance Procedure as outlined in Board Policy 1700

## **STUDENT RECORDS**

*APS Board Policy, References & Regulations: 3600, 3600F1, 3606, 3608, M.C.A. 20-1-212, M.C.A. 20-5-201, M.C.A 41-5-215, M.C.A 40-4-225, ARM 10.55.2002. Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 9, Individuals with Disabilities Education Act (IDEA)*

A student's school records are confidential and are protected from unauthorized inspection or use. A

cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

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

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

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

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

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a record pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline, do not have to be made available to the parents or student.

Student records may be released pursuant to a court order, state or federal statute, or upon receipt of request from a state educational agency with a current, demonstrable educational need. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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

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

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (which includes media

coverage), dates of attendance, awards received in school, and most recent previous school attended.

## **Special Education Records**

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

## **SUMMER SCHOOL**

*APS Board Policy, References & Regulations: 2240*

The District's K-8 summer program of instructional offerings shall be for the purpose of remediation of credit, maintenance of skills, and enrichment.

## **TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be treated with care. Students will not be charged for normal wear of materials that are lent to them; however, they will be charged replacement cost for excessive wear or loss.

## **TRANSPORTATION**

*APS Board Policy, References & Regulations: 8100, 8110*

The District may provide transportation to and from school for a student who:

- Resides three (3) or more miles, over the shortest practical route from the school.
- Is a student with a disability, whose IEP identifies transportation as a related service; or
- Has another compelling and legally sufficient reason to receive transportation services.

## **Bus Stops**

Students are required to use the bus stop nearest their legal residence or as specified by the district. Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

## **Safety**

The superintendent or his/her designee shall develop written rules establishing the procedures for bus safety,



emergency exit drills and for student conduct while riding on buses.

### **Responsibilities: Parents**

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

- Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
- Properly prepare children for weather conditions.
- Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

### **Responsibilities: Students**

Students must realize that safety is affected by individual and group conduct. Each student is responsible for following all rules and regulations regarding safety and general conduct on buses as established by the district in Policy #8110. Since the privileges of transportation are discretionary with the Board of Trustees, students violating bus rules may be suspended from the use of bus privileges by school authorities. Parents will be notified of all misconduct.

## **VIDEO SURVEILLANCE OF STUDENTS**

*APS Board Policy, References & Regulations: 3235*

For safety purposes, Arrowhead Public Schools video equipment may be used to monitor student behavior on buses, in common areas on and/or around or adjacent to a school's campus. Students will not be told when the equipment is being used. Video surveillance records can be used to document violations of Board Policy, administration regulations, building rules or State and Federal law.

## **VISITORS**

*APS Board Policy, References & Regulations: 4301, 4313, 4315, 4316*

Parents and others are welcome to visit. For the safety of those within the school, all visitors must first report to the school office. Visits to individual classrooms during instructional time are permitted only with prior request and approval of the superintendent or his/her designee and teacher. Visitors will be required to request visits to individual classrooms during instructional time at least four school days in advance and provide a

purpose/reason for the visitation. Visitors requesting visitation outside of these parameters are at the discretion of the school administration. The visit's duration or frequency will not interfere with the delivery of instruction or disrupt the normal school environment.

**Accommodating Individuals with Disabilities**  
Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. The District may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The superintendent shall designate the Americans with Disabilities Act, Title II Nondiscrimination Coordinator who is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the District Title II Nondiscrimination Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

## **VOLUNTEERS AND CHAPERONES**

Individuals who would like to volunteer or chaperone for school sponsored events are welcome to do so. For the safety of our students and to adhere to state law, please communicate with the administration on how to do so.

## **WEATHER**

*APS Board Policy, References & Regulations: 2221, 3122, 8100, 8110, M.C.A 20-9-801 -803*

## **Temporary/Emergency School Closure**

All students, parents and school employees should assume that school will be in session and the bus running as scheduled, unless there is official notification from the superintendent to the contrary.

The School Board recognizes the unpredictable associated with the weather and other unforeseen emergencies. To achieve the maximum safety for all children and efficiency of operation, the superintendent may order the cancellation of the bus route, the closure of school, the delay of school start and/or early dismissal of school in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students and staff.

In case of bad weather or other unforeseen emergency when the schools remain in session, parents have the right and responsibility to make attendance decisions for their children based on their individual circumstances with proper notification to the school of the student's absence. When necessary and possible, students will be provided alternative assignments to complete during temporary/emergency school closures.

## **WELLNESS**

*APS Board Policy, References & Regulations: 2510, 8200*

### **Classroom Celebrations**

Parents in grades K-8 are welcome to bring snacks for their child's birthday; however they must be purchased from a store. Please reach out to the classroom teacher for any known allergies.

## Appendix A

### Internet Safety and Technology Acceptable Use Policy

#### **Arrowhead Schools Internet Safety and Technology Acceptable use Policy**

It is the policy of the Board of Trustees of the Arrowhead Schools (APS 3612, 3612F and 3612P) that information accessed and disseminated electronically in the Arrowhead School District appropriately reflects educational goals and objectives of the district and educational missions of the school.

##### *Guidelines for Network Access and Technology Use*

Student access to the Arrowhead Elementary District #75 network, internet connection, and technology equipment is limited only to those students who have read and agree with the Arrowhead Schools “Internet Safety and Technology acceptable use Policy” and who have a check off and signed Arrowhead Schools enrollment form stating acceptance of the “Internet Safety and Technology Acceptable Use Policy” for the current school year.

All students with a current form on file will be granted managed access to the district’s network, internet connection, and technology equipment. Each user should understand that managed access means that user accounts are, for reasons of safety and accountability, subject to regular monitoring and inspection. Users should expect that all district technology equipment has management software installed where applicable. Any attempt to bypass or remove management files is strictly prohibited and will result in severe disciplinary action.

Authorized use of the system shall be only for legitimate educational pursuits that are consistent with the goals and objectives of the district. Additionally, any use of the system must conform to the state and federal laws governing network provider policy and licenses.

Any member of the faculty, staff, or student body engaged in unauthorized activity or violation of this policy will be subject to appropriate disciplinary action to be determined by the faculty, administration, or school board as necessary. Based upon the seriousness of the infraction, disciplinary actions are not limited to, but may result in the termination of employment for faculty or staff members or the suspension or removal of a user’s access to the Arrowhead School network or technology equipment for students. In addition, our district will cooperate fully with law enforcement investigations concerning or relating to any suspect or alleged inappropriate activities on the network or any other electronic media.

##### *Examples of misuse include, but are not limited to:*

- The use of the system for charitable purposes that have not been approved by the district.
- The use of the system for non-district commercial purposes or solicitations.
- The unauthorized downloading, installation, use, storage, or distribution of copyrighted software, iPad applications, and/or materials on district computers.
- Malicious use of the system to develop programs or documents that harass or harm others, to gain access to any computer or computer system to damage the components of the computer or the system be it District owned or otherwise.
- Any distribution of private or public materials that are inconsistent with the District harassment-free environment policies, or hate mail, discriminatory remarks, or other unwelcome statements and/or compliment or other anti-social items.
- Use of system access to display, store, or distribute inappropriate or suggestive materials/media. Inappropriate media/materials include, but are not limited to weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures, inappropriate gestures, as well as anything that might be used to intimidate, embarrass, or bully another individual.
- In addition, passwords/pass codes may not be used to prevent access or inspection of a district provided iPad or computer.
- The use of the system to promote or participate in any activity that is in violation of any state or federal regulation, or that purports to discredit any person, agency, or organization of local, state, or federal government.

- The revelation of personal information, their own or other, such as home addresses and telephone numbers in areas not consistent with education purposes. Unauthorized use of chat rooms is prohibited.
- Meeting people in person that they have contacted on the system without parent/guardian permission.
- Failure to notify a teacher or administrator whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- Accessing violent, socially damaging, or illegal information
- Overusing network hard drive space.

District user accounts and Apple IDs are intended for the purpose of allowing a single user to gain authorized access to the school's network, user file storage, authorized applications, and technology equipment. Any sharing of passwords or access to a user's account by anyone other than the authorized user is strictly prohibited.

All user activity will be managed and monitored by the district to ensure responsible and ethical use of the district's network, internet access, and technology equipment. Users may not attempt to hid inappropriate activity by changing passwords, encrypting communications, or refusing to submit to regular accountability checks.

Access to social networking websites, chat rooms, and non-district issued personal email accounts during school hours.

*\*\*NOTE: These guidelines are intended to promote and ensure the appropriate, supervised use of the district's network, internet connection, and technology equipment.*

The following measures have been taken to restrict access by minors to restricted materials deemed harmful to minors:

- The installation and use of filtering and monitoring software
- A board approval of this internet safety and acceptable use policy

### **Consequences**

As stated above, any user who does not comply with the Arrowhead School Acceptable Use Policy will be subject to appropriate disciplinary action as deemed necessary by the faculty/administration.

The responsible use of technology and internet resources is a privilege and is encouraged by the Arrowhead School District to help prepare students to excel in an increasingly technological world.

However, continued misuse and violation of these policies will result in the suspension or termination of technology privileges.

In addition to other disciplinary action, students may be held financially responsible for damaged or lost technology equipment or accessories under the student's temporary care.