

WHITEHALL SCHOOL DISTRICT
ELEMENTARY PARENT/STUDENT HANDBOOK



TROJAN COUNTRY

2016 – 2017

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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.

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:

John Sullivan, Superintendent

Address: 1 Yellowstone Trail

Telephone No.: 287-3455 XT. 103

SUPERINTENDENT'S MESSAGE

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 me during this entry process 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

Board of Trustees 2016-2017

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

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

Whitehall, MT 59759

Cell: 491-9988

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

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Jamie Reiff
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thereiffs@gmail.com
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41 Ranger Ridge
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Home: 494-6177

Angie Davis
PO Box 487
Whitehall, MT 59759

davisangiedale@aol.com
Home: 287-7849

Whitehall High School District 2

Sue Pullman
1040 Highway 69
Cardwell, MT 59721

johnpullmanfamily@gmail.com
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Paul Shaw
222 Highway 359
Cardwell, MT 59721

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

WHITEHALL SCHOOL DISTRICT CALENDAR

SCHOOL YEAR 2016-2017

| | | |
|---|-------------------------------|---------------------------|
| 1ST Grading Period days | August 29 – November 4 | 45 PI days + 4 PIR |
|---|-------------------------------|---------------------------|

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|----------------------|---|
| Monday, August 29 | Professional Development.....PIR day |
| Tuesday, August 30 | Professional Development.....PIR day |
| Wednesday, August 31 | 1 st Day for Students |
| Monday, September 5 | Labor Day, No School |
| Thursday, October 20 | Teacher Convention, No School.....PIR day |
| Friday, October 21 | Teacher Convention, No School.....PIR day |
| Friday, November 4 | End of 1 st Nine Week Period |

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|--|-------------------------------|-----------------------------|
| 2nd Grading Period day | November 7– January 20 | 46 PI days + 1 ½ PIR |
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|------------------------|---|
| Monday, November 14 | Parent-Teacher Conferences½ PIR <i>(Conferences from 3:30 PM – 6:30 PM)</i> |
| Wednesday, November 16 | Early Release @ 1:00 PM Parent-Teacher Conferences1 PIR <i>(Conferences from 1:30 PM – 6:30 PM)</i> |
| Wednesday, November 23 | Early Release @ 1:00 PM |
| Thursday, November 24 | Thanksgiving Vacation |
| Friday, November 25 | Thanksgiving Vacation |
| Friday, December 9 | Whitehall Duals, Early Release @ 1:00 PM |
| Thursday, December 22 | Early Release @ 1:00 PM |
| December 23—January 2 | Winter Break, No School |

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|--------------------|---|
| Tuesday, January 3 | Resume Classes |
| Friday, January 20 | End of 2 nd Nine Week Period |

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|--------------------------------------|------------------------------|-------------------|
| 3rd Grading Period | January 23 – March 24 | 43 PI days |
|--------------------------------------|------------------------------|-------------------|

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|---------------------|---------------------------------------|
| Monday, February 20 | No School – President’s Day |
| Friday, March 24 | End of 3 rd Quarter Period |
| Monday, March 20 | No School |

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| 4th Grading Period days | March 27 – June 2 | 46 PI days + 1 ½ PIR |
|---|--------------------------|-----------------------------|

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|------------------------|---|
| Monday, April 3 | P-T Conferences½ PIR <i>(Conferences from 3:30 PM – 6:30 PM)</i> |
| Wednesday, April 5 | P-T Conferences½ PIR <i>(Conferences from 3:30 PM – 6:30 PM)</i> |
| Thursday, April 13 | Early Release for Spring Break @ 1:00 PM |
| Fri.–Mon., April 14-17 | Spring Break |
| Thursday, May 25 | Seniors Last Day of School |
| Sunday, May 28 | High School Graduation Ceremony, 2:00 PM |
| Monday, May 29 | No School – Memorial Day |
| Wednesday, May 31 | Eight Grade Promotion, 7:00 PM |
| Thursday, June 1 | Last Day for Students <i>(Early Release at 1:00 PM)</i> |
| Friday, June 2 | Teacher Record Keeping <i>(8:00 AM – 11:00 AM)</i>½ |

PIR*PLC Early Outs – School Released at 1:00 PM – 3rd Wednesday of September, October, November, January, February, March, and April

Elementary School Day Schedule (Grades K-5)

Regular Schedule: 8:10-3:15

Warning bell – 8:10

Classes begin – 8:15

Morning Recess

K-4: 10:00-10:15

Lunch/Recess

K-2nd: 11:05-12:00

3rd-5th: 11:20-12:15

Afternoon Recess

K-5th: 2:05-2:25

Dismissal Time

3:15 (Fridays: 2:15)

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 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.
- Parents are requested to call the Attendance Office – 287-3882 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.
- To receive promotion 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 be recommended for retention 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.
- 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.
 - Persistent tardiness may result in a meeting with the student's parent or legal guardian to develop a plan to address the tardiness.

BIRTHDAY PARTY INVITATIONS

Invitations may be shared at school if all of the boys, all of the girls, or all of the classmates are invited. Otherwise, please share invitations at another place or time.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying (including cyberbullying), 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 & ELECTRONIC DEVICES

Cell phones and electronic devices brought to school must be turned off and kept in locker during the school day. Use of cell phones and electronic devices are prohibited on school grounds during school day unless it is determined by doctor or school officials that the device is a tool that aids in the learning process. Unauthorized use of these devices will result in the following:

- 1st offense – Device will be confiscated by school staff and student will be written up. Student will be given device back at the end of the school day.
- 2nd offense – Device will be confiscated by school staff and student will be written up. Parent must collect the device from school staff and meet with administration.

- 3rd offense – Device will be confiscated by school staff and student will be written up. Parent must collect the device from school staff and meet with administration. Student loses privilege of having cell phones or electronic devices at school for remainder of the year.

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.

CLOSED CAMPUS

K-5 students are not to leave school at anytime without prior written permission (not telephone calls) from parent/guardian to the office. Students may go home for lunch with written permission. Students may not go out to lunch unless accompanied by a parent. Students violating this policy will be considered truant and be charged with an unexcused absence. Disciplinary steps will be taken as outlined under unexcused absences in the school attendance policy.

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

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 or administrator. 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 or sexual harassment (Policy 5005) and/or disability discrimination (Policies 2045 & 2050). Copies of all policies are available at the school office.

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

| | |
|--------------------------|---|
| Name: | Britt McLean |
| Title: | Elementary Principal |
| Office Address: | P.O. Box 1109 |
| Telephone Number: | 287-3882 |
| E-mail address: | bmclean@whitehallmt.org |

Students shall use the Section 504 and ADA Grievance Procedure to address complaints/concerns about disability discrimination. 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. Inquiries concerning discrimination under Section 504 or the ADA may be referred to the building administrator or:

Name: Maggie Kuhlman
Title: K-8 Counselor
Office Address: P.O. Box 1109
Telephone Number: 287-3882
E-mail address: mkuhlman@whitehallmt.org

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 effects 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, cigars, snuff, smoking tobacco, smokeless tobacco, e-cigarettes, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- 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.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- 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 cyberbullying.
- 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

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 Maggie Kuhlman, K-8 Counselor

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.

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.

Disciplinary measures include, but are not limited to: Expulsion, Out-of-School Suspension, In-School Suspension, Detention, Loss of bus privileges, Notification to juvenile authorities, Restitution for damages to school property, Fines, and/or Community Service

In the case of actions that violate state law, school officials may notify local authorities, depending on the nature and severity of the case.

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.

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

OUT-OF-SCHOOL SUSPENSION (OSS)

An administrator has the authority to suspend a student out of school 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 of events. 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.

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 Elementary 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. Actions that are extreme or dangerous may warrant a more severe consequence. For most issues the following progression will be used. Each individual is dealt a clean slate beginning at the start of the school year.

1. Detention
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 out of school suspension or expulsion 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

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 are 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 principal at least one week prior to the requested distribution.

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, headbands [plastic or fabric bands females may use to hold her hair back are permitted], jewelry with spikes, bare midriffs, gang-related attire, unreasonably sagging and/or baggy pants, sleeveless jerseys, spaghetti strap tank tops, tube tops, and chains.
- Clothing that results 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.
- Pocket-knives of any blade length are prohibited for students of all grade levels.

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.

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. 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 building principal.

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. See elementary secretary to apply.

WHAT ARE THE CURRENT PRICES?

Breakfast prices for elementary students are \$1.50

Lunch prices for elementary students are \$2.25

Adult breakfast prices are \$1.75

Adult lunch prices are \$3.50

*Every parent may have a FREE lunch and FREE breakfast with their child(ren) each month during school. The School Food Services program encourages 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 building principal at least 7 days before the event.

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

HEALTH ENHANCEMENT CLASS

Health Enhancement is taught at least once a week in the elementary. Students are allowed to have athletic shoes for Health Enhancement classes. They should bring them on their scheduled days, or keep them in their lockers at school.

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. See page entitled "Vaccines Required for School Attendance" issued by Montana DPHHS for a full listing of required vaccinations.(attached) For further information on immunizations and exemptions, please visit the school office and request School Board Policy 3010.

LAW ENFORCEMENT/SOCIAL SERVICES

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. 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.

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.

Service of Process At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Service on a student will be accomplished out of the view of other students in the administration offices.

LOCKERS

Each student will be assigned a locker at the beginning of the year. Lockers are the property of the school and school officials will make periodic inspections. Damage or defacement of lockers will result in a fine. Padlocks are not allowed on lockers, please leave items of value at home. The school is not responsible for lost or stolen items.

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 have 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 school staff. School staff 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.

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.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

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

- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the building principal.
- 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 287-3882 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 the elementary office; 287-3882.
- 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 PTSA.

PLAYGROUND RULES

Goal: Students will play safely and treat others with respect in all games and on all equipment.

Responsible Playground Behavior:

- A.** Rough play is not allowed. Students will not engage in any contact sports or games. Tag will be limited to touching only on an arm or shoulder.
- B.** When the bell rings, students are to stop play and line up quickly and quietly by classroom. Hands are to be kept to ones' self and all equipment should be held still. Enter the building quietly, orderly, and ready to go to the classroom and learn.
- C.** Students will settle differences peacefully. Students will try this first on their own. Then they may seek the adult on duty for help.
- D.** Students will show respect to others and follow instructions given by staff.
- E.** Students will not eat or drink on the playground.
- F.** Ball games may only be played on the windowless wall and on the fields.
- G.** Recognize that snow forts and sand structures are temporary so do not expect them to remain.
- H.** Students will not throw ice, rocks, snow, snowballs, mud, sand, or other inappropriate items.
- L.** Children who are not students of Whitehall Schools will be asked to leave the playground when our children are outside playing.
- M.** Students will use proper language and gestures.
- N.** Students will use equipment according to its proper use.
 1. Use ladder on slide to climb up and slide going down only.
 2. Tag or running games are confined to the ground, not the equipment.
 3. Use the entrances and exits; climbing fences is not allowed.
 4. Two people at a time may be on the tire swing.
 5. Only children who can get to monkey bars by themselves may use them.

- P.** Swings will be used properly.
1. Students will sit on swings only. No feet, knees, etc.
 2. Slow down and get off swing; do not jump from swing.
 3. Stay out of pathway of swings.
 4. Swing in regular arc only, without twisting.
 5. One person to a swing.
- Q.** Take turns. Be kind. Share.
1. **Playground Boundaries:** The playground begins where the concrete starts. Students should be on the playground concrete, equipment area, or on the playing fields.
 2. Students should not be on the bike racks, sidewalk or grass near the 5th grade rooms, or by any doors or building entryways. In general, students should be where the duty adults can see them.

PROTECTION OF STUDENT RIGHTS

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.

SURVEYS

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.

RECESS

Students in grades K-5 will have recess times scheduled as a part of each day. Be sure children are sent to school appropriately dressed. Remember that weather in Montana can change and children need to leave home in the morning with that in mind. All students are expected to go outside for recess and participate in other scheduled outdoor activities, unless their health would be endangered, or if the staff judges the weather to be too severe and uncomfortable despite being adequately dressed. Parents are asked not to request that their children remain inside the building unless it is an extremely unusual circumstance.

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. Teachers will be in contact with the student's parents throughout the course of the offering.

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.

Emergency School-Closing Information

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. 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 and through a School Messenger broadcast (if available).

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.

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.

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 teacher, counselor, the building principal, 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 RECORDS

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

TELEPHONES

School telephones are business phones. Students may receive permission to use the phone if necessary by bringing a note from their classroom teachers. The office personnel will make every effort to deliver any important message to your child. Rarely are children called to the phone from the classroom. Students are not allowed to use cell phones, pagers, etc. Cell phone/electronic devices for personal use will not be permitted within the classroom as it does disrupt learning and poses a possible threat to cheating.

TESTS

SBAC's (Smarter Balance Assessment Consortium) will be given to 3rd, 4th, and 5th graders in the spring. National Assessment of Educational Progress tests may also be given as mandated by the state. DIBELS testing is done K-5 and MAPs assessments are given three times per year in grades K-5, once in the fall and the other in the spring. Classroom based assessments are given throughout the school year.

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 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 three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Mr. Jerry Fleege at Harlow's, 287-3461

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.

RECEIPT OF HANDBOOK AND ACKNOWLEDGEMENT OF RIGHTS

I have received a copy of the Whitehall School District Student Handbook for 2016-2017. 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

If you would like the school to text or email you important messages from our school messaging system, please provide us with a cell phone and or email address.

Parent Cell Phone

Parent Email Address

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 of 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 - K-5 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 *Safe 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 promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication¹ I to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

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 videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web 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 _____

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.