

West Yellowstone School

Student-Parent Handbook





2011-2012



There is a lost and found box in the office of the school. Parents are always welcome to come and search it for items missing from their homes. Periodically, after a week's notice to the students, the articles not claimed are donated to the Social Service Center of West Yellowstone.



 The school and class pictures will be taken on Tuesday, September 13, 2011. Jerry Johnson from Prismatic Photography will be taking them again. Payment to "Prismatic Photography" will be expected **PRIOR** to picture day. Information sheets will be available prior to picture day. 



The school carries the attached accident insurance on all students enrolled in West Yellowstone School. This insurance covers the student to and from school, during school hours, and while participating or attending school scheduled, school funded, school sponsored and school supervised activities that take place when school is not in session.

If you have family insurance coverage, file that first. This is a secondary insurance and therefore claims will **ONLY** be paid if your family insurance does not cover the injury or if you do not have a family plan that covers accidents. **It is the PARENT'S responsibility to pick up the forms from the school and submit them to the insurance company.** Be sure to fill out everything on the form and list any family insurance. If you have a problem with the insurance, contact them at (406)458-5902.

Like most insurance policies, there are many exclusions – the actual policy is on file in the Superintendent's office for your inspection or you may contact the carrier directly if you have any questions.

The school is also a participant in the MHSAs insurance which covers any participant in a MHSAs sanctioned activity after medical expenses exceed \$10,000.

Please read the attached brochure carefully and if you have any questions please contact Les Irish, Administrator, Northwest Scholastic Insurers, Helena, MT 59601. (406) 458-5902.

With the brochure is a form if you wish to extend the coverage provided by the school. **YOU** pay for any extra coverage **DIRECTLY** to the insurance company. The school has nothing to do with any extra coverage you may select. Please see the reverse side of this page for covered expense descriptions.

COVERED EXPENSES

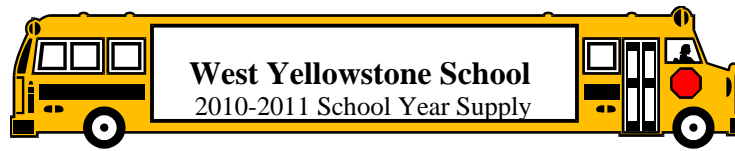
Medical Services

Scheduled Policy Benefits

All School Activity Group Plan

Benefit Description

Maximum Medical Benefits	\$25,000.00
Dental Service	\$100.00 per tooth, regardless of number of teeth damaged
Accidental Death	\$1,000.00
Dismemberment	\$5,000.00 maximum
X-ray	\$80.00 per accident
Hospital room and board, plus misc. services	Semi-private room rates \$235.00, up to \$900.00 misc. charges. Outpatient surgery requiring operating room – maximum benefit \$900.00
Out-patient hospital or emergency room	\$40.00 (plus x-ray benefit and doctor fee)
Licensed ambulance	\$100.00
Orthopedic appliances; Casts, braces, splints	\$100.00
Non-surgical physician's Office or hospital visits	\$20.00 initial visit or call \$15.00 each follow up
Physical therapy (and office Visits connected therewith)	\$30.00
Physician's fees for fractures, Dislocations or surgery	RB RVS work unit X \$63 Anesthesia at 30% of surgical benefit
Deductible	None
Effects of other coverage	Excess to all other coverage



ALL students taking Health Enhancement, grades 6-10, must have a shirt, shorts, and Gym shoes w/ non-marking soles for this class on the first day of school. Below is a list of supplies for elementary classes.

Kindergarten **

Box of washable markers
Box of color crayons
12 **plain yellow** #2 pencils
Box of colored pencils
Small bottle of Elmer's white glue
Glue stick
4 Expo Dry Erase Markers (Skinny Fine Tip)
Water color paints
1 box of Quart size Ziplock Bags
Gym shoes w/ non-marking soles (**see note on back**)
1 Pair of hand scissors (snub nosed)

** **Please** print your child's name on everything with a permanent marker. (See note on back of page for gym shoes.)

Second Grade

Gym shoes with non-marking soles (**see note on back**)
Box of color crayons
Box of eight (8) color washable markers
Sixteen (16) #2 pencils
One (1) pair of hand scissors (Fiskars Brand)
Ruler with inches and metric measure
Large bottle of Elmer's glue
Watercolor paints
Glue stick(s)
1 box of 12 colored pencils
1 Supply box

Fourth Grade

Gym shoes with non-marking soles (**see note on back**)
Box of eight (8) markers - thin
Twelve (12) #2 pencils
One (1) pair of hand scissors
2 BLACK sharpie markers
2 Red pens
1 Yellow highlighter
Four (4) glue sticks (keep in packaging)
1 small supply box (5 x 8)
2 Packs of 12 colored pencils
2 Packs of 24 crayons
1 2 inch, 3 ring binder (PLAIN-no designs or characters)
1 Single Subject notebook for Health Class
1 package of 8-tab subject dividers, (colored)

First Grade

Gym shoes w/ non-marking soles (**see note on back**)
Eight (8) **plain yellow** #2 pencils
8 Glue stick(s)
1 small spiral memo book (3 x 5)
1 box colored pencils(8)
1 box of washable markers (8)
Small bottle of Elmer's Glue
Water Color paints
1 small supply box
1 Pair of Fiskars brand scissors

Third Grade

Gym shoes with non-marking soles (**see note on back**)
1 Box of markers (8)
1 Box of #2 pencils
2 Boxes of Twelve (12) color pencils
One (1) pair of hand scissors
1 Pkg wide ruled loose leaf notebook paper
1 Small supply box 5 x 8
Four (4) glue sticks
1 box of Red pens
2 Pink Erasers

Fifth Grade

Gym shoes with non-marking soles (**see note on back**)
1 Pkg wide ruled loose-leaf notebook paper with 3 holes
3 large glue sticks
1 Pack Twelve colored pencils
Ruler w/inches and metric measure (Transparent is best)
One (1) package crayola markers
1 Box #2 Pencils
2 Red Pens or pencils for correcting
2 **BLACK** Sharpie markers
1 Box Crayola crayons (24 colors)
Five (5) single subject notebooks (100 pages)
1 Pkg 5 subject dividers
1 Single Subject notebook for Health Class
1 Yellow Highlighter
1 small supply/pencil box (5 x 8)

***** **See Back** *****

Sixth Grade

Gym shoes with non-marking soles

Scientific Calculator

Six (6) **single** subject notebooks

You can clearly mark them with your name and the following subjects:

Language Arts, Math, Science, Health and Social Studies. The sixth book is extra.

PLEASE REMEMBER THESE ARE SINGLE SUBJECT NOTEBOOKS

Six (6) ink pens

Twelve (12) #2 pencils

One (1) permanent ink Sharpie marker-optional

One (1) pair scissors

One (1) glue stick

One (1) ruler with metric and standard measures

One (1) assignment pad

Elementary Art Supplies

4th, 5th, & 6th Grades:

Required supplies:

Box of number 2 pencils

Half dozen (6) kneaded erasers

One twenty four (24) color pencil set (6th Graders do NOT need these)

One wooden ruler

One sixteen (16) watercolor set

Scissors

2nd & 3rd Grades:

Suggested Supplies

Box of number 2 pencils

One twelve (12) color pencil set

One wooden ruler

Scissors

Jr. High and High School Math

Pencils & Pens

Loose Leaf Paper supply

7th-10th Grades- Scientific Calculator

11th-12th Grades-Graphing Calculator (Available for rent)

Jr. High and High School English

Three division perforated notebook

Composition book 9 ¾ x 7 ½" – 100 sheets

Computer flash stick

5-12th Grade Band

A tuner/metronome should be on the list for band in grades 5 – 12. Recommended brand is Accent, available through Eckroth Music

NOTE: **GYM SHOES** **GYM SHOES** **GYM SHOES** **GYM SHOES**

When purchasing gym shoes please **DO NOT BUY DARK COLORED SOLES**--Even if they say they are non-marking.

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MISSION STATEMENT

West Yellowstone School District believes all children can learn well and is committed to ensuring that the finest educational environment is established and maintained to meet the unique needs of each student. The development of curriculum, instructional pedagogy and authentic assessment practices will reflect current educational philosophy and will seek to prepare all students for a successful life in an ever-changing global society.

The West Yellowstone community believes an equitable and equal education should be provided for all children. As responsible citizens we must meet our obligation to provide a quality teaching and learning environment by continually dedicating both human and material resources in support of students and professional educators.

All our children will need quality instruction in the mental, social, emotional, moral and physical aspects of life. The school is the primary community agency for academic training and mental development and therefore, the school, family and community must ensure that every child develops to their fullest potential.

It is the policy of West Yellowstone Public School District #69 that vocational education opportunities will be offered without regard to sex, race, color, national origin, handicap or parental status for students. Inquiries concerning these matters may be referred to the Title 9 Coordinator or section 504 Coordinator at West Yellowstone School, PO Box 460, 411 N. Geysers Street, West Yellowstone, MT 59758. Phone 406-646-7617.

West Yellowstone School is an Montana Behavioral Initiative (MBI) School

MBI Philosophy: The West Yellowstone School is committed to quality education for all students. All students deserve the most positive educational experience possible for academic and social growth. A set of well-defined classroom rules have been developed to promote a safe, nurturing classroom environment that is conducive to learning. In order to create such an environment, our staff teaches, encourages, coaches, and reinforces appropriate behaviors to help guide students to follow classroom rules.

“Paws” for Reflection is used for the most minor rule violations (minor talk outs, out of seat behavior, class disruptions). These are rule violations that do not warrant an office referral or detention but if not dealt with effectively will often escalate into a bigger issue.

Core Values and Beliefs

Core Values: The core values of the West Yellowstone School are:

K-6 Students “PAWS”

- Be Safe
- Be Responsible
- Be Respectful

7-12 Students “CLAWS”

- C – Consideration
- L – Leadership
- A – Accountability
- W – Work Ethic
- S – Safety

Core Beliefs: The core beliefs of the West Yellowstone School are:

- We believe all students can learn.
- We believe each student can strive to achieve her/his personal best in all areas: social, emotional, physical, moral, and academic in order to attain balance.
- We believe that families and the surrounding community are our partners in education of our children.
- We believe in respect for diversity.

Vision: The vision of the West Yellowstone School is: We will graduate students from the West Yellowstone School who are:

- Self-Confident
- Self-Disciplined
- Resilient
- Resourceful
- Accountable
- Respectful
- Responsible and contributing members of a global society
- Independent Thinkers
- Effective Communicators
- Life-Long Learners

INTRODUCTION

PURPOSE

The enclosed handbook is designed to provide information regarding the general administration of the school district by students, staff and administration. This handbook is not designed to be all-inclusive, but rather to address those areas that mainly impact the teaching and learning process.

Many of the items included in the handbook do not directly apply to grades K-6, but should be applied where applicable. The handbook is for grades K-12 as an informational and preparatory manual for all parents and students. **Students and parents need to be aware of the rules and regulations contained in this handbook and to actively communicate any concerns they might have with any of its provisions.** The school district strongly encourages students and parents to work with the school in defining appropriate guidelines for ensuring that the teaching and learning environment can be the best it can possibly be.

If you have questions or concerns about the materials contained in this handbook, please feel free to contact the school.

West Yellowstone School District #69 Video Surveillance

West Yellowstone School District #69 believes that in order for the school premises and individuals on the school premises to be safe and secure the use of electronic surveillance systems in school are a necessity. Please understand that cameras are in place and recording 24 hours a day. Please be aware that surveillance recordings are not available for parental or public viewing.



West Yellowstone School 2011-2012

PO Box 460 — 411 N. Geyser St.
West Yellowstone, MT 59758

KEY

- PIR Day (No School) **PIR**
- First/Last Day of School **F/L**
- Vacation (No School) **Vac**
- Open House (6:00 to 7:00) **OH**
- Curriculum Development (School dismissed at 1:30 pm) **CD**
- 6 Week Semester Updates **—**
- End of Quarter **Q**
- Parent / Teacher Conference P/T (No School)
- Oct 6 8:00 a.m. - 4:00 p.m.
- Feb 29 1:30 p.m. - 4:00 p.m.

PIR Days (No School)

- New Teacher Orientation Aug 25
- Educational Aug 26, 29, 30
- Conferences Oct 20 & 21
- Teacher Checkout June 8
- Vacation Days (No School)**
- Labor Day Sept 5
- Thanksgiving Nov 23-25
- Christmas Break Dec 23-Jan 1
- Martin Luther King Day Jan 16
- Presidents' Day Feb. 20
- Spring Break Mar 28—30
- Memorial Day May 28

School Phone
646-7617
School Fax
646-7232

August	September	October	November
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 PIR 27 28 PIR PIR F	S M T W T F S 1 2 3 4 Vac 6 7 8 9 10 11 12 13 14 15 16 17 18 19 OH 21 22 23 24 25 26 27 28 CD 30	S M T W T F S 1 2 3 4 5 P/T 7 8 9 10 11 12 13 14 15 16 17 18 19 PIR PIR 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 Q 8 9 CD 11 12 13 14 15 16 17 18 19 20 21 22 Vac Vac Vac 26 27 28 29 30
December	January	February	March
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Vac Vac 24 25 Vac Vac Vac Vac Vac 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Vac 17 18 19 20 21 22 23 Q 25 CD 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Vac 21 22 23 24 25 26 27 28 P/T	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 CD 16 17 18 19 20 21 22 23 24 25 Vac Vac Vac Vac Vac 31
April	May	June	Elementary Reporting Periods
S M T W T F S 1 2 3 Q 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 CD 18 19 20 21 22 23 24 25 26 27 Vac 29 30 31	S M T W T F S 1 2 3 4 5 6 L/Q PIR 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<p>1st Qtr: Aug 31—Nov 7</p> <p>2nd Qtr: Nov 8—Jan 24</p> <p>3rd Qtr: Jan 25—Apr 4</p> <p>4th Qtr: Apr 5—Jun 7</p>
			High School Reporting Periods
			<p>1st Sem: Aug 31—Jan 24</p> <p>2nd Sem: Jan 25—Jun 7</p>

A. SCHOOL HOLIDAYS

Labor Day – September 5
Thanksgiving – November 23, 24, 25
Christmas – December 22 – January 2
Vacation (No School) – January 16 & February 20
Spring Break – March 26 – April 1
Memorial Day – May 28

B. PIR DAYS

October 6
October 20, 21
February 29

Orientation – August 25

Educational Conferences – August 26, 29, 30 - October 20, 21

Parent-Teacher Conferences – October 6 & February 29

Teacher Check Out – June 8

C. CURRICULUM DEVELOPMENT (School dismissed at 1:30 p.m.)

September 29
November 10

January 26
March 15

May 17

D. STUDENT SCHOOL DAY

Students may arrive at school at 7:45 a.m. Students may gain entry to the school earlier only if they are involved in a co-curricular activity or at the request of a staff member. Breakfast will not be served prior to this time.

The elementary school (grades K – 6th) day begins at 8:15 and ends at 3:15 (Monday – Thursday) and 2:42p.m. (Friday). The Junior and Senior High School day begins at 8:30 a.m. (Monday-Friday). The day ends at 3:40p.m. (Monday-Thursday) and at 2:42p.m. (Friday). Note: High School students may be assigned to attend Individual Assistance Block from 8:00-8:27 a.m. (Monday-Friday) if their present academic performance warrants an assignment. Elementary students may be assigned to attend Individual Assistance Block from 3:15-3:45 p.m. Monday, Tuesday, and Thursday and/or 8:00 – 8:15 a.m. Monday through Friday if their present academic performance warrants an assignment. Once the school day ends, no students should be in the building unless the student is with a teacher or participating in a supervised school activity. Students involved in co-curricular activities must remain in the immediate area where the event is taking place and are not permitted to loiter or wander in the halls.

E. PERFORMANCE & PROGRESS REPORT PERIODS

Elementary Reporting Periods

First Quarter – August 31 – November 7
Second Quarter – November 8 – January 24
Third Quarter – January 25 – April 46
Fourth Quarter – April 5 – June 7

High School Reporting Periods

August 31 – January 24
January 25 – June 7

BLOCK SCHEDULING CLASS SCHEDULE

MONDAY –THURSDAY

8:00- 8:27	Individual Assistance/Enrich. Act.
8:30*-10:05	Period 1
10:05-10:12	Break
10:15-11:45	Period 2
11:45-12:17	Lunch
12:20- 1:50	Period 3
1:53- 2:38	Period 4
2:41- 3:38	Period 5

FRIDAY

8:00-8:27	Ind. Assistance/Enrich. Act.
8:30-9:20	Period 1
9:23-10:08	Period 2
10:08-10:13	Break
10:15-11:00	Period 3
11:03-11:48	Period 4
11:48-12:18	Lunch
12:21- 1:06	Period 5
1:09- 1:54	Period 6
1:57- 2:42	Period 7

*1st Period classes have been given an additional 5 minutes at the beginning of the period for teachers to take attendance, lunch count, and for morning announcements.

FACULTY AND STAFF

Superintendent, K-6 Principal/Curriculum Director	Lael Calton
7-12 Principal	Terry Falcon
Business Manager/Clerk	Mary Davis
Administrative Secretary	Bunnie Weickum
Food Services Director	Barbara Stanley
Food Services Worker	Mary Wilson
Head Custodian/Maintenance Director	Kent Mitchell
Custodians	Lori Hurst
Activities Director	Terry Falcon
Assistant Activities Director	Brian Smith
Title 1 Aide	Lynda Sloan
Resource Room Aides	Gay McBirnie/Karrie Taggart

ELEMENTARY TEACHERS

Title I/Resource Room	Kerry Schad
Kindergarten	Sarah Hanson
First Grade	Shelley Johnson
Second Grade	Emily Rossberg
Third Grade	Carly King
Fourth Grade	Megan Mentzer
Fifth Grade	Susan Hanna
Sixth Grade	Kevin Flanagan
Guidance Counselor	Randy Hays
Resource Room	Carol Barney
Playground/Instructional/Clerical Aide	Lisa Pearce

SECONDARY TEACHERS

Graphic Arts/Social Studies	Paul Amdahl
Health Enhancement	Brian Smith
Technology Education	Miles Gustavson
Communication Arts	Sherrie Williams
Librarian	Jo Stevens
Mathematics	Frank Lenning

Music	Nancy McPherson
Science	Sara Hoovler
Social Science/Business Education/Consumer Economics.	Debbi Paisley
Spanish/Government	Katie Rehberg
Resource Room.	
Technology Director	Debbie Fleming

CLASS ADVISORS

7 th Grade.	
8 th Grade.	Miles Gustavson
9 th Grade.	
10 th Grade.	Paul Amdahl
11 th Grade.	Lynda Sloan
12 th Grade.	Jo Stevens

PARENT-TEACHER APPOINTMENTS

Due to the teachers’ varying schedules, please contact them directly for appointments.

BREAKFAST & LUNCH

Breakfast prices will be \$1.25 a day.
 Breakfast will be served from 7:45 to 8:15a.m.
 Lunch and recess for grades K & 1 will be from 10:55-11:45 Monday-Friday.
 Lunch and recess for grades 2 & 3 will be from 11:00-11:45 Monday-Friday.
 Lunch and recess for grade 4 will be from 11:10-12:00 Monday-Friday.
 Lunch and recess for grade 5 will be from 11:15-12:00 Monday-Friday.
 Lunch and recess for grade 6 will be from 11:20-12:00 Monday-Friday.
 Lunchtime for grades 7-12 will be from 11:45-12:20 Monday-Thursday & 11:48-12:21 Friday.

Elementary students (K-6) need to have a note from their parents if eating off campus other than at their home.

Meal charge slips will be sent home with elementary students once a week. Once your child(ren) has five (5) charges (or \$10.00), **they will NOT be able to eat school meals until these charges have been paid in full.**

A. LUNCH PRICES:

	DAILY	5 DAYS	10 DAYS	15 DAYS	20 DAYS
1 st – 6 th	\$1.75	\$8.75	\$17.50	\$26.25	\$35.00
7 th – 12 th	\$2.25	\$11.25	\$22.50	\$33.75	\$45.00
Adult	\$3.50	\$17.50	\$35.00	\$52.50	\$70.00

Your child can purchase additional milk tickets for \$.40 each.

Breakfast, lunch and milk tickets can be purchased in the school office or as students go through the breakfast and lunch line. Parents are encouraged to pay in advance into their student’s account.

B. FREE AND REDUCED LUNCHES

An application form and an eligibility schedule are enclosed with handbook.

TRANSPORTATION RULES

Transportation, at district expense, will be furnished to all pupils who live three miles or more from the school in accordance to State law. The Board reserves the right to pay individual transportation contracts according to

State law. School buses will not leave the paved roads. * Please see the Code of Conduct Book for bus behavior rules.

BUS ROUTE/SERVICES

Parents need to notify the office if they move out of the city limits and require bus services. Also, if they live out of town and move in town, they will need to notify us that their child(ren) no longer need bus services. If a student is going to ride the bus with a friend, he/she must have a signed note from their parents and turn it into the school office prior to a driver letting them ride the bus.

Bus schedules in the mornings are as follows:

WEST- there is not a bus for those living west of town. Individual transportation agreements are made with parents. Please see the office for forms.

NORTH/HORSE BUTTE bus leaves Kirkwood at 7:00 a.m., stops are:

Kirkwood – 7:00	Parade Rest – 7:15
Long Horn – 7:05	Upper Beartrap – 7:18
Yellowstone Holiday – 7:08	Duck Creek/Highway Dept – 7:19
Beartrap – 7:13	Yellowstone Village – 7:30

Bus schedule for the afternoon: leave the school at 3:55 pm (Monday-Thursday) and 2:55 pm (Fridays). On Curriculum Release Days, the bus will leave at 1:40 pm

PLEASE HAVE YOUR CHILDREN WAITING BY THE HIGHWAY AT THE TIME OF PICK UP. ALL TIMES ARE APPROXIMATE!! IF THE BUS DOES NOT RUN THERE IS A TRANSPORTATION TELEPHONE TREE THAT WILL BE USED; IT IS IMPERATIVE THAT YOU CALL THE NEXT NAME ON THE PHONE TREE TO ENSURE ALL FAMILIES ARE NOTIFIED.

VISITORS

All visitors must check into the office as soon as they enter the school building. All visitors are asked to enter the building at the main entrance and report to the office. Visitors that continue on into the building must sign in and will be issued a visitor's pass. Office personnel will deliver messages and other personal items to the appropriate classroom. If a parent requests to pull their child out of the classroom to communicate with them, the child will remain in the office the remainder of the class period in order to not disrupt the ongoing education of the other students in the class.

PARENT-TEACHER APPOINTMENTS

Due to the teachers' varying schedules, please contact them directly for appointments. In order to protect student privacy established by the Family Education Rights to Privacy Act (FERPA) visitors may not attend classroom activities without the explicit approval of the Administration.

FAMILY NIGHT

School activities will be discontinued for elementary students and they will be out of the building by 4:00 on Thursday afternoon. There will not be activities for high school students after 6:00 p.m.(6:30 in the winter) on Thursday unless approved by the administration.

MEDICINE POLICY

In accordance with Board Policy, we cannot give your child any type of medication without the attached medical release form on file. This form must be updated every school year.

EXTREME WEATHER

The administration will contact parents if the buses are not running during very cold weather.

- A. All students will come to school with appropriate cold weather clothing: hat, gloves, boots, coat, etc.
- B. Parents of students who arrive without proper cold weather attire will be contacted and asked to bring the proper attire to the school for their child. Repeat offenders may be denied the opportunity to participate or will be sent home.
- C. General temperature regulations—if it is 10 below or colder and at the discretion of the Playground Aide and/or administrator, students will have recess in the building.
- D. Cold weather trip—all students will bring appropriate cold weather clothing for all activities: bus trips, ski trips, all field trips, etc. Those who fail to follow these rules may be denied the opportunity to participate.
- E. Students **may not** engage in **throwing snow or snowballs** on school property at any time. This dangerous practice frequently results in serious injury or destruction of property. Students who throw snow or snowballs on school grounds will be given detention or may be suspended.

PLEASE BE ADVISED THESE ARE GENERAL GUIDELINES; WIND AND OTHER CONDITIONS MAY CHANGE THE APPLICATION OR DETERMINATIONS IN REGARD TO COLD WEATHER POLICIES.

ATTENDANCE POLICY—STUDENT ATTENDANCE

The primary purpose of the West Yellowstone school district is to provide a quality teaching and learning environment for all students. Regular and punctual attendance is critically important if this is to occur.

Whenever a student is absent from school, the absence should be immediately reported to the school by the parent/guardian (646-7617). If the school is not contacted by 9:00 am, the school may contact the local law enforcement for assistance in locating the student.

Students are required to regularly attend school as per the compulsory education laws of Montana. Students governed by the compulsory education laws will be turned into the authorities as truant for excessive absences (whether deemed as excused or unexcused absences). Students over the age of compulsory attendance must realize that violations of the attendance policy will result in the loss of credit and a possible expulsion.

All absences must be approved as excused or unexcused by the administration (please refer to page 12). Students are required to provide parental documentation explaining their absence upon returning to school. Parents should call the school the morning of their child's absence **or in advance if possible** (646-7617).

All West Yellowstone School students are allowed 10 absences (whether excused or unexcused—please refer to page 12) during each semester. Once a student reaches more than 8 absences in a given semester, the school will notify the parents and student. **If students assigned to the Individual Assistance Block are absent during their scheduled times, these absences will accumulate toward the 10 allowed absences. If a student is absent to their Individual Assistance Block for a 3rd time, they may be assigned to 7:30 a.m. detention for the remainder of the semester.**

Any student that misses more than 10 school days in a semester (regardless if excused or unexcused **and whether accrued during Individual Assistance Block or during the school day**), other than school related absences, will be placed on an attendance contract indicating that the student will receive an INCOMPLETE until the number of days in excess of 10 are made up by attending Saturday School and/or Summer School as assigned by an administrator. An assigned Saturday school will take precedence over student involvement in any co-curricular activity. **If a parent/guardian has received a Student Attendance Contract for their child and wishes to petition the Attendance Review Committee to reconsider the mandated Saturday School or Summer School, they can complete a West Yellowstone School District Attendance Waiver Form and return it to the Superintendent for the Attendance Review Committee's review.** In addition to this, the attendance administrator may interview the student and/or his/her family and prescribe corrective action, which may

include, suspension from co-curricular activities, suspensions for the current semester, expulsion, filing a complaint against the parent, guardian, or other person responsible for the care of the child, in a court of competent jurisdiction, and/or the parents and student must appear before the School Board to determine appropriate action.

If a student incurs 20 or more absences within one semester due to extenuating circumstances, the student and parent will appear before an attendance review committee to petition the committee for credit.

****STUDENT ATTENDANCE CONTRACT****

I, _____, have currently missed _____ days of school this semester. I agree to meet the terms that were explained to me by the School Principal by making the following improvements in my attendance at West Yellowstone School:

- I will attend Saturday School on the following date(s): _____

- I will attend Summer School on the following dates: _____

- I will arrive at 8:30 a.m. and be excused at 3:00 p.m. on the dates indicated above.
- I will bring a sack lunch, a book to read, and school assignments/homework for every day that I am assigned.
- If the assigned date of Saturday school interferes with a co-curricular event, the assigned Saturday school will take precedence.

By signing this contract, I understand the above. I also have been made aware of the consequences that go into effect in the event that I break this contract including loss of credit for the current semester. I have been informed that any deviation from above terms will be dealt with in a serious manner.

EXAMPLE

Student Signature

Date

EXAMPLE

Parent/Guardian

Date

EXAMPLE

Principal's Signature

Date

- A. EXCUSED ABSENCES—Make up homework WILL be accepted for credit
 - 1. Medical (After extended absences, a medical confirmation will be required.)
 - 2. Family Emergency
 - 3. Bereavement
 - 4. Parent Initiated (PI) Day
 - 5. School Sponsored Activities do not count toward 10 day rule
- B. UNEXCUSED ABSENCES—Make up homework WILL NOT be accepted for credit
 - 1. All absences that do not meet the criteria identified under Excused Absences.
 - 2. Disciplinary action may be taken for an inordinate number of unexcused absences; including detention, suspension and/or expulsion
 - 3. Students will not receive credit for work missed during an unexcused absence or during any subsequent discipline period if suspended from school. However, students will be afforded the opportunity to complete assignments for their educational gain.
 - 4. Senior Skip day is not an excused day and will be charged against days granted for the Senior Trip.
- C. DISCIPLINE RELATED ABSENCES –
 - 1. Students assigned ISS (In School Suspension) will be allowed to complete and turn in their assignments during the course of the ISS day. Also any student assigned ISS will be ineligible to participate in co-curricular practice or competitions for that day. If the ISS day happens to be the last day of the school week, the student will be ineligible to participate throughout the weekend.
 - 2. Students assigned OSS (Out of School Suspension) may not be allowed to receive credit for missed assignments on those days at the discretion of the teacher or administration. If the OSS day happens to be the last day of the school week, the student will be ineligible to participate throughout the weekend.

D. MAKE-UP WORK POLICY

A student who misses school for an excused/approved absence will have 2 school days upon their return to school to turn in all make-up work, regardless of the number of days of absence, unless special circumstances are arranged and approved by asking the teachers or administration. Example: If a student is absent on Monday and returns on Tuesday, he/she has Tuesday and Wednesday to complete any missing assignments. They are, therefore, due to the teacher on Thursday.

Please Note: It is the student’s responsibility to make arrangements for making up assignments and tests within the given time limits.

E. ADVANCE ABSENCE SLIP PROCEDURE

When advance knowledge of an absence is known, parents or students should contact the office to receive an advance absence slip 48 hours prior to leave date for assignments and make arrangements for completing work prior to the absence. Please note that due to varied classroom lessons, some assignments will need to be done upon return ie. Science labs.

F. LIFE THREATENING ILLNESSES

School District #69 recognizes that students with life-threatening illnesses including, but not limited to, cancer, heart disease and AIDS (Acquired Immune Deficiency Syndrome) may wish to continue to engage in as many of their normal pursuits as their condition allows. As long as these students are able to meet acceptable performance and attendance standards and medical evidence indicates that their conditions are not a threat to themselves and/or others, all reasonable and practical steps will be taken to ensure that they are treated consistently with other

students. School District #69 shall respect the right of privacy of the individual. Therefore, knowledge that someone has AIDS/HIV (Human Immunodeficiency Virus) infection should be confined to those selected persons with the need to know, as determined by the Superintendent. Those persons shall be provided with appropriate information and should be aware of the confidentiality requirement.

School District #69 will provide appropriate AIDS education for all students and employees to help them understand how AIDS, ARC (AIDS Related Complex) and other HIV conditions are spread and to reduce unrealistic fears of contacting these conditions.

G. TRANSFER STUDENTS

Students who transfer from other districts are required to meet the district's attendance policies. Students who have missed more than 10 days in the semester will not be enrolled until the next semester unless approved by the administration. Any student expelled from their immediate last school district will not be enrolled without administrative approval.

H. STUDENT WORK PERMITS AND ATTENDANCE

In addition to the rules and regulations governing student work permits, excessive absences and/or disciplinary problems may/will result in revocation of student work permits.

I. TARDY POLICY

Students are encouraged to attend school and each of their classes on time. In the world of work where one is employed, continued lateness to work will result in the loss of a job and poor employment references. When students are late to a class they miss important instructions, teaching and assignments, and are genuinely disruptive when arriving. They interrupt teaching and learning and send a message that what is happening in the class is of no importance to them. Tardies are accrued on a semester basis.

a. Unexcused tardies will result in warning/detention/suspension/expulsion at the discretion of the administration and Board of Trustees.

THEREFORE,

1. An *Excused Tardy* shall be defined as arriving late to any class due to one of the following reasons:
 - a. A scheduled medical appointment, an illness and/or a health related concern.*
 - b. Bereavement in the immediate family.*
 - c. An unavoidable family and/or other emergency as determined by the school administration.*
 - d. A previous teacher has asked the student to remain in their classroom; a note from that teacher is required upon entering the next classroom.
 - e. Severe weather conditions.*
 - f. Transportation problems.*

*Requires a parental telephone call to the school office on the day of the tardy documenting the reason for the tardy.

2. An *Unexcused Tardy* shall be defined as arriving late to any class for any other reason not specifically stated under *Excused Tardy*. Students who choose to skip a class to avoid being tardy will be considered truant and will be subject to the same consequences as if they were tardy for each class missed. "Running Late" is considered an "unexcused tardy". Upon receipt of the 3rd Tardy, the student will then be put on a Tardy Contract clearly stating that if the contract is broken the following consequences will take place:

3. 7th – 12th Grade:

The Consequences for *Unexcused Tardies* beyond three (3) shall be:

- a. 4th Tardy during one semester

Student will be assigned closed campus lunch for the duration of the semester.

b. 5th Tardy during one semester

Parent/Guardian will be notified and student will serve 1 early morning detention (7:30 a.m. to 8:30 a.m. or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation).

c. 6th Tardy during one semester

Parent/Guardian will be notified and student will serve 2 early morning detentions (7:30 a.m. to 8:30 a.m. or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation).

d. 7th Tardy during one semester

Parent/Guardian will be notified. Student will serve one day ISS.

e. 8th Tardy during one semester

Parent/Guardian will be notified. Student and family will appear before the School Board for possible reprimand and/or a complaint against the parent, guardian, or other person responsible for the care of the child may be filed in a court of competent jurisdiction.

K – 6th Grade:

The Consequences for *Unexcused Tardies* beyond four (4) shall be:

a. 5th Tardy – Parent/Guardian will be notified and student will serve 1 early morning detention (7:30 a.m. to 8:15 a.m.) or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation

b. 6th Tardy – Parent/Guardian will be notified and student will serve 2 early morning detentions (7:30 a.m. to 8:15 a.m.) or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation

c. 7th Tardy – Parent/Guardian will be notified. Student will serve one day ISS.

d. 8th Tardy – Parent/Guardian will be notified. Parent/Guardian and possibly student will appear before the School Board for possible reprimand and/or a complaint against the parent, guardian, or other person responsible for the care of the child may be filed in a court of competent jurisdiction.

4. The school administration may also consider requiring students to remain on campus during the noon hour lunch period and/or not participating in the morning break if tardies are occurring predominately during the noon hour lunch period or between classes. Students will be required to check-in at the office and remain in designated school locations, inside the building, specifically the front lobby, the lunchroom, and the Wolverine Lounge during this time. Students must remain in these locations or they may be assigned to serve lunch detentions.

5. The school administration may also consider detention, in- and out-of-school suspension, expulsion, or other disciplinary action when deemed appropriate.

****K – 6th GRADE STUDENT TARDY CONTRACT****

I, _____, agree to meet the terms that were explained in the Student-Parent Handbook p. 13 & 14 by making the following improvements in the area of attending school and class on time at West Yellowstone School:

Upon receipt of the 3rd Tardy, the student will then be put on a Tardy Contract clearly stating the following consequences:

K-6th Grade:

The Consequences for Unexcused Tardies beyond three (3) shall be:

- a. 4th Tardy – last tardy before consequences go into effect.*
- b. 5th Tardy – Parent/Guardian will be notified and student will serve 1 early morning detention (7:30 a.m. to 8:15 a.m.) or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation*
- c. 6th Tardy – Parent/Guardian will be notified and student will serve 2 early morning detentions (7:30 a.m. to 8:15 a.m.) or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation*
- d. 7th Tardy – Parent/Guardian will be notified. Student will serve one day ISS.*
- e. 8th Tardy – Parent/Guardian will be notified. Parent/Guardian and possibly student will appear before the School Board for possible reprimand and/or a complaint against the parent, guardian, or other person responsible for the care of the child may be filed in a court of competent jurisdiction.*

By signing this contract, I understand the above.

EXAMPLE

Student's Signature

Date

EXAMPLE

Parent/Guardian Signature

Date

EXAMPLE

Principal's Signature

Date

I have currently been tardy 3 times during the semester.

****7th – 12th GRADE STUDENT TARDY CONTRACT****

I, _____, agree to meet the terms that were explained in the Student-Parent Handbook p. 13 -& 14 by making the following improvements in the area of attending school and class on time at West Yellowstone School:

Upon receipt of the 3rd Tardy, the student will then be put on a Tardy Contract clearly stating the following consequences:

The Consequences for *Unexcused Tardies* beyond three (3) shall be:

- a. 4th Tardy during one semester
Student will be assigned closed campus lunch for the duration of the semester.
- b. 5th Tardy during one semester
Parent/Guardian will be notified and student will serve 1 early morning detention (7:30 a.m. to 8:30 a.m. or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation)
- c. 6th Tardy during one semester
Parent/Guardian will be notified and student will serve 2 early morning detentions (7:30 a.m. to 8:30 a.m. or 7:30 a.m. to 8:00 a.m. if student is currently assigned a.m. remediation)
- d. 7th Tardy during one semester
Parent/Guardian will be notified. Student will serve one day ISS.
- e. 8th Tardy during one semester
Parent/Guardian will be notified. Student and family will appear before the School Board for possible reprimand and/or a complaint against the parent, guardian, or other person responsible for the care of the child may be filed in a court of competent jurisdiction.

By signing this contract, I understand the above.

EXAMPLE

Student's Signature

Date

EXAMPLE

Parent/Guardian Signature

Date

EXAMPLE

Principal's Signature

Date

I have currently been tardy 3 times during the semester.

J. OFF CAMPUS PERMISSION

All students who are leaving the school grounds during the school day for any reason must receive permission from an administrator and receive a pass to leave the building and check back in with the office upon return to campus. Students who fail to check out with the administration may be assigned to early morning detention at 7:30a.m.

K. PARTICIPATION IN CO-CURRICULAR/ SCHOOL RELATED ACTIVITIES

If a student has an unexcused absence or is ill and not in school for any part of a school day they will not be allowed to participate in any co-curricular activity for that day, i.e. practice, play, travel, perform. Students involved in a performing arts performance (i.e., band concert, drama production, etc.) may be allowed to participate if the sponsor feels it is necessary for the program to take place.

L. TRUANCY

Students who are truant will be subject to disciplinary action including, but not limited to a mandatory 2 day ISS (In school suspension). In the event the truancy occurs on the last day of a school week, the student will not be able to participate in or attend any co-curricular activity.

M. ATTENDANCE OFFICER—POWERS AND DUTIES

The school Superintendent will be the attendance officer and has broad statutory authority. The attendance officer is:

1. Vested with policy powers, the authority to serve warrants, and the authority to enter places of employment of children in order to enforce the compulsory attendance provisions of this title;
2. Take into custody any child subject to compulsory attendance who is not excused under the provisions of this title and conduct him to the school in which he is or should be enrolled;
3. Do whatever else is required to investigate and enforce the compulsory attendance provisions of this title and the pupil attendance policies of the trustees;
4. Institute proceedings against any parent, guardian or other person violating the compulsory attendance provisions of this title;
5. Keep a record of his transactions for the inspection and information of the trustees and make reports in the manner and to whomever the trustees designate; and
6. Perform any other duties prescribed by the trustees to preserve the morals and secure good conduct of the pupils in the district.

STUDENT VEHICLES

All students who choose to drive to school, regardless of the type of vehicle, will abide by the following guidelines in the interest of student safety:

1. All motorized vehicles will remain parked during the student day unless written parental permission is filed with the Principal. **CARS WILL NOT BE USED DURING BREAKS!!**
2. Student drivers are cautioned that they are responsible and liable for any passengers they transport.
3. Students are asked to exercise extreme caution when driving any vehicles on the school grounds—speed limit is 10 mph, you must stop at all stop signs and obey all traffic rules.
4. Student vehicles parked on property may be subject to search for cause. Students with vehicles that contain illegal drugs, alcohol, tobacco or associated paraphernalia will be referred to local law enforcement and will be subject to school discipline action.
5. The rules apply to all motorized vehicles, snowmobiles, motorcycles, cars, trucks, etc.
6. Student vehicles may be searched for contraband in accordance with Board Policy.

FAILURE TO FOLLOW THE PRESCRIBED PARKING RULES WILL RESULT IN LOSS OF DRIVING PRIVILEGES ON CAMPUS BEFORE, DURING, AND AFTER SCHOOL.

NOTE: STUDENTS WHO DRIVE OR OPERATE THEIR VEHICLES IN AN UNSAFE MANNER MAY BE TURNED INTO THE POLICE FOR LEGAL ACTION AND LOSE THEIR DRIVING PRIVILEGES.

1. The rules apply to all motorized vehicles, snowmobiles, motorcycles, cars, trucks, etc..
2. Student vehicles may be searched for contraband in accordance with Board Policy.

BIKES AT SCHOOL

All students who ride bicycles to school are to store bicycles in the bike racks provided. All students are encouraged to wear their bike helmets whenever they ride their bikes. The school will not be responsible for damages or thefts involving bikes. Bikes are to remain in bike racks from the time the student arrives at school until the end of the school day. The bike racks are off limits during the school day, except during the noon hour and other school approved activities for students in grades 7-12. Students in elementary grades K-6 are to park their bikes in the bike rack located behind the elementary wing next to the playground. Students may not ride other student's bikes.

SCHOOL EQUIPMENT

Lab fees may be required for certain classes and sports fees may be charged. Cooperation is expected in keeping textbooks, desks, tables and other school equipment in good condition. Each student is responsible for his/her books, and any wear and tear on books or equipment in excess of that involved in normal usage is his/her responsibility. Damages will be charged based on current replacement costs. All school equipment must be checked out through the administration before a student may leave the premises.

CELL PHONES, Ipods, MP3 Players and all other Portable Electronic Equipment

Use of Cell phones, Portable Radios, CD players, Television, MP3 Players (ie. iPods) etc. is prohibited during school hours. Students may not use cellular phones, pagers, or other electronic signaling devices on campus during school time hours. However, personal laptops, netbooks, Ipads may be allowed into the school if permission is granted by a teacher or administrator and is used for academic purposes only. Cell phones may be used before 8:00 a.m. and after the regular school day. They will not be allowed into classrooms. Cell phones may be used during co-curricular activities; however, students must abide by the coach's rules and policies concerning usage including placing the cell phone into a cell phone bag that will remain in the coaches possession during the contest. The West Yellowstone School is not responsible for the damage or loss of any personal cell phone brought by the student.

At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Building-level administrators may grant permission for individual students to use and/or possess cellular phones, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be turned into an administrator. Repeated unauthorized use of such devices will result in disciplinary action which may be as follows:

First occurrence: Confiscation and warning by administrator

Second occurrence: Confiscation and returned to parent at the end of the school day

Third occurrence: Confiscation, returned to parent, will not be able to bring portable electronic device onto West Yellowstone school campus at any time for the remainder of school year and 5-10 days ISS or 5 – 10 days OSS.

***Refusal to hand over electronic equipment will automatically result in 1-5 days OSS. The days will be determined by the administration depending on circumstance.**

USE OF SCHOOL COPIERS

Students must ask permission to use the copiers. If a student is out of class to use the copier he/she must have a pass from a teacher. Copiers are for school business only and you must have a request from a teacher to use the copier. These restrictions are due to copyright regulations that are on file in the office.

Students will be charged for personal copies. Students will be charged for copies of library or classroom materials, which may be copied by other means.

USE OF THE TELEPHONE

A pay phone is available before and after school, during class breaks and the lunch hour. A local call will cost students \$.50. The office staff will assist any student with an EMERGENCY call.

RENTAL OF BAND INSTRUMENTS

School owned instruments will be rented to parents of students' grade 7- 12 for the use with a semester fee. There will not be a charge for students' grade 5- 6. Contracts with payments will be entered into at the beginning of each year. Rents are due at the beginning of each school year. **The rate is \$25.00 per year.** Contracts will be signed at the beginning of the school year. Rent of \$25.00 per year is due by September 30th. Late fees of \$.25 per day will apply after September 30th. Rental fees will be prorated for students joining band at the second semester, and the due date for payment will be 14 days after the start of the semester. Rental fees will not be refunded to students who discontinue band.

RENTAL OF MATH CALCULATORS

School owned instruments will be rented to parents of students' grade 7- 12 for the use with a semester fee. Contracts with payments will be entered into at the beginning of each year. Rents are due at the beginning of each school year. **The rate is \$15.00 per year.** Contracts will be signed at the beginning of the school year. Rent of \$15.00 per year is due by September 30th. Late fees of \$.25 per day will apply after September 30th.

FACULTY WORKROOM

The employee workroom is off-limits to all students unless they have permission from a staff member to use it. Students are not to use the faculty workroom telephone at any time.

LIBRARY

The Library will be available to students for study, research, reading and browsing on a weekly basis during regular school hours; 8-4p.m. The following rules apply: Talking is allowed in the Library, but the noise level is to be kept to a minimum. Work involving extensive conversation should be arranged elsewhere.

A. RULES AND REGULATIONS

1. Rules governing the checking out of books, fines, etc., will be established by the librarian and posted in the Library.
2. No liquid or food is allowed.
3. Students must have a pass from classes to the Library.
4. Students are to take notes from reference materials and avoid using the copier.

HIGH SCHOOL GRADUATION REQUIREMENTS

The following requirements have been established by the Board of Trustees. These standards exceed those established by the State of Montana.

- Communication Arts--4 credits
- Laboratory Science--2 credits (must include Biology)
- Mathematics--2 credits
- World History--1 credit
- American History--1 credit
- American Government--1 credit
- Health Enhancement--2 credits
- Computer Applications/Montana History—1/2 credit (Local school requirement for students who enroll in the West Yellowstone School District by their Freshman year)
- Vocational/Practical Arts--1 credit
- Fine Arts--1 credit
- Transitions--1 credit, seniors only
- Electives--5 credits
 - AP Math – ½ credit per semester (Students enrolled in this class are required to pay for the final exam associated with the AP Course)
 - T.A. (Teacher's Aide) – ½ credit per semester, Juniors and Seniors only
 - EF credit (Social Studies) – optional 1 credit
 - Vocational Education Courses ½ credit per semester
 - World Language Courses ½ credit per semester

A student must pass all required courses and earn a minimum of 22 credits for graduation.

If a student desires to attend a college or university after graduation; then he/she may need additional math and/or science credits and foreign language credit to qualify for acceptance.

REQUIRED CLASSES

FRESHMEN: There are 6 required classes you must take: Communication Arts, Mathematics, Science, Health Enhancement and Computer Applications/Montana History. The remaining periods you may take electives.

SOPHOMORES: There are 5 required classes you must take: Communication Arts, Science, World History, Mathematics and Health Enhancement. The remaining periods you may take electives.

JUNIORS: American History and Communication Arts are required; the remaining courses are electives.

SENIORS: Government, Consumer Education and Communication Arts are required; the remaining courses are electives.

CREDIT RECOVERY/ENHANCEMENT CLASSES

Credit Recovery Classes may be offered for the 2011-2012 school year to students through the Digital Academy courses, **dependent on funding**, out of the Office of Public Instruction. Any cost incurred will be transferred to the student and parent that participate. The students will adhere to all rules and regulations associated with the Digital Academy.

TEACHER ASSISTANT

A student serving as a teacher assistant is considered as enrolled in a class which receives ½ credit per semester.

1. All grading will be on a pass/fail basis
2. Only juniors and seniors may become teacher assistants
3. You may only be a teacher assistant one period a day
4. Contact the Counselor for more information

ADDING OR DROPPING CLASSES

First Semester: Students considering dropping or adding courses must consult with the Guidance

Counselor within the first four days of the semester and complete the drop/add card. Students must maintain a full class schedule.

Second Semester: Dropping or adding a class for second semester should be completed by the first day of the second semester and requires the approval of the Instructor and the Guidance Counselor.

If a student drops a class after the first week and before the end of the grading period, the student may receive a '0' for those days that are dropped. This may affect the student's GPA and may make him/her ineligible for co-curricular activities.

TRANSFERS OR WITHDRAWALS FROM SCHOOL

If a student finds it necessary to withdraw from school at any time during the school year, he/she must first go to the Principal's office to receive an application for withdrawal, clear his/her courses and to obtain a checkout slip. All fines and charges must be cleared before his/her checkout slip is approved.

GRADING SYSTEM

The grading scale is as follows:

JR High and High School

A--93-100%	Grade Value	4.0
B--84-92%	Grade Value	3.0
C--72-83%	Grade Value	2.0
D--64-71%	Grade Value	1.0
F--0-63%	Grade Value	0
I—Incomplete		

Elementary

A+	97-100%	C+	77-79%
A	93-96%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D	60-69%
B	83-86%	F	0-59%
B-	80-82%		

GRADES 7-12 HONOR ROLL

The Honor Roll identifies academic excellence; there are three honor rolls:

- Honor Roll--3.25-3.74 GPA
- High Honor Roll--3.75-3.99 GPA
- Honor Roll with Distinction--4.00 GPA

**To be on any of the honor rolls you must receive grades of C's or higher; D's and F's will keep you off the honor roll, regardless of GPA. All courses are used to determine GPA with the exception of pass/fail courses. A FAILING GRADE IN A PASS/FAIL CLASS WILL PREVENT AN INDIVIDUAL FROM BEING CONSIDERED FOR HONOR ROLL RECOGNITION. THE HONOR ROLL LISTING WILL NOT INCLUDE THOSE WHO HAVE INCOMPLETES SHOWN AT THE TIME OF PRINTING.

GRADING PERIODS

ELEMENTARY will be divided into 4-9 weeks blocks with report cards distributed at the conclusion of each 9 weeks.

JUNIOR HIGH/HIGH SCHOOL will have 6-week progress up-dates with report cards being distributed at the end of each semester.

INCOMPLETE GRADES

Students have 2 weeks to make up INCOMPLETES or the grade becomes an F, unless special arrangements are made with the Principal. If you are absent more than 5 days or are having trouble completing your work, contact your teacher.

It is the student's responsibility to make every effort to talk to their teachers about make up work. Teachers will do everything reasonably possible to assist students in making up missed work.

RETENTION

Grades K-8

Any student who is being considered for retention will automatically be referred to the administration for further testing and diagnostic workups. A child study team comprised of parents, administrators, teachers and/or other appropriate individuals will be held regarding the child's future and a group recommendation will be made concerning the child's educational program. Final grade placement decisions are the legal responsibility of the Principal.

STUDENT GOVERNMENT

Student Government shall be of the students, by the students, and for the students. Student Council needs to represent all students in communications with the administration and in the organizing of student activities. The Student Council is an important voice in the planning and operation of the school.

SENIOR PRIVILEGES

The seniors may have special privileges that other classes do not. For example, seniors have the right to be first in the lunch line. All senior privileges will be approved by the Student Council and administration at the beginning of each school year.

DANCE RULES

1. All dances end at midnight, unless approved by the Activities Director and the class sponsor.
2. All school rules for student behavior/conduct apply at dances.
3. All High School (9-12) sponsored dances can only be attended by students' grade 9- 12.
4. All Junior High(6 -8) sponsored dances can only be attended by students' grade 6- 8
5. Two chaperones, one of which must be a teacher (preferably the class sponsor), must be present for decorating, the dance and the clean up; chaperones must be approved by the Activities Director.
6. An event form must be completed and turned into the Activities Director 3 days prior to the date of the event.
7. All students not enrolled in the West Yellowstone School district who wish to attend a school dance must be under the age of 21, fill out a dance permission form, and turn it into the Activities Director one day prior to the dance.

NOON HOUR GYMNASIUM

The gymnasium will be open whenever reasonably possible for student usage during the noon hour during the 2nd and 3rd quarters. The rules are simple:

1. May not enter gymnasium until 12:00p.m. (Monday-Friday). A staff member must be in the gymnasium before you can enter, regardless of time.
2. No shoes may be worn at any time. Please remove shoes upon entering.
3. No roughness or abusive behavior and language will be accepted.
4. No pushing or shoving will be tolerated.

Consequences for not following these simple and basic rules will be loss of the opportunity to enter and use the gymnasium at noon hour for a substantial number of days. Please do not abuse the privilege.

GUIDANCE AND COUNSELING

Role of Guidance Counselor: To assist students with personal, academic and career concerns and needs.

When to visit the Guidance Counselor: (Please check out of class)

1. When you want to talk to someone
2. When you have personal concerns that are troubling you
3. When you have academic issues bothering you
4. When you need career information

STANDARDIZED TESTS

Once a year students in grades K-12 will be required to take standardized tests.

The results:

1. Are part of your academic record
2. Measure your performance and progress against previous results
3. Compare you and the school to national scores
4. Assist the school district in the school improvement process

WORK PERMITS

Only Seniors may be allowed to obtain a work permit (work release). The following limitations apply:

1. Students may request work permits for 1 or 2 periods of the school day. You must have passing grades and behave appropriately in school to be eligible.
2. Students who participate in work programs during school hours will do so by approved individual schedule.
3. The employer keeps a time sheet that the student submits to the administration each week.
4. Written parental permission must be filed with the school.
5. The student must meet all attendance provisions according to district policy.
6. The student will proceed directly from the school to the place of employment and return without any unapproved supplementary stops.
7. If the student is under the age of 18, the work place must conform to State OSHA regulations.
8. Work must be 5 school days per week.
9. Adequate advance planning time is required to ensure arrangements are complete before the start of the semester.
10. All work permits are dependent upon Principal approval.
11. Students must attend classes when they are not at the work site.

SCHOOL TO WORK

A high school student may participate in a school to work program. A prerequisite is to be enrolled in an approved vocational program, which offers credit, and job training. Please contact the counselor for more information.

COLLEGE VISITS

Visits to College and Vo-techs are encouraged. Please see the Guidance Counselor for arrangements.

Verification from college is required to be considered as an excused absence.

TEACHERS/STAFF AUTHORITY

Students need to understand the necessity to allow teachers to teach and other students the opportunity to learn. All students, while on school premises, riding school sponsored transportation or attending school-sponsored activities will be responsible for adhering to adult supervision and will immediately respond to any reasonable request.

Students who are disrespectful of any staff member will be subject to disciplinary action. Students who choose to engage in profanity, who physically or verbally threaten or abuse an adult or who engage in an altercation with an adult will be subject to administrative review and severe consequences, to include lengthy suspension and/or possible expulsion.

STUDENT DISAGREEMENT OR CONFLICTS WITH STAFF MEMBERS

If a disagreement or a personality conflict occurs with a staff member, the student is asked to be respectful and seek the opportunity to meet with the staff member at a reasonable time to discuss any concerns the student might have. [Pursuant to Montana School Law]

STUDENT BEHAVIOR DURING CO-CURRICULAR/SCHOOL SPONSORED ACTIVITIES

- All school rules apply (see dress code)

- Students who display unsportsmanlike like conduct will be asked to leave the building.

Most younger children are well behaved and well supervised by their parents. It is expected that students come to the activities with their parents and remain under their supervision during the entire activity. Children without parental supervision who remain in part of the school building other than where the activity is being held or in any way become a behavior problem will be excluded from the activity and the building. This includes away events. Elementary students who are in grades K-5 are required to have a parent/adult present for purposes of supervision.

During the football season there will be a restraining rope installed for public safety. It has become increasingly necessary to take some precautions against liability so please stay behind the barrier. Your cooperation is essential and will be greatly appreciated.

STUDENT COMPLAINTS AND GRIEVANCES

It is the right and responsibility of both school officials and students to develop a functional and orderly procedure through which consideration of student problems and concerns can be discussed, resolved quickly and equitably.

1. Students, through their Student Council, shall have the right to participate in recommending procedures through which student problems and concerns can be handled.
2. Students shall have the right to discuss with faculty members matters of both educational and personal concern. This informal and private process should be allowed in order to resolve differences and problems in a friendly and cooperative manner.
3. Students shall have the right to appeal, in writing, matters of educational and personal concern to the Principal, should discussion with the staff members not resolve the issue.
4. The right to appeal regarding educational and personal problems shall extend to the Superintendent and the Board of Trustees.

It is the purpose of discussion and appeal procedures to provide access to appropriate school officials within a reasonable time. It is not the purpose to provide a forum through which trivialities, irresponsible actions and non-related school issues are conveyed. In this context it is recommended that:

1. As many student problems and concerns as possible be handled through committees established by the Student Council or government organizations or through direct communication with a staff member.
2. Only issues of utmost concern should be brought before a student-faculty committee for review and disposition.
3. Only unresolved issues of major importance will be appealed to the school administration for consideration and action.

PROCESSING CONCERNS

Occasionally, a concern may arise regarding classroom or district wide management that may need clarification or discussion. Prompt and satisfactory resolution is the ultimate goal and will be actively and genuinely sought. In order to expedite resolution, the following steps are strongly encouraged:

1. Seek the opportunity to meet with those individuals closely related to the concern; teachers, administrators and trustees, in that order.
2. Administrators will assist whenever reasonable and appropriate or when requested to do so.
3. Any unresolved concerns may be referred to the Board of Trustees for their consideration.

STUDENT DUE PROCESS AND INDIVIDUAL RIGHTS

Students have rights and responsibilities as citizens. Before disciplinary action is taken against a student, the student has a right to due process guaranteed him/her by our Federal and State laws. Any student accused of an action and threatened with discipline for this action has the right to request a hearing before the Principal or Superintendent, with the student's parents attending if he/she desires. If a student is still dissatisfied, he/she may request a hearing before the Board of Trustees.

Due process involves the following:

1. Students must be aware of the rules and the consequences of breaking these rules.
2. Each student is issued a Student/Parent Handbook and a Code of Conduct booklet. **IT IS THE STUDENT AND PARENT'S RESPONSIBILITY TO READ AND UNDERSTAND THE RULES AND THE CONSEQUENCES FOR CHOOSING TO VIOLATE ANY GIVEN RULE.**
3. Students must be given notice of the nature of the evidence and the grounds of evidence against them.
4. Students have a right to a fair hearing. They have a right to tell their side of the story.
5. Punishment must be in line with the offense.
6. Parents will be notified of any action involving suspension or dismissal.

SEARCH AND SEIZURE (per Board Policy ICK)

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. The Principal may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his/her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances of material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that 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.

Seizure of Property

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

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

1. The Superintendent, Principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance that constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
4. No student shall hinder, obstruct or prevent any search authorized by this procedure.
5. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.

6. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
7. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

TITLE IX GRIEVANCE PROCEDURE

West Yellowstone School values equal opportunity for all students in all areas, regardless of gender. Any student who feels that the school, through its policies or implementation of policies, discriminates against an individual or group of individuals because of gender may file a grievance with the school Title IX Coordinator. If the student is not satisfied with the school district's solution, he/she may request action by the Gallatin County Superintendent of Schools, using the grievance procedures established by Montana Office of Public Instruction regulations. A decision by the County Superintendent may then be appealed to the State Superintendent of Public Instruction.

SCHOOL DISASTER DRILLS AND EVACUATION PROCEDURES

Procedures for the conduct of fire drills will be posted on the bulletin boards in each room. Please familiarize yourself with them and know what to do and where to go at any time. Fire, earthquake and other drills are also serious. Students who choose to misbehave during these drills will be subject to immediate disciplinary action. The school's disaster/emergency plan has been designed for the safety of students. Parents have the responsibility to share in the planning, preparing and carrying out of this plan in the event of an emergency. We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. Our alternate site in case of emergency is the LDS church. We have a number of people with first aid certificates and we will be in communication with the local emergency services. We do ask for your help in the following areas:

1. Please do not call the school. We must keep the line open for emergencies. Our phone system does not work if the power is off to the building.
2. Following an earthquake or other emergency, do not immediately drive to the school. Streets to the school may be cluttered with debris. The school driveway and street must remain clear for emergency vehicles.
3. You may call the emergency services building at 646-9094 for information and directions about picking up your child/children.
4. No student will be dismissed from school unless the parent or an individual designated by the parent comes for them.
5. Keep us informed about whom to release your child to should you not be able to come for them.
6. Drill procedures for emergencies and disasters will periodically be practiced at the school.
7. You and your designee will be required to sign a release form when your child is dismissed after an emergency so we know where the students are.

CO-CURRICULAR CODE

Dear Wolverine Co-Curricular Participants and Parents:

Another activities year is upon us! We are looking forward to having a great year.

Our Co-Curricular Philosophy:

The philosophy of our co-curricular program is to teach sound citizenship through the practice of good sportsmanship, to develop desirable social traits, including emotional control, honesty, cooperation, dependability, and to respect the other participants and his/her abilities. We also seek to develop sound individual and team skills.

Objectives of Participation:

- A. Participants have the opportunity to develop quality leadership, initiative and good judgment.
- B. Participants will understand the need for self discipline to reach their personal and team goals.
- C. Participants will express themselves in a positive manner through the highly competitive nature of interscholastic activities.
- D. Participants are provided an opportunity to develop fundamental and advanced skills in the activities of their choice.
- E. Participants are trained to display modesty in victory and graciousness in defeat.
- F. Participants respect the ability of an opponent.
- G. Participants play to win under the integrity and judgment of activities officials. Participants will respect the decisions of referees.
- H. Participants continue an interest in activities as a participant or spectator.

POLICY PURPOSE

It is the position of the West Yellowstone Schools that participation in co-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the district's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

- 1. To emphasize concern for the health and well being of students while participating in activities.
- 2. To provide a chemical-free environment that will encourage healthy development.
- 3. To promote a sense of self-discipline among students.
- 4. To confirm and support existing state laws which prohibit the use of mood-altering chemicals.
- 5. To emphasize standards of conduct for those students who through their participation are leaders and role models for their peers and the younger students.

6. To assist students who desire to resist peer pressure, which often directs them towards the use of chemicals.

These rules apply to all co-curricular activities. It is essential that the student participant and the parents read and understand the training rules and policies. **It is required that each participant and a parent sign the approval form on the last page and return it with the physical form and the athletic/activity fee to the school prior to the first practice.**

Since these rules apply to all co-curricular activities, they need to be signed only once during the school year.

1. School Attendance:

If a student has an unexcused absence or is ill and not in school for any part of a school day they will not be allowed to participate in any co-curricular activity for that day, i.e. practice, play, travel, and perform. If the unexcused absence, discipline related absence, or illness occurs on the last day of the week, the student will be ineligible to participate during that day's competition and the ensuing weekend competitions. Students involved in a performing arts event (i.e., band and choir concert, drama production etc.) may be allowed to participate if the advisor feels it is necessary for the program to take place.

I. Attendance After Weekday Extra Curricular Activity

Participants must be in attendance and on time for school on the day following an event. An unexcused tardy or absence will result in suspension from the next event.

2. Conduct:

Situations that occur during school or out of school that involve a participant may receive immediate attention from the Administration and/or Coach/Advisor with possible suspension or expulsion from the team or activity.

School and athletic department personnel expect you to treat opponents with respect; respect the judgment of contest officials; abide by contest rules; display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin; cooperate with officials, your coaches and other participants to ensure a fair contest; and live up to the high standard of conduct that has been established by our school.

Any participant ejected for unsportsmanlike conduct shall be ineligible for event for the next seven calendar days in that activity. If no contests are scheduled during this seven-day period at the same level as the ejection, the student shall be ineligible for a minimum of two contests (one if football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next activity in which the student participates. A student under suspension shall not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or after the contest(s). **A STUDENT WHO IS EJECTED A SECOND TIME SHALL BE SUSPENDED FOR THE REMAINDER OF THE SEASON.**

3. Injuries:

Injured participants must keep the coach/sponsor informed of their injury and recuperation. Injuries should be reported immediately to the coach. Coaches will report injuries to the Principal and/or Activities Director.

4. Athletes must submit a current physical for each year of participation before they can practice.

5. A. High School Eligibility:

- West Yellowstone will follow MHSA eligibility guidelines.
- In addition to the MHSA guidelines of academic eligibility, a student who is receiving an F in any course will have two (2) weeks to improve their grade. Upon the 3rd consecutive week on the

ineligibility list, they will be ineligible to participate in a contest until their grade has been raised to a passing grade.

- If a student has two (2) or more F's for three (3) consecutive weeks, (s)he will be ineligible to practice with the team without administrative approval.
- High School Eligibility is determined on a per semester basis.

B. Junior High Academic Eligibility:

Students become ineligible for co-curricular participation if grades at the time of weekly assessment indicate a) failing grade (F) in any class or b) two or more D's. Eligibility is posted at 4:00 p.m. on Thursday. There will be a two-week grace period before the activity restriction is enforced. If after a two-week grace period, the student still has one of the two aforementioned grading deficiencies; an administratively appointed team will convene to set a further plan of action for the participant/student if further grade deficiencies occur. Jr. High Eligibility is determined on a per semester basis.

Students remain ineligible until the next eligibility period Friday to Thursday. For example, if a student receives an "F" on this Thursday's eligibility list, the two-week grace period is then in effect (the student can still participate). If the student is still failing in that class on the next Thursday's list, he/she will be ineligible until they receive a passing grade on the Thursday list.

6. Participation in All-State Competitions:

Participation in All-State competitions and meets of champions extends the athletic season until that competition. Any participant found to be involved with illegal activities will lose the school's sponsorship.

7. Team Image:

Because the participant is constantly in the eyes of the public, he/she becomes a representative of the school and is considered to be in a position of leadership. Therefore, the participant's personal appearance not only reflects their attitudes but those whom he/she represents. His/Her hygiene must be such that it is not harmful to the participant's well being while participating in athletic competition. Participants will be required to abide by the following rules.

- a. Participants will be clean-shaven and neat.
- b. No unnatural hair colors as determined by the coach
- c. The length of hair will be determined by the coach
- d. Dress for traveling to events will be as follows: Junior High Basketball, Junior High Volley Ball, Track and Ski team participants will wear team designated warm ups; all other activities will have team participants dress up for arrival to the event and team activities after the event. Blue jeans are not acceptable.
- e. MHSA safety guidelines must be followed.

8. Activity Bus Rules:

All participants must ride to events on the bus provided. All participants must travel on the bus to participate in the event. Any student who arrives at the event in any other capacity will not be allowed to participate unless prior arrangements have been made with the administration because there was no other possible way to coordinate their situation with the timing of the event.

If the participant travels home with another participant's parents or adult, the student must have his/her parents sign a parental release form that must be approved through the office **24 hours** prior to the trip. The school is not responsible for participants who leave the bus with their parents' permission.

9. Procedures for Tournaments:

Teams will be permitted to spend the night after a game, **IF** they play again the next day and the tournament is over 150 miles from West Yellowstone School.

10. Awards:

Any student removed from an activity for any reason may not receive any awards earned in that activity.

11. Lettering:

The provisions or criteria to be met for earning a letter will be furnished to the participant by the coach/sponsor in that activity prior to the beginning of the season.

12. Activity/Practice Attendance:

Any student who misses an event for a reason other than sickness, bereavement or participation in another co-curricular activity will be subject to a one-week suspension beginning the next school day following the missed event. A subsequent absence will result in expulsion from the activity. Any student who misses practice without prior approval from their respective coach/sponsor will be subject consequences as determined by coach/advisor.

13. Alcohol, Tobacco and Other Controlled Substance Discipline Policy for Co-curricular/School Sponsored Activities Prohibited Substances:

Alcohol, tobacco, illegal drugs, non-prescription and prescription drugs used improperly, and pseudo drugs. A complete description as described in Board Policy **ICH**.

POLICY COVERAGE

1. A student shall not have in possession, sell or distribute prohibited substances. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession. (Use).
2. Students will not be at gatherings or functions where prohibited substances are being used illegally. A student who unknowingly attends a gathering or function where prohibited substances or chemicals are being illegally used must leave that gathering or function as soon as he or she knows, or a reasonably prudent person would know, that prohibited substances or chemicals are being illegally used. (Association).

This policy applies to all middle and high school students who are involved in the co-curricular activities program.

SELF-REFERRAL PROCESS

The self-referral process is an option only if there has been no prior violation of the Alcohol, Tobacco and/or Other Controlled Substance Discipline Policy. A student may refer him/herself **once** during his /her 7-8 school career and **once** during his/her 9-12 school career. Any self-referral must occur prior to the student receiving a citation. The student must enroll, attend, and satisfactorily complete a chemical awareness course at the student's own expense and meet the coach/advisor's consequences and requirement. At the time of the self-referral there will be no current situation under investigation involving the student and prohibited substances. If a student violates the Alcohol, Tobacco and/or Other Controlled Substance Discipline Policy **after** self-referring, the violation will be considered as a second offense.

Violations of the preceding co-curricular/school sponsored activity rules will result in:

FIRST OFFENSE (Without Self-Referral) POLICY COVERAGE ONE (Use)

- A meeting with the parents, the student, the Activities Director and possibly the coach/advisor will take place.
- The student will appear before the school board to determine disciplinary action which will include a minimum suspension of two (2) weeks of interscholastic/co-curricular participation and all other school

sponsored activities including but not limited to, Senior trip, Prom, Graduation, and all other on school sponsored activities. When appropriate, the student will attend scheduled practices during the time of suspension or further suspensions may result.

- The student must enroll, attend and satisfactorily complete a chemical awareness course at the student's expense in order to continue to participate after the two (2) week suspension.

FIRST OFFENSE (Without Self-Referral) POLICY COVERAGE TWO (Association)

A parent conference will be held and behavior/performance contract written. Suspension from all contests, events, or performances for 1 to 4 school days-to include at least a minimum of 1 (one) contest, event, or performance.

SECOND OFFENSE (POLICY COVERAGE ONE & TWO) & (After Self-Referral)

- A meeting with the parents, the student, the Activities Director and the coach/advisor will take place.
- Dismissal from participation in all school related activities for 4 (four) weeks. When appropriate, the student will attend scheduled practices during the time of suspension or further suspensions may result.
Note: If the offense occurs in a different season the student will be dismissed from that activity. (Example: When the first offense occurs during volleyball and the second offense occurs during girls' basketball, then the student would be dismissed from girls' basketball; other school sponsored activities will be reviewed in a case by case basis and consequences will be similarly applied.)
- The student must perform 10 hours or volunteer service during the 4 (four) week suspension. This service must be preapproved by the administration.
- The student must obtain a professional evaluation at the student's expense. The student will be suspended from attending all other school co-curricular and school sponsored activities until the intervention has been completed and written confirmation has been given to the school administration or the student is in good standing and progressing with a professional evaluator.
- The student and parent must attend a School Board hearing.

THIRD OFFENSE (POLICY COVERAGE ONE & TWO)

A meeting with the parents, the student, the Activities Director and the coach/advisor will take place and a notice of hearing before the Board of Trustees and as such the Principal and /or Activities Director will recommend non-participation and non-attendance for the remainder of the student's academic career in all school co-curricular and school sponsored activities. The student may appeal to the Board of Trustees for reinstatement the following school year.

POLICY DURATION

This policy is in effect each school year from the date of the first practice for fall activities (August) until the last day of school (June). Violations are cumulative throughout the student's period of attendance.

NOTE: Anyone failing to complete satisfactorily an administratively approved counseling program will receive an automatic one calendar year suspension from all co-curricular and school sponsored activities.

As a prospective student participant at West Yellowstone School you are expected to accept seriously the responsibility and privilege of representing your school and community while participating in any activity.

PLEASE RETURN TO THE SCHOOL

We have received and read the Parent/Student Handbook and the Code of Conduct for West Yellowstone Schools and understand and will abide by all rules and consequences set forth. We also understand that they are in effect throughout the school year and career.

SIGNED _____ DATE _____

PARENT/GUARDIAN

SIGNED _____ DATE _____

STUDENT

RECEIVED BY _____ DATE _____

EXAMPLE

ATHLETIC/ACTIVITIES PARTICIPATION FEE

Students who participate in any athletics/activities will be required to pay an Athletic/Activity Participation Fee. The following are considered to be athletics/activities: Speech, Football, Basketball, Volleyball, Skiing, Drama and Track. This fee will be \$50.00 per student per activity. The fee will help to defray the cost of letters, pins, laundering of towels, athletic medical supplies and equipment necessary to run the program. This fee will be collected upon entering into the program and will need to be collected before the participant can begin practice.

_____ has paid his/her \$50.00 Athletic/Activity Participation Fee

(Student's Name)

Secretary/Coach/Advisor

Activity _____ Amount received _____ cash/check # _____ date _____ Receipt # _____

Activity _____ Amount received _____ cash/check # _____ date _____ Receipt # _____

Activity _____ Amount received _____ cash/check # _____ date _____ Receipt # _____

Activity _____ Fourth Activity - No Charge

**West Yellowstone School
Driving/Riding Permission Form**

I give my permission for _____ to drive to school.

Signature of Parent or
Guardian

Date

I give my permission for _____ to ride with other students.

Signature of Parent or
Guardian

Date

HJ. Computer Usage--Acceptable Use of Electronic Networks

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

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges--The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or Principal/Superintendent) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;

1. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator, building principal, or Superintendent. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges, and

other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.

9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail.
 - a. The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or

memorandum.

- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the District's electronic mail system constitutes consent to these regulations.

12. Restitution

If any student damages, destroys, loses, or misuses school District property, the student will assume liability and must make full restitution to the District in a timely fashion.

Internet Safety

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

Legal Reference: Children's Internet Protection Act, P.L. 106-554
20 U.S.C. § 6801, et seq. Language instruction for limited English
proficient and immigrant students
47 U.S.C. § 254(h) and (l) Universal service

ADOPTED: March 2011

HJA. ACCEPTABLE USE POLICY (AUP)

Every end-user, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the West Yellowstone School District's policy regarding District-Provided Access to Electronic Information, Services, and Networks/IT Security Policy. Should I commit any violation or in any way misuse my access to the District's property, District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print): _____ Home Phone: _____
User's Signature: _____ Date: _____
Address: _____

Status: Student___ Staff___ Patron___ I am 18 or older___
I am under 18___

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks/IT Security Policy for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian (Print): _____
Signature: _____
Home Phone: _____ Address: _____
Date: _____

This Agreement is valid for the _____ school year only.

ADOPTED: March 2011