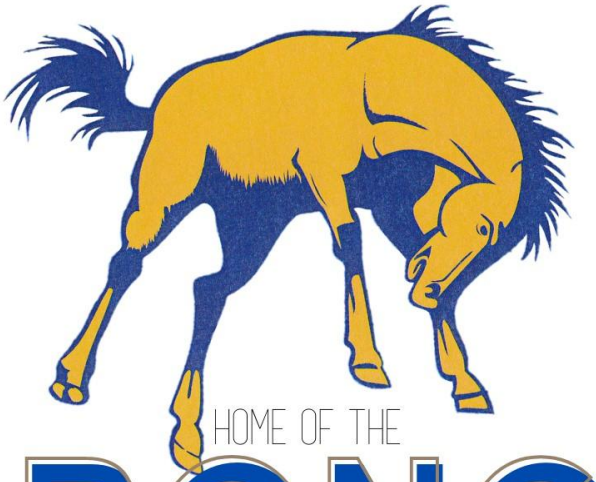
MELSTONE

PUBLIC SCHOOL DISTRICTS 64JH



HOME OF THE

BRONCS

Parent / Student Handbook

2026-2027

Acknowledgement of the 2026-2027 Parent/Student Handbook

Dear Parent(s)/Guardian(s) and Student(s):

Welcome back to another exciting school year! Our school year begins with orientation of the student handbook to help students and parents understand expectations that allow for smooth running of all school operations. ***As part of policy, we require each parent and student to sign for their copy of the handbook indicating they have reviewed the handbook together.***

The Melstone Student Handbook contains information students and parents are likely to need during the school year. Its contents are not intended to be all-inclusive but are a guide to our expectations and practices. All provisions of the Melstone Student Handbook are at the discretion of the Melstone Public School Superintendent. Familiarize yourself with this handbook and refer to it when questions arise.

The Student Handbook is designed to work in harmony with Board policy. Be aware that the Handbook is updated annually, while policy adoption and revision are an ongoing process. Therefore, any changes in policy affecting the student handbook provisions are available to students and parents through newsletters and other communications. These changes will supersede provisions found in this handbook 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 in the school office.

Melstone School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including 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.

Should you have questions about any part of the handbook, please contact the office at (406) 358-2313.

Respectfully,

Kevin St. John
Superintendent

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MELSTONE PUBLIC SCHOOLS STAFF

Rebecca Stensvad – Board Chairman
Matt McCleary – Board Vice Chair
Carly Myhre – Board Trustee
Matt Roen – Board Trustee
Nate Roskelley – Board Trustee

Superintendent/Principal – *Kevin St. John*
District Clerk – *Brayden Wacker*
Administrative Secretary – *Sydni Seder*
Administrative Assistant – *Heidi Ovnicek*

Head Maintenance & Custodial
TBD

Food Services
TBD

Athletic Director
Jason Grebe

Head Teacher/Academic Counselor
Michelle Kombol

Title IX Officer
Michelle Kombol

Kindergarten & 1st Grade
Kathy Eike

2nd & 3rd Grades
Pam Barrett

4th, 5th & 6th Grades
Kimberly Rindal

Business/Computers
Band/Music/Yearbook
Tamaira.Wacker

English/Art/Journalism
Jeralee McCleary

Industrial Art/CTE/Elem PE
Bart Ovnicek

Math/JHPE
Michelle Kombol

Science/Math
Tracy Kamerman

Social Studies/HPE
Amber Chrest

Title I/Resource Room/504
Sarah Keeney

Library
Sarah Keeney

FFA Advisor
Bart Ovnicek

Honor Society
Jeralee McCleary

Route & Activity Bus Drivers
Barb Hillman
Cheri Moore

I. ADMINISTRATION

VISION STATEMENT

Today's Learners, Tomorrow's Future.

MISSION STATEMENT

Melstone Public School strives to foster a safe, positive environment which promotes academic excellence resulting in confident, resilient, accountable leaders.

SCHOOL HOURS

The school day begins at 7:55 AM and ends at 3:42 PM Monday through Thursday. Most Fridays in accordance with the calendar will not be regularly scheduled.

Elementary Schedule

	Schedule K-3	**Schedule 4-6**
	Monday – Thursday (occasional Friday)	**Monday - Thursday (occasional Friday)**
Playground open at 7:45 for Recess	7:45-7:55	7:45-7:55
Breakfast	7:40-7:55	7:40-7:55
AM Recess K-2	10:00-10:15	
Lunch Recess	11:15-11:35 11:35-11:55	11:15-11:35 11:35-11:55
PM Recess K-1 only	M/W 2:41-3:00	
Dismissal	3:42	3:42

JH & HS Bell Schedule

Period	**Monday - Thursday (occasional Friday)**
Breakfast	7:40 – 7:55
First	7:55 – 8:56
Second	8:59 – 10:00
Third	10:03 – 11:04
Fourth	11:07 – 12:08
Lunch	12:08 – 12:33
Fifth	12:33 – 1:34
Sixth	1:37 – 2:38
Seventh	2:41 – 3:42
Activities	3:45 –

BEHAVIOR AND CITIZENSHIP EXPECTATIONS (3225, 3225F, 3226, 3300, 3630)

The District's goal is to provide each student with the best education possible in a safe, secure and predictable learning environment. To this end, the school will not tolerate anyone doing something that is not in his/her best interest. Students have the right to learn, and teachers have the right to teach, in a safe environment.

The ultimate responsibility for a student's behavior rests with the parent/guardian and the student.

The Board grants authority to a teacher or administrator to hold a student accountable whenever a student's conduct is reasonably related to school or school activities, including: on school grounds before, during, or after school hours or at any other time when school is being used by a school group; off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school; travel to and from school or a school activity, function, or event.

School discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. Disciplinary efforts are to be as positive as possible. Positive means of working with students include individual discussion and counseling; involvement of students in defining acceptable behavioral standards; and involvement of the student and parent/guardian in cases where a student has repeatedly exhibited lack of responsibility or self-discipline.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the learning environment, the following corrective measures are authorized:

1. Restrictive consequences implemented by the classroom teacher and/or other school staff.
2. In-school suspension of the student in accordance with Board regulations.
3. Out-of-school suspension of the student in accordance with Board regulations.
4. Expulsion of the student in accordance with Board regulations.

The student has the right to be informed of the reasons for corrective measures taken. Corrective measures should always be based on the necessity for helping the student make a better adjustment to the school setting.

Under normal circumstances, parents/guardians will be notified by the teacher to provide information as to what has been taking place. The Superintendent will make contact by telephone and in writing when their son or daughter has been written up for a disciplinary infraction.

PICK UP/DROP OFF

Grades K-12

Students shall be picked up and dropped off at the main school entrance at the front of the school. School buses will drop off and load directly in front of the main entrance.

VISITORS TO THE SCHOOL

All visitors, including parents, must check in at the office upon arrival at the school. It is important that the office knows who is in the building and the purpose of their visit. Education is our focal objective, and we strive to keep interruptions to a minimum.

Students from other locations wishing to attend classes with a student need to obtain written permission from the office. It is recommended that the Superintendent be contacted prior to a visiting student coming to school.

PARENT/GUARDIAN VISITS TO CLASSROOMS

Parents/Guardians are welcome to visit their students' classrooms. Prior arrangements through the teacher and Superintendent are necessary in order to facilitate a timely and beneficial visit. It is Board Policy that all visitors to the building check in at the office. Thank you in advance for your support.

ENTRANCE & AGE REQUIREMENTS (3110)

Montana law states that kindergarten students must be five years old on or before September 10th of the year they enter school. First grade students must be six years old on or before September 10th. Any parent/guardian, or other person who is responsible for the care of any child who is 7 years of age prior to the first day of school, shall cause the child to be instructed in the program prescribed by the Board of Public Education pursuant to Montana State Law 20-5-102.

Special exceptions may be made for underage students, including those who transfer from the first grade, and kindergarten programs of other school districts

CHANGE OF ADDRESS & TELEPHONE NUMBERS

Please notify the school immediately upon any change in address, telephone number, email address, emergency phone number, or emergency contact.

CAFETERIA SERVICES

The District participates in the National School Breakfast and Lunch Programs (NSBLP) and offers students nutritionally balanced meals daily. Beginning with the **2024-25 school year**, Melstone School District is eligible for, and has applied to participate in, the Community Eligibility Provision for the National School Lunch Program (NSLP). This program eligibility is valid four successive years.

Montana Office of Public Instruction (OPI) states "This program provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local schools. Sites that elect this option **agree to serve *all students*** free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of *Identified Students* multiplied by a *USDA defined multiplier factor."*

Sites which have an *Identified Student Percentage* (ISP) of 25.00% or greater are eligible. As of April 1, 2024, each school in the Melstone District has an ISP of at least 50 percent, allowing for the entire district eligibility as a group.

A letter from former Superintendent Rodney Simpson, and a fact sheet for Community Eligibility Provision can be found in the Documents menu under "Parents" section via the school website.

MEAL PRICES

Parents and visitors are welcome to join us for school meals. We ask that you please give us notice of intended visits so that our kitchen staff will prepare the count for the additional meals.

Breakfast	**Lunch**
Adults $3.75	Adults $4.75

LIBRARY SERVICES

Our library has books, magazines, DVDs and guidance materials for student assignments, or recreational reading. Loitering, music, pop, and excessive chatter are not permitted. Students are required to pay all costs incurred by the school for lost and damaged materials. Overdue books need to be returned in a timely fashion. The Librarian reserves the right to impose a fine for overdue books and/or discontinue the student's privilege to check out materials. Providing there is available supervision, the library will be open for student use from 8:00 AM until 3:40 PM. Students that need to do research in the library must obtain a pass from a teacher or the Librarian. It is further strongly recommended that staff supervision be established, if at all possible.

RELIGIOUS BELIEFS AND SCHOOL ACTIVITIES (2332)

In keeping with the United States and Montana Constitutions and judicial decisions, the District may not support any religion or endorse religious activity. At the same time, the District may not prohibit private religious expression by students. This policy provides direction to students and staff members about the application of these principles to student religious activity at school.

LOCKERS

Lockers are issued to students for the purpose of keeping books, school materials, coats, and boots. A locker is not the private possession of a student. It is available for inspection by school personnel at any time. Items of value should, in most cases, not be brought to school. If it is necessary to have an item of value at school, that item should be checked into the office and not kept in a locker.

BUS CONDUCT

The District may provide transportation to and from school for a student who resides three or more miles from school. (MCA 20-10-101 (i)) Bus transportation is being provided as a service and is not a guaranteed right, but rather a privilege. This privilege can be taken away if inappropriate behaviors are exhibited or persist.

Parents'/Guardians' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are some of the many ways parents/guardians can assist:

1. Ensure that students are at the bus stop in sufficient time to meet the bus.
2. Properly prepare children for weather conditions.
3. Do not move toward the bus until it has come to a complete stop.
4. Do not leave your seat while the bus is still moving.
5. Remain in the bus in the event of a road emergency until instructions are given by the driver.
6. Always keep head and hands inside the bus.
7. Do not throw anything out of the bus window.
8. Help with the bus housekeeping; do not throw refuse on the floor.
9. Be quiet when approaching a railroad crossing stop.

10. No animals are allowed on the bus without permission.
11. Keep all articles out of the aisles.
12. Students are to board the bus and remain on it until reaching their destination.
13. Care for the safety of smaller children and those who may be ill.
14. Never tamper with the bus or any of its equipment.
15. Do not ask the driver to stop at places other than the regular bus stop.
16. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding the school bus.

Students should always talk in conversational tones. There should be no shouting or loud talking which may distract the bus driver. Students should immediately obey any command or suggestions from the driver and/or his/her assistants.

Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. To assure the safety of all, the bus driver may recommend corrective action against a student. Students who exhibit discipline problems on the school bus may have their riding privileges suspended by the Superintendent.

RECESS AND PLAYGROUND RULES

Students will be expected to follow "Behavior and Citizenship Expectations" as outlined on page 3. Please contact the office if you would like a complete list of playground rules and times.

Consequences for Playground Infractions

A. Verbal warning.
B. Timeout or loss of recess privileges as determined by the supervisor on duty.
C. Serious or multiple infractions will involve parental contact, and be directed to the Superintendent for further consequences.

WITHHOLDING OF GRADES, TRANSCRIPTS, DIPLOMAS

Montana law (M.C.A. 20-5-201) allows a school district to withhold the grades, diploma, or transcript of a pupil who is responsible for the cost of school materials or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

If a student transfers to another school district in the state the receiving district will be notified of any financial obligation of the pupil and will be requested to withhold the pupil's grades, diploma or transcript until the obligation to the sending district is satisfied. This includes students who have outstanding bills in the areas of library, music program, classroom books, school breakfast/lunch account, etc.

YEAR END CHECK OUT

Students are required to complete the end of the year check out form prior to leaving school. Students will have the teacher initial the form in the proper space when textbooks and other supplies are checked in. Students will also make sure their lockers are cleaned out and all fines and bills are paid prior to checking out of school for the end of the year. The form will need to be returned to the office by the student prior to leaving school grounds.

II. ACADEMICS

PROMOTION & RETENTION

Kindergarten through Grade 2: Promotion or retention of primary grade children shall be determined by the teacher and superintendent in consultation with the child's parents. The final decision rests with the school district.

Grade 3 through 6: Retention of intermediate grade children will be discouraged except in cases where the benefit of retention to the student out-weighs the possible social trauma. In either case, the determination will be made by the teacher and superintendent in consultation with the parents.

Grade 7 and Grade 8: A student in junior high may be retained on either an individual subject or full year retention basis. In the case of retention for individual subject area, the student will be required to return to junior high to re-take all solid subjects in which a failing grade was earned. Failure of a subject is defined as earning a grade of "F" in two successive semesters.

Grades 9 through 12: Secondary students are classified according to an explicit number of successfully completed semesters of credit;

- Grade 10: 6 total credits
- Grade 11: 12 total credits
- Grade 12: 18 total credits

In all cases, other than secondary students, parents may exercise the option to retain their child. The decision to promote or retain any student shall be made on an individual basis and with due consideration to all potential outcomes.

SPECIAL EDUCATION SERVICES

A commitment has been made to recognize the rights of all children to an education in the Melstone Schools. Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.530-300.536 and the following state administrative rules:

10.16.3320 - Referral;
10.60.103 - Identification of Children with Disabilities;
10.16.3321 - Comprehensive Educational Evaluation Process;
10.16.3322 - Composition of a Child Study Team

To the maximum extent appropriate, children with disabilities are educated with children who are non- disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

GRADING GUIDELINES (BP 2420)

In the interest of continuity in grading procedures, the following grading scale is used for grades 5-12.

Grade	Minimum Percentage Required	GPA Points Earned
A	92.5	4.00
A-	89.5	3.67
B+	86.5	3.33
B	82.5	3.00
B-	79.5	2.67
C+	76.5	2.33
C	72.5	2.00
C-	69.5	1.67
D+	66.5	1.33
D	62.5	1.00
D-	59.5	0.67
F	0	0.00

HOMEWORK (2430)

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

REPORT CARDS

Report cards will be issued after the end of each quarter. If a student is having difficulty with his/her work and/or not maintaining satisfactory grades, teachers will contact parents via telephone, e-mail or mail. They will also make recommendations and address what the student needs to do in order to improve his/her grade(s). Melstone Schools encourages parents to use Infinite Campus to monitor their child's academic progress at **https://www.melstonepublicschools.org/** and click Infinite Campus under Students.

Midterms will only be sent via email to parents when the office receives a written notice; otherwise parents will need to log on to Infinite Campus. Check the appendices on how to log on to Infinite Campus.

GRADUATION REQUIREMENTS

A student must have a minimum total of 24 credits for graduation. The credits required are as follows:

English	**4 credits**	
Math	**3 credits**	**Must include Algebra I, Geometry, Algebra II**
Science	**3 credits**	**Must include Earth/Physical Science (Grade 9) & Biology (Grade 10) plus 1 year as Required Elective: Anatomy & Physiology, Chemistry, Physics**
Social Studies	**3 credits**	**Must include World History (Grade 10), U.S History (Grade 11), Democracy/Government (Grade 12)**
Practical Arts:	**2 credits**	**Must include 2 credits from courses listed in Vocational Agriculture or Business**
Fine Arts:	**2 credits**	**Must include 2 credits from any of the following areas: Music, Art, Speech/Drama, Creative Writing, Media, or Foreign Language**
Required Electives:	**3 credits**	**As part of graduation requirements, all students will be required to complete the following during the course of their High School career:**
		Computers I ***1 Credit***
		Business I or II ***1 Credit***
		Personal Finance (Grade 12) ***1 Credit***
Health & Physical Education:	**2 credits**	**All students are required to complete a two-year program of Physical Education with a component of Health Instruction. Usually these are completed during the Freshman and Sophomore years. Students earn 1 credit per year. Interscholastic Athletics will not be counted.**
Free Electives:	**2 credits min**	**Students may select from any offerings which are not specifically required or used to satisfy other area requirements. The District strives to provide the greatest variety of courses possible within limits established by certification /accreditation rules / budget.**

- Completion of a course at Melstone High School will be defined as having at least a sixty percent (60%) mastery of the material and attendance to include not more than ten (8) absences per semester.
- A one credit class is defined as at least 225 minutes of weekly, year-long instruction. A 0.5 credit class is defined as above, but meeting for one semester. Semester (0.5 credit) courses may include Band, Chorus, Traffic Education, Industrial Arts, etc. The Board of Trustees reserves the right to waive specific course requirements for certain students based on performance levels, individual needs, or abilities as directed by the "Montana School Accreditation Standards and Procedures Manual."
- To graduate from Melstone High School, a student must have satisfactorily completed the last semester prior to his/her graduation at Melstone High School.
- A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.

MONTANA UNIVERSITY SYSTEM RIGOROUS COURSEWORK RECOMMENDATIONS:

The Montana University System requires that students complete the following college preparatory requirements: Completion of a rigorous high school core including:

- Four (4) years of English;
- Either four (4) years of mathematics in high school (Algebra I, Algebra II, Geometry & a course beyond Algebra II); or three (3) years of laboratory science
- And/or three (3) years of mathematics including a course beyond Algebra II; or four (4) years of laboratory science;
- Three (3) years of Social Studies, including one (1) year each of global studies, American History and Government, or another third-year course (i.e. economics, psychology, sociology); two (2) years chosen from the following: foreign language (preferably two (2) years), computer science, visual and performing arts or vocational education.

CLASS SCHEDULE CHANGES

Schedule changes must be completed within five school days of the start of the semester. The form for "Drop/Add" may be picked up in the front office by the student and completed by the student, teacher, parent and signed off by the Superintendent. Extenuating situations may arise and are to be addressed through the Superintendent.

DISTANCE, ONLINE, AND TECHNOLOGY DELIVERED LEARNING (2168)

Distance learning is instruction in which students and teachers are separated by time and/or location of content, instruction and communication between student and teacher (online learning, video-conferencing, streaming video). Students unable to meet graduation requirements due to scheduling problems and/or course offerings for a particular school year may take these courses, which will be accepted for graduation subject to the following conditions:

- Courses must be from accredited schools acceptable to the administration and the Board of Trustees. All applications will be processed by the administration.
- Courses must be completed within the time frame that allows final grades of work to be received by Melstone High School prior to the graduation ceremonies.
- Students using online courses for make-up of courses offered by MHS that were dropped/failed, will be limited to no more than two semesters of online courses. These courses will need to be completed by the end of the enrolled semester/school year. Exceptions may be allowed at the discretion of the Superintendent.
- The District shall not be obligated to pay for a student's online courses.
- Final examinations provided by the correspondence school will be required for each course taken.
- Students will not be allowed coursework until they are seniors or scheduling problems are foreseen (which will delay their graduation) when they are in their junior year and/or under specific circumstances as deemed appropriate by the Superintendent and counselor.
- The course does not replace a required course offered by the MHS

ALTERNATIVE COURSEWORK

Correspondence courses, study support (SPED) courses, study skills (Title I) courses, homeschool courses, work-based learning courses, and student aide positions will receive a grade of Pass/Fail, but the grade will not be figured into the student's overall GPA.

STUDENT AIDES

Juniors and seniors in good standing and on track for graduation may choose to be a student aide (pending availability) for one class period per day. ***A student contract is required to be an aide.***

INCOMPLETE GRADE

An incomplete grade on the report card must be made up within one week from the time it is issued or the missing work will convert to an "F" grade. Extenuating circumstances can be heard by the administrator.

HONOR ROLL (Grades 5-12)

At the end of each quarter, the names of students eligible for the honor roll will be compiled and made public.

To be listed on the quarterly honor roll, a student must meet the following requirements:

a. Grade-point average of at least 3.33

b. A credit load which includes a minimum of six solid regular classroom subjects.

c. No grade in any class below a C (2.00).

GPA is the total value of grade points earned in the grading period divided by the number of credits. Students earning a D or F grade in any class will be excluded from honor roll recognition for the grading period.

HONORS TRIP

Students in grades 7-12 with a clean disciplinary record who earn an average of 3.33 or better for EACH of the first two quarters of the school year will be eligible for an honors incentive trip to be planned for the third quarter. Students will be asked to complete an advanced make-up form for this school-related activity.

CLASS RANK (2413)

Class rank for all students is determined by using the same 4.00 GPA system used for the Honor Roll and the National Honor Society. The semester grades for all years of high school are computed to determine class rank. Foreign exchange students are excluded from the class ranking, and therefore, are ineligible for any academic honors (Valedictorian/Salutatorian). Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. The school transcripts will record courses taken in home schools or non-accredited schools by indicating title of the course, school where the course was taken, and grade. For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.

GRADUATION (2333, 2410 & 2410P)

To graduate from Melstone High School, a student must have satisfactorily completed the last semester prior to graduation as a Melstone High School student.

A student's right to participate in a commencement exercise of the graduating class at MHS is an honor. As such, participation is reserved for those members of the graduating class who have completed all state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

Each senior is required to complete the end of the year check out form prior to leaving school. Seniors who have outstanding bills from the school year will not receive a signed diploma and/or transcript until payment is received by the school. Examples of outstanding bills are: library, music program, classroom books, sports fees, etc. Students deficient in credit may be denied participation in graduation ceremonies on a case by case basis. In such instances the diploma will be awarded after the official ceremony is held.

The Superintendent will review presentations and specific content two weeks before graduation and may advise participants about appropriate language for the audience and occasion. Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, or any other pronouncement of their choosing.

VALEDICTORIAN AND SALUTATORIAN

The highest academic honor the high school can bestow on a student is designation as Salutatorian or Valedictorian. Traditionally these distinctions are awards to the two highest ranking students in the graduating class. Because of the special merit attached to these awards, it is not mandatory that they be awarded every year; every prospective candidate will be evaluated based on the following criteria:

a) Minimum cumulative grade-point average of 3.00 for four (4) years (7 ½ semesters) of high school.
b) Completion of all academic requirements, final credit total exceeds the minimum established for graduation.
c) Academic interest and preparation as demonstrated by the variety and difficulty of elective subjects chosen.
d) Personal motivation and ambition demonstrated by greater than minimum effort, attendance, punctuality and cooperation.
e) Leadership, citizenship and spirit as demonstrated by participation and involvement in school activities, organizations, and the community.
f) The student must have been enrolled in Melstone High School for 2 years.
g) Any transfer student that has been in Melstone School for less than 2 years and has the highest GPA in the class will be given the Honor transfer award.

Selection shall be made by a faculty committee shortly after completion of the 3rd quarter of the Senior year. Co-Valedictorian or Co-Salutatorian will be named at the end of the 3rd quarter of the Senior year when grade point average are identical in hundredths. Final class rankings will be determined at the end of the 8th semester.

In the event there are not at least two graduating seniors with grade-point averages exceeding 3.00 the highest ranking seniors will be invited to deliver the Senior Address during the Commencement Exercises. If there is a single graduating Senior with a grade-point average between 3.00 and 3.2499, this student shall be designated Salutatorian. If the grade-point average of a single graduating senior exceeds 3.25, this student shall be designated Valedictorian.

ACADEMIC HONOR GRADUATES

Only persons who have completed the College Preparatory Program with a GPA of 3.00 or higher shall be eligible for the following:

- Honor Graduate Medal (unless superseded by the valedictorian or salutatorian medal)
- Transfer students who meet all of the academic honor requirements but do not meet the residency requirements may qualify for honor graduate status.
- University System High School Honor Scholarships (awarded on a competitive basis State wide).
- Other state-supported scholarships, fee waivers or grants-in-aid, which are awarded on the basis of academic achievement.

III. ATTENDANCE (3120 and 3122P3)

PHILOSOPHY

Prompt and regular attendance in school is the beginning of dependability in adult, business, personal, and social life. It is essential for the student to make the most of his/her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual, this can be done with regular school attendance.

COMPULSORY ATTENDANCE

As per MCA 20-5-103, a student between the ages of 7 years and 16 years of age **must** be in regular school attendance until turning 16 years of age or completing the eighth grade, whichever comes later. There is a direct relationship between students who have good attendance, and those who achieve higher grades, enjoy school more, and who are much more desirable employees after leaving high school.

POLICY

Full-time students shall be enrolled in a class each period of the day, with the student in class all day. The exception to this requirement will be if a student has gained administrative approval and employer verification of a work-study agreement.

Attendance plays a vital role in one's academic success and absenteeism negatively affects the continuity and depth of learning. Absenteeism also harms the overall school environment both for classmates and teachers. However, if your child is going to be absent please call the school office by 8:30 am that day. A signed written note from the parent/guardian is to accompany the student when he/she returns to school. Good attendance is a team effort between the child, parent/guardian and school. If a phone call is not received, the school, by law, will attempt to contact the parent/guardian. If you know in advance of an absence, a note from home stating the reason, times and date(s) is requested prior to the absence.

A student will be allowed **eight (8) absences per class**, per semester. Detentions, ISS, and or OSS will be implemented for absences determined to be unexcused.

Student Grades Impact: When a student reaches more than eight (8+) absences in ANY class period, the student's grade for that class at the end of the quarter may be adjusted downward by two percent (2% or .02) for EACH DAY missed beyond the eight (8) absences. EXEMPT absences are not included in the count (see types of absences below).

Here is an example of the potential impact on a student's grade:

Billy has been absent for 10 days from first period class during the second quarter.
– these absences do not include those considered EXEMPT
Billy has a B+ grade of 88% for his first period class at the end of second quarter.
Billy's grade is adjusted downward by four percent (4% or .04) from his initial grade.
That equals two percent per day over 8 days missed. 88 x .04 = 3.52 88 - 3.52 = 84.48
Billy's adjusted grade is now a B grade of 84.48%

TYPES OF ABSENCES

Absences Due to Illness: Absences due to illness will count toward the eight (8) days' rule unless the student is seen by a doctor in relation to the illness and a doctor's note is provided to the school upon the student's return to classes. Parents/Guardians should contact the school before 8:30 AM in the morning. School work will be collected from teachers if requested and students will be allowed one day for each day absent to make up the work at full credit.

***NOTE**:* Melstone School and its staff strongly encourage parents and guardians to keep their kids home if sick. This provides for a speedier recovery for the student and helps protect other students and staff from becoming exposed and possibly missing days.

Unexcused Absences: Unexcused absences include any absence that is not verified by a phone call or note from the parent/guardian and will count toward the eight (8) day rule.

Absences Due to ISS: Absences due to a student being placed in ISS (In-School-Suspension) will count toward the eight (8) day rule.

Out of School Suspension: Absences due to a student being placed in OSS (Out-of-School-Suspension) will count toward the eight (8) day rule. Suspended students shall work directly with their teacher to make up missed assignments, tests, or quizzes.

Excused Absences: An absence will be considered "excused" when a parent/guardian contacts the school by phone, note or in person **prior to or at the onset** of an absence. The school requests a note from the parent/guardian upon the student's return to school.

Excused absences may count toward the eight-day rule.

The following scenarios are EXEMPT:

a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions (marked as school-related absences) will apply to students participating in sports events, or students attending sporting event sessions in which the school's team is playing, cheerleading, music-related events, extra-curricular trips such as FFA, academic field trips, and others deemed co-curricular. However, a Make-Up Report form must be completed in advance of the activity and returned for review, or the absence will not be exempt.

b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board.

c. Work related to the occupation of the immediate family verified by a note from home. A student who needs to help their family harvest, seed, or move livestock will be excused, but the school is to be notified prior to the absence and work is to be pre-obtained from the teachers.

d. College related visits by Juniors/Seniors. Two (2) days will be allowed for students in the eleventh and twelfth grade to visit a college(s) of their choice. In order to qualify, the Junior/Senior must be passing in their current classes.

e. Medical appointments or hospitalization verified by a doctor's statement will be excused. Without verification, the appointment will not be marked as an exempt absence.

f. If a student has a dependent and that dependent is ill or needs to be taken to the doctor, or other appointments relating to the child's wellbeing, that student will be excused. Every attempt will be made to have appointments made after school hours. Upon the students return a doctor's excuse will be required.

g. Absences due to weather caused by buses not running their routes or parents not being able to bring students to school because of blocked roads shall not count against attendance of any student. Parents/Guardians are to contact the school ASAP with notification of any such absences.

Truancy/Skipping Class: Truancy and skipping class are unexcused absences from school/class without parent/guardian notification to the school prior to the absence and includes leaving the supervision of a teacher or advisor without their permission.

Scheduling Appointments: It is recognized that medical (including dental and chiropractic) appointments may occur during school hours. Parents/Guardians are strongly encouraged to keep these appointments at a minimum if at all possible. However, if medical, dental, or chiropractic appointments are necessary during school hours, the student must be picked up by a parent/guardian, or a written note must be provided to the school that the student will be driving themselves. In the case of a short notice appointment, a phone call is acceptable. Upon returning to school, the student will need to bring a slip from the respective doctor or dental office. Students will also need to get an admit slip to class from the office prior to going to classes.

Pre-arranged Absences – Advance Make-Up Work: When a student knows in advance of an absence for a health-related appointment or family vacation, the student should obtain a "Make-Up Report" which is available at the office.
The form needs to be signed by each instructor for every period that will be missed, regardless of whether work is assigned. Once the form is filled out, the student needs to have the form reviewed and initialed by the Superintendent or Administrative Assistant.
Class work should be completed and submitted on the due date assigned by the teacher or upon the return to school, depending on the circumstances. Failure to turn the work in on time may result in a grade reduction, up to and including a zero. Long term absences may be waived with board approval. Students and parents will need to fill out the "Make-Up Report" form prior to leaving school and should be prepared to meet with the board concerning the long-term absence.

Make-up Work: It is the student's responsibility to get any missed assignments directly from the teacher upon returning to school from an unexpected absence. Students will have one school *day for each day absent to complete the make-up work upon return to classes (one missed day = one* day to make up work).

Attendance and Transfer Students: Students who transfer to the Melstone school system will be responsible for all absences accumulated in the school(s) from which they are transferring in calculating the total absences for the semester. Exceptions to this rule can be made at the discretion of the Superintendent.

Tardies/Being on Time: Promptness is the responsibility of every student enrolled at Melstone Public Schools. Students are expected to be in class and academically prepared on time. Tardiness is disruptive to the learning environment and should be avoided at all costs. By definition, a student is considered tardy when he/she is not in the class and academically prepared when the class begins.

- If a student is tardy beyond 15 minutes, it becomes an absence.
- If a teacher/counselor/administrator detains a student for any reason the student must attain a note from said adult.
- A student who is tardy three (3) or more times in a semester will receive detention for that tardy and each tardy thereafter. Increased discipline may be warranted for excessive tardiness.

LEAVING SCHOOL GROUNDS

Students leaving the building need to sign out AND back in at the office. Students may not leave school grounds during the day except during lunch break, unless signed out by a parent/guardian through a telephone call or a written note. If a student is checked out, they may go to their home and are not to take other students with them. Permission to drive cars, motorcycles, and bicycles to school is a privilege allowed at the discretion of the Administration. Licensed drivers who drive to school must park in the school parking lot and carry liability insurance.

Students are not permitted to drive during the noon hour or sit in their cars. CTE students needing to leave school must have pre-arranged documentation. No unlicensed drivers are to operate any motor vehicle on school grounds, and violators will be reported. In addition, students driving to a school related function are required to have parent permission ahead of time. Law enforcement authorities will be contacted when students drive their vehicles off school grounds without parental permission.

IV. SCHOOL SAFETY & HEALTH

OFFICE-INVOLVED DISCIPLINE PROCEDURE

Detention:	Time a student is required to be with a teacher or in a confined area for breaking school rules. Detention is normally blocked in 15 to 45-minute increments, to be served at lunch or after school. Students must be academically productive during the detention (of course eating lunch or performing other appropriate tasks is allowed).
In School Suspension:	Instances in which a child is temporarily removed from his or her regular classroom(s) for at least half a day but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.
Out of School Suspension:	Time period ranging from one (1) day to ten (10) days during which the student is denied admission to the school or its activities. Any work missed during OSS cannot be made up. Teachers will assign zeros (0) to any missed work. Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA) or Rehabilitation Act.
Expulsion:	Time period in which a student is permanently removed from the school system. Expulsion is a disciplinary action available only to the Board of Trustees.

Bullying/Harassment/Intimidation/Hazing (3226)

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Hazing includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate. At any time deemed necessary, individuals may also be referred to law enforcement officials.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted

intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

a. Physically harming a student or damaging a student's property;
b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
c. Creating a hostile educational environment.
d. Substantially and materially disrupts the orderly operation of a school

Electronic communication device means any mode of electronic communication including, but not limited to, computers, cell phones, PDA's, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the Superintendent, who has overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the Superintendent shall be filed with the Board. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, 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.

1st Infraction	Detention plus written apology
2nd Infraction	1 day In School Suspension (parent notified) plus written apology
3rd Infraction	Out of School Suspension plus written apology
4th Infraction	Expulsion plus notification of law enforcement authorities

Pornographic or obscene pictures, drawings, or literature. – if inappropriate enough refer to SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS (3225, 3225F, 1700)

1st Infraction	Detention
2nd Infraction	1 day In School Suspension (parent notified)
3rd Infraction	Out of School Suspension

Personal Electronic Devices (3630)

Student possession and use of any personal electronic device (which includes, but is not limited to, all cell phones, personal tablets, or music players—even those not web enabled) on school grounds, at school

sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein:

- At no time will any student operate a cell phone or other electronic device with video photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.
- Use of personal electronic devices is **NOT** permitted during class time unless specifically approved by an administrator or classroom teacher and must be used for educational purposes only. In addition to the above, a violation of the personal electronic device policy occurs if a student's device rings, buzzes, or otherwise disrupts class during non-use time. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. If a student wishes to drop off his/her cell phone and/or electronic device at the office for safe keeping they may do this prior to the start of the school day.

1st Infraction	Confiscate phone and/or electronic device returned to student end of day
2nd Infraction	Confiscate phone and/or electronic device returned to parent end of the day
3rd Infraction	Confiscate phone and/or electronic device returned to a parent after 5 days
4th Infraction	No devices will be allowed at school for the remainder of the school year.

Plagiarism/Cheating:

1st Infraction	Zero grade & parent contacted by teacher
2nd Infraction	Zero grade & parent contacted by teacher, student education of reasons not to commit plagiarism and/or cheat
3rd Infraction	Student will receive loss of credit for semester

Theft

1st Infraction	1 day **In School Suspension** (parent notified) plus notification of law enforcement authorities, parents, and make restitution
2nd Infraction	**Out of School Suspension** plus notification of law enforcement authorities, parents, and make restitution
3rd Infraction	Expulsion plus notification of law enforcement authorities and parents.

Vandalism/Destruction of Property/Negligent Damage to Property:

Vandalism is defined as any deliberate act to deface or destroy property. Vandalism is strictly prohibited. The student(s) responsible will pay for any damages incurred to include payment of damages on a bus, school facilities, and/or school technology (for example but not limited to iPads, desktops, laptops, etc.) that were damaged in the course of a school-sponsored activity and/or daily operations.

1st Infraction	1 day In School Suspension (parent notified) plus notification of law enforcement authorities and parents, and make restitution
2nd Infraction	Out of School Suspension plus notification of law enforcement authorities and parents, and make restitution

3rd Infraction	Expulsion plus notification of law enforcement authorities and parents, and make restitution.

Fighting

Fighting, either verbal or physical, disruption or interference with curricular or co-curricular activities on school property, school buses or while in the custody and control of the school or in the course of a school related activity is not allowed. Melstone Public Schools will in no way condone fighting as a means of conflict resolution in the school. Melstone Public School has a no tolerance policy in regards to fighting. Fighting is documented by supervising staff and referred to administration. Parents are notified and students are dealt with administratively.

Drugs and/or alcohol possession or usage, Tobacco (3310)

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, including alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. 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 drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of 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 a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials or disobeying 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 other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

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

1st Infraction	Out of School Suspension plus notify parents and law enforcement authorities
2nd Infraction	Expulsion plus notification law enforcement authorities

Other disciplinary measures might include detention, clean up duty, loss of student privileges, loss of bus privileges, restitution for damages to school property.

Actions Toward Staff: pushing, shoving, striking, threat of personal harm, deliberate acts of vandalism to personal property, intimidation, or harassment (including, but not limited to written, verbal or by telephone)

1st Infraction	Administration and behavior team referral

Deliberate Activation of Safety Equipment–Fire Alarm, Fire Extinguishers, Shop Emergency Buttons (Montana Law 45-8-101)

1st Infraction	1 day In School Suspension (parent notified)
2nd Infraction	Out of School Suspension plus notification of law enforcement
3rd Infraction	Expulsion plus notification of law enforcement

GANGS

The organization of youth gangs for the purpose of engaging in unlawful activities is a concern of the community and is regarded as a disruptive and negative influence in the school. The school will not allow involvement in gangs and a student may be expelled for such involvement. Students, who admit to gang membership, are identified, as a gang member by reliable sources, use hand signs or language, and/or display clothes, jewelry or tattoos unique to gang signs or language, and/or display clothes, jewelry or tattoos unique to gang affiliation or keep company with known gang members will be subject to investigation and possible consequences.

HABITUAL OFFENDERS

At the discretion of the administration, habitual offenders and those students that have been involved in multiple offenses, may receive additional days of out of school suspension and/or brought before the Board of Trustees for further disciplinary action, which may include expulsion.

GUN-FREE & WEAPON- FREE SCHOOLS (3311)

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis.

For purposes of this section a "firearm" means any device as defined in 18 U.S.C. § 921. "Firearm" also includes any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument which is threatening, strikes terror, or which may be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun-chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. "Firearm" also includes any object, device or instrument having the appearance of a weapon, including such objects, devices or instruments which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to threaten, intimidate, and/or inflict bodily harm, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution of any person who possesses, carries, or stores a weapon in a school building and the District may take disciplinary action as well in the case of a student. In addition, the District will refer, for possible prosecution, a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

SEARCHES AND SEIZURE (3231)

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

The search of a student, by authorized school authorities, is reasonable, if it is both: justified at its inception, and reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a students; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as desks, lockers, and parking lots).

The "pat down" or "search" of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, 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.

Student

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

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

SEARCHES AND SEIZURES (3231P)

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, Principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on school premises, as further provided in this procedure.

2. If the authorized administrator has any reasonable cause to believe that any locker, car or other container of any kind on school premises contains any item or substances, which constitutes an imminent danger to the health and safety of any person or to the property of any person or the school district, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

3. If the authorized administrator has any reasonable cause to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the school district, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

4. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

5. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness and a written record of the time, date, and results shall be made by the administrator, and a copy shall be forwarded to the superintendent as soon as possible.

6. In any instance where an item or substance which, if found, would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

7. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, he/she is authorized to report to and comply with the directions of any public law enforcement agency.

DRESS CODE (3224)

The main concern of the Board of Trustees is that our students dress neatly, cleanly, and comfortably in clothing appropriate for attending school and conducive to the learning environment. Because of the unique nature of each person's individual physique, the dress code is subject to the best judgment of the Melstone School staff and administration. The goal is to minimize reasons for conflict and discipline.

Students are asked to keep the following guidelines in mind as they dress for the school day:

1. Students MUST wear a shirt, bottoms (which can include pants, sweats, shorts, skirts, dress, or leggings), and shoes. Clothing should be worn in such a way that the wearer's genitals, buttocks, nipples, and navel are covered with opaque material at all times.
2. Shirts must cover the torso from armpit to armpit and must have sleeves or straps.
3. Bottoms must provide coverage that meets the minimum requirements of the dress code, even in places where the clothing may be ripped or torn.
4. See-through, mesh, or free-flowing garments must not be worn without appropriate coverage underneath that meets the minimum requirements of dress code.
5. Headgear, including hats, hoodies, and caps are not allowed, unless permitted for religious, medical, or other reasons approved by the school administration.
6. Students CANNOT wear clothing that depicts, implies, advertised or advocates the following:
    a. illegal, violent, or lewd conduct
    b. alcohol, tobacco, marijuana, or other controlled substances
    c. pornography, nudity, or sexual acts
    d. vulgar, discriminatory, or obscene language or images

    Specialized courses, such as gym, Vo-Ag shop or laboratory science, may require specialized attire, such as athletic wear, lab coats, welding jackets, or closed-toed shoes.

Students are asked to use good judgment and take pride in their dress and grooming. Any student who has been "dress-coded" by a staff member will be sent to the office where the Superintendent will be the final authority in judging whether appropriate standards of dress have been met. Students found in violation of these guidelines will be provided appropriate clothing from the office and/or be allowed to contact home to have a change of clothes brought to the school. Questions about individual dress will be discussed with the Administration by members of the teaching staff. Spirit week clothing must have prior approval by the Superintendent if it is not within the dress code.

ABUSED AND NEGLECTED CHILD REPORTING

A District employee who has reason to suspect 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) Department of Family Services central intake). The employee shall notify the Superintendent/principal that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the Superintendent/principal.

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.

EMERGENCY DISASTER DRILLS (8301)

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

EMERGENCY SCHOOL CLOSING INFORMATION (this section is under review)

If weather conditions become extreme -- visibility is a problem, temperature or wind chill is dangerous, all should stay where it is safe. If the conditions cause you concern, and/or if you are aware of a problem, please feel free to call the Superintendent/Office. If possible, the Superintendent will discuss such matters with Board members and/or bus drivers before deciding a change in the regular schedule.

Administration has options to choose from: late starts, canceling of buses and/or school, keeping the school open. If the latter occurs, and you have safe transportation for your students, it is entirely up to you whether or not your students attend. Above all else, parents have the right to keep students home if they fear for their safety. Let bus drivers know anytime your student(s) will not be riding the bus.

If school will not be in session at all, the following procedures will be employed:

1. A message will be sent via Infinite Campus email / text alert system.
2. Notice will be posted on the Melstone School Website.
3. Bus drivers may be contacted right away.
4. Bus drivers may contact families on their route.

If school is released early, the following procedures will be employed:

1. A message will be sent via Infinite Campus email / text alert system.
2. Notice will be posted on the Melstone School Website.
3. Bus drivers will be contacted to come to the school early.
4. The school will attempt to contact all parents before students are sent home.
5. If parents can’t be reached, the school will contact the person listed on the emergency form stating where they can go in an emergency.

6. If we can't make contact with a parent or any secondary persons, the student will remain at school until someone can be reached.

MEDICATIONS (3416 and 3416F)

The Melstone School District has a specific Board Policy that addresses administering medications to students. Parents/Guardians may ask for a copy of this policy. Medications, including Ibuprofen and Tylenol, cannot be given to students without written authorization or a telephone call from the parents/guardians.

The key portions of this policy are as follows:

A. Written authorization from a student's parent or guardian must be on file for self-administration of medication, or of any drug that may lawfully be sold over the counter without a prescription.

B. Medication will be brought to school by a responsible adult.

C. Medication will be properly packaged with original pharmacy labels including:

1. Patient's name
2. Ordering physician
3. Date
4. Name and dosage of medication
5. Method of administration
6. Quantity

HEARING SCREENING

Hearing screening is conducted at your child's school and is mandated for students in Grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. Hearing Conservation Program staff will conduct the hearing rescreen.

CONTAGIOUS DISEASES (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 should phone the school and report contagious diseases so other students who may have been exposed to the disease can be alerted. Please call the school if you have any questions regarding a communicable disease or health condition, contact a physician's office or the Central Montana Health District in Lewistown at 535-3983.

BLOOD BORNE PATHOGENS (3417)

The school district is required to provide educational services to all school-age children who reside within its boundaries. This includes those children who may be infected with a blood borne pathogen such as HIV/AIDS or Hepatitis B. The district shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The district is committed to making any reasonable accommodations that will allow a student infected with a communicable disease, including HIV/AIDS or Hepatitis B, to continue his/her normal educational program.

IMMUNIZATIONS (3413, 3110)

Pursuant to MCA 20-5-403 school districts are not allowed to let a child attend school unless the child:

a..has been immunized against diphtheria, pertussis (not required of children 7 or older), tetanus, poliomyelitis, rubella, mumps, and measles (rubella).
b. has been immunized against haemophilus influenza type "b" before enrolling in a preschool if under 5 years of age;
c. qualifies for conditional attendance (MCA 20-5-404); or
d. files for an exemption (medical or religious - MCA 20-5-405).

Upon initial enrollment, an immunization record of proof must be presented. A pupil who transfers into the District from another district may photocopy immunization records in the possession of the school of origin until the original records are obtained within 30 days. (MCA 20-5-403)

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The District shall exclude a student for noncompliance with the immunization laws and shall properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons. The State guidelines can be found here: https://dphhs.mt.gov/assets/publichealth/Immunization/SchoolVaccineRequirementsAugust2019.pdf?ver=2020-01-29-160229-620

FIRST AID AND CONSENT FORMS

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

If the student's injury is minor or just not feeling well, we will either perform minor first aid, contact an EMT, or make attempts to contact home to have the child picked up.

V. SPORTS & ACTIVITIES

ACADEMIC PERFORMANCE / EXTRA-CURRICULAR ELIGIBILITY

All Melstone students participating in school-sponsored activities are expected to maintain passing grades throughout the entire semester grading period as well as to meet all MHSA criteria. To ensure consistent academic grading assessment for student participation, biweekly grade checks will be conducted (each individual teacher is responsible to conduct check).

ACADEMIC PERFORMANCE AND NOTIFICATION (Eligibility)

The intent of our school's notification process is to communicate to the student and his/her parent /guardian that the student in question is failing to achieve acceptable standards in the classroom and/or school environment OR is showing noted progress. Unacceptable performance or behavior on the part of the student may occur in academics, class-preparation, attitude, self-discipline, and adherence to school rules.

- A student must be in regular attendance three periods to be eligible to participate. If a student is not in school, due to an unexcused absence, at 9:00 A.M., he/she will not practice that night or participate in any of the events for that day.
- To be eligible to participate in extracurricular activities, a student at Melstone Schools (grades 4-12) must have a grade 70% or greater in all subjects. Students who are failing should make arrangements with that teacher for extra help.
- Stage I: Bi-weekly academic checks will be made to identify student athletes with <70% grades to be placed on a "warning list." Student, parent/guardian, & administration, will be formally notified of their ineligible grade(s) (by Infinite Campus/or email). Administration will notify the coach/advisor of any players on the "warning list." Students on the warning list are eligible to participate. A student on the warning list has two weeks to reach eligibility standards.
- Stage II: If by the next bi-weekly academic check, the student is still earning scores of < 70% the student will be on the "ineligible to participate" in school-sponsored activities list. The student has the opportunity to become eligible at each bi-weekly academic grade check. Note: The student may be required to practice with his/her team but may not compete in any games.
- Academic eligibility checks are to be performed by teachers every two weeks on Monday morning at 8:00 A.M. Teachers who have a student with a grade(s) <70% are to provide students name and grade percentage with the student, parent/guardian, administration. Administration will inform the coach/advisor. The first notification allows the student two weeks to meet the eligibility standard. After two weeks they will either have earned their way off the warning list and will be ineligible to participate for two weeks. At each bi-weekly academic check the ineligible students grade9(s) will be reviewed. If they meet the eligibility standard they will again be eligible to participate.

ALL SPORTS TRAINING RULES

A. Athletes must be in regular attendance for three periods to participate in practice or meet. If a student is not in school, due to an unexcused absence, at 9:00 a.m., they will not practice that night or participate in any of the games at the next sporting event. (Exceptions for special circumstances will be worked out with the coach.)
B. Athletes must meet the Melstone High School eligibility requirements as written in the schools' handbooks.
C. Athletes must adhere to the following basic training rules:

1. No use or association with alcohol, drugs and/or tobacco products.
2. Must act with respect and class at all times
    a. Respect authority
    b. Model proper sportsmanship
3. Training hours will be 10:15 on Sunday through Thursday, or the night before a game. Friday and Saturday night will be 12:30. Exceptions for special circumstances will be worked out with the coach.
4. Participants must practice every practice session unless previous arrangements have been made with the coaching staff.
5. An unexcused absence from a practice or a game will result in loss of participation for the next scheduled game. Students will not be allowed to travel with the team to the game.
6. Athletes are responsible for uniforms assigned to them. If they damage this uniform, they will be responsible for a monetary reimbursement to the school.
7. All students are required to ride the bus to all scheduled practices and games. If a student is not riding the bus home, the parents or legal guardian must be present to grant permission for their son or daughter to ride with another person. (Special circumstances may apply with prior approval.)

D. Penalties will follow this format.

1. First offense for "A" will result in no participation in the next four scheduled games, but you must practice.
2. First offense for "B", "C", and/or "D" will result in possible exclusion from the next scheduled game. (Coaches rules will apply.)
3. Second offense for "A" will result in dismissal from the team.
4. Next offense for "B", "C", and/or "D" will result in possible exclusion from the next two scheduled games and/or termination from the team. (Coach's discretion.)
5. A third offense is automatic dismissal from the team.

ACTIVITY PASSES

Activity passes are available to all students and adults. Activity passes enable students and adults to gain admission to all home basketball, football and volleyball games. Tournament events at the District, Divisional, and State levels are not covered by the Melstone Schools Activity Pass. Activity passes may be purchased in the respective school offices. A list will be maintained at the ticket counter with the names of all pass holders, thus alleviating the need to carry your pass with you. Pass prices are as follows:

Adult Pass.....$ 50.00 Student Pass - Grades 1-12…….$40.00 Seniors 62+……$30.00

CLUBS & ORGANIZATIONS

Organizations, Clubs and Class Meetings will be scheduled with Administration approval. Advance notice will be provided to the office for placement on the calendar.

Band:

1. Activities – Concerts, District Music Festival, graduation and any other performances of the instructor's choosing, some of which may extend outside of school hours.
2. Participation – dependent on requirements set forth by eligibility rules and MHSA.

Student Council: The student council provides for student activities, serves as a training experience for both leaders and members, promotes the common good, gives students a voice in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council represent grades 7-12 and have direct access to the school administration.

The procedure for becoming a part of the student council is outlined in the Constitution of the Melstone High School Student Council which is available upon request.

National and Junior Honor Society:

Melstone High School is a chartered member of the National Honor Society. To be eligible for membership in our local chapter, students must meet the following criteria:

1. Complete at least three full-time semesters of high school (grades 10-12)
2. Attain a minimum cumulative semester GPA of 3.5 or higher
3. Complete an application outlining the student's qualifications in meeting the organization's key tenets of scholarship, leadership, character, and service
4. Score a minimum of 12 points on the application rubric, as scored by a faculty council

Applications for membership are distributed in the spring of each school year, with induction taking place later in the school year. Information about the application process and the chapter constitution are available on request.

FFA -- Future Farmers of America:

Learning to do, doing to learn, earning to live, living to serve

Montana FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Students have a variety of areas to participate year-round within the three core components of classroom / lab instruction, FFA chapter membership, and supervised agricultural experience, as individuals and as teams, including service, fundraising, project building, and competitions: mechanics, debate, speaking, livestock judging, livestock management, sales/marketing, and more. With extensive support from alumni Melstone FFA Chapter hosts an annual Mechanics contest each February.

Criteria for FFA competition includes:

1. Student grades and eligibility checks will be reviewed weekly as in compliance with all sports training rules.
2. Students attending regional competition will have eligibility checks before registration deadline and competition.
3. Students not going to regional competition will not compete at state.

4. Students competing in state and national events will maintain passing grades. If a student receives a Failing grade just prior to leaving for competition they will not be allowed to participate. The parents/guardians will then be responsible for reimbursing any fees back to the school (for example plane tickets, registration).

SCHOOL SPONSORED ACTIVITIES

Only team members and support personnel (managers, statisticians, etc.) will be excused from class to participate in extracurricular events.

SCHOOL DANCES AND SPONSORED ACTIVITIES

1. Chaperones shall be approved by the Superintendent before the scheduled activity.
2. A sponsor or Superintendent designee agreed upon by the sponsor will be present at all functions.
3. Admission will be paid upon entry.
4. Parents are welcome at all school activities.
5. An individual who has left the building will not be readmitted.
6. Students may bring guests, provided that the student has filled out the Guest Information Sheet (available in the school office and on the school website). The Guest Information Sheet must be filled out for every event and the guest being brought must be in good standing in their school system. The Guest Information Sheet must be filled out one to two weeks in advance of the event.
7. Parents may be required to come and pick up their child for a major rule infraction.
8. In planning any activity, items such as provisions for a change box, tickets, food preparation, etc., must be made by the day before the event.
9. The Superintendent has the final veto power over any school activity in the event all necessary conditions are not met or he feels it is not in the best interest of the school.

CLASS TRIPS

Melstone Schools will not sponsor any senior trips or "skip days" except for those expressly approved by the Board of Trustees at a regular or special meeting.

APPENDIX A

BOARD OF TRUSTEES MEETINGS (1400)

Regular monthly meetings are currently held on the second Tuesday of the month at 7:00 PM at the school. Special meetings are called through regularly adopted procedures with legal action restricted to those items listed in the notice of the meetings. Executive Sessions are the only type of Board meetings not open to the public. These sessions are confined to consideration of matters involving or affecting the discipline of staff/students, hearing complaints against an employee, issues of personal privacy, etc.

CHANNELS OF AUTHORITY

When students or parents have difficulties with a class or a teacher, they must address the teacher first. If the problem cannot be resolved a complaint form should be completed and filed with administration. If a satisfactory solution and or response is not met further due process can be attained by the School Board should they determine the need for a hearing.

PLACING AN ITEM ON THE AGENDA AND PUBLIC COMMENT (1420)

In order for the Board to properly consider any matter you may desire to bring before it, the Superintendent or Chairperson should be notified as soon as possible, but not less than five days before the meeting date. This request must be in writing and include the topic and details of the concern to be addressed. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairman at the appropriate time.

Remember, that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during the “public comment” period will not be allowed to make comments about any student, staff member, or member of the general public. The Board Chairperson may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law, the District cannot take any action on any matter discussed during the public comments portion of the meeting until such time as the matter is specifically noticed on the agenda and the public has been allowed the opportunity to comment.

APPENDIX B

EVERY STUDENT SUCCEEDS ACT (ESSA) GUIDELINES

Melstone Public School receives federal funds for Title I programs that are part of Every *Student Succeeds Act (2015)*. Every Student Succeeds will eliminate the federally-mandated school-grading system known as Adequate Yearly Progress (AYP) and will allow states to develop their own accountability measures.

Melstone Public Schools is fortunate to have a highly qualified teaching staff. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- if state licensing requirements have been waived for the teacher on a temporary basis; the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications. If you would like to request this information, please contact the school.

APPENDIX C

EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY (3210)

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

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

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator, Nicole Hanson, Superintendent. The telephone number is 406-636-2761. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700)

APPENDIX D

SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS (3225-P, 3225-NF, 1700)

The Melstone School Board of Trustees believes that sexual harassment and intimidation in any form substantially compromises the attainment of educational excellence and will not be tolerated under any circumstances.

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

APPENDIX E

STUDENT RECORDS: POLICIES & PROCEDURES (3600, 3600F1, 3600F2, 3600P, 23606, 3606F, 3608)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to their minor children's educational records. They are as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. A parent of any student is allowed to view the records but is not permitted to receive a copy unless the parents of the other involved students provide consent. Access to the records will be granted within fifteen (15) days of the District's receipt of such request.

   Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

   a. Health reports;
   b. Notices of parent-teacher conferences;
   c. School calendars distributed to parents/guardians; and
   d. Notices about open houses and other major school events, including student-parent interaction.

   A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

   Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education

information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to: Student's Name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Honor roll status (* for 4.0), Enrollment status (e.g. undergraduate or graduate; full-time or part time), Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, Honors and awards received, most recent educational agency or institution attended.
6. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.
7. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by completing the Student Directory Information Notification form 3600F. This form is available in the school office.
8. The District will grant access to or release information from a student's records pursuant to a court order, provided that the parent will be given prompt written notice, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
9. The District will grant access to or release information from any student record, as specifically required by federal or state statute.
10. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
11. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.
12. Prior to release of any records or information under items 5, 6, 7, and 8, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This

notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

13. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

14. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

15. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

16. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.

17. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:
    a. Information released or made accessible.
    b. Name and signature of the records custodian.
    c. Name and position of the person obtaining the release or access.
    d. Date of release or grant of access.
    e. Copy of any consent to such release.

APPENDIX F

STUDENT ACCEPTABLE USE POLICY (3612 and 3612P)

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1) **Acceptable Use** - Access to District electronic networks must be: (a) for the purpose of education or research, consistent with the educational objectives of the District; or (b) for legitimate business use.

2) **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Superintendent will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

3) **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

    a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
    b) Unauthorized downloading of software, regardless of whether it is copyrighted or devised;
    c) Downloading copyrighted material for other than personal use;
    d) Using the network for private financial or commercial gain;
    e) Wastefully using resources, such as file space;
    f) Hacking or gaining unauthorized access to files, resources, or entities;
    g) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
    h) Using another user's account or password;
    i) Posting material authored or created by another, without his/her consent;
    j) Posting anonymous messages;
    k) Using the network for commercial or private advertising;
    l) Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
    m) Utilizing a personal e-mail site without specific approval or direction from a staff member;
    n) Using the network while access privileges are suspended or revoked.

4) **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

    a) Be polite. Do not become abusive in messages to others.
    b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

c) Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e) Do not use the network in any way that would disrupt its use by other users.
f) Consider communications / information accessible via the network to be private property.
g) **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) **Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

6) **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Superintendent. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

7) **Vandalism** - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

8) **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

9) **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

a) For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
b) Students and staff engaged in producing Web pages must provide library media specialists with e- mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

d) The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e) Student work may only be published if there is written permission from both the parent/guardian and the student.

10) **Use of Electronic Mail** -

a) The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
b) Prior to using an e-mail site, students are to obtain permission or be directed from either their supervising teacher, the Technology Coordinator or an administrator.
c) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
d) Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
e) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internetbased message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
f) Use of the District’s electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and/or Superintendent shall monitor student Internet access.

Inappropriate Use of Computers and/or the Internet

Any action by a student that is determined by the classroom teacher or an administrator to constitute an inappropriate use of the Internet or e-mail shall:

1. Be restricted from network access.
2. Face disciplinary or legal action that may include suspension and expulsion.

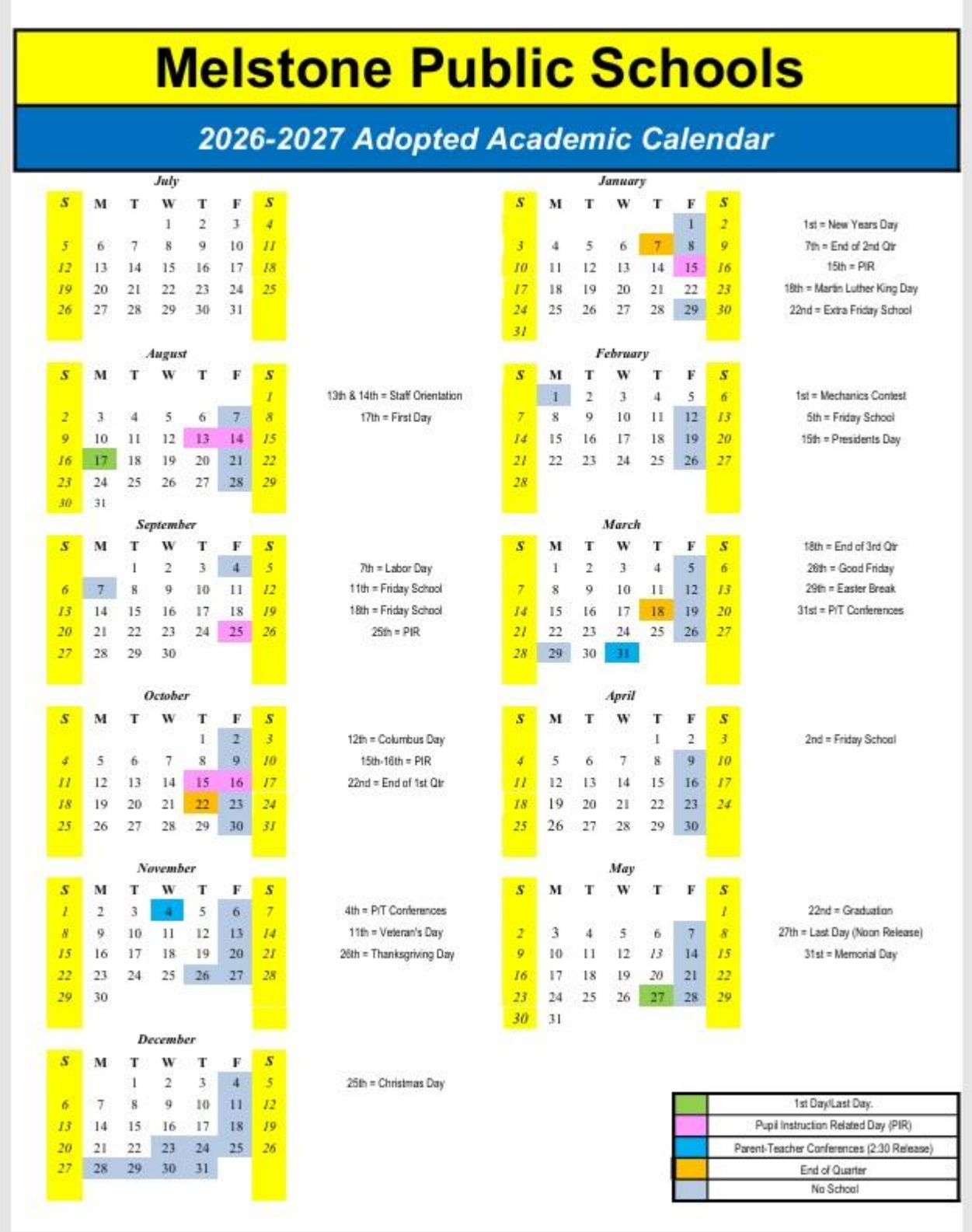
A. Reporting of Inappropriate Site or Usage Problem

If a problem arises, a teacher or supervisor is to be contacted **immediately**. A delay of time in reporting may result in implementation of the consequences listed below.

B. Consequences (cumulative for the attendance years of the student)

First Offense:	30 days loss of computer and/or Internet access.
Second Offense:	60 days loss of computer and/or Internet access.
Third Offense:	90 days loss of computer and/or Internet access.
Fourth Offense:	Loss of all computer and/or Internet access.

APPENDIX G



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