

West Yellowstone School



Teacher Handbook

2011-2012

TABLE OF CONTENTS

I.	GENERAL PROCEDURAL INFORMATION	1
	WORK DAY	1
	TEACHER PRESENCE IN THE CLASSROOM AND SCHOOL BUILDING	1
	SUBSTITUTE TEACHERS.....	1
	TEACHING CERTIFICATES	1
	TRANSCRIPTS AND CREDITS	1
	PROFESSIONAL MEETINGS.....	2
	TELEPHONE	2
	CELL PHONES	2
	KEYS.....	2
	CLASSROOM AND BUILDING SECURITY	3
	USE OF FACILITIES	3
	PROBLEM SOLVING.....	3
	CARE OF THE CLASSROOM	3
	CARE OF THE SCHOOL EQUIPMENT.....	4
	EMPLOYEE LOUNGE AND WORKROOM.....	4
	MAILBOXES	4
	LUNCH	4
	BUDGET PLANNING.....	4
	PURCHASING.....	4
	AGENTS OR VISITORS.....	4
	PROFESSIONAL INVOLVEMENT.....	5
	TRANSPORTATION REQUESTS	5
	FIELD TRIPS	5
	TEACHERS' AUTHORITY	5
	CONFIDENTIAL COMMUNICATIONS.....	5
II.	INSTRUCTION RELATED INFORMATION	6
	FIRST DAY.....	6
	FIRST PERIOD ROUTINE	6
	DAILY BULLETIN	6
	TEACHER EFFICIENCY AND EFFECTIVENESS	6
	PLANNING.....	7
	RESPONSIBILITY FOR STUDENTS.....	7
	RECOMMENDED TEACHER DISCIPLINE PROCEDURES.....	7
	LOCKERS	8
	STUDENT ILLNESS/ACCIDENT.....	8
	TARDINESS	8
	ATTENDANCE REGISTERS	8
	TESTING.....	8
	RECORDS OF STUDENT PROGRESS	8
	GRADE CLASSIFICATIONS.....	9
	PERFORMANCE AND PROGRESS REPORT CARDS AND RECORD KEEPING.....	9
	INCOMPLETE SCHOOLWORK.....	9
	CUMULATIVE RECORDS	9
	HOMEWORK	10
	GRADE PLACEMENT	10
	AUDIO-VISUAL EQUIPMENT	10
	DAMAGED OR STOLEN EQUIPMENT.....	10
III.	GUIDANCE AND COUNSELING SERVICES	10

GUIDANCE AND COUNSELING	10
OTHER REFERRALS	10
IV. SPECIAL INSTRUCTIONAL AREA	10
GYMNASIUM	10
PLAYGROUND.....	11
COCURRICULAR/SCHOOL SPONSORED ACTIVITIES	11
FAMILY NIGHT	11
CLASS OR CLUB MEETINGS	11
MONTANA HIGH SCHOOL ASSOCIATION RULES	11
HIGH SCHOOL ELIGIBILITY (9-12).....	12
JUNIOR HIGH ELIGIBILITY	12
TEACHER RESPONSIBILITIES.....	12
ACTIVITY PURCHASING.....	12
ASSEMBLIES.....	12
STUDENT/PARENT HANDBOOKS	13
STUDENT COUNCIL	13
SUPERVISION OUTSIDE THE CLASSROOM.....	13
STUDENT TEACHERS	13
TEACHER CHECKOUT	13
DISASTER DRILLS	14
A. ELECTRICAL STORM SAFETY	14
B. WATER SAFETY	14
C. TOOL SAFETY	15
OTHER SAFETY RULES	15
CHILD ABUSE OR NEGLECT	15
EXTREME WEATHER SAFETY.....	15
APPENDIX A.....	16
PURCHASE ORDER ISSUANCE	16
RECEIVING SYSTEM	16
VOUCHER AND WARRANT PROCEDURE.....	16
ADMINISTRATIVE PROCEDURE FOR PURCHASING	17
APPENDIX B	18
COCURRICULAR TRAVEL CHECKLIST	18
APPENDIX C	19
FIELD TRIP REQUEST FORM	19
APPENDIX D.....	20
STUDENT ATTENDANCE & TARDIES: PARENT RESPONSIBILITY	20
EXCUSED ABSENCES	20
UNEXCUSED ABSENCES.....	20
DISCIPLINE RELATED ABSENCES	21
MAKE-UP WORK POLICY	21
ADVANCE ABSENT SLIP PROCEDURE	21
LIFE THREATENING ILLNESSES	21
TRANSFER STUDENTS	21
STUDENT WORK PERMITS AND ATTENDANCE	22
TARDIES	22
OFF CAMPUS PERMISSION.....	26
PARTICIPATION IN COCURRICULAR/SCHOOL RELATED ACTIVITIES	26
TRUANCY	26
ATTENDANCE OFFICER--POWERS AND DUTIES	26
COPYRIGHT POLICY.....	27

APPENDIX E	28
TEACHERS' GUIDE TO EFFECTIVE HOMEWORK PRACTICES	28
APPENDIX F	
DISCIPLINE REFERRAL	30
EMPLOYEE ELECTRONIC MAIL AND ON-LINE SERVICES USAGE.....	31
COMPUTER USAGE	32
ACCEPTABLE USE POLICY (AUP)	36

I. GENERAL PROCEDURAL INFORMATION

WORK DAY

The regular workday for all teachers will be from 8:00a.m. -3:38p.m. (Monday-Thursday) with an additional 22 minutes flexible before or after the base hours. The regular workday on Friday will be from 8:00a.m.-2:42 p.m. Meetings may occur from 2:42 until 4:00 p.m. on Friday as needed. Note: Contractual hours are for an 8 hour day.

TEACHER PRESENCE IN THE CLASSROOM AND SCHOOL BUILDING

Unless you have made other arrangements with the administration, you are expected to be in the building during the duty day and in the classroom during scheduled classes. The individual assistance time is included in the duty day. If for some reason you must leave the building during the day please be sure the office has been notified, sign the checkout sheet located in the office, and your classes are covered.

SUBSTITUTE TEACHERS

In the event that it is necessary for you to be absent from teaching, arrangements must be made in advance, except in the case of illness or emergency. Teachers are to contact the Administrative Secretary (home phone number is 640-1787 between 6:15 and 7:00 am on the morning of the unexpected absence or prior to 9:00 pm on the night before). If a teacher must be absent from school or a class, notify the Administration immediately. Leave all lesson plans, seating charts, classroom management plans, and class materials readily available for a substitute. (See section on “lesson plans”.) All staff members are required to have an Emergency Sub Plan Binder with five (5) days of lesson plans ready. Substitutes should check in at the office when they arrive to be issued keys, directions, and a Substitute Handbook. Whenever possible, teachers are encouraged to speak directly with their substitutes prior to the substitute entering the classroom to provide more detailed instructions than typically found in a teacher’s lesson plan. Teachers are encouraged to stress with their students the absolute necessity to help substitute teachers and to cooperate with them. Consequences for engaging in inappropriate behavior need to be made clear and followed.

Please arrange with the office for substitutes as early as possible when you know in advance that you will be absent. All substitutes must be approved through the administration.

All absences, including school related, require a **completed** leave slip as far in advance as possible. Unexpected absences require a completed leave slip immediately upon arrival back at work.

TEACHING CERTIFICATES

It is the responsibility of each teacher to assure that they are properly certified. State statute requires that all certificates be filed with the County Superintendent. A copy of the teaching certificate is required in the office. Be sure that your certification is current before the beginning of each school year. Certification is a condition of employment.

TRANSCRIPTS AND CREDITS

All new teachers should check to be sure a current transcript is part of their personnel file. If you plan to enroll for credit for movement on the salary schedule, the Superintendent must be notified by April 1 for any projected movement for the following year. All credits should be reflected through current transcripts submitted to the Superintendent to support request for salary consideration. The clerk has the forms that are needed to summarize credits.

PROFESSIONAL MEETINGS

All teachers are required to attend regular and special meetings of instructional staff unless excused by the administration. Regular weekly (Wednesday) 7-12th staff meetings will begin at 3:45p.m. in the school Art Room. K-6 staff meetings will be weekly (Wednesday) at 3:25 in the 4th Grade Classroom. Except in a case of emergency, adequate notice will be given so that conflicts can be minimized. The district has a commitment to professional staff development. On occasion such activities may be scheduled which will require the attendance of those staff members for whom such activity is appropriate.

TELEPHONE

A telephone in the employee lounge/workroom is available for employee use only and is not to be used by students. The telephone may be used for local calls. NO long distance personal calls are to be placed unless charged to a card or residence number. There is a pay phone in the hall for student use and can only be used before or after school or during class breaks and lunch. *Please do not allow students to leave your classroom to use a telephone unless an absolute emergency.* Incoming calls will be noted and placed in your mailbox for call back or message, or emailed to you if received during instructional time, unless an absolute emergency requires your immediate attention.

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.

KEYS

Required school and classroom keys will be made available for your use. Please note:

1. Keys are NOT to be loaned as each employee is responsible for the security of the keys entrusted to him/her; absolutely no loaning of keys to "students" under any circumstances.
2. Keys are NOT to be duplicated. If a need exists for additional keys, those keys should be formally requested.
3. Please notify the administration immediately in the event you lose any keys.
4. Check in all keys at the end of the year.
5. Substitute teachers will pick up necessary keys at the office.
6. Students should not be allowed to use teachers' keys. Coaches are to make special arrangements with the Activities Director in regards to team managers and the use of school keys.

CLASSROOM AND BUILDING SECURITY

It is always a good idea to lock your classroom in your absence. Do not leave valuables unattended in your classroom at any time. All class activity monies are to be immediately deposited with the Business Manager in the office.

****If you are working in the building or supervising an activity after hours, be sure all entries are locked upon leaving the building.** Please turn off unnecessary lights and equipment left on in the building at 4:00 p.m. and 2:45 p.m. on Friday unless involved in a supervised activity. Activities planned for after school hours must be scheduled and approved by the Activities Director/Administration to avoid conflicts.

USE OF FACILITIES

Please do not assume any responsibility for making facilities or equipment available to anyone. In accordance with policy, the following applies:

1. All requests to use the building or equipment for school activities are made to the Activities Director.
2. All community, non-school requests are made to the Activities Director.
3. Appropriate signature, deposits etc., as prescribed by policy will be required.
4. All staff must fill out the proper forms, in house and otherwise.

PROBLEM SOLVING

If you feel a problem exists and you or your employment is affected, please talk immediately to the administration. He/She will advise you as to whether the circumstances should be written with a request for consideration of action or assist you at that time to resolve the issue. If you wish to talk with the Superintendent, feel free to do so. Please recognize that decisions will be made in accordance with the District Organization and Chain of Supervision charted in the policy manual.

Any unresolved issues should be processed as outlined in the negotiated agreement grievance procedure.

This district encourages open, free communication but certainly discourages inappropriate decision-making processes. If in doubt, ask.

As a member of the teaching profession and a professional member of the educational community, you are expected to maintain high standards of professional conduct. Please become familiar with the Personnel Policies section of the Board of Trustees Policy Manual.

Violation of policy may be cause for suspension or dismissal. If there are questions regarding any personnel policies dealing with conduct, relationships, personal appearance, professional relationships, etc., please discuss them with the administration. Failure to follow Board Policy is insubordination and can lead to dismissal.

CARE OF THE CLASSROOM

You are responsible for the general care and management of your classroom, its furnishings and equipment. If repairs are needed, please complete a work order form available at the office stating the nature of the work needed. ****At the end of the instructional day:**

1. Put your room in order, close and lock all windows.
2. Turn out all lights and turn off all equipment.
3. Lock your room.
4. At the end of each class period, teachers should have students pick up the room before dismissal.
5. General cleaning as appropriate is encouraged.

There will be no tape, nails, tacks, staples, screws or other items placed in walls or woodwork without administrative approval. If you have any questions regarding these regulations, please see the Maintenance Supervisor and/or the administration.

CARE OF THE SCHOOL EQUIPMENT

All teachers are charged with responsibility for the proper care and safeguarding of textbooks, equipment, etc., that are a part of their classroom or department. Checkout systems, complete inventories, etc., should be established to accomplish the necessary safeguards. Items that are lost, stolen or otherwise missing, should be reported in writing to the administrative office immediately. Inventory sheets will be provided to teachers and they are to list any items checked out to students. Check out each textbook and carefully record its condition when issued and when returned. Bill students for abnormal wear or damage.

EMPLOYEE LOUNGE AND WORKROOM

The faculty workroom is for your convenience. Please assist with keeping the area neat and usable. Please keep the refrigerator cleaned out.

MAILBOXES

Check your mailbox periodically throughout the day for mail and messages. Teachers' mailboxes are not for storage and should be emptied at the end of each day.

LUNCH

An excellent hot lunch program is available for staff and students. Student lunch counts are taken during the first period and should be posted outside your classroom door.

Elementary students may pay for meals prior to the beginning of school and at lunchtime. Secondary students may pay for meals prior to first period, during morning break and at lunch.

BUDGET PLANNING

Budget planning transpires between February-April for the ensuing year. You will receive budget forms on which to identify projected needs. With minor changes the following steps are followed:

1. Anticipate needs, list in pencil on forms.
2. Project costs from current catalogs.
3. Place all needs in priority order.
4. Meet with administration to discuss, justify, etc.

A Budget Committee consisting of students, teachers, administrators, trustees and parents, may be established to help prepare the ensuing school year General Fund Budget.

PURCHASING

Please read carefully the purchasing policy in the appendix of this manual.

AGENTS OR VISITORS

All visitors to the school are required to check in at the office. Non-employees are not permitted to roam or loiter around the school during school hours. Teachers should report any visitors not following procedures or of a suspicious nature. All exit doors should be locked at all times, all visitors should enter through the main doors.

PROFESSIONAL INVOLVEMENT

Teachers are encouraged to participate in personal and professional growth activities. When resources permit, the district provides support for such activities, especially those compatible with the formal school improvement program. Requests to attend workshops should be submitted to the administration at the earliest possible date for consideration.

TRANSPORTATION REQUESTS

Currently our transportation services are contracted. Because of these arrangements it is necessary that all transportation needs be known well in advance to permit proper arrangements. Late or last minute requests may not be granted. Co curricular transportation:

1. All requests for co curricular transportation will be completed and submitted to the Activities Director on a monthly basis for planning. Any changes must be requested one week in advance. Completed requests will be received and scheduled in the office.
2. All requests for field trip transportation will be completed and submitted to the office. Educational field trips must support curriculum objectives.

FIELD TRIPS

First hand experience is a valuable part of learning. Unfortunately, we operate under limited resources and may not be able to fund all field trip requests. Therefore, you will be asked to submit requests for field trips at the start of the school year so requests can be prioritized. Consideration will be given to the educational value of the trip, number of students involved, last time field trip was offered and cost of trip. Teachers should request approval of the **Field Trip Request Form and submit it to the Activities Director's office a minimum of 7 days in advance of the field trip.

All students are required to have parent permission to participate in a field trip prior to the trip, local or out-of-town. Field trips must be proposed a minimum of 7 school days prior to the events, sooner if possible.

The sponsoring teacher will provide the office with a list of all participants to be circulated to the teachers of the students involved 5 days before departure. If any teacher questions the participation of any student/s, such questions should be immediately directed to the administration for a decision regarding participation. Permission slips for field trips should include the normal consent data and also a clear description of the trip and its purpose. All field trips must be properly supervised. **Copy of form in appendix, Attachment A.

TEACHERS' AUTHORITY

Pupils are required to comply with the regulations of the school, pursue the prescribed course of study and submit to the teachers' authority. All students, while on school premises, riding in school transportation or attending school sponsored activities shall be responsible to and under the authority of any adult who is in charge of the activity and will immediately respond to any reasonable request, from said adult. Students who are disrespectful to staff are subject to disciplinary action. A student who directs profanity at a staff member may be suspended. A student who physically or verbally threatens or abuses a teacher or who engages in an altercation with a staff member may be subject to further administrative review and recommendations for disciplinary action. Foul language, profanity and inappropriate language is not to be used in the presence of students by school personnel. Infractions will result in disciplinary action by the administration.

CONFIDENTIAL COMMUNICATIONS

All confidential communications obtained by a teacher in the course of his/her professional duties shall remain confidential as provided by law.

II. INSTRUCTION RELATED INFORMATION

FIRST DAY

Successful teaching is the result of thorough, meticulous planning. Following are some first day items which should be accomplished along with other things you feel are important to you:

1. Complete student registration. The Guidance Counselor is in charge of planning and coordinating the scheduling of classes for students. Any proposed changes in a student's schedule of classes must be referred to the Guidance Counselor.
2. Complete the setting up of class rosters.
3. Post your classroom management plans, go over them with your students, and go over them with each new student assigned to you during the school year. Classroom management plans should comply with the handbook rules and regulations and require administrative approval.
4. Discuss in detail with all students the proper procedures for entering and leaving the building and classroom (passes, placing value on instruction time, class, bells, etc.).
5. Schedules and movement patterns for lunch (elementary students need a note from parents if they are not eating at school or at home), break, gym and other class change related issues.
6. State clear expectations for academic, social and personal successes.
7. Specify "how to" procedures you have for achieving a businesslike atmosphere in your classroom.
8. Explain disaster drills and other safety concerns.
9. Explain proper use of lockers.

FIRST PERIOD ROUTINE

K-6: Roll taking, lunch count, and the daily bulletin will be read over the PA system at 8:25 am. 7-12: Roll taking, lunch count at start of the period and the office will read the daily bulletin between 8:30 and 8:35a.m.

DAILY BULLETIN

All daily announcements are to be submitted in writing or via email to the secretary by **4:00 pm each evening**. The daily bulletin will be read to the students over the PA system from 8:30 – 8:35 for junior high and high school and at 8:25 am each morning for elementary.

TEACHER EFFICIENCY AND EFFECTIVENESS

Teacher efficiency is largely dependent upon good planning, good management and the use of good instructional techniques. A standard, routine way of dealing with routine, non-instructional tasks is essential

Teacher effectiveness is a result of maximum use of instructional time. You must not permit disruption of instructional time. Student engaged time is the time spent learning the material designated for the specific class, i.e., math in math class, social studies in social studies class, etc..

All students are to be in class, actively involved in learning activities during instructional time. Begin your classes on time, keep the students academically involved the entire class period and end the class on time. Teachers should not schedule breaks during a Block period to allow students to leave the class for an organized break. Students are to be engaged in exciting and continuous learning activities for the entire Block period. Student requests to leave the classroom during a Block period to use the restroom need to be closely monitored for abuses. No more than two (2) students should be out of your classroom at any given time, unless part of an organized extension activity.

Teachers will have the opportunity to participate in activities to share and discuss what is currently known about teaching effectiveness and the teaching/learning interaction.

Please refer to the annual district objectives as they deal directly with our effectiveness as a school. Our school improvement efforts require wholehearted support and participation by everyone.

PLANNING

Good, focused and effective teaching begins with good planning. Lesson plans for the ensuing week are to be completed by 3:00 p.m. of the last day of the current week, unless other arrangements are made. Ordinarily, this means next week's plans are done by 3:00 p.m. on Friday. A copy of these plans may be requested by the administration. Weekly lesson plans should be a part of a larger block or unit plan.

Specific learning objectives should be stated for each lesson. Plans should show the relationship between objectives and activities, i.e.; all activities should relate logically to the achievement of the objectives. Each classroom should also have readily available, in addition to lesson plans, a daily schedule, a schedule of routine activities, other classes affecting your students, class register, seating charts, classroom management plan, etc.. Lesson plan books will be checked in to the office at the end of the school year.

RESPONSIBILITY FOR STUDENTS

- Students are expected to be in the classrooms where they are scheduled to be on time. **Trips to other classes, lockers or roaming hallways are not to be permitted.** Teachers are responsible for controlling such off-task unacceptable behavior. If it becomes necessary to send a student to the office, please be sure you have provided an appropriate pass for the student detailing why the student was sent from class – or the teacher can notify the office on the PA system. Students are permitted to leave the building during instructional time **ONLY WITH ADMINISTRATIVE APPROVAL, NO EXCEPTIONS.** (NOTE: A student should not be excused from a class to leave school grounds for a class project/assignment unless the teacher has determined the need to be either an emergency or an impending necessity.) Because of scheduling it is important that classes dismiss on time and students not be detained in a previous class causing lateness to their next scheduled class.

RECOMMENDED TEACHER DISCIPLINE PROCEDURES

Instruction: Instruction is the teaching of expectations, limits and/or boundaries.

Warning: This tells the student that the adult in authority is aware of the infraction and that the next violation will result in additional disciplinary action.

Correction: This is the firm action that must be taken to be consistent with the instruction and warning. It is essential that students learn accountability for their behavior. In an effort to guide them in learning this lesson, some suggested procedures for accountability are listed below:

- **Personal Conference:** The teacher holds a conference with the student and has a chance to offer suggestions to help the student.
- **Parent Contact:** The teacher makes contact with parents (phone call, note, personal conference) regarding the problem and discusses with them solutions to help alleviate the problem.
- **Withholding Privileges:** Continued disruption by the student may result in the loss of a privilege.
- **Referral to the Principal's Office:** On occasion the student will be sent to the principal; a parent maybe called and asked to come to school to administer discipline in the school office or meet with the student, teacher and administrator.
- **Detentions:** A detention is a block of time in which the student is detained and supervised by a faculty member in a classroom situation. If there is some work to be done, the student may be assigned a work

detail. Students will receive written notice at least one (1) day prior to the day on which the detention is to be served.

LOCKERS

Lockers are provided for student use. All students are encouraged to keep their lockers locked to prevent the disappearance of personal items. Teachers should not allow students to visit lockers during instructional time unless absolutely necessary.

STUDENT ILLNESS/ACCIDENT

All instances of student illness or accident should be immediately referred to the office. Parents will be notified so that appropriate action may follow. All accidents should be followed by filling out an accident report and submitting it promptly to the administration. By policy, no person in the school may administer medication to students without written consent from the parents and approval through the administration.

TARDINESS

Since tardiness is a behavior which detracts from instruction and does in fact disrupt, our attendance policy requires strict accounting by each classroom teacher, each period. Please assume responsibility for teaching more responsible behavior of all students with regard to tardiness and absences from class. All students should understand the consequences of continued tardiness or unexcused absences. Promptness and reliability are two of the most important employability skills. Be sure to report any absence of any student promptly. State law requires that the school notify parents of any children missing from classes during the day of absence.

ATTENDANCE REGISTERS

The office will keep attendance registers. Each teacher must take attendance at the beginning of each class period for secondary and each morning and after lunch for elementary. It is important that these attendance slips be ACCURATE and follow the collection procedure. The office personnel will pick up slips early during first period and after lunch (Jr/Sr High only) and during the last 15 minutes of the last period of the day.

TESTING

Testing is an important part of our educational responsibilities. All staff members who are involved in the administering of standardized testing, either norm or criterion referenced, must assure that all of the conditions for administering these tests are strictly met. Deviation may invalidate results. Quarterly and semester competency tests in the classroom, including finals, will be given according to a test schedule prepared by the Guidance Counselor.

RECORDS OF STUDENT PROGRESS

Definition: A grade is an earned classification that is assigned a student as a measure of their “academic achievement”. Each teacher is expected to have a systematic, objective-rating scheme that allows as much consistency as possible when assigning grades and is in line with Board policy. It is important that a teacher be able to “justify” all grades should any student, parent or administrator question any of the assigned marks. It should be emphasized that grades are an “achievement measurement” indicating the mastery of content and skills as identified in the curriculum (i.e. objectives). It is not administratively possible to defend the raising or lowering of a student’s grade because of their attitude or behavior. Attitudes and behavior, be it exceptionally good or horribly bad, needs to be addressed using other reporting methods rather than altering an academic grade.

Grade books are an essential record of daily work for each student. The following guidelines apply:

1. Be accurate.
2. It is strongly suggested that teachers enter 2-3 weekly grades per content area.

3. Label all grades and include dates of assignments.
4. Write notes if necessary to explain grades that are unusual (missing, late, incomplete, etc.).
5. All grade sheets should clearly show class, quarter, semester, daily grades, test grades, final grades.
6. Grades are confidential information. Do not allow students access to other students' grades.
7. Grade books will be checked in to the office at close of school. They should be complete in case any questions may be raised at a later date.

GRADE CLASSIFICATIONS

Elementary:

Kindergarten – 1st Grade:

B = Beginning

D = Developing

S = Secure

2nd Grade – 6th Grade:

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

Jr High and High School

A—(93-100), B—(84-92), C—(72-83), D—(65-71), F—(64 and under).

PERFORMANCE AND PROGRESS REPORT CARDS AND RECORD KEEPING

Elementary will be divided into four 9-week blocks with report card 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.

Performance and progress reports are useful in communicating not only deficiencies but outstanding work and positive behavior to parents.

NOTE: If no deficiency slip is mailed, parents have every right to assume that their child is achieving in a satisfactory manner. Grades on performance and progress report cards and grades in grade books must be identical. A folder should be maintained in each class containing class work and tests for each student. This will help justify grades given on performance and progress report cards in the event that there are questions from parents or students. Each teacher will keep an orderly, thorough and accurate grade book that is current to each preceding week. All quarter, semester and semester test grades will be present in the book and clearly labeled.

Any student earning a “D” or “F” for three consecutive weeks shall be required by the teacher to attend Individual Assistance to improve their grades. Parents should be notified of the student’s grades via Progress Reports at least every other week until that student has improved their grades to a minimum grade of a “C”.

INCOMPLETE SCHOOLWORK

When a student receives an incomplete for the grading period, the student and teacher must draw up an incomplete grade contract and turn it in to the Guidance Counselor. It is the teacher’s responsibility to see that the contract is fulfilled and that the Guidance Counselor is notified so that a grade can be given. If an incomplete is not changed to a grade, the incomplete will become an ‘F’. All incompletes must be changed to a grade within two (2) weeks after the end of the grading period. Grades with all data sheets will be filed with the administration at the close of school in June.

CUMULATIVE RECORDS

A cumulative record is kept for each student containing information which may be valuable to you; please take advantage of that information.

HOMEWORK

Homework should be assigned on an individual basis and should be at the independent level rather than at the instructional level. Homework is a supplement to regular classroom work. It may be independent study, enrichment or practice of already taught skills. Feedback on homework must be immediate and precise if the full potential of such activity is to be realized. Quality of objective-directed homework is probably more relevant than quantity. Devoting a great deal of time to doing homework in a Block period is discouraged. Guided and independent practice is acceptable, however. (See appendix Attachment G—Teachers Guide to Effective Homework Practices).

GRADE PLACEMENT

Grade placement is the legal responsibility of the administration and will adhere with school district policy. Teacher recommendations, student needs, parent wishes and child study team findings and recommendations will contribute to placement decisions. **RETENTION WILL NOT BE CONSIDERED UNLESS THE CORRECT PARENT NOTIFICATION PROCESS HAS BEEN FOLLOWED.**

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment is available through the Librarian. Equipment found to be in need of repair should be reported so arrangements for repair can be made. All equipment is to be used on the school premises unless arrangements have been made through the administration in accordance with policy. If you need assistance in the use of audio-visual equipment, request such assistance.

DAMAGED OR STOLEN EQUIPMENT

Equipment, furnishings, etc. found to have been damaged or stolen must be immediately reported to the administration.

III. GUIDANCE AND COUNSELING SERVICES

GUIDANCE AND COUNSELING

Our school provides a range of guidance and counseling services to assist you with helping students to be successful. You may wish to refer a student for counseling or discuss student needs with the Counselor. The Counselor is able to provide additional information to you about a student which can be used to make your efforts more effective. The Counselor will work with you in the development of strategies or programs which you may feel necessary.

OTHER REFERRALS

The Counselor may also assist you in the referral of students who appear to have a need for diagnostic services or additional academic assistance.

IV. SPECIAL INSTRUCTIONAL AREA

GYMNASIUM

Because of the nature of activities in the gym, the following guidelines will be strictly applied:

1. No student may be in the gym or weight room without a teacher/coach/advisor present.
2. Locker rooms may be locked except during changing times. **LEAVE NO VALUABLES!**
3. Teachers accompanying students in the gym must maintain control of their students individual behavior at all times.
4. Running on bleachers or crawling under bleachers is not permitted.
5. Mats, nets, etc., may not be used except as part of an organized and supervised class.

6. By policy, only clean gym shoes are permitted in the gym. Exception: No shoes during noon hour are allowed on the gym floor.
7. Beverages are not allowed in the gymnasium.
8. At the completion of a gym activity, the teacher will assure that all equipment is properly stored, the gym and adjacent areas are cleaned and all doors are locked. This includes ensuring the locker rooms are in order before locking. Your modeling of cleanliness is a skill that can have lasting positive effects.
9. All gym schedules must be approved through the Activities Director.

PLAYGROUND

Because of the nature of activities on the playground, the following guidelines will apply:

1. Children will not be on the playground without adult supervision.
2. Behavior which can endanger others i.e., fighting, throwing objects (including snow), rough play will not be tolerated or permitted.
3. All bicycles, skateboards, snow machines, motorbikes, etc. must remain parked during school hours—they are not part of the playground equipment. Exception: Students in grades 7-12 may use bicycles, skateboards and motorized vehicles during the school day when appropriate and approved.
4. Play is permitted only on the designated play area. (See playground rules)
5. Dogs/cats or other animals on the playground are to be reported to the office.
6. Students are not permitted to play on the bike racks.
7. Each elementary teacher will be present and actively supervise his/her students as they leave for or return from the playground or gym.
8. There will be no throwing of snow in any form.

COCURRICULAR/SCHOOL SPONSORED ACTIVITIES

Advisors, sponsors, coaches or other activity supervisors will be present at and will make arrangements to assure that all activities are properly supervised or chaperoned. Class and activity sponsors serve as teachers in guiding thinking and decision making of students to the extent necessary to insure success while allowing for student development. Sponsors must provide effective and efficient supervision during all activities of the group. Sponsors are responsible for the enforcement of rules controlling non-student attendance at school activities.

FAMILY NIGHT

Thursday night has been recognized by the Board of Trustees as family night. All elementary students shall be out of the building by 3:45 p.m. and high school students involved in after school activities out by 6:00 p.m. (6:30 in the winter) on Thursdays unless rescheduled by the administration. Teachers understand the importance of family and their time together; therefore, they will lighten the homework load on those evenings.

CLASS OR CLUB MEETINGS

All meetings and planned events are to be scheduled and approved with the office to avoid conflicts with other events.

MONTANA HIGH SCHOOL ASSOCIATION RULES

Sponsors of activities governed by MHSA are responsible to see that all rules are followed as they apply to each activity. If questions arise, consult the MHSA handbook.

HIGH SCHOOL ELIGIBILITY (9-12)

Students become ineligible for co-curricular participation if grades at the time of weekly assessment indicate a failing grade (F) in any class. Eligibility is posted at 4:00 p.m. on Thursday.

- West Yellowstone will follow MHSAA eligibility guidelines.
- In addition to the MHSAA 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.

JUNIOR HIGH ELIGIBILITY (7-8)

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.

NOTE: 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).

TEACHER RESPONSIBILITIES

All student meetings or activities must be properly supervised and approved by the Activities Director or administration. **Check with the Activities Director before placing anything on the main calendar.** Groups are responsible for cleaning the activity area, securing the room, lights and the building. Activity advisors are to be present throughout the activity.

ACTIVITY PURCHASING

Various groups have funds independent of the general fund. These funds may be expended using the following procedures with administrative approval:

1. The student group must meet with a sponsor and vote on the project and expenditures for the project.
2. There must be a record of the proceedings.
3. All purchases made outside of this procedure may become the sponsor's personal obligation.
4. All activity sponsors or the student treasurer for the activity are encouraged to compare activity accounts with the activity accountant, secretary, at least monthly to assure that any errors are corrected in a timely manner.
5. Do not leave any money in your desk—money should be given to the secretary or clerk to deposit.

ASSEMBLIES

Assemblies are held in the gym, multi-purpose room or Wolverine Lounge. **Teachers are to accompany, sit with and actively supervise their class during assemblies.** Assemblies are to be scheduled with a minimum 10-day notice and approval with the Activities Director to avoid conflicts. Teachers, who have a prep period

during a scheduled assembly, are not required to attend the assembly if they are engaged in other educational activities.

STUDENT/PARENT HANDBOOKS & CODE OF CONDUCT

Each student, grades K-12, receives a copy of the Student / Parent Handbook and the Code of Conduct on the first day of school. Please become familiar with the contents of these handbooks as they identify the general guidelines applicable to student behavior and conduct. Copies are available in the office.

STUDENT COUNCIL

The Student Council is a student group made up of elected representatives of the student body. Issues involving students should be directed to the Student Council through class representatives.

SUPERVISION OUTSIDE THE CLASSROOM

It is imperative that wherever there are children there are also adults. Courts readily find schools and their employees negligent in the absence of evidence of supervision. You may not be able to prevent an accident or other injury but adequate adult presence and supervision may satisfy and remove the negligence issue.

It is the explicit duty of teachers to monitor and discipline student behavior and conduct anywhere in the school and at all school sponsored functions. Supervision of children outside the classroom can provide teachers with an opportunity to teach responsible behavior in social areas not as readily available in the regular instructional setting. Teachers and supervisors are expected to do that.

Suggested Procedures:

1. Greet the children as they enter your classroom when the bell rings.
2. Only students eating breakfast or students with teacher permission are to be in the building before 8:00 a.m.
3. In the case of inclement weather, children may enter the building and remain in the halls or other designated area.
4. At the first bell children are directed to their respective classes in an orderly manner. It is our responsibility to teach responsible behavior in children. Be certain to step out into the hall between classes to assist in the supervision of students.
5. Upon direction of teachers on duty, teachers will be advised if recess or noon activities are to be held in the building.

STUDENT TEACHERS

On occasion we receive a request for a student to complete their student teaching assignment at our school. All requests for student teaching placement are to be directed to the administration. Successful experiences require close cooperation of teachers, the administration and college personnel. If there are ways you can assist student teachers, please do so.

TEACHER CHECKOUT

Teachers will need to ensure the following items are completed and turned into the office prior to leaving for the summer break:

1. Class record sheets, completed grade books and any other records related to student progress which may be necessary for a complete student record to be available in the absence of teachers.
2. Lesson plan books.
3. Cumulative folders completed.
4. Any information to go to parents in pre-school correspondence.

5. All requisitions for supplies, materials, technology, etc..
6. Keys checked in.
7. Substitute slips signed.
8. Bulletin boards and white board cleaned. All room areas within your area of responsibility are to be cleaned and left in an orderly condition.
9. Student and teacher desks examined and cleaned.
10. Student lockers examined and cleaned.
11. Teacher and student books examined and cleaned.
12. Textbooks in cabinets.
13. Summer address completed.
14. All co curricular check out procedures must be completed satisfactorily.
15. Curriculum revisions turned in to Superintendent.
16. Clean out upstairs storage area.
17. Outstanding student bills turned in.
18. AV equipment returned.
19. Equipment repair requests completed.
20. Technology requests/repairs completed.
21. Handbook binder returned.
22. Inventory completed and turned in.

Prompt issuance of final paychecks will depend on properly completed checkout.

DISASTER DRILLS

See Crisis Procedure Manual attached at end of handbook for Fire, Earthquake, Bomb Threats, and Intruder procedures.

A. ELECTRICAL STORM SAFETY

NOTE: MORE PEOPLE ARE KILLED BY LIGHTNING THAN BY ALL OTHER NATURAL DISASTERS COMBINED!

1. Students are not to be on the playground or otherwise exposed during electrical storms. They are to be in school or on a bus.
2. Review rules of storm safety with your class:
 - a. Don't be in an open area during an electrical storm
 - b. Don't stand under or near trees, poles, etc.
 - c. If caught in the open, lie down
 - d. Don't be on a lake during an electrical storm
 - e. Don't be on a mountain ridge during an electrical storm
 - f. Stay away from plumbing, TV's and phones.

B. WATER SAFETY

1. In the instance where students are exposed to water hazard (pools, lakes, rivers, streams, large springs) each teacher will actively supervise and protect his/her student every moment.
2. At a motel the teacher must be at the pool when students are allowed to swim.
3. Before taking a trip with students to any area near hazardous water, each teacher will review water safety rules with his/her students.

C. TOOL SAFETY

1. Protective clothing and safety devices will be used by any student participating in a hazardous or messy activity.
2. Goggles or face shields will be worn by any student using power driven wood or metal cutting, grinding or boring tools.
3. No student may operate any hazardous tool or use any dangerous chemical unless properly instructed and then only with a teacher present.
4. All flammable substances will be kept in approved containers and locked away except for specific use.

OTHER SAFETY RULES

Please notify the office of any unusual absence of a student. If you don't know why a student isn't present, even for a period, please check.

Teachers using the gym will always secure all doors when leaving after use.

Caution students about riding with strangers in or on any type of vehicle.

Be certain to regularly instruct students in pedestrian and bicycle safety.

Caution students to leave dogs at home and to avoid playing with or petting strange dogs.

CHILD ABUSE OR NEGLECT

Report all suspected child abuse or neglect to the Department of Family Services in Bozeman, immediately and confidentially. Be very observant of every child. Any unusual marks or unusual behavior should be noted in writing and dated. Documentation is essential. Please inform the administration and counselor of your action. When in doubt, consult with the administration and/or counselor.

EXTREME WEATHER SAFETY

Do not send any child into cold or wet weather so the child may be endangered. Before your classes leave the building, inspect each student for proper clothing. Report to the administration any child regularly sent to school inadequately dressed. Insist each child's clothing is indelibly marked with his/her name. Teach your students how to maintain order and cleanliness in their clothes storage area.

If you have any doubts about temperature or wind chill factors, please consult the administration.

Teach your students the danger of bare metal, snow piles, ice, snowmobiles, etc..

All co curricular sponsors should follow cold weather safety regulations and assure all transportation needs are met for a student to be picked up following a co curricular activity before leaving the school.

See attached policy for additional extreme weather procedures for grades K-6.

APPENDIX A
WEST YELLOWSTONE SCHOOL DISTRICT NO. 69

Purchase Order Issuance

1. Purchase requisitions will be completed using a Purchase Requisition form by the person requisitioning materials using current catalogs and prices. An explanation of the need or targeted objective will be provided on the requisition to facilitate the approval and authorization process.
2. The requisition will be forwarded to the Principal for approval.
3. The requisition will be forwarded to the Superintendent for approval.
4. All maintenance items, except for instructional equipment repairs, must be approved by the Superintendent.
5. The requisition will be forwarded to the Business Office for approval. In the event there are insufficient funds to cover the purchase, the requisition will be returned to the Superintendent.
6. The Business Office will forward the requisition to the Administrative Secretary for assignment of purchase order number and typing. The Secretary will log the purchase order and send it along to the vendor. Any inquiries regarding purchase orders already placed will be handled by the Secretary.
7. Purchase will generally be issued on a weekly basis. Kindly keep this in mind for your planning purposes.
8. All purchase orders and/or requisitions for travel to activities or athletic events will require a trip sheet indicating the names of students, managers and/or coaches participating in the event. It will require the date of travel, destination, purpose, location of lodgings, if any, departure and return times, etc. A copy of this trip sheet should also be left in the main office for reference.
9. As a general rule, the cut-off date for year-end purchases will be the 15th of May. This allows the District to complete its year-end reporting on a timely basis.

Receiving System

1. The Secretary, or other Administrative personnel, will sign for all deliveries except maintenance or food supplies. The Maintenance Supervisor or Food Service Manager may sign for receipt of their respective materials. No other person is authorized to accept deliveries.
2. The packing slip will be attached to the purchase order and a notation made of items not received. The purchase order will be filed in "Purchase Orders Completed. The Administrative Secretary will note items damaged in shipment and/or to be returned. The secretary will call for return authorization where appropriate and that the merchandise is returned to the vendor.
3. Upon receipt of the invoice, the Business Office will pull the applicable purchase orders for payment. Partial payment may be made on partial shipments, but only when the purchase order has been so noted.

Voucher and Warrant Procedure

1. Upon receipt of the invoice, the Business Office will pull the appropriate purchase order and packing slip. The invoice, purchase order and packing slip will be accompanied by a completed accounts payable voucher indicating the applicable year, fund, general ledger account, program, function, object and amount.
2. The bills for payment will be approved by the Superintendent and the Board of Trustees prior to issuance. The Board of Trustees meets once a month; therefore requests for payment should take this into consideration.
3. The warrants approved by the Board of Trustees will be mailed the day after approval by the Board. The only exception will be payroll approved by the Board prior to issuance.

Administrative Procedure for Purchasing

School District No. 69 will issue a four-part purchase order form for purchases. Items valued at less than \$20.00 from a vendor require a completed requisition only. This procedure will apply to both District Funds and Student Activity Funds.

The purchase order must be accompanied by a completed requisition, which details the need and/or targeted objective of the purchase. The requisition will be completed by the individual requesting the purchase and must be approved by the Principal, Superintendent and Business Office. The Principal or Superintendent will indicate the fund, function and object to which the purchase will be charged. The Business Office will code the requisition accordingly. Upon approval and coding, the requisition will be forwarded to the Administrative Secretary for disposition.

The purchase order copies will be distributed as follows:

- The white original copy will be sent to the vendor.
- The yellow copy will remain in the main office, stapled to P.O. Requisition and filed numerically for receiving and payment purposes.
- The gold copy will remain in the main office, filed numerically.
- The pink copy will be returned to the requisitioner for purposes of tracking spending in individual budgets.

Merchandise sent on approval or for preview must have a purchase order number and go through the regular channels. The individual requisitioning merchandise on approval must inform the Business Office within 14 days of receipt of the merchandise if they item is to be accepted or returned. Emergency orders and telephone orders will not be accepted. Any and all merchandise not ordered under the regular school purchasing procedures will be returned and all orders not approved by the principal involved and the Superintendent will NOT BE PAID FOR by the District and will become the personal obligation of the person who ordered the merchandise.

The above procedures apply to ALL vendors.

A sample copy of the required forms is attached for reference.

APPENDIX C
FIELD TRIP REQUEST FORM

Teacher _____ Date of Request _____ Date of Trip _____

Classes Going _____ # of Students _____

(Attach current class list with all students participating highlighted)

Destination _____

Time of Trip: Leave: _____ Return: _____

Class Periods Missed _____ # of Buses _____

Cost of Trip to Students \$ _____

Objectives:

Follow-up Evaluation & Date:

Principal

Superintendent

Administrative Assistant

Transportation Director:

Teacher _____ Date _____

Destination _____ Time _____

of Students _____ # of Buses _____

Lunch:

Date: _____ Classes _____

Eating Lunch: ____ Yes ____ No

This form must be turned in at least ten (10) days prior to the trip.

APPENDIX D

STUDENT ATTENDANCE & TARDIES: PARENT RESPONSIBILITY

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 5 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.

- 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) will not be allowed to receive credit for missed assignments on those days. 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:

7th – 12th Grade:

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.

3. 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.
4. 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)
- c. 7th Tardy during one semester
Parent/Guardian will be notified. Student will serve one day ISS.
- d. 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.

H. 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.

I. 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.

J. 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.

K. 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.

COPYRIGHT POLICY

It is the intent of the Board of Trustees to adhere to the provisions of the current copyright laws and congressional guidelines.

The Board of Trustees recognizes that unlawful copying and use of copyrighted materials contribute to higher costs for materials, lessens the incentives for development of quality educational materials and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school district.

The Board of Trustees directs that district employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," and other relative federal legislation and guidelines related to the duplication, retention and use of copyrighted materials.

The Board of Trustees further directs that:

1. Unlawful copies of copyrighted materials may not be produced on District owned equipment.
2. Unlawful copies of copyrighted material may not be used with District owned equipment within District owned facilities or at District sponsored functions.
3. The legal and/or insurance protection of the District will not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide their supervisor, upon request, the justification under Sections 107 or 100 of USC 17 for copies that have been made or used.

Employees who use copyrighted materials which do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor by the individual employee or the District and a record of the purchases exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the District or the individual employee.
3. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing and a valid agreement exists which allows for such use.

Though there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to operate legally. All school employees will be provided with copies of this policy and accompanying rulings.

West Yellowstone School's Technical Acceptable Use Policy to be signed by Student and Parent.

APPENDIX E
WEST YELLOWSTONE PUBLIC SCHOOLS
TEACHERS' GUIDE TO EFFECTIVE HOMEWORK PRACTICES

If homework is to be assigned, it must be meaningful and appropriate for the individual student and must not simply provide work to keep students busy at home. The manner in which teachers prepare students for homework, and their feedback on homework, contribute to the overall academic environment of the school.

Teachers and researchers note three major purposes for which homework is used:

1. As an extension of class work—to practice and reinforce skills or concepts introduced in class. Homework is used to deal with different ability levels and to encourage students to correct errors.
2. As preparation for class work—to prepare for in-class discussion or experiments, upper elementary students are often asked to read or study materials. Other activities may include collecting materials or information to bring to class, studying spelling words or math facts.
3. To expand and enrich—to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression. Activities may include reading, research, or art projects.

What Are the Benefits of Extending the Learning Time:

1. Helping students develop responsibility, initiative, and study skills.
2. Involving parents in the school program, and strengthening parent-child communication.
3. Enriching and expanding the school experience with opportunities for creativity and exploration and applying school learning to real life experiences.
4. Providing individualized drill and practice.
5. Bridging the instructional and independent level through appropriate homework assignments.

---- The student who is doing poorly in school should have the least amount of homework, and the student who is doing the best in school should have the greatest amount of homework.

---- Consider the different learning styles and capacities for independent work among students.

---- Provide more in-class supervision of practice assignments, more out-of-class enrichment activities.

---- Provide assignments which encourage interaction with family, other students and people in the community.

If Homework is Assigned, What Should Be the Maximum Amount of Time Allotted?

GRADE	MAXIMUM MINUTES/DAY	DAYS/WEEK (M,T,W,TH)
2	15 minutes	4
3	20	4
4	30	4
5	40	4
6	40	4
7	45	4
8	60	4
H.S.	1 hour per week per student per class	

(No homework should be assigned specifically for the weekend.)

What Can Teachers Do To Help Students Succeed With Homework?

Recommendations:

1. Help students understand the purpose of homework.
2. Give step-by-step directions for completing tasks. Provide intermediate checkpoints, short- and long- term deadlines for extended projects.
3. Make sure written assignment sheets are legible and clear.
4. Use conferences and newsletters to inform parents about the purpose and nature of assignments.
5. Give parents suggestions about methods (e.g., letter-writing, independent reading, television viewing, home budget, discussion of current events) they may use to encourage students in positive ways, and identify resources they might make available to children.
6. Allow adequate time in class to generate ideas, to hold pre-writing discussions, and to have individual conferences regarding special projects.

What Are The Limitations?

1. Homework can reduce enthusiasm and motivation if it involves unimaginative and repetitious exercises.
2. It takes time for teachers to plan homework clearly related to class activities and appropriate for all students; responding to assignments requires even more time.
3. If homework requires little original thinking, students are able to copy answers from other students. This leads to poor work habits.
4. Homework compounds the problem of the less able child who suffers doubly by being unable to keep up in class and then by having to take work home where there is often no one to answer questions or help with problems.

What Types of Homework Are Most Effective?

1. Include assignments that promote communication between family, teachers, and students (i.e., discussion, interviews, projects, etc.).
2. Allow students to practice skills and concepts in a variety of ways.
3. Balance drill with investigative and enrichment assignments to reinforce and extend classroom experiences.
4. Challenge students by requiring imagination and problem solving rather than repetition and “regurgitation.”
5. Include preparatory homework prior to class study of particular topics or skills.

How Does Student Ability Affect Homework?

1. If homework is assigned, it must be done on an individual basis.
2. Provide a choice of assignments or open-ended tasks to allow students to choose those they can accomplish most successfully.
3. When a choice is impractical, diagnose student abilities and provide assignments of varying degrees of difficulty in order to encourage successful learning.

APPENDIX F

WEST YELLOWSTONE SCHOOL
DISCIPLINE REFERRAL

NAME Last First M.

Reason for Referral

- 1. Misconduct-Disruptive
2. Misconduct-Insubordination
3. Misconduct-Disrespect
4. Student Dress
5. Public Affection
6. Profanity/Obscenity
7. Theft and Pilfering
8. Smoking/Possession of Tobacco
9. Vandalism Tampering
10. Violent Behavior-Assault
11. Violent Behavior-Acts of Violence
12. Violent Behavior-Intimidation
13. Violent Behavior-Fighting
14. Violent Behavior-Antagonism
15. Dangerous/Disruptive Items
16. Alcoholic Beverage Possession, sale, use of, under the influence
17. Controlled Substance Possession, sale and/or use of narcotics, illegal drugs, and/or prohibited substances
18. Explosive substances-poning in bomb threats, firecracker, igniting noxious substances
19. School Bus
20. Failure to Serve Detention
21. Leaving School Grounds Unauthorized
22. Leaving Class Unauthorized
23. Excessive Absences
24. Cheating
25. Other:

Action Taken Prior to Referral

Teacher Action

- Changed Students Seat
Held Conference with Student
Telephone Parent
Checked Student's Folder
Consulted Counselor
Sent Previous Report Home
Held Conference with Parent
Detained Student After School
Other:

Description of Infraction:

Staff Signature: Date:

Student Version Of Referral, Optional (any person referred to the Principal's Office for disciplinary action has the right to be heard and to put in writing his/her version of the incident):

Student Signature: Date:

DISPOSITION

- Conference with Principal
Letter Mailed to Parents
Phone Conference With Parents
Refer to Guidance
In-School Suspension () days
Out-Of-School Suspension () days
Detention () days
Bus Suspension () days

Date Administrator

GD. EMPLOYEE ELECTRONIC MAIL AND ON-LINE SERVICES USAGE

Electronic mail (“e-mail”) is defined as a communications tool where by electronic messages are prepared, sent and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail/Internet, and because of the District’s desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees.

The District e-mail and Internet systems are intended to be used for educational purposes only. Use for informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees’ e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

ADOPTED: January 2001
REVIEWED: November 2010

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;
 - l. 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 32

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