**Winnett Public School**

**Student Handbook**



**2023 - 2024**

**Mission Statement:**

The mission of Winnett School District #1, in conjunction with our greater rural community, is to provide a quality education for all in a safe and challenging environment.

**Statement of Beliefs:**

*We believe* ***Education*** is a lifelong process that prepares people to be productive, creative, and contributing citizens.

*We believe* our ***School****,* being at the heart of the community, is a safe and challenging environment for learning.

*We believe* ***Students*** are curious and valuable individuals who with guidance and self-discipline will be responsibly involved in their education.

*We believe* ***Teachers*** provided with resources, training, and support, will model and expect excellence.

*We believe* ***Parents*** are essential partners in their children’s education.

*We believe* the ***Community*** *and School* are reflected in each other with mutual support and participation*.*

**Vision Statements:**

*We envision* a basic, stimulating, applicable curriculum, which instills confidence, meets individual needs, and is assessed according to established standards.

*We envision* students as lifelong learners who think critically, solve problems, and who perform with competence and creativity.

*We envision* safe, accessible, versatile, well-maintained facilities.

*We envision* a cohesively linked community of the school, citizens, businesses, and agencies equipped to integrate learning to support our social and economic development.

*We envision* technology that allows students and staff to open doors to the world.

*We envision* enthusiastic, supportive, diverse, dedicated staff who are lifelong learners, demonstrating excellence in their profession.

**WINNETT PUBLIC SCHOOL PHILOSOPHY**

The Winnett Public School Board of Trustees recognizes its constitutionally mandated obligation “to provide a basic system of free, quality, public elementary and secondary education.” The Board is committed to furnishing this education to students of the community consistent with the legal requirements of the State of Montana.

All policies developed and actions taken by the Board are initiated for the purpose of providing a quality general education for all students of the district. The general education is provided for the purpose of allowing each student to choose after his/her secondary education, the direction of his/her vocation, further education, or further vocational training**.**

**DIGNITY OF THE INDIVIDUAL**

Research finds that people respond positively when they are encouraged, supported, and treated with respect. Students and staff have the right to work, study, and teach in an atmosphere of mutual respect. One goal at the Winnett School is to focus on positive staff and student personnel interactions. This can be accomplished by eliminating negative comments and put-downs and by recognizing and respecting the dignity of every individual. Students are to be courteous in their relations with parents, teachers, other adults, and all visitors.

**EQUAL EDUCATION AND NON-DISCRIMINATION**

Equal educational opportunities shall be available to all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school-related activities, unless based upon reasonable grounds as provided by law.

Further, the District is committed to taking whatever reasonable remedial action is necessary to eliminating existing discrimination and its effects.

Inquiries regarding discrimination should be directed (through the office) to Winnett School’s Title IX Coordinator, Mrs. Harris.

The District will annually notify all students, parents, staff, and community members of this policy and the designated coordinator to whom inquiries should be directed.

**TO STUDENTS AND PARENTS:**

The Winnett 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 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.

Winnett School District’s policies are available for viewing at the school.

**Absences:**

Parents are required to notify the school for all absences, either in advance for planned absences or on the day of, if unplanned, to be excused. The school is required to contact parents when students are unaccounted for as Montana law requires each student to be accounted for each school day.

Excused Absences**:** Excused absences are absences authorized by parents. These absences are for the purpose of illness, bereavement, family emergencies, absences related to requirements to satisfy the law. All excused absences are counted toward the eight-day semester limit of absences except for school-related absences, medical absences with appropriate documentation, and family bereavement. Medical absences excused by a parent but not verified by the appropriate physician’s documentation will be counted as regular excused absences.

Unexcused Absences or AWOL: A student absent without the consent of his/her parents, or whose parents do not notify the school within 24 hours, is unexcused. Unexcused absences are cause for disciplinary action, including ineligibility, after school detention, and in or out of school suspension. A student is considered unexcused if:

* the parent does not call to excuse the absence within 24 hours,
* the student leaves school without signing out of the office,
* the student is absent from school without prior permission from parent/guardian,
* the student is absent from a class without permission.

Absences before games or practices:

Activity participants must be in school attendance all day on the day of any activity in which they plan to participate, unless the superintendent has approved prior arrangements. For Friday/Saturday competitions or performances, participants must be in school the preceding day, unless the superintendent has approved prior arrangements.

Medical Absence Documentation:

Medical appointments or illnesses that are verified by a physician will be coded as excused absences with notations that they were accompanied by medical documentation. *Verification must be written by the doctor’s office on letterhead or an appointment pad and turned into the office on the day the student returns to school.* This written verification will be kept in the school files. Prior notification with “Advanced Assignment Request” also applies for doctor appointments.

Routine or repeated absences:

Students should avoid being routinely absent for the same kinds of appointments during the same class periods, especially if they are missing class to be back for practice or activities.

Eight (8) Day Policy/Loss of Credit and Appeals Process:

Absences are considered excessive when a student’s absences exceed eight (8)) days (10%) per semester in any class period. A student with an absence rate exceeding (8) days (10%) in any class may forfeit the right to credit in that class for the remainder of the semester.

Administrative Procedures and Notification:

1. Parents/Guardian will be notified in writing by the office when absences are excessive.
2. Notification will occur upon four (4) absences in any class.
3. Notification by certified mail will occur upon six (6) absences in any class during the semester.
4. Parents will be provided a final notification by certified mail upon eight (8)) absences in any class.
5. The school may request a parent conference when a student is in jeopardy of exceeding the absence limit. Parents may themselves request a conference at any time.
6. A high school student who exceeds the eight-day limit may lose credit in said class for the semester and may be dropped from attendance. Retention will be considered for K-8 students who exceed the eight-day limit. (Please refer to Attendance Appeal Process.)

Attendance Appeal Process:

1. A parent or the superintendent may request an appeal to the Winnett Board of Trustees when the student approaches or exceeds the eight-day limit of absences.
2. In the event the student has exceeded the absence limit, he/she will be allowed to continue enrollment until the Board of Trustees meeting.
3. During this appeal process, the parent/guardian will have the opportunity to explain reasons for the student’s absences.
4. why it would have been difficult/impossible not to exceed the nine-day limit, and
5. request an extension of days due to the explained circumstances.

Following the meeting, the superintendent will notify the parent/guardian in writing of the outcome of the appeal.

The decision of the Board of Trustees is final.

**Academic Eligibility Standards (for Extracurricular Activities):**

In accordance with the Montana High School Association (MHSA), to be eligible to participate in an Association Contest a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an “incomplete” or a “condition” in a subject, he/she has not received a passing grade in that subject. The record at the end of the semester is final, and scholastic deficiencies may not be “made up” in any way.

In addition, Winnett High School has established the following standards for academic eligibility:

1. Students will be monitored on a weekly basis.
2. Students will maintain a “C” cumulative average in each class.

To help students maintain acceptable grades, the following measures will be taken:

If a student falls below a “C” in a class after one week, a warning will be issued and the student may be required to attend an after-school study hall at the discretion of the teacher until the grade reaches a “C.” This will be known as a “probationary week.”

If a student is below a “C” in a class for two successive weeks, the student will be required to attend an after-school study hall at the discretion of the teacher and will be suspended from participation in extracurricular events for the week.

Teachers will turn in grades to the office for the cumulative quarter grade on Tuesday morning by 8 am for any student falling below a “C.” In the event that a student is ineligible for extracurricular activities, copies of the report will be filed in the Superintendent’s office, mailed to the parent/guardian, and placed in the student’s locker.

Grades below a “C” at the end of the quarter or semester will result in an automatic one-week suspension from event participation, and the preceding rules will apply for successive weeks.

**Academic Honesty (Cheating and Plagiarizing):**

Cheating is unauthorized use of information, materials, devices, sources or practices in completing academic activities. So, using a phone or cheat sheet during a test is an unauthorized use of materials *and* practices in completing the test.

Plagiarizing is using someone else’s work or material and passing it off as your own without giving proper credit. This is copying and pasting a sentence, paragraph, or even more material without using proper citation and claiming it is your own.

Cheating and/or plagiarizing is strictly prohibited and will result in disciplinary procedures.

Students will be given instructions from their teachers as to proper citation and academic honesty practices. If students should choose not to follow academic rules, the following consequences will apply:

First violation: “0” on the assignment, parent phone call, ineligible until the assignment is redone. Second violation: 1 day in-school suspension, ineligible for the week

Third violation: Further disciplinary action will be taken.

**Accidents:**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. Personnel in charge must file a written report to the office by the end of the day of the injury or accident, or as soon as possible thereafter.

Please see also *Insurance*

**Attendance (Compulsory):**

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 Procedures:** For junior high and high school classes, attendance is taken each period. Elementary attendance is taken at the beginning of the morning and afternoon sessions.

Parents must notify the school by 8:15 if their student(s) will be absent that day. If the school has not been notified by 8:15, the secretary or other school staff is required to contact parents. Parents may only excuse their students.

Any absences for which a parent has not given express permission will be listed as unexcused. Unexcused absences are subject to disciplinary action including but not limited to: ineligibility, after school detention, in or out of school suspension. Repeated unexcused absences will be subject to further disciplinary action.

A student with an excused absence will be given the opportunity to make up work missed with full credit. One day of make-up for each day missed for up to three days is allowed.

Students who are gone for pre-arranged school activities must have their teachers fill out an orange homework/leave slip in advance. That work is due when they return to class.

**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]

Responsibilities:

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences:

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Cross Reference: 3325F Harassment Reporting Form for Student

**Buses & Transportation**

Rules and Regulations:

The following rules and regulations have been developed to insure safe and efficient transportation for all students.

*Prior to boarding the school bus:*

1. Be on time and wait for the bus at the approved school bus stop.
2. Stay out of the road while waiting for the bus.
3. Do not participate in any horseplay or destroy surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board the bus
5. Do not run toward the bus in an effort to be the first to board the bus.

*While riding the school bus:*

1. The driver is fully in charge of the bus and students. Students will comply promptly and courteously with any request made by the driver.
2. At the discretion of the driver, students may be assigned a seat.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of ordinary conversation, students will observe appropriate conduct while on the bus.
5. Students will not throw trash on the floor of the bus.
6. No pupil will, at any time, extend any portion of his/her body out of the bus window.
7. Students will not get on or off or move about within the bus while it is in motion.
8. The use of alcohol and/or tobacco is prohibited on the bus at any time.
9. Students will not exit from the emergency door unless a real emergency exists.
10. Any damage to the bus will be reported to the driver at once.
11. Any problems with students on the bus will be reported to the superintendent.

*After leaving the school bus:*

1. Do not run or push while unloading from the bus.
2. When crossing the road in front of the school bus, always look in both directions
3. Before crossing the road, make sure all traffic is stopped and it is safe to cross.
4. Students will be discharged at appropriate bus stops only.
5. Students should go directly home from their bus stop.

*Bus stops:*

It should not be expected that the bus stop at every corner or at every lane. Designated stops will be made. The District will use the following criteria for locating these stops:

1. Federal, state, county, and local government laws, procedures and administrative rules
2. Safety factors.
3. Where they best serve the greatest number of riders.
4. Every effort will be made to avoid stopping on highways and in places where visibility is such that the school bus cannot be seen from a safe distance.

Riders are required to board and leave the bus only at their own stops unless other arrangements have been made in advance by the rider’s parents.

Late buses:

If the bus is late or if it appears that your child has missed the bus, call the school for transportation information. In the event of route changes due to extracurricular activities, parents/guardians will be notified.

Any comments or complaints shall be directed to the superintendent.

**Calendar:**

**Winnett School will operate on a 4-day school week for the 23-24 school year. Copies of the calendar are available on the district’s website and in the office.**

**Cell Phones/Devices/Headphones:**

Students may only use cell phones on campus before school and during the lunch break. Cell phones may not be audible nor visible during class. Laptops and other devices may only be used for educational purposes at the discretion of teachers and staff. Each teacher will determine what is appropriate device use for their classroom, which includes when a device may be used, regardless of whether or not it is passing time or class time. Violations are subject to disciplinary action, including loss of device privileges.

Students may not wear headphones in the hallways except with permission. Teachers may approve them for use in some instructional situations. Volume for all devices should be kept low.

 We ask parents to be mindful of the educational setting and request that all important communications be handled through the office. Students will not receive their text messages until lunch time or after school.

Neither the school nor a coach/teacher/sponsor will be liable for cell phones if students choose to bring them to school or on activity trips.

Cell phone use for activity trips will be determined by the coach/teacher/sponsor of the sport or activity. It will be the coach or activity sponsor’s responsibility to share his/her policy and consequences for misconduct with the administration, students, and parents before the first activity trip. Coaches/sponsors must determine a method to collect cell phones before students enter locker rooms or on overnight trips. **Absolutely no cell phones or cameras are allowed in locker rooms.**

**Closed Campus:**

The school is a closed campus during the lunch hour for the students; students may eat school lunch or bring lunch from home.

**College Prep Courses (Montana Minimum Course and Rigorous Core):**

To prepare students for college-level work, the Montana Board of Regents of Higher Education has established the following guidelines:

Minimum Core: College Preparatory Program for students who wish to enter a 4-year campus of the Montana University System

Rigorous Core: created as an alternative to the mathematics proficiency expectations of the Montana University System is also shown. That Rigorous Core is also the criteria for the MUS Honors Scholarship.

English: Minimum, 4 years; Rigorous Core, 4 years: In addition to the Minimum Core, a designated college-prep or research-writing course is recommended.

Social Studies: Minimum, 3 years; Rigorous Course, 4 years - The courses shall include Global Studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses. A fourth year could include psychology or humanities.

Mathematics: Minimum, 3 Years; Rigorous Core, 4 years: Courses shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to will take a math course in their senior year, which could include Trigonometry, Pre-Calculus, Calculus, Computer Math, or Integrated Math VI. All must have grades of "C" or better.

Laboratory Science: Minimum, 2 Years; Rigorous Core, 4 Years: One year must be earth science, biology, chemistry, or physics; the other year(s) can be one of those sciences or another approved college preparatory laboratory science.

Electives: Minimum of 2 Years chosen from the following: Rigorous Course, 3 Years: Courses shall include World language (preferably two years), Computer science, Visual and performing arts, or, Vocational educational units which meet the Office of Public Instruction guidelines.

*Other requirements for full admission to 4-year colleges in the Montana University System (MUS) are:*

A score of at least 20 on the Enhanced (Composite) American College Testing (ACT) Test or a score of at least 1120 on the total verbal/math exam of the Scholastic Aptitude Test (SAT)

Or have at least a 2.5 high school grade point average,

Or rank in the top half of the graduating class.

These requirements do not apply to the public community colleges in Montana or to the technical centers.

**Communicable Diseases and Conditions/Handwashing**

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

 These diseases include, but are not limited to:

Amebiasis, Campylobacteriosis, Chickenpox, Chlamydia, Colorado Tick Fever, Diphtheria, Gastroenteritis, Giardiasis, Hepatitis, Influenza, Lyme Disease, Malaria, Measles, Meningitis, Mumps, Pinkeye, Rubella, Salmonellosis, Syphilis, Scabies, Shigellosis, Streptococcal disease, Tuberculosis, Whooping Cough

 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:

* isolate the student immediately from other students or staff; and
* inform the parent or guardian as soon as possible about the illness and request him/her to pick up the student; and
* 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 a school nurse or other responsible person designated by the Board 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 a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, 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. (Refer to Policy 3417)

**Complaints:**

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher or staff member. For those complaints beyond that, 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 conference with the superintendent and staff member will follow; finally, a written complaint may be sent to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Procedure:

1. Discuss with staff member or teacher
2. Meet with the staff member or teacher and superintendent
3. If unresolved, submit a Uniform Complaint Form to the superintendent.
4. The superintendent will respond in writing. If the matter is still unresolved, the written complaint may be submitted to the board chair for possible action.

**Computer and Internet Acceptable Use Policy:**

Students in grades 5 – 12 will be issued a Chromebook or laptop and charger for educational purposes. Students may only access educational content during school hours. School devices are networked and connected to the school filter and school internet. Each teacher will set their own classroom policies for when and how devices (computer, Chromebook and any other) are used.

Students may use a personal Chromebook or laptop at school, however, personal devices are not connected to school internet.

Regardless of whether a student is using a school or personal device, devices should be used for academic purposes during school time. Students may not set device backgrounds with inappropriate content, nor view inappropriate content during school time. This includes content that is violent or promotes violence/harassment, is sexual in nature, promotes drugs/alcohol.

Any media that would fall under the bullying/harassment/intimidation policy is not allowed.

Violation of the acceptable use policy may include warnings, parent meetings, loss of computer/device privileges, or other disciplinary action.

If a student is participating in a class that requires computer use, that student may not receive credit for the assignments he/she misses.

The Acceptable Use Agreement is in APPENDIX A. It must be signed and dated for students to use the school’s computers.

**Contacting Teaching Staff During the School Day**

We’re aware that many teachers communicate with parents by text and social media. Parents should be aware that school days are very busy and that teachers may or may not be accessible during the day. If an important message needs to be delivered to the teacher or student, it’s best to call the office to make sure the message is received. School staff do not monitor the school Facebook page or messenger regularly enough during the day for this to be a reliable way to contact the school.

**Course Offerings (Winnett High School) (See Also *Graduation Requirements*):**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| ***English*** | ***Social Studies*** | ***Mathematics*** | ***Science*** |
| English I | Geography | Algebra I | Earth Science |
| English II | World History | Geometry | Biology |
| English III | US History | Algebra II | Chemistry |
| English IV | US Government | Advanced Math | Physics |
| ***Practical Arts*** | ***Fine Arts*** | ***Health/PE*** | ***Foreign Language*** |
| Technology I, II, III, IV | Art | Freshman Health/PE | Spanish I (MTDA) |
| Skills USA | Choir | Sophomore Health/PE | Spanish II (MTDA) |
|  | Band |  | French (MTDA) |
| ***College Courses***  |  | ***MTDA***  |  |
| Juniors/Seniors |  | Courses not offered at WHS |  |

Each student will be enrolled in a minimum of seven courses *and* thirty-two periods per week each semester. Required courses will include the following departments: English, Math, Social Studies, Science, and Technology/Life Skills. In addition, the following courses are required every semester for the specified grade levels:

**7th and 8th grade:** Physical Education/Health, Art, Band, Music

**9th and 10th grade:** Physical Education/Health

**11th grade:** Personal Finance

**12th grade:** Personal Finance

*Art, Band, Choir, Skills U.S.A., Weights, Yearbook, and online foreign language (pending a determination of a student’s eligibility for online courses – Spanish, French or other available languages) are the elective offerings. Other elective offerings may be available depending on staffing.*

Students are limited to four periods of academic support per week. Exceptions may be made for those students undertaking dual enrollment courses or some other kind of supervised coursework.

Each student must have satisfactorily completed a minimum of 25.5 units of credit. (See also *Graduation Requirements*)

**Directory Information Annual Notice:**

It is the intent of the Winnett School District to disclose “directory” information from education records without parental consent unless parents notify the school that they do not want this information released.

Directory information is information in the student’s educational record that is not generally considered harmful, and its release is not considered an invasion of the student’s privacy. According to the United States Department of Education, directory information includes, but is not limited to, the following data concerning a student: name, address and telephone number, date and place of birth, official activities, dates of attendance, height and weight, honors, and photographs.

Parents who do not wish to have directory information disclosed must notify the school in writing.

**Discipline & Conduct:**

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.
* 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.

**Disciplinary Measures**

Disciplinary measures include, but are not limited to:

* Removal from class
* Detention, including Saturday school
* Clean-up duty
* Loss of student privileges
* Loss of bus privileges
* Suspension
* Expulsion
* 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.

**Distribution of Materials:**

School Materials

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 principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

**Dress:**

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:

* Student dress should be neat and clean.
* Instructors for PE and tech classes will determine what is appropriate and safe for their classes.
* Hats, hoods, and sunglasses are not to be worn in the building. They must be taken off when students first reach their locker and put on as they leave the building. On Thursdays or the last official day of the week, at the discretion of the superintendent, students may pay $1 to the office to wear their hats. All proceeds go to the Jon Ulen Memorial Scholarship Fund.
* Headphones are not to be worn in the building except in approved instructional situations.
* Footwear must be worn in the building at all times.
* Elementary students must have appropriate seasonal outdoor clothing as they will almost always go out for recess and should take care as well to have footwear that will be safe and functional for recess/playground/outdoor PE activities.
* Tank tops or sleeveless shirts should provide reasonable coverage of front, back, and sides, and undergarments. Closed-back halter style tops may be worn.
* Shirts or tops should cover the midsection.
* The length of shorts, skirts or dresses must be fingertip or longer.
* Patches, pictures, or writing that are obscene, vulgar, gang-related, encourage violence, or have suggestive connotations will not be permitted.
* Clothing that refers to or has pictures of alcoholic beverages, tobacco products or drugs are not permitted.

**Drugs and Alcohol:**

Students are not to use, be under the influence of, or possess drugs, including alcoholic beverages, tobacco products and E-cigarette/Vape Products, during the school day or at any time in which the student is under the jurisdiction and authority of the school.

The school will take action any time a student is associated with drugs during the school day or during school- related activities. School action may include some or all of the following:

1. Communicating with parents/guardian
2. Reporting to law enforcement agencies
3. Suspension/expulsion from school
4. Suspension from school activities

Disciplinary action initiated by the school may be suspended or reduced for a student who chooses to participate in a substance abuse program.

**Drug and Alcohol Use Policies and Program:**

The School District hereby establishes a policy to prevent the use of illicit drugs and alcohol by students and staff and to maintain a drug-free and tobacco-free educational environment.

The School District will not tolerate the possession, selling, use, or influence of tobacco, alcohol, and intoxicants, other illegal and harmful drugs and drug paraphernalia in the schools, on school grounds, or at school-sponsored activities.

The School District is committed to a comprehensive health education program, which includes instruction in the prevention of drug and alcohol abuse.

This policy will describe the drug education program in the school district, the intervention and referral procedures for students and staff, and the consequences for violating the school standard of conduct.

**Drug Education Program:**

Substance abuse education is an integral part of an overall drug and alcohol use policy and will involve students, as well as teachers, parents, and the community.

The educational program will be age-appropriate and will include all children served by the School District. The instruction will include 1) basic explicit information on the health effects and the legal and social consequences of alcohol, tobacco, and other drug use, as well as 2) general preventive education. Students will be involved in activities which assist in developing and reinforcing their skills for understanding and managing peer pressure, for making informed and responsible decisions, and for adopting positive attitudes toward their own health and welfare.

Additional drug prevention programs such as speakers of appropriate topics will supplement the comprehensive curriculum.

**Standards of Conduct:**

The following conduct is strictly prohibited and will subject an employee or student to immediate disciplinary action, up to and including termination or expulsion:

The possession, use or selling of alcohol, other intoxicants, illegal drugs, drug paraphernalia, or tobacco on school grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action, referral to law enforcement officials, and notification of the student’s parents/guardian.

Possession means to consume or to have available any quantity of an illegal drug or alcohol. This standard applies to staff during the school day and on-duty staff when they are participating in school activities.

To maintain a quality educational atmosphere and promote the safety and security of students and employees, all school property is subject to search. This includes student lockers, desks, and personal property of the student when there is reasonable suspicion. When a search is required, the school will notify the parents/guardians of the students involved.

Compliance with these standards of conduct are mandatory.

**Intervention and Referral**

The District’s primary goal is the well-being of students. Intervention will be directed to identifying and assisting students and staff when the education and health of students is being compromised as a result of the use of alcohol, other intoxicants, illegal drugs, and tobacco.

Because chemical dependence is a progressive disease that does not disappear by itself and because a user is rarely able to stop using drugs without outside intervention, the District shall intervene in all incidents in which drug use is suspected.

The first priority of the District is to assist students who have drug and alcohol abuse problems. In a medical emergency, foremost action will be taken to protect the health and safety of students and staff.

Self-referrals by students will not be reported to police and will be kept confidential.

The superintendent will provide information about programs which offer treatment or assistance for people suffering from drug and alcohol problems. The school counseling staff will maintain current information about drug and alcohol counseling and rehabilitation programs.

**Consequences for Violating the Standards of Conduct:**

Disciplinary sanctions will be applied consistently, with no exceptions. All incidents and the consequences imposed will be documented in a program file.

Whenever an incident involving an illegal substance, including alcohol, or a tobacco product occurs, the Superintendent will call the police and will notify the student’s parents/guardian, will ascertain if a special needs evaluation has or should be begun, and will document the incident, and see that records of such incidents are maintained.

Any student who violates the standards of conduct shall, as a **first offense**, be subject to in-school suspension for one to five days, depending on the nature and seriousness of the offense, and will be subject to extracurricular suspension as defined in the extracurricular handbook. The Superintendent will determine the appropriate number of days of suspension and arrange for supervised in-school drug education during the suspension. If alcohol, tobacco, or other illegal drugs are involved, the School will also request that the court refer the student to six hours of education in the minor-in-possession (MIP) program.

A **second offense** will result in three to five days of in-school suspension, be subject to court referral, and will be subject to extracurricular suspension as defined in the extracurricular handbook. The student will not be allowed to participate in any extracurricular activities during the suspension period. The School will provide information about in-patient treatment in drug and alcohol abuse programs.

For a **third offense,** the student will be subject to extracurricular suspension as defined in the extracurricular handbook, and the Superintendent shall initiate expulsion proceedings according to state law.

For those identified as special education students, an individual educational program (IEP) meeting will be called prior to any disciplinary sanctions to determine the consequences for violating the standard of conduct.

**Dual Credit Courses:**

Winnett School may offer dual-credit courses through area schools. Refer to policy 2169 in the district policy handbook.

**Expulsion:**

Only the Board of Trustees has the authority to expel a student. The more severe punishment, the more elaborate the due process procedures will be. Winnett School will comply with the Montana State School Law 20-5-201 and 20-5-202.

Long-term Suspensions or Expulsions:

A long-term suspension or expulsion may be imposed only after a fair hearing is made available to the affected student and his/her parents. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice will supply 1) the alleged misconduct and the school rules alleged to have been violated, 2) the recommended corrective action or punishment, 3) the right to a hearing, 4) the notice stating that if a written request for a hearing is not received by the student named in the notice within three school business days after the notice is received, the hearing shall be waived, and the recommended corrective action or punishment shall take effect, and 5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing.

The parent, student, and the District representative shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before the School Board with the chairperson acting as the hearing officer. The hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions, and disposition to the Superintendent within two business days after the conclusion of the hearing. Only the Board, upon the recommendation of the Superintendent, can impose an expulsion. The trustees shall impose such action within five school business days following the hearing.

**Long-term Suspension or Expulsion of Handicapped Students:**

Prior to imposing a long-term suspension or expulsion due to misconduct of a handicapped student, the principal shall call a meeting of the student’s child study team to do the following:

1. Determine whether the student’s misconduct has a causal relationship to the student’s handicap.
2. Determine whether the student’s misconduct is the result of an inappropriate placement.
3. Consider the sanction or action to be taken and whether the sanction will deny the student a free and appropriate public education.

Staff involved in this meeting shall be familiar with the following:

1. Individual student file.
2. Assessment date and the IEP that has been developed accordingly.
3. Placement options available to the student.

If the misconduct is not related to the handicap, is not the result of an inappropriate placement, and will not result in denial of a free and appropriate public education (FAPE), then written notice of the proposed action shall be sent to the parents. This notice shall be sent by certified mail and include the following:

1. Date, time, place and participants at the meeting.
2. Information and/or data used in reaching the decision.
3. The decision regarding the causal relationship of the handicap to the misconduct, the appropriateness of the placement, and the corrective action or punishment to be imposed.
4. The right to a due process hearing regarding the imposition of corrective action or punishment.

If no request for a hearing is received within three (3) school business days after the notice is received, the hearing shall be waived, and the action shall take effect. If the proposed school action is challenged as a substantial change in placement through a request for a hearing, special education policies and procedures shall be applicable.

Cross-reference: 2161

Education of students with Handicapping Conditions

Legal reference: 20-5-202 MCA-suspension and expulsion

10.55.202 (4) ARM Board of Trustees

**Extracurricular Activities:**

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.

Students are encouraged to participate in extracurricular activities. Students should carefully consider their academic schedule, out-of-school activities and obligations, and overall well-being when planning their schedules and extracurricular activities. Parents should be fully informed of extracurricular activities, policies, schedules, practice sessions, and performances.

If a student falls behind in schoolwork, extra help and teacher conferences take precedence over any extracurricular activity until the student is caught up.

All students participating in extracurricular activities must keep eligibility standards.

(See also Schoolwide Title 1)

Activities available to students attending Winnett Public School (in some cases, activities offered are determined by the number of participants):

Grades 4 – 12 Basketball, Volleyball

Grades 5-12 Football

Grades 7-12 Track & Field Cross Country, Choir, Band, Extra-curricular (TBD)

Grades 9-12 Cheerleading, Honor Choir, School Plays, Skills USA, Academic Teams (Quiz Bowl, Academic Challenge, Math Meet, Envirothon)

Grades 10-12 National Honor Society

**Facebook/Winnett Times Policy:**

Winnett School District #1 has a Facebook page set up for the purpose of keeping students, faculty, employees, parents/guardians, community members, and all Facebook followers informed in a timely manner regarding school events, happenings, schedules, sporting events, etc.

On occasion the district will post the name or picture of students who earned awards or recognition for achievements.

In addition, the school newsletter is currently in the Winnett Times monthly newsletter. Student names/pictures relating to school activities may occasionally be published. Opt-out forms can be obtained in the school office.

**Firearms and Weapons:**

It is the policy of Winnett 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. The district Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion, provided that such placement removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law.

Legal reference: 18 USC 921 Gun-Free School Zones act, ET seq.

20 USC 3351 Gun free schools Act

20 USC 1400 Individuals with Disabilities Education Act, ET seq. 29 USC 701 Rehabilitation Act of 1973, ET seq.

20-4-302, MCA Discipline and Punishment of Students 20-5-201, MCA Duties and Sanctions

20-5-202, MCA Suspension and Expulsion

**Fire/Emergency Drills:**

Fire and Emergency drills will be conducted in accordance with state and local laws, the District’s Emergency Operation Plan, and best practices.

Students and staff in the following areas will exit at the doors listed below during fire drills:

Technology Ed, English, Science South exit

Administration Offices, Social Studies East high school exit

 Grades 1 & 2, Girl’s Locker, Kitchen North gymnasium exit

Grades 3 & 4, 5 & 6, Resource, Library East library exit

Kindergarten, Boy’s Locker, Gymnasium South courtyard exit

Health, Life Skills, Music, Math West exit

Art Art room outside exit

**Food and Drink (Student Wellness Policy):**

Peanut and Tree Nut-Free School

We ask that no peanuts or tree nuts of any kind be brought into our school for any reason. Foods sent in for a snack, lunch, or any class event (including parties, field trips, etc.) should be carefully checked to make sure they are nut-free. Families can help ensure that our school stays nut-free by reading packaging labels and reminding children not to share food with other children at school.

Elementary students:

No food or drink is allowed to be taken from the cafeteria.

Elementary students (K-6) are not permitted to use the pop machine in the library at any time, nor are they permitted to drink soda, coffee, or energy drinks during the school day. They are also not allowed to use the pop machine before going to the bus.

Teachers may occasionally use pop or ice cream as a classroom reward at their discretion. Candy and other items as rewards should be done so sparingly.

Suckers or other treats may be sold on Fridays for student activities fundraising, but they may not be eaten on the playground for safety reasons.

Secondary students:

No food or drink is allowed to be taken from the cafeteria. If student meetings are being held such as student council, NHS, or others, students may take their lunches to the appropriate meeting place.

Each teacher will set his or her own policy regarding food and drink in their classrooms, regardless of whether it is class time or passing time.

Students may eat or drink in the hallways and at their lockers but must keep the area clean and free from garbage.

**Grade Point Average Criteria - Winnett High School:**

Winnett School uses a non-weighted, 4 point grading scale. Non-credit courses, driver’s education, and extracurricular activities are not included when figuring GPA. Band and choir are included but are weighted according to the number of credits a student earns in a semester’s attendance:

*Credits received per year:*

 Band 1 Mathematics 1

 Choir .5 Technology Ed. 1

 Art 1 English 1

 Physical Ed 1 History 1

 Driver’s Ed 0 Science 1

 Foreign Lang. 1 Social Studies 1

*Sample of grades figuring GPA using above values:*

 *Grade Points*  Credit

English D 1 1

Geometry B 3 1

Biology C+ 2 1

World History A 4 1

Choir A 2 .5

Tech B 3 1

Art A 4 1

1. 6.5

19 points divided by 6.5 credits = 2.92 GPA

**Grading:**

Grades should be an assessment or evaluation of what a student has mastered in terms of skills and competencies in a particular class. Grading systems and policies will vary from class to class and each student will be made aware of the grading policy for each class, in writing, when he/she enrolls at the beginning of the school year/semester. *If given an incomplete at the end of a grading period (quarter or semester), the student must complete the work within two weeks, or the grade will become an F.*

**Graduation Requirements (Winnett High School):**

Each student must have satisfactorily completed a minimum of 27.5 units of credit. Required units of study include the following:

4 units of English Language Arts

4 units of Mathematics

4 units of Social Studies

4 units of Science

4 units of Technology Education

2 units of Physical Education/Health

2 units of Fine Arts

The balance of 3.5 units of credit will be completed from the Winnett High School course offerings and the requirements stated above. Special circumstances may warrant a waiver of requirements. Contact the superintendent for more information.

Failure of a course during any semester will jeopardize the student’s opportunity to graduate on schedule. A student who has failed a semester of credit necessary for graduation must meet with their parents/guardians and the superintendent to determine a time frame and course of action for credit recovery. Students who transfer into high school will be expected to complete their education in accordance with WHS requirements from the day of transfer. Some requirements may be waived at the discretion of the Board of Trustees due to hardship or other special circumstances.

**Homework:**

Home study is usually a necessary part of each student’s educational program. Everyone must expect to spend some time in addition to scheduled class instruction to achieve satisfactory work.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

**Hours of Operation:**

School will be in session from 8:05 AM. until 3:40 PM. Instructional day. The building will be locked after 4:00 PM and students should not be in the building unless participating in a properly chaperoned activity.

**Hot Lunch:**

 Hot lunch is available for purchase. Students may qualify for a free or reduced meal rate; parents/guardians should complete the appropriate paperwork and return it to the office. Meal prices for 23-24 are: Adults - $4.00, 7-12th grade students - $3.25, K – 6th grade students - $2.50.

**Immunizations:**

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). The Covid-19 vaccine is not required.

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. (Refer to policy 3143)

**Inclement Weather Policy:**

*Procedures on days in question:*

1. The bus driver will survey road conditions on his/her route and report to the Administration.
2. The superintendent will then determine what action will be recommended.
3. The day’s procedure will be selected from one of the five categories:
4. Buses will run as usual.
5. Buses will start on time but arrive at school late.
6. Buses will make a late start
7. Bus routes will be canceled.
8. The superintendent will also post the information on Facebook and parents will be called if a bus route is canceled.
9. In cases of severe cold (-20 degrees or colder) no buses will run. Parental discretion may be used in transporting route students to and from school. Absences for route students will not be counted against their attendance record, however classes will continue as scheduled.

**Infinite Campus:**

Winnett Public Schools uses the school information platform Infinite Campus, which allows parents or guardians to access their child’s grades, schedule and attendance records online. Parents can also view school announcements and the school calendar through this application. To access these services, separate parent and student user accounts must be set up through the school. If you don’t already have an account or have trouble accessing it, please contact Kim Doman in the office by phone or at secretary@winnettschool.org.

**Insurance:**

**Important Notice to Parents Concerning Student Injuries and Insurance:**

Even with reasonable precautions and close supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. ***The School District does not provide medical insurance to automatically pay for medical expenses when students are injured at school.*** This is the responsibility of the parents or legal guardian. The District carries only legal liability insurance.

**Leaving School/Checkout Procedure:**

Students who have parental permission with prior notification to leave school during school hours must still sign out in the office before leaving to be considered excused. Students who leave without signing out will be considered unexcused.

**Legal Age:**

All students including those who are 18 years of age or older will follow all school policies at Winnett School.

**Library:**

The library, which has books, magazines, and pamphlets for assigned study and recreational reading, is open for use at posted times during the school day and many days until 4 pm. Hours are subject to change and will usually be posted in the library entrance or on the east library door.

The school librarian and the public librarian will enforce rules and procedures that determine student use and checkout of all library materials.

**Lockers/Storage:**

Each student will be issued a locker. Any student who wishes to have a lock may request on from the office. A locker is the property of the school, not the student. Students are expected to keep lockers clean and free from damage. No items are to be stored on top of lockers, or left laying in the hallway. If you have a special storage need, please contact Mrs. Harris to arrange.

Students are cautioned not to keep items of value; i.e., radios, cameras, money, etc. in their lockers. The school is not responsible for any personal property brought to the school by a student. If it is necessary to bring more money than needed to pay for lunch, activity supplies, etc., it may be checked in at the office for safekeeping. Do not leave money or other valuables in a locker.

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.

**Lost and Found:**

Students who find lost articles are asked to take them to the office where the owner can claim them.

**Make Up Work:**

Unplanned Absences: Students will have one day plus one extra day of absence to make up work missed in the case of unforeseen excused absences. For example, three (3) days absence will grant the student four (4) days for makeup. Make up work is the responsibility of the student, not the teacher. In the case of extreme illness or circumstances, the superintendent may extend the time limit.

Planned Absences/Appointments: Parents should contact the office ahead of time in case of appointments or other anticipated absences. It is the student’s responsibility to pick up an “ADVANCE ASSIGNMENT REQUEST” form from the office that will be presented to each teacher. Work is then due when the student returns.

Activity-related Absences: The coach or faculty member in charge will provide, in advance, a list to other staff members of all students who will be participating in the activity.

It is the student’s responsibility to get an advance assignment request form from the office and take it to teachers in a timely manner. Assignments for activities-related or planned absences are due as normal when students return to class.

**Medications:**

Any school employee authorized in writing by the superintendent:

* May assist in the self-administration of any drug, which may lawfully be sold over the counter without a prescription, to a pupil in compliance with the written instructions if the student’s parent or guardian makes a request in writing;
* May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil’s parent or guardian makes a request in writing. ***A school authorization form needs to be completed in advance and the medication must be in the original prescription bottle with specifications from the pharmacy printed on it.***

An authorized school employee may administer medication to any student in the school or may delegate this task pursuant to Montana law with the written permission of both the healthcare provider and the parent/guardian.

**Montana Digital Academy:**

MTDA is authorized by Montana law to charge fees for students to access offered courses.

Students who need to take credit recovery courses (courses required for graduation which a student has taken at Winnett School or elsewhere and failed) will be required to pay the fees themselves. The fee is

$61.50 per student per semester.

Students may be offered a limited number of original credit courses through MTDA, including foreign language, personal finance, and agricultural classes. Students will be allowed to take courses following a determination if they are suited to online classes. The board has determined that students who take original credit courses will not have to pay a fee if they finish the courses with a 75% or better. Students who fall below 75% will reimburse the District $123.

MTDA courses are subject to eligibility requirements for student participation in athletics and activities.

**Parent/Teacher Conferences:**

Formal parent/teacher conferences will be held immediately following the midterm of the first quarter and upon completion of the third quarter each year. Conferences for elementary students will be by appointment. Conferences for junior high and high school students will not be by appointment, but parents are urged to attend. Parents may request individual conferences with teachers at any time during the school year. Teachers will contact parents for individual conferences when students are having difficulties.

**Peanut and Tree Nut-Free School Policy:**

We ask that no peanuts or tree nuts of any kind be brought into our school for any reason. Foods sent in for a snack, lunch, or any class event (including parties, field trips, etc.) should be carefully checked to make sure they are nut-free. Families can help ensure that our school stays nut-free by reading packaging labels and reminding children not to share food with other children at school.

**Physical Education:**

Students enrolled in physical education must participate. In view of this, it is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. ***If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth limitations and is signed by a physician***. This statement will be made a part of the student’s record.

**Recording:**

Students are not permitted to audio or video record others without their explicit permission.

**Records:**

Students/parents have the right to inspect and review their educational records or those of their son/daughter. The student/parent must comply with District procedures for gaining access to and release of records. The procedure includes an advance call to the office so those files may be retrieved and made available at a time convenient to office personnel.

**School Cleanliness:**

Please be considerate and keep the school’s facilities clean.

* Wear overshoes when necessary and remove them/change shoes in the entryways.
* Pick up after yourself. Use the trash containers to dispose of garbage, etc.
* No street shoes in the gym
* Do not put items on top of the lockers without permission.
* Keep items in lockers, not laying in the hallways.
* Keep lockers clean.

**Schoolwide Title I:**

Winnett School District #1 participates in a Schoolwide Title 1 Program, which is a federally funded program that provides extra academic support to students in the areas of reading and/or math. Schools in which “children from low-income families make up at least 40 percent of enrollment (mostly based on free and reduced lunch data) are eligible to use Title I funds to operate schoolwide programs that serve all children in the school in order to raise the achievement of the lowest-achieving students.”

(https://www2.ed.gov/programs/titleiparta/index.html)

The junior high and high school program works in the following manner:

* A staff meeting is held on the first day of each school week. Concerns with student progress and strategies for support will be discussed, with a focus on students who have fallen below a “C” or are “at risk”. Students will be considered at-risk if there is a strong concern based on the student’s classroom performance, attitude or change in one of those areas.
* A completed Title 1 report is submitted to the Superintendent by 8:15 a.m. on Monday. A copy of the report is given to the student and mailed to the parent. The original will be kept in the superintendent’s office.
* It is essential that grades are updated weekly for this report and process to be accurate.
* The secretary will then send out a list of students who were referred that week to the secondary teachers, the athletic director and the superintendent. The athletic director is responsible for promptly notifying coaches or advisors.
* Academic support teachers will schedule students who are reported that week.
* **After reporting a student, the teacher and student must meet to determine a course of action designed to improve the student’s grade**. This may include parental involvement depending on the student or situation. Teachers will communicate with the appropriate teachers for arrangements for academic support, etc.
* Teachers, parents, or a student may request Title 1 assistance.
* This program works in conjunction with the Winnett School Eligibility Policy. Students falling below a “C” in a class are given a one-week probationary period to bring the grade up to a “C” or above. If a student is below a “C” in a class for two or more weeks, that student will be ineligible for extracurricular activities.
* Ineligible students may be required to attend an after-school study hall rather than participate in extracurricular practices at the teacher’s discretion.
* Teachers are encouraged to communicate directly with parents in addition to this reporting system whenever they feel a strong concern about student performance, work habits, or attitude.

The Winnett School-wide Title 1 Program has been developed to support and encourage student success. Communication among teachers, students, and parents is vital to its success. Parents are encouraged to communicate directly with teachers whenever they have a question or concern regarding the Title I program or a report.

**Sexual Harassment/Sexual Discrimination (Title IX)**

The Winnett School Board of Trustees prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All School District employees have a right to work in an environment free from sexual harassment.

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 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 either party, the decision may appeal in accordance with Policy 3225P.

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

**Prohibited Behaviors & Examples of Sexual Harassment**:

Prohibited sexual harassment includes, but is not limited to, unwelcome advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct which is explicitly or implicitly made a term or condition of a student’s academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student’s academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.
5. Examples of conduct that may constitute sexual harassment and would therefore be prohibited include:
* Unwelcome leering, staring, sexual flirtations or propositions.
* Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
* Unwelcome graphic verbal comments about an individual’s body or overly personal conversation.
* Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
* Unwelcome spreading of sexual rumors.
* Unwelcome teasing or sexual remarks about a student enrolled in a predominantly single-sex class.
* Unwelcome touching of an individual's body or clothes in a sexual way.
* Purposefully limiting of a sexual nature of a student’s access to educational tools.
* Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff
* Cornering or blocking of a sexual nature of normal movements.
* Displaying sexually suggestive objects in the educational environment.

**Discipline/Consequences:**

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.

Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the Superintendent shall be disciplined appropriately.

**Enforcement:**

The Superintendent has the responsibility of maintaining a work environment and/or educational environment free of sexual harassment. The Superintendent shall take appropriate actions to reinforce the School District’s sexual harassment policy. These actions will include the following:

1. Prompt removal of vulgar or sexually offensive graffiti.
2. Providing staff in-service within two weeks of the adoption of this policy and/or by the first week of each school year thereafter.
3. Providing student instruction about sexual harassment through at least one assembly and two full class periods each school year.
4. Taking appropriate disciplinary action as needed.
5. All teachers shall discuss this policy with their students within one month after its adoption by the Board and/or during the first week of the school year thereafter. Written copies of the policy shall be given to each student as part of these discussions. Discussion shall be carried out in age-appropriate ways and should assure students that they need not endure any form of sexual harassment.
6. In addition, all teachers, counselors, and Administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.

**Notifications:**

A copy of this sexual harassment policy shall:

* Be displayed in a prominent location near the school Superintendent’s office.
* Appear in any School or School District publication that sets forth the School or School District’s comprehensive rules, regulations, procedures, and standards of conduct.

*Legal Reference:*

State Statutes: Title 49, MCA

United States Code: 42 USC 2000e Title VII

20 USC 1681 Title IX

42 USC & 1983

Franklin vs. Gwinnett County Schools (1992) 112 S. Ct. 1028

Franklin vs. Gwinnett County Schools (1992) 112 S. Ct. 1028

**Special Education:**

Winnett Public School has special education services available in conjunction with the Central Montana Learning Resource Center Cooperative. If you have questions or concerns about special education services or programs, please contact your child’s teacher.

**Student-to-Student Relationships:**

Students are reminded that the school is a formal setting, much like a place of business. Reasonable hugging and handholding is acceptable, other public displays of affection (kissing, “snuggling”, etc.) are not.

**Study Halls:**

Study halls are established so students may study in an area undisturbed by others. No student has the privilege or right to disrupt the study time of others. Materials needed by the student for the study hall *must* be brought by the student at the beginning of the period. Students may not use phones during study halls except with specific permission from the teacher. If students do not have schoolwork to do, they must have something to read.

**Suspensions:**

In-School Suspensions:

Disruptive or other inappropriate behavior may result in an in-school suspension. Inappropriate behavior outside the classroom anywhere on the school premises or away from the school while the student is under the supervision of a school faculty member at a school-related event may also result in an in-school suspension.

All work missed while a student is under an in-school suspension will be made up by the student. This work will be collected and graded daily.

**Out-of-School Suspensions**:

Continuous and willful refusal to accomplish school tasks; insubordination; disorderly, vicious, illegal, or immoral conduct; and persistent violation of school regulations are causes for suspension or expulsion from school. In the case of weapons violations, students may be expelled from school for up to one year. (See Winnett School District #1 Gun-Free Schools Policy in this handbook.)

The length of suspension will be determined by the provisions of the District’s Disciplinary Measures Policy and will reflect the offense committed. The parents/guardian will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school.

A student on out-of-school suspension will be required to make up all work and tests missed. It is his/her responsibility to make arrangements with individual teachers to do so. A student will be readmitted to school after his/her parents and the superintendent agree upon a satisfactory solution to his/her conduct.

**Tardiness:**

Students are expected to be in class on time. A student is considered tardy when he/she fails to be physically present—with the books and/or materials necessary to participate in a class—in the classroom prior to the sounding of the bell. An unexcused tardy beyond 10 minutes may result in an absence for that period.

Parents will be contacted when students are consistently or excessively tardy. Consequences may include detention and/or contracts between the teacher or superintendent and student/parent.

**Valedictorian and Salutatorian**:

A student must attend Winnett High School for a minimum of one full year before becoming eligible for Valedictorian and Salutatorian honors. These statuses are determined at the end of quarter 3 unless extenuating circumstances apply.

**Vehicles:**

Students will not be permitted to drive their vehicles from 8:05 AM. to 3:40 PM. Student vehicles will be parked on the north side of the school in an orderly manner. Students shall operate their vehicles in a safe and prudent manner, not only for their own safety but also for the safety of other students and the general public. Students who do not operate their vehicles in a safe manner may forfeit the privilege of bringing their automobiles to school. Permission may be granted to students under special circumstances for vehicle use during the school day.

**Visitors**

All visitors to the campus, including parents, are required to check in with the front office upon entering the building. The school policy is to accept only those visitors who have legitimate business at the school. Visitors must register in the office and are expected to leave promptly after completing their business. Parents are always welcome but should also check in at the office. Students wishing to bring a guest to school must obtain prior approval from the office.

**Withdrawals:**

A junior high or high school student who transfers from Winnett Public School must complete a checkout sheet obtained from the office, pay any outstanding balances owed, and have all required signatures on the form. School records will be held until school bills are paid. Upon request of the school to which the student transfers, all necessary records will be sent. Copies of immunization records will be given at the time of withdrawal. Winnett School will send transcripts to the new school.

**WINNETT PUBLIC SCHOOL**

**Student – Parent – School Compact**

Federal guidelines require that all schools receiving Title I funds develop a School – Parent – Student Compact. A compact is an agreement among participants working together for a common goal. Teachers, students, and parents all have a responsibility to contribute to the effort to establish an effective climate for learning for all students. This compact outlines the rules of each group in an effort to provide a high quality education for our students.

**As a student, I will:**

 attend school regularly and arrive to all classes on time

 complete homework assignments on time and to the best of my ability

 always do my best to produce quality work

 participate in school related activities

 set aside time at home to read each day

 show respect for fellow students, teachers, and school property

 follow classroom, school, and bus rules

**As a parent, I will:**

 ensure that my child attends school regularly and arrives on time

 ensure that my child completes his/her homework on time

 provide a place in my home where my child can read, study, and complete assignments

 discuss my child’s progress with his/her teacher on a regular basis

 support the school; encourage my child to be respectful of teachers, fellow students

 encourage my child to read at home daily

 volunteer at school whenever possible

**As teachers, we will:**

 help each child meet his/her fullest potential in a safe learning environment

 make efficient use of learning time by coming prepared to teach with meaningful activities

 provide high quality curriculum and instruction in a supportive environment where learning is encouraged and celebrated

 adapt instruction to meet the individual needs of all learners

 encourage students to read for enjoyment as well as information

 supply students and parents with clear and frequent evaluations of progress and achievement

 promote an environment where parents feel welcome in the school and are encouraged to volunteer and participate in classroom activities

 encourage parents to contact us to discuss their child’s progress academically and socially

 hold parent-teacher conferences to discuss individual student achievement and share ways to support learning at home

Parents please date this document, have all your children sign this compact when you do, and return it to the office as soon as possible.

**(Parent’s Signature) (Date)**

**(Student Signature) (Date)**

**APPENDIX A - Acceptable use Policy for Winnett Public School**

Students in grades 5 – 12 will be issued a Chromebook or laptop and charger for educational purposes. Students may only access educational content during school hours. School devices are networked and connected to the school filter and school internet. Each teacher will set their own classroom policies for when and how devices (computer, phone and any other) are used.

Students may use a personal Chromebook or laptop at school, however, personal devices are not connected to school internet.

Regardless of whether a student is using a school or personal device, devices should be used for academic purposes during school time. Students may not set device backgrounds with inappropriate content, nor view inappropriate content during school time. This includes content that is violent or promotes violence/harassment, is sexual in nature, promotes drugs/alcohol. Any media that would fall under the bullying/harassment/intimidation policy is not allowed.

Violation of the acceptable use policy may include warnings, parent meetings, loss of computer/device privileges, or other disciplinary action.

If a student is participating in a class that requires computer use, that student may not receive credit for the assignments he/she misses.

Computers are available for use in the library before school, after school and during evening library hours with library personnel and supervision.

(Parent’s Signature) (Date)

(Student Signature) (Date)

(Student Signature) (Date)

(Student Signature) (Date)

**2023-2024 Winnett Public School**

**PARENT PERMISSION FORM**

**K-12 Students**

Student Name(s): Grade(s) \_\_\_\_\_\_\_\_

This form will remain in force for the 2023-24 school year. If at any time you would like to

make changes, please contact the school.

I designate the following person as my emergency contact should the buses run early, illness, student missed the bus, child needs to leave school, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Name** **Phone Number**

Parents: Please read the handbook information related to the topics below before

 Completing this form. Once you have read the information provided, please mark your

 choices, sign the form and return it to the school.

\_\_\_\_Yes \_\_\_\_No I have read and understand the Student Handbook.

\_\_\_\_Yes \_\_\_\_No I have read and understand the Activity Participation Policy.

\_\_\_\_Yes \_\_\_\_No I have read the notice for directory information, and have notified the

school in writing only if I do not want directory information about my child

disclosed to third parties in accordance with FERPA.

\_\_\_\_Yes \_\_\_\_No I have read and understand the Technology Use Agreement and I give

permission for my child to use the internet. My child agrees to abide by the

rules described herein.

\_\_\_\_Yes \_\_\_\_No I have read, signed and returned an Emergency Medical Service Form.

\_\_\_\_Yes \_\_\_\_No I have read, signed and returned a Title I School-Parent-Student Compact.

(One per family)

\_\_\_\_Yes \_\_\_\_No I have read, signed and returned the MHSA Concussion Statement.

\_\_\_\_Yes \_\_\_\_No I give permission for my child to attend activity trips and will notify the

school in writing should I not want them to participate in a specific trip.

\_\_\_\_Yes \_\_\_\_No I give permission for my child to attend school assemblies and will notify

The school in writing should I not want them to participate in a specific

 assembly.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please remove this page and return to the school office with signatures. Thank you.***