

WHITEHALL SCHOOL DISTRICT

HIGH SCHOOL/MIDDLE SCHOOL STUDENT HANDBOOK



TROJAN COUNTRY

2015 – 2016

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To STUDENTS AND PARENTS:

The Whitehall School District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic.

Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board 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.

WELCOME TO THE WHITEHALL SCHOOL DISTRICT!

I am extremely honored to serve as superintendent of Whitehall Public Schools, and I look forward to working with you to ensure that every student and every staff member succeeds.

To learn more about the district's many strengths and its challenges, and to build a shared vision for the future; I hope my tenure as superintendent will serve as a beginning of our partnership and our embracing a new set of goals that will evolve and expand with your input and involvement. It is our responsibility to make the Whitehall School District the top district in the state of Montana.

One responsibility that I take very seriously is to be sure that our school culture and climate is positive and gives children a feeling of safety and security. Research has determined that kids can't achieve their potential if there are negative distractions in the school day culture, we must focus on the positive. We need to work hard to be sure that concerns about these matters are proactively addressed and that we collectively focus on what we "can do" and not on what we "cannot do". We must not be satisfied with being okay; being okay or just fine is the language of the average; our goal is to be excellent. We will go the "extra-mile" for our students to ensure their success. Every student, every chance, every day!

I have been impressed by all of the staff's commitment to learning and to providing the best environment possible for our students. Thank you in advance for your willingness to work with our staff and with moving the district forward. You have my commitment to work extremely hard on behalf of the students and families of our community. You also have my promise to partner with the entire community to focus on our most important asset – our students in Whitehall.

Our mission continues to be T.E.A.M. The mission is to provide a safe, cooperative, educational environment where everyone is Motivated to succeed. Together we will make a difference using research based instructional strategies. Excellence will be Achieved through life-long learning, individualized instruction, and family/community partnerships. Better yet, not only should we embrace this mission developed by the school district but we should all be on a "mission" to ensure that we are giving the best of ourselves every day.

Have a great school year and together we will make Whitehall Schools great!

John Sullivan
Whitehall Public Schools Superintendent

Notice of Non-Discrimination

The Whitehall School District does not discriminate on the basis of race, color, national origin, sex, or disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: John Sullivan, Superintendent

Address: 1 Yellowstone Trail

Telephone No.: 287-3455 EXT. 103

Board of Trustees 2015-2016

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Whitehall Elementary District 4 & 47

Michelle LaFontaine (Chair)
PO Box 1157
Whitehall, MT 59759

whitehallawkfc@yahoo.com
Home: 287-3988
Work: 287-3412
Cell: 491-9988

Gina Ossello (Vice Chair)
PO Box 731
Whitehall, MT 59759

ginaossello@msn.com
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John Patrilli
139 Hanson Lane
Whitehall, MT 59759

justrope@aol.com
Home: 287-3428
Cell: 490-9195

Sharon Howard
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sghoward41@yahoo.com
Home: 494-6177

Angie Davis
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Whitehall, MT 59759

davisangiedale@aol.com
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Whitehall High School District 2

Sue Pullman
1040 Highway 69
Cardwell, MT 59721

johnpullmanfamily@gmail.com
Cell: 490-9439

Paul Shaw
222 Highway 359
Cardwell, MT 59721

Pshaw18@yahoo.com
Home: 287-3727
Cell: 498-2052

Board Committees 2015-2016

Certified Negotiations

Gina Ossello
Sue Pullman
Michelle LaFontaine

Labor Relations

John Patrilli
Paul Shaw
Angie Davis

Classified/Maintenance/Safety

Gina Ossello
Sharon Howard
Angie Davis

Wm Miller Children's Fund

Michelle LaFontaine

Activities/Transportation

John Patrilli
Paul Shaw
Gina Ossello

Vocational/Technology

Sue Pullman
Angie Davis
Sharon Howard

Policy/Handbooks

John Patrilli
Paul Shaw
Sue Pullman

WHITEHALL SCHOOL DISTRICT CALENDAR
SCHOOL YEAR 2015-2016

1ST Grading Period	August 24 – October 30	45 PI days + 4 ½ PIR days
Monday, August 24	Professional Development.....	PIR day
Tuesday, August 25	Professional Development.....	PIR day
Wednesday, August 26	1 st Day for Students	
Monday, September 7	Labor Day, No School	
Thursday, September 10	Professional Development.....	½ PIR (K-12 Open House 3:30-6:30 PM, Homecoming Bonfire Night)
Thursday, October 15	Teacher Convention, No School	PIR day
Friday, October 16	Teacher Convention, No School	PIR day
Friday, October 30	End of 1 st Nine Week Period	

2nd Grading Period	November 2 – January 15	45 PI days + 1 PIR day
Monday, November 9	P-T Conferences 3:30-6:30.....	½ PIR
Wednesday, November 11	P-T Conferences 3:30-6:30.....	½ PIR
Wednesday, November 25	Early Release @1:00 PM	
Thursday, November 26	Thanksgiving Vacation	
Friday, November 27	Thanksgiving Vacation	
Friday, December 11	Whitehall Duals, Early Release @1:00 PM	
Tuesday, December 22	Early Release @1:00 PM	
December 23—January 3	Winter Break, No School	
Monday, January 4	Resume Classes	
Friday, January 15	End of 2 nd Nine Week Period	

3rd Grading Period	January 18 – March 24	48 PI days + 1 PIR day
Monday, February 15	Presidents Day, No School	
Thursday, March 24	End of 3 rd Nine Week Period	

4th Grading Period	March 29 – May 27	42 PI days + ½ PIR days
Friday, March 25	Spring Break, No School	
Monday, March 28	Spring Break, No School	
Tuesday, March 29	P-T Conferences 3:30 – 6:30	½ PIR
Thursday, March 31	P-T Conferences 3:30 – 6:30	½ PIR
Monday, April 25	No School	
Wednesday, May 18	Seniors Last Day of School	
Sunday, May 22	High School Graduation Ceremony, 2:00 PM	
Tuesday, May 24	Eighth Grade Promotion, 7:00 PM	
Thursday, May 26	Last Day for Students, Early Release @1:00 PM	
Friday, May 27	½ Day Professional Development	½ PIR

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or 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.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- Parents are requested to call the Attendance Office ~ 287-3882 (middle school), 287-3862 (high school) – on days when their child(ren) will be absent from school. Students needing to leave school during the school day must check out through the Attendance Office.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3015.
- Unexcused Absences:

1 st – 2 hour detention	2 nd – ½ day ISS
3 rd – 1 day ISS	4 th – no credit in all regular ed. classes
- The Board of Trustees has the discretion to penalize a student's unexcused absences by imposing a loss of credit.
 - ✓ To receive credit in a class, a student may not have in excess of ten (10) unexcused absences for that class. A student who has more than ten (10) unexcused absences over the days the class is offered may not receive credit for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances. Excused absences not counted toward the 10-day limitation are:
 - ✓ A school-related extracurricular activity or public performance, approved by the District's Board of Trustees.
 - ✓ A documented health care appointment.
 - ✓ A temporary absence resulting from an illness supported by documentation from a health care provider or death in the immediate family.

- ✓ A juvenile court proceeding documented by a probation officer.
- ✓ An absence required by state or local welfare authorities.
- ✓ A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- ✓ In-school and out-of-school suspensions.
- ✓ Absences resulting from a homebound placement.
- The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- Students will be warned about tardies three times. Repeated instances of tardiness will result in disciplinary action, including detention and in-school suspension. Persistent tardiness may result in a meeting with the student's parent or legal guardian to develop a plan to address the tardiness.

4th Tardy – 30 min. detention

8th Tardy – 1 hr. detention

12th Tardy – 2 hr. detention

12+ Tardies – ½ day ISS

16+ Tardies – 1 day ISS

20+ Tardies – recommend loss of credit in class

AWARDS AND HONORS

Whitehall High School students in all fields of endeavor have an annual opportunity to receive the following awards:

Whitehall American Legion Post #24
Holcim Cement Company Worthy Scholarship
Sacry Scholarship
Whitehall Booster Club
Imerys Talc
Cowdrey
Rocky Mountain Bank
Dorothy Shaw Memorial Scholarship

Golden W Award
Whitehall Saddle Club
Rotary Club
RAM Benich
David E. Payne
Golden Sunlight
Mariah's Challenge

Numerous scholarships are available for graduating seniors each year. The Guidance Office has additional information about all scholarships. Students with a semester G.P.A. of 3.00 are eligible for the Honor Roll. High School Juniors and Seniors with a cumulative G.P.A. of 3.3 or above may be considered for membership in the National Honor Society.

Bell Schedules

Whitehall High School and Middle School students are subject to the following daily schedules:

DAILY SCHOOL SCHEDULE

Warning Bell	8:06
Advisee Period	8:10 – 8:19
Period 1	8:19 – 9:11
Period 2	9:15 – 10:07
Period 3	10:11 – 11:03
Period 4	11:07 – 11:59
Lunch	11:59 – 12:32
Period 5	12:36 – 1:28
Period 6	1:32 – 2:24
Period 7	2:28 – 3:20

FRIDAY SCHEDULE

Warning Bell	8:06
Advisee Period	8:10 – 8:19
Period 1	8:19 – 9:02
Period 2	9:06 – 9:49
Period 3	9:53 – 10:36
Period 4	10:40 – 11:23
Period 5	11:27 – 12:10
Lunch	12:10 – 12:41
Period 6	12:45 – 1:28
Period 7	1:32 – 2:15

EARLY DISMISSAL SCHEDULE

1:00 RELEASE

Warning Bell	8:06
Advisee Period	None
Period 1	8:10 – 8:43
Period 2	8:47 – 9:20
Period 3	9:24 – 9:57
Period 4	10:01 – 10:34
Period 5	10:38 – 11:11
Period 6	11:15 – 11:48
Lunch	11:52 – 12:23
Period 7	12:27 – 1:00

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying (including cyber bullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated.

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.

For additional information, please see Policy 3005.

CELL PHONES

The possession and use of cellular phones, pagers, portable electronic device and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

Students are prohibited from operating a cell phone, portable electronic device, or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. **Policy 3095 states that cellphone use is prohibited during school hours for grades K-8.**

In **grades 9-12** students may have and use their cell phones and electronic devices while on school grounds before and after school and during the lunch period. However cell phones or portable electronic devices are not allowed for personal use during the normal class period or between them. Exceptions may be made by teachers who allow students to use cell phones and electronic devices for solely academic reasons. This will be left up to the individual teacher and students are expected to follow the rules of each individual classroom. Classroom teachers in **grades 6-8** may have students utilize their cell phones/electronic devices for academic purposes in the classroom only.

Cell phones and portable electronic devices will not be allowed in the lunch room or surrounding areas during the school day. Cell phones will not be allowed at pep assemblies/assemblies, school plays, or any other functions during the school day. Because field trips are an extension of the classroom, classroom rules shall apply to field trips and are left to the discretion of the teacher/supervisor.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

COMMUNICABLE DISEASES

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 principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)

COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1085) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

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

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1085, available in any principal's and Superintendent's offices.

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

Title IX Grievance Procedure

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

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

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

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

Has the purpose or effect of:

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

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

Title IX Coordinator

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Name: Hannah Nieskens
Title: H.S. Principal
Office Address: P.O. Box 1109
Telephone Number: 287-3862
E-mail address: hnieskens@whitehall.k12.mt.us

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

Filing a Complaint

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

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

Informal Resolution

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

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

The informal process, including mediation, will not be available to individuals alleging sexual assault.

Formal Complaints

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

Investigation

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to

determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

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

Time Frames

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

Appeals

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

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

Remedies

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

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

Section 504 and ADA Grievance Procedure

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

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

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

Section 504 and ADA Coordinator

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

Name: Melissa Robbins

Title: 9-12 Counselor

Office Address: P.O. Box 1109

Telephone Number: 287-3862

E-mail address: mrobbins@whitehall.k12.mt.us

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

Filing a Complaint

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

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

Informal Resolution

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

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

Formal Complaints

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

Investigation

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

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Notice of Outcome

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

Time Frames

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

Appeals

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the non-appealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the non-appealing party may present argument opposing the appeal in writing. Within

twenty (20) days of receipt of the initial appeal, regardless of whether the non-appealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

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

Remedies

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

COMPUTER RESOURCES

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the District's computer resources. See Appendices B (K-5) and C (6-12) for the forms. For additional information, see Policies 2070 and 3096.

CONDUCT

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

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet District or building standards of grooming and dress.

Obey all building and classroom rules.

Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

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

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and

- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally affects the climate or efficient operations of the school.

Violation of Student Code of Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco products (tobacco includes, but is not limited to, cigarettes, e-cigarettes, vaporizers, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcohol in any form.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy (3050 pg. 90)
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon including knives of any blade length with a fixed or folding blade (such as a pocketknife).
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Hazing or bullying, including cyber 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.

CORPORAL PUNISHMENT

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

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades sixth through twelfth will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements** on pages 32-34]

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

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact Melissa Robbins or Maggie Kuhlman.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

CREDIT RECOVERY

Keystone Recovery Packets can be done to replace lost credits if the needed class does not fit into the student's schedule, or the class is full (per OPI class standards) with current grade appropriate students needing the credit.

WHS graduation requirements include 2 lab sciences. Keystone is a recovery packet and does not include a physical lab component, therefore a Keystone Science packet cannot fulfill a missed science credit.

DIGITAL ACADEMY

Why do we use it?

- Supplements our elective options; it does not replace the core subjects we offer here at WHS.
- If there is a conflict in a student's schedule and a core subject could be taken through MTDA to alleviate the conflict, it requires approval from the teacher, counselor and principal.
- Supports home school students and the relationship with WHS.
- Students can earn dual credit through a program in MTDA and take AP courses.
- MTDA is not used as a recovery program primarily, only a supplemental program; students could take an online class if they did not want to pay for a Keystone packet which would be considered "recovery."
- It allows us to accommodate students with special circumstances, 504s and IEPs.

How many classes can a student take?

- 2 classes per semester is the most a student can take through MTDA. A student **cannot** earn more than 4 credits towards his or her graduation requirements through MTDA. Additional credits can be earned, but will be counted as credits above and beyond the required 24 credits.
- Home School students can take up to 5 classes per semester, if they are **not** working towards a diploma through WHS. If a "home school student" wants to have a diploma through WHS then the same policy applies to them: 4 credits towards his or her graduation requirements allowed through MTDA and none can be core subjects unless it has special approval. (This applies to all 10th graders, graduates of 2017 – students currently in their Junior or Senior year who have MTDA credits will have them honored as is.)

G.P.A. A student must have a Cumulative GPA of a 2.5 to enroll in MTDA courses; C+ average.

Equipment and Preparation: Students must be able to provide their own headphones with a microphone. Students not attending WHS physically, but taking MTDA classes at home, must be able to provide their own internet, computer, and headphones with a microphone. Students and parents must have a working email address and must be prepared to troubleshoot technology concerns.

Failing Grades: To be eligible to enroll in an MTDA class a student cannot have any failing grades from the previous 2 semesters of high school. A student who takes a MTDA course, but does not pass it with a "C" or better, **cannot** continue taking MTDA classes the following semester.

Grade Level: Students who are in 10th, 11th, or 12th grade can take MTDA classes.

Eligibility: MTDA grades are checked every Monday for eligibility purposes. These grades are incorporated into the eligibility for school activities.

DISCIPLINE AND DUE PROCESS

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

Detention

A teacher or administrator has the authority to require a student to serve detention during the lunch period or after-school. Students assigned detention will have one day to report. The following rules are applicable to detention:

1. Students serving detention after school must report within five minutes after school is out. Tardiness or absence from any assigned school detention will result in a ½ day ISS detention scheduled by the office.
2. Students must work on school assignments or read during detention.
3. Students are not allowed to talk, eat, or sleep during detention.
4. Students who fail to report to detention will be subject to additional disciplinary action.
5. Students must seek prior approval from an administrator to be excused from serving detention on a specific day.
6. When released from detention after school, students will leave the building immediately using the nearest exit. Students will not be allowed to return to their lockers after detention.

In-School Suspension (ISS)

Students assigned to in-school suspension will be excluded from attending their regular class schedule, but will be required to attend school in the in-school suspension room from 8:10 a.m. to 3:20 p.m. Students serving in-school suspension are also suspended from participating in any extracurricular activities during the time of suspension. Students will be required to complete all missed assignments for 50% credit. Tests and quizzes missed during the suspension WILL BE made up for full credit and is the responsibility of the student to arrange a time with teacher(S) to take quiz or test upon returning to class.

Students assigned to in-school suspension will be excluded from attending their scheduled PE class, and will be required to complete a written assignment for every day/period for the total number of days suspended (example: 5 days in school suspension equals 5 assignments.) Material for these assignments will be available in the in-school suspension room.

1. Students must report to the in-school suspension room at 8:10 a.m.
2. Students must bring books and instructional materials for each scheduled class.

3. Students will remain in the in-school suspension room and are permitted to only leave the room at times designated by the teachers in charge.
4. If the student engages in any disruptive activity while serving in-school suspension, he or she will be subject to additional disciplinary action.

Out of School Suspension (OSS)

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. A student suspended from school is concurrently suspended from all school activities. Students will not receive any credit for missed assignments during an out-of school suspension. However, a student will be allowed to make-up quizzes or tests that are missed and it is the student's responsibility to set a time and date with the instructor.

Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

Discipline Process

Whitehall High School uses a progressive form of discipline when dealing with students. This process follows guidelines set forth by MBI, (Montana Behavioral Initiative) and positive behavior is always encouraged by administration and staff. Administration reserves the right to bump individuals up or down on the ladder as seen fit and if actions are extreme to warrant a more/less

severe punishment. For most issues the ladder will be used. Each individual is dealt a clean slate beginning at the start of the school year, and the ladder continues until the end of the same school year.

1. Detention (1 or 2 hours)
2. ½ Day ISS
3. 1 Day ISS
4. 3 Days ISS
5. OSS to be determined by administration
6. OSS up to 10 days

Students With Disabilities

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include: Dub Town, teacher/administrator newsletters, etc. All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to Building Administrator at least one week prior to the requested distribution.

MONTANA BEHAVIOR INITIATIVE – MBI

The Montana Behavior Initiative is designed to facilitate school system and attitudinal changes to meet the needs of today's students. Whitehall's MBI team sets goals, develops positive and proactive strategies and selects interventions that are individualized for our school. MBI is not a "program", but a "process" which guides the task of school-improvement through positive behavior support. The Expectations Matrix is the process of how the program works within the school; how it meets the needs of the students and the goals of the school. Any person having further interest concerning MBI can contact the District's Administrative staff.

Whitchell 6-12 Expectations

	Bathroom	Hallway	Assemblies/ Guest Speakers	Classroom	Bus	Lunchroom / Lunchtime	Parking Lot
Respectful	<ul style="list-style-type: none"> Respect property Respect privacy Use appropriate language 	<ul style="list-style-type: none"> Speak with good purpose Use appropriate language All hats & bandanas stay in lockers Hands to self Respect property Follow adult directions 	<ul style="list-style-type: none"> Respect the speaker Listen attentively Use appropriate voice level Use appropriate language Stay in your seat Respect property Follow adult directions 	<ul style="list-style-type: none"> Use good manners Follow adult directions Appropriate voice level Use appropriate language Remove all headgear 	<ul style="list-style-type: none"> Use appropriate voice Say please and thank you Use appropriate language Follow adult directions 	<ul style="list-style-type: none"> Wait turn in line Be polite and patient Say please and thank you Use appropriate language Be considerate of your neighbors Follow adult directions 	<ul style="list-style-type: none"> Park in assigned areas Be patient Follow rules of road Follow adult directions
Responsible	<ul style="list-style-type: none"> Keep bathroom clean Report problems Conserve paper and water 	<ul style="list-style-type: none"> Keep hallways clean Keep locker closed Travel our halls quietly Carry hall pass 	<ul style="list-style-type: none"> Use appropriate language (cheers) Represent with pride and excellence 	<ul style="list-style-type: none"> Keep it clean Do your best work Use materials with care 	<ul style="list-style-type: none"> Obey all bus rules Clean up after yourself Be polite to others 	<ul style="list-style-type: none"> Pick up after yourself Place trays and silverware in assigned area Keep things clean Make good food choices 	<ul style="list-style-type: none"> Assist others Keep parking lot clean
Ready to Learn	<ul style="list-style-type: none"> Use closest restroom during passing time Be quick 	<ul style="list-style-type: none"> Get where you are going Respect other classes 	<ul style="list-style-type: none"> Be willing to participate Keep an open mind Listen to instruction 	<ul style="list-style-type: none"> Be prepared Get enough sleep Eat nutritiously Stay hydrated 	<ul style="list-style-type: none"> Be on time to bus 	<ul style="list-style-type: none"> Remember your number Quiet when lights flash 	<ul style="list-style-type: none"> Allow time for safe driving Take all needed items
Safe	<ul style="list-style-type: none"> Wash hands with soap 	<ul style="list-style-type: none"> Stay in your bubble. Walk with courtesy Provide a walkway 	<ul style="list-style-type: none"> Maintain safety Sit in designated areas Stay in your bubble. Help others 	<ul style="list-style-type: none"> Walk Stay in your own bubble 	<ul style="list-style-type: none"> Follow bus driver directions Help others Pets stay home Beware bus zone Stay seated while driving 	<ul style="list-style-type: none"> Eat your own food Eat in appropriate areas Use table manners 	<ul style="list-style-type: none"> Drive safe/slow Look at other drivers/people Follow directional arrows in parking lot

DRESS AND GROOMING

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

- No hats, jewelry with spikes, bare midriffs, gang-related attire, unreasonably sagging and/or baggy pants, sleeveless jerseys, spaghetti strap tank tops, tube tops, and chains.
 - Tank top straps for ladies need to be at least 2 inches thick.
 - Muscle shirts and tank tops/beach tees etc... are prohibited for young men
 - Bandana headbands are prohibited for both men and ladies
 - Skirts, skorts and shorts need to be at least fingertip length for both sexes
 - Leggings/jeggings, panty hose, or spandex pants etc... can be worn under skirts, shorts, skorts, tunic-length/fingertip length shirts, etc.
- Clothing that result in a substantial disruption to the educational environment are prohibited.
- Duffel bags, large purses, and sunglasses will not be allowed in classrooms. These items are to be stored in lockers.

Students violating these rules will be required to correct the violation, which may include contacting their parents/guardians to bring other clothing to school, and may not be allowed to attend class until the violation is corrected.



Driver Education

Whitehall School District offers two sessions of Driver's Education. The number of students is on a first come first serve basis. Each session allows 20 students. Whitehall School District students have first priority and all others such as out of district, homeschoolers, etc. will fill available slots. Driver Education sign-ups will take place in early spring. Students must be turning 15 by December 31st, 2015 to be eligible for this course. The cost of the course is \$175.00 and must be paid by the first day of instruction. Please watch for notification in late winter for sign-ups. For more information regarding the Driver Education curriculum please go to: <http://opi.mt.gov/Programs/DriverEd/>

DUAL CREDIT COURSES / COLLEGE COURSEWORK

“Jump Start Program” collaboration for Dual Credit with Montana College of Technology.

EARLY GRADUATION

To request early graduation from Whitehall High School, you must have a 2.0 GPA or above and 24 credits in all required courses and make a presentation to the Board of Trustees.

Early graduation must be approved by the Superintendent and must be requested by August of the year prior to the junior year. A formal written request must be presented to the Principal. The request must include rationale demonstrating that it is in the best interest of the student to complete graduation requirements early and to receive a diploma. The request should be made no later than the first semester of the junior year and must be signed by both the student and his/her parent, for graduation after the seventh (7th) semester.

The counseling office will make a thorough review of the student's credits and a conference with the student and his/her parent(s) or legal guardian(s) regarding the reasons for the request. After review by the high school administration & board the request will be permitted or denied.

*****NOTE: The State Department of Education will no longer allow us to grant PE credit for participation in athletics.*****

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules have been adopted regarding participation in activities, clubs, and organizations. Please refer to the **Student Activity Handbook and Code of Conduct**.

Please note: Student clubs and performing groups such as the band, choir, cheer and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal and Superintendent.

FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Forms can also be obtained from either one of the main offices. Parents will receive monthly menu calendars or they can be accessed on the District website.

Milk prices for the 2015-2016 school year are \$.35

Breakfast prices for K-6 students are \$1.50

Lunch prices for K-6 students are \$2.25

Adult Breakfast prices are \$1.75

7-12 students are \$1.75

7-12 students are \$2.50

Adult Lunch prices are \$3.31

Every parent may have a FREE lunch and a FREE breakfast, with their child(ren) each month during the school year. The School Food Service program wants to encourage parents to be a part of their student's meals so they can experience the variety of nutritious options available everyday to students at school.

Cafeteria Rules

1. No food or drink may be taken out of the cafeteria to another classroom or unauthorized area of the school.
2. Lunch trays and dishes are to be taken to the tray counter at the close of lunch. All waste materials are to be placed in the proper receptacles.
3. Students are not permitted in school hallways during lunch since other students may be classrooms during that time. Students are permitted to exit the cafeteria through the north exits once they have finished eating, but are not permitted to return to the cafeteria until their lunch period has ended.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal and Superintendent at least 14 days before the event.

Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property. Please refer to Policy 4005 for additional information.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Promotion to the next grade level is based on successful completion of the curriculum, attendance, performance based on standardized testing, or other testing administered

<u>Credits Earned</u>	<u>Grade Placement</u>
6	10
12	11
18	12

GRADING GUIDELINES

Whitehall High School uses the following system:

A	93-100%	4.0	C	73-76%	2.5
A-	90-92%	3.75	C-	70-72%	2.00
B+	87-89%	3.5	D+	67-69%	1.75
B	83-86%	3.25	D	63-66%	1.5
B-	80-82%	3.00	D-	60-62%	1.00
C+	77-79%	2.75	F	59% & Below	0

I – Incomplete – must be made up within two weeks or grade reverts to F

P – Pass – completion of course for full credit (not included in grade point calculations)

W – Withdrawal – no grade or credit earned (not included in grade point calculations)

NOTE: Only semester grades become part of the student's permanent record.

GRADUATION

Activities

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Graduation activities will include:

Commencement practice will be conducted with all seniors participating in the graduation ceremony. It is mandatory that students attend the entire practice. Exceptions must be approved prior to commencement practice by administration. Exceptions include family emergencies and illness.

Students should plan to adjust their schedules to accommodate commencement practice. Work schedules are not considered as an exception.

To graduate from Whitehall High School, you must complete 24 credits. This must include all required courses. To participate in the graduation exercises, all 24 credits and required courses must be completed for the 2015-2016 school year.

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline.

Requirements for a Diploma

General Education Credits

College Prep. Credits

Students must complete 4 credits of English

English 1	1	English I	1
English II	1	English II	1
English III	1	English III	1
English IV	1	English IV	1

Students must complete 2 Credits of math in General Education or a minimum of 3 Credits of Math for College Prep Diploma

Algebra I	1	*Algebra I	1
Geometry	1	*Geometry	1
		*Algebra II	1
		Advanced Math	1
		Pre Calc/Calculus	1

Students must complete 3 history credits

World History	1	World History 1	
U.S. History	1	U.S. History	1
Government	1	Government	1

Students must complete 2 credits of science or a minimum of 3 Credits for College Prep Diploma

Pre-Chem/Physics	1	*Pre-Chem/Physics	1
Molecular Biology	1	*Molecular Biology	1
		*Chemistry	1
		Physics	1
		AP Biology	1

Students must complete 2 credits of Health P.E.

P.E. I	1	P.E. I	1
P.E. II	1	P.E. II	1

Fine Arts	1	Fine Arts	1
Vocational	1	Vocational	1
<u>Electives</u>	<u>9</u>	<u>Electives</u>	<u>9</u>
Total	<u>24</u>	Total	<u>26</u>

Our course catalog is available upon request or on our website at www.whitehall.schoolwires.com.

Students who plan to attend colleges in the Montana University System must also take 2 years chosen from the following (any combination):

Foreign Language

Computer Science

Visual Arts

Performing Art

Vocational Education

A student with a disabling condition will satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a principal may recommend that the Superintendent approve a minor deviation from the graduation requirements.

HOMEWORK

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

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes. Tools used for classroom management such as Consequence Packets may be implemented by the individual teacher as long as these items are not recorded as grades.

Consequences for Cheating/Plagiarism etc.

Consequences for cheating and plagiarism will follow the following guidelines. Note that athletics and other activities may have additional consequences if caught cheating/plagiarizing. Please refer to the Student Activity Handbook and Code of Conduct for additional penalties. Further note, that administration reserves the right to deal with all discipline on a case by case basis.

1. Student receives a "0" on the assignment plus a 2 hour detention
2. Student receives a "0" on the assignment plus 1 day ISS

3. Student receives a “0” on the assignment plus 5 days ISS. Student will also be put on a performance contract.
4. Student receives a “0” on the assignment plus OSS to be determined up to 10 days

IMMUNIZATION

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

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

If a student’s religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student’s immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor’s opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student’s immunization records. For further information, see Policy 3010.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from

jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order, deny the request for an immediate interview of a student.

- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Service of Process

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

LIBRARY/MEDIA

The Library will be open from 8:00 a.m. until 3:45 p.m. Books and other materials may be obtained and checked out before school or during study hall periods. Fines are charged for material overdue or not returned. Students are expected to maintain the decorum of the Library and abide by all school rules while in the Library.

LOCKERS

Middle School and High School students are assigned lockers at the beginning of each school year. Students must use the locker assigned to them unless an administrator approves a change of location. Lockers must remain locked at all times, and students are responsible to maintain their own locker combinations. Students are responsible for the use and care of their assigned locker. Students will be charged the cost of repairs for lockers damaged or costs of removing writing or other materials adhered to the locker.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must provide written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school office. School personnel will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3070.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact Administration.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 287-3862 for the high school and 287-3882 for the middle school for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact John Sullivan, Britt McLean or Hannah Nieskens.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: WHS Boosters Club or Whitehall Parent/Teacher/Student Association (PTSA).

PROTECTION OF STUDENT RIGHTS

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The District will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2030.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks. Student progress reports will be sent to parents the fifth week of each quarter. The District may require that report cards and unsatisfactory progress reports be signed by the parent and returned to the school within five (5) days.

SAFETY

Accident Prevention

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

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

Emergency Medical Treatment and Information

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

Drills: Fire, Tornado, and Other Emergencies

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

Eighteen-Year Old Students

All policies and procedures apply to 18-year-old students except in the case where the 18-year-old student is not living at home. When the 18-year-old student is not living at home under the general supervision of his or her parent or legal guardian, special arrangements must be made with the building administration for the student to excuse him/herself.

Emergency School-Closing Information

1. The Superintendent may order closure of schools in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students, and staff.
2. The trustees may order the emergency closure of schools for one (1) school day each year, without the need to reschedule the lost pupil instruction time when the closure is the result of an emergency.
3. All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.
4. In the event extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators.

SEARCHES AND SEIZURES

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

Students' Personal Effects

School officials may search a student and/or the student's personal effects (e.g., purses, backpacks, coats, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's rules. The search must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. School officials may cut locks in order to conduct a search.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See Policy 3040. The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Students are asked to park in the parking lot west of the school. Students cannot go to their vehicles during school hours unless they have prior permission from a staff member or the main office. Students in grades 9-12 may leave campus for lunch however they cannot drive off of campus.

Seizure of Property

Evidence produced by a search that reveals that a student has violated or is violating the law or District rules may be seized and impounded by school officials. When appropriate, such evidence may be transferred to law enforcement authorities.

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

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

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

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

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3005 for additional information regarding the District's prohibition against discrimination and harassment.

STUDENT AIDES

Student aides are under the direct supervision of a teacher, and must remain in the assigned classroom or under the direct supervision of the assigned teacher during the aide period.

STUDENT IDENTIFICATION CARDS

Student ID cards, identifying individuals as a member of the Whitehall High School student body, will be included in the annual picture package offered to students. These ID cards are different from the student activity cards and are to be used solely for the purpose of identification. Students may not transfer their ID cards. If the card is presented at a school function by anyone other than the student to whom it was issued, it will be confiscated.

STUDENT ORGANIZATIONS, OFFICES AND ELECTIONS

Each spring, student elections will be held for student body and class officers. Each student organization will vote/appoint students to fulfill the duties (president, vice president, secretary, and treasurer) within the various student organizations.

Regular meetings will be scheduled. Faculty sponsors are required to be present at all meetings of student organizations. All meetings should be conducted according to parliamentary procedure and minutes of the meetings should be kept. A financial record of all income and expenditures of the organization is to be kept, and this record is to be filed in the Assistant Clerk's Office at the end of the school term.

Newly formed organizations must have a sponsor and Principal approval prior to starting. No secret organizations, fraternities, or societies are permitted at Whitehall High School.

STUDENT RECORDS

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act. The District maintains two sets of records: a permanent record and a cumulative record.

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

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will

either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

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

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Act, or an individually designed program for a student with disabilities under Section 504 of the Rehabilitation Act of 1973;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also 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.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- 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.

- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- 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 Superintendent or Principal 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 may disclose 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.
- 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.
- The District may disclose student records or information to a caseworker or other representative of a child welfare agency when that agency is legally responsible for the care and protection of the student. The caseworker or other child welfare agency representative must present documentation evidencing legal responsibility for a student.
- The District may disclose student records or information to the U.S. Secretary of Agriculture or a representative of the Food and Nutrition Service when the information has been requested purposes of monitoring, evaluations, and performance of the District's federal school lunch programs.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. When a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, The District is not required to seek consent or notify a parent before disclosing the student record or information pursuant to an order requiring this disclosure.

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

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be

maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

Challenging Content of Records

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

Rights Under FERPA

Specific parental and eligible student rights are Appendix A in this Handbook.

SUMMER SCHOOL

Summer school is provided depending on the availability of funding and the needs of Whitehall School District Students.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a

damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living 3 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Administration.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

Misconduct will be punished and bus-riding privileges may be suspended.

VIDEOTAPING OF STUDENTS

The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or

law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

WORK RELEASE

Whitehall High School offers work release privileges to Junior and Senior students. Attendance, GPA, and behavior concerns may result in revocation of privileges. The job site may be periodically checked. Additional information may be obtained from JMG instructor, school counselor, or school administration. Students who are suspended or who have excess absences may have their Work Release revoked.

Students must meet the following criteria to be considered for Work Release:

1. Be a junior or senior with a GPA of 2.0 or higher;
2. Be enrolled in four academic classes;
3. Have enough credits to be able to graduate;
4. No failing grades in the last or current quarter; and

Before approving a student's request for Work Release, school personnel will verify the student's employment and the job site. The work site may be periodically monitored. If a student's work site cannot be verified, the student's approval for Work Release will be revoked until a work site can be verified. Students must immediately report any changes in their work or work site which affects their Work Release status. Failure to do so can result in revocation of the approval for Work Release.

RECEIPT OF HANDBOOK AND ACKNOWLEDGEMENT OF RIGHTS

I have received a copy of the Whitehall School District Student Handbook for 2015-2016. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal by October 1 of this school year.

Name of Student

Signature of Student

Signature of Parent

Date

APPENDIX A – FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Whitehall Elementary School, Whitehall Middle School, or Whitehall High School ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

APPENDIX B - 6-12 AUTHORIZATION FOR ELECTRONIC ACCESS

Parents and Students:

Please read together and after signing, return this document to the school. This document, as well as the full text of Policies 2070 *Access to Electronic Networks* and 3096 *Use of Electronic Services and Networks*, are available at <http://whitehall.schoolwires.com>.

Statement of Purpose:

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication¹ to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

¹ "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

Use of New Web Tools

As part of 21st century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and video casts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, video cast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, video cast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade ____ Date Signed _____

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____