

Geraldine Public Schools  
**STUDENT HANDBOOK**  
**2023-2024**



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## **To Students and Parents:**

The Geraldine Public School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Geraldine Public School District’s policies can be found on the district website at: [www.geraldine.k12.mt.us](http://www.geraldine.k12.mt.us)

## **EQUAL EDUCATION, NONDISCRIMINATION**

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

### **RELEASE OF “DIRECTORY INFORMATION”**

*“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, email address, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, awards received in school, and most recent previous school attended.*

*In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.*

## **RIGHTS CONCERNING A STUDENT’S SCHOOL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

### ***ATTENDANCE POLICY***

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a student arrives late or after an absence, the student is required to report directly to class. All absences and tardies will be recorded on the report card.

### ***EXEMPT ABSENCES***

Exempt absences are the **ONLY** absences that **WILL NOT** be counted toward a student's ten-day semester limit (see Ten-Day Policy). Exempt absences are:

- Those absences that occur due to school-sponsored activities; athletic competition, FFA, Smithsonian, BPA, Rodeo Club, music festival, school field trips, and other activities that are deemed co-curricular.
- Bereavement in the immediate family (grandmother, grandfather, father, mother, legal guardian, sister, brother). Any extended bereavement may be reviewed by the administration.
- Subpoenas to appear in court, or court-ordered, out-of-district placements for special services.
- Medical or dental appointments (including date and time) verified by a doctor's note. This note must be submitted to the office within two school days of the appointment.
- Illness or hospitalization verified by a doctor's statement.
- Absences for school-sponsored activities are exempt, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school the entire day of

the event or the entire day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

### ***APPROVED ABSENCES***

Approved absences are any absence verified and approved by the student's parent or guardian. Approved absences are NOT Exempt absences and count toward the ten semester absences as allowed by policy (see Ten-Day Policy). Approved absences may include but are not limited to: family trips, work days, vacations, visiting friends or relatives, out of school suspension, watching tournaments when not an actual participant, hair or photography appointments, skiing, hunting, attending concerts, or shopping. Illness is an approved absence (parent must verify) but is NOT an Exempt Absence unless the student has seen a medical professional and a doctor's statement verifies the date(s) absent. Verification should be available prior to requesting an admit slip. Schoolwork missed during an approved absence can be made up at full credit; even those beyond ten (10) days (see -Ten-Day Policy).

### ***UNEXCUSED ABSENCES***

Unexcused absences are not acceptable in the District. Unexcused absences are considered truancy or any other absence not approved by the student's parent or guardian. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence, Exempt Absence, or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

### ***TEN (10) DAY POLICY***

Students may accumulate ten (10) absences each semester. Absences include excused and unexcused, but does not include exempt absences (see section on exempt absences). When students miss more than ten (10) days in a semester, **two (2) percentage points will be deducted from their semester grade for each absence beyond the tenth (10<sup>th</sup>) day. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the superintendent.**

**After the tenth (10<sup>th</sup>) absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent/student. Upon return, an excused admit will be provided if this documentation is in hand, and no penalty will be incurred. If the student does not have that documentation, an unexcused admit will be issued, and the student will have two (2) days to obtain the necessary paperwork. When the attendance office receives the proper documentation, the absence will be considered excused. The superintendent has the right to extend this policy, after parent consultation, in extenuating circumstances.**

It is the intent of the Board of Trustees that the students not exceed ten (10) absences per semester. In extenuating circumstances, the student may appear before the Board of Trustees to present substantiation to the board of the necessity of absences beyond ten days. The Board of Trustees may choose to restore the student's grades at that time upon acceptable proof that the absences were necessary.

### ***MAKE-UP POLICY***

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. (Refer to BP3122P)

## **AWARDS AND HONORS**

### ***HONOR ROLL***

A student must have a minimum grade-point average of 3.00 to be placed on the regular honor roll. Specific information regarding honors at graduation are included in the student handbook.

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See [www.geraldine.k12.mt.us/forms-waivers-handbooks/](http://www.geraldine.k12.mt.us/forms-waivers-handbooks/) to apply.

Meal prices are as follows:

Students: Breakfast \$1.25/ Lunch \$3.00

Reduced Price: Breakfast \$0.30/ Lunch \$0.40

Additional Milk: \$0.50

Adults: Breakfast \$2.50/ Lunch \$4.75

## **CLASS RANKING**

Class Rank is compiled from semester grades, a 5 point scale for Dual Enrollment courses completed, as well as a student highest composite ACT score. Courses not eligible for GPA are designated with an asterisk on the report card. See Regular and Honors Graduate Diploma policy within this handbook for class ranking system upon graduation.

## **COMMUNICABLE DISEASES / CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the secretary, so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Chlamydia	Shigellosis
Hepatitis	Malaria	Gastroenteritis
Rubella (German Measles),	Syphilis	Mumps
Campylobacteriosis	Colorado Tick Fever	Streptococcal disease, invasive
Influenza including congenital	Measles (Rubeola)	Giardiasis
Chickenpox	Scabies	Pinkeye
Lyme disease	Diphtheria	Tuberculosis
Salmonellosis	Meningitis	Hansen's disease
		Ringworm of the scalp
		Whooping Cough (Pertussis)

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to the district office and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050.

The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the Superintendent to determine appropriate measures to be taken to protect student and staff health and safety. The Superintendent, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, need to know of the affected student's condition.

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Further information may be found at policy 3417 in the District's Policy Manual

### **COMPLAINTS BY STUDENTS / PARENTS**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal/Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available on the website, or in the Clerk's office.



## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff. (Refer to policy 3612, 3612P)

## **CONDUCT**

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

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

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

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

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

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

### ***DISCIPLINARY MEASURES***

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

### ***NON-DISCIPLINARY MEASURES***

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

## **DELEGATION OF AUTHORITY**

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

## **CORPORAL PUNISHMENT**

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

## **COUNSELING**

### ***ACADEMIC COUNSELING***

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. See **Graduation Requirements** and **Class Ranking**.

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

### ***PERSONAL COUNSELING***

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact Mrs. Tanara Martin, or Mrs. Linday Roudebush.

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

## **DISTANCE LEARNING - EDGEUITY**

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by Edgenuity, or other remote delivery systems may fulfill these needs.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

## **DISTRIBUTION OF MATERIAL**

### ***SCHOOL MATERIALS***

School publications distributed to students include: the school newsletter and yearbook. All school publications are under the supervision of a teacher, sponsor, and the superintendent.

### ***NON-SCHOOL MATERIALS***

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the superintendent. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to Policy 3224). Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines: The District recognizes that a student's choice of dress and grooming habits demonstrate personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

The Superintendent shall establish procedures for the monitoring of student dress and grooming in school or while engaging in extracurricular activities. Specific regulations shall be published annually in student handbooks. The following is considered unacceptable and may not be worn to school:

- Hats or headgear inside the building for boys and girls.
- Shorts that are not appropriate (examples: biker shorts, spandex shorts, volleyball spandex (allowed during practice- not during school/gym) cut-off jeans, cut-off sweatpants, etc.) Shorts, **skirts, and dresses** must be at mid-thigh.
- Stretch pants/leggings/yoga pants and other undergarment type apparel must be covered to mid-thigh both front and back.
- Single or double tank tops, muscle shirts (allowed in gym as long as the shirt is not cut extensively down the side-needs to be cut off at the sleeves), mesh or see-through shirts or blouses.
- **Shirts exposing shoulders, halter tops, or tube tops are not acceptable. Shoulder straps must be at least three (3) fingers wide.**
- Apparel and jewelry that displays messages or illustrations of a profane or questionable nature, including advertisements for any kind of drugs, alcohol, tobacco, or illegal substances including mushrooms.
- Clothing that has cutouts or holes that expose any portion of the midriff or private parts of the body and or underwear. The waistline of pants and shorts will need to be at the hip bone or above.
- Heavy chains, spiked collars, spiked wristbands, and items dangerous to others.

Students attending public events sponsored by the school district are permitted to honor their American Indian heritage through the display of culturally significant tribal regalia at a public event sponsored by the school district. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn at a public event sponsored by the school district. (Refer to BP 3224)

## **DRIVER EDUCATION**

A fee will be assessed for traffic education.

Geraldine School District will provide a drivers' training instruction program for students who live within the geographic boundaries of the public school district, whether or not they are enrolled in the public school district and provided that students enrolled in the course will have reached their fifteenth (15<sup>th</sup>) birthday within six (6) months of course completion and have not yet reached nineteen (19) years of age on or before September 10 of the school year in which the student participates in traffic education. (Refer to BP 2163)

## **DUAL CREDIT COURSES / COLLEGE COURSEWORK**

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The Geraldine School District has dual credit partnerships with MSU- Great Falls. Students interested in dual credit opportunities must meet with their building administration to determine available options. Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

## **ELECTRONIC DEVICES**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of the superintendent, teachers, or activity supervisor is a privilege which will be permitted only under the circumstances described herein. The superintendent, teacher, or activity supervisor may grant permission for individual students to use and/ or possess cellular phones, if, in the sole discretion of the superintendent, teacher, or activity supervisor, such use is necessary to the safety and/or welfare of the student.

At no time will any student operate a cell phone or other electronic device with video capabilities (iPod (w/camera), iPad, etc) in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Educators or coaches will monitor locker rooms during and after events practices or class to ensure compliance with this prohibition. Failure to honor this prohibition will result in immediate discipline up to and including suspension or removal from extracurricular activities or expulsion from school.

During trips away from the school district for educational, activity or athletic purposes, the coach, advisor or educator in charge of the trip will collect all cellular phones, pagers, and other electronic signaling devices when students exit the bus. Students may possess their device during the trip while on the bus or in a school vehicle, but must turn in the device when exiting the vehicle. Devices will not be allowed in hotel rooms during overnight travel (coaches will maintain possession of the devices). The coach, advisor or educator will secure collected devices in a locked compartment or case on the bus.

Devices will be returned to the students after the activity when the final destination is the return trip home. Accessing music on cellular phones, pagers, and other electronic signaling devices is **not** a sufficient reason for a student to maintain possession during the trip. Students may not access **music/books/magazines/pictures/videos** with explicit lyrics on any device and to do so would be a violation of this policy.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. **These devices must be turned into the office during the instructional day.** 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. Violations will be handled based on offenses listed:

1<sup>st</sup> Offense: Confiscated 24 hours (or parent may pick up the phone from the Superintendent).

2<sup>nd</sup> Offense: Confiscated 7 days (or parent may pick up the phone from the Superintendent) student is prohibited from possessing the device on campus for 7 days.

3<sup>rd</sup> Offense: Confiscated (parent must pick up from Superintendent), student will serve one day ISS (in-school-suspension), student is prohibited from possessing the device on campus for 30 days.

(Refer to BP 3630)

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

Details about extracurricular activity participation are outlined in the Student Activity Handbook.

The District recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee is delegated the authority to approve or deny club applications. The Administration shall approve and recognize curricular student clubs or organizations in a manner consistent with this Policy 3550 and any administrative procedure. Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club shall be designated as non curricular student groups. Students are permitted to informally gather at the school in accordance with Policy 3233.

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Participation fees for extracurricular activities.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- Participation in Montana Digital Academy courses not required for graduation

A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

(Refer to Policy 3520)

## **FIREARMS AND WEAPONS**

It is the policy of the Geraldine School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

## ***POSSESSION OF WEAPONS OTHER THAN FIREARMS***

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon

(Refer to Policy 3311)

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Activity Sponsor at least 30 days before the event.

Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property.

(For further information, see policies 3530, 3535)

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Grade Placement</u>
5	10
10	11
15	12

## **GRADING GUIDELINES**

90 -100 A — Superior

80 - 89 B — Above Average

70 - 79 C — Average

60 - 69 D — Below Average

0 - 59 F — Failing

P — Pass - credit granted, non-graded course

NP — No Pass - credit denied, non-graded course

I — Incomplete

W — Withdrawal

## **GRADUATION**

### ***State Of Montana Graduation Requirements***

- 4 credits Language Arts
- 2 credits Social Science
- 2 credits Math
- 2 credits Science
- 1 credit Physical Education
- 1 credit Fine Arts
- 1 credit Vocational/Practical Arts

Legal Reference: §10.55.905 ARM 7 credits Electives

### ***Geraldine High School Requirements***

- 4 credits Language Arts
- 3 credits Math
- 2 credits Science
- 1 credit American History
- 1 credit American Government
- 2 credits Physical Education
- 1 credit Fine Arts
- 1 credit Vocational/Practical Arts
- 1 credit Foreign Language
- 6 credits Electives



## **REGULAR or HONOR GRADUATE DIPLOMA**

Geraldine graduation requirements remain the same (see above). In order to be considered for an Honor graduate diploma, including Valedictorian or Salutatorian, requirements are as follows:

### **Geraldine Honors Graduate requirements:**

- a minimum GPA of 3.0
- At least one Dual Credit (DE) class. Dual credit classes are weighted for determination of an Honor Diploma. An additional grade point will be added to the grade of a successfully completed DE class when determining GPA.
  - A= 5 pts
  - B= 4 pts
  - C= 3 pts
- Some of these additional courses may need to be taken on online platforms.

This adjusted GPA + the ACT score will be used to calculate the top honors of Valedictorian and Salutatorian. There may not always be a Valedictorian and/or Salutatorian.

The formula to calculate top honors will be as follows:

GPA times 0.70 + ACT score times 0.30 = final ranking The highest ranking student will be the Valedictorian and the second highest the Salutatorian.

Transfer students are required to meet the same Geraldine High School requirements without any waivers. AP classes transferred in will be allowed but not have an adjusted GPA point.

All calculations will be made at the end of the 3rd quarter of the senior year.

Yellow honor cords will represent an Honor Graduate Diploma. For the class of 2023, the GPA increase for dual enrollment classes taken during the 202-22 year will be retroactive to the transcripts.

## **CREDITS**

Students shall be expected to earn a total of 22 credits in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

## **HOMEWORK**

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

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

## **IMMUNIZATION**

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

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed or certified health care provider stating the immunization required would not be considered safe. This certificate must be renewed yearly unless the physician specifies a life-long condition. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P.

[For further information, see policy 3413]

## **LAW ENFORCEMENT**

### ***QUESTIONING OF STUDENTS***

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the Superintendent considers to be a valid objection.
- The Superintendent ordinarily will be present unless the interviewer raises what the Superintendent considers to be a valid objection.
- The Superintendent will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### ***STUDENTS TAKEN INTO CUSTODY***

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The Superintendent will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [refer to Policies 4410-4411]

## **MEDICINE AT SCHOOL**

A school employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Details regarding self-administration of medication are available at the office as outlined in Policy 3416, 3416F, 3416F1]

## **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the Superintendent.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406) 737-4371 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See **Protection of Student Rights** on page 21]
- Become a school volunteer. For further information, contact the Secretary.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: the Booster Club

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROMOTION AND RETENTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance. [Policy 2421]

### ***PROTECTION OF STUDENT RIGHTS [Policies 3200, and 2132]***

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

### ***SURVEYS***

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

### ***INSTRUCTIONAL MATERIALS***

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

### ***COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING***

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

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

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

### ***RELEASE OF STUDENTS FROM SCHOOL***

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

A student who will need to leave school during the day must bring a note from his or her parents that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator will decide whether or not the student should be sent home and will notify the student's parents.

### ***REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES***

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every 9 weeks.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 10 days.

## **SAFETY**

### ***ACCIDENT PREVENTION***

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

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

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the office. (Form 3431F)

Students **MUST** tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor **PRIOR** to seeking a physician's care is very important. The insurance carrier for Geraldine Public School **WILL NOT** process any paperwork without first having an accident report on file.

### ***EMERGENCY MEDICAL TREATMENT AND INFORMATION***

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

### ***DISASTER DRILLS AND OTHER EMERGENCIES***

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. [Policy 8301]

### ***EMERGENCY SCHOOL-CLOSING INFORMATION:***

School staff or teachers will be in contact with families via phone call to allow families as much time as possible to make arrangements in the event of a school closure. Closures will also be broadcast via radio on station 560 KMON AM

## **SEARCHES**

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

### ***STUDENTS' DESKS AND LOCKERS***

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231.

The parent will be notified if any prohibited items are found in the student's desk or locker.

### ***VEHICLES ON CAMPUS***

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

### ***DRUG DETECTION DOGS***

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

### **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

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

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F.

### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

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

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

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

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

[See Policy 3226]

### **SPECIAL EDUCATION**

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

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

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

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

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

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

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.

Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.



## ***SPECIAL EDUCATION RECORDS***

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## **TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

## **TRANSPORTATION**

### ***SCHOOL SPONSORED***

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

### ***BUSES AND OTHER SCHOOL VEHICLES***

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

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

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

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

### ***TRANSPORTING STUDENTS WITH DISTRICT/PERSONAL VEHICLE***

Any person transporting students in a personal vehicle must provide the District with proof of current car insurance.

## **VIDEOTAPING OF STUDENTS**

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

## **VISITORS**

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

## **WORK BASED LEARNING**

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.

Refer to Policy 2600 and 2600P

**RECEIPT OF HANDBOOK**

*“I have received a copy of the Geraldine Public School Student Handbook for 2022-2023. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.”*

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_