

**BAINVILLE  
PUBLIC  
SCHOOL  
STUDENT  
HANDBOOK  
2021-2022**

## **To Students and Parents:**

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

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.

Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

In case of conflict between Board policies or any provisions of student handbooks, the provisions in the student handbooks are to be followed. All students and parents are expected and required to adhere and abide by all Bainville School Board policies and guidelines. Access to all policies may be obtained through the District clerk during normal business hours or online at <http://www.bainvilleschool.k12.mt.us/>.

Bainville School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

## **2021-2022 BOARD OF TRUSTEES**

Dana Berwick - Chair  
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## Table of Contents

|  |    |
|--|----|
| ACADEMIC COUNSELING.....   | 5  |
| ACADEMICS.....   | 5  |
| ACTIVITY ELIGIBILITY.....  | 8  |
| ADMISSION OF STUDENTS.....   | 9  |
| ATTENDANCE.....  | 10 |
| ASBESTOS NOTIFICATION.....   | 13 |
| ASSEMBLIES.....  | 14 |
| BULLYING/HARASSMENT/INTIMIDATION/HAZING.....                                     | 14 |
| CAFETERIA SERVICES.....  | 14 |
| CELL PHONES AND OTHER ELECTRONIC EQUIPMENT.....                                  | 15 |
| CLOSED CAMPUS.....   | 15 |
| COMMUNICABLE DISEASES/CONDITIONS.....  | 15 |
| COMMUNICATION.....   | 16 |
| COMPLAINTS BY STUDENTS/PARENTS.....  | 16 |
| COMPUTER RESOURCES.....  | 17 |
| CONDUCT.....   | 17 |
| CORRESPONDENCE, ON-LINE, DUAL CREDIT or COLLEGE CREDIT/ EARLY ENTRY COURSES..... | 18 |
| DANCE RULES.....   | 20 |
| DETENTION EXPECTATIONS.....  | 21 |
| DIPLOMA.....   | 21 |
| DISTRIBUTION OF MATERIAL.....  | 21 |
| DRESS AND GROOMING.....  | 22 |
| DRUG DOG INSPECTIONS.....  | 22 |
| DUAL ACTIVITY IN A SEASON.....   | 23 |
| EMERGENCY SAFETY.....  | 23 |
| FEES.....  | 24 |
| GENERAL OFFICE HOURS.....  | 24 |
| GRADUATION.....  | 25 |
| HOMELESS STUDENT RIGHTS.....   | 25 |
| HOMEWORK.....  | 25 |
| IMMUNIZATIONS.....   | 26 |
| INSURANCE, STUDENT.....  | 26 |
| LAW ENFORCEMENT.....   | 27 |
| LOCKERS & BACKPACKS.....   | 28 |
| LOST AND FOUND.....  | 28 |

|  |    |
|--|----|
| LUNCH HOUR AND RECESS .....                                    | 28 |
| MEDICINE AT SCHOOL.....  | 29 |
| PROMOTION AND RETENTION.....                                   | 30 |
| PROTECTION OF STUDENT RIGHTS .....                             | 30 |
| RELEASE OF STUDENTS FROM SCHOOL .....                          | 31 |
| REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES .....          | 31 |
| SCHOOL STORE.....  | 31 |
| SCHOOL DAY.....  | 31 |
| SEARCHES .....   | 32 |
| SEMESTER TESTS/PROJECTS.....                                   | 33 |
| SEXUAL HARASSMENT/SEXUAL DISCRIMINATION .....                  | 33 |
| STUDENT DISCIPLINE.....  | 34 |
| STUDENT DRIVING .....  | 36 |
| STUDENT RECORDS.....   | 36 |
| STUDY HALLS .....  | 38 |
| TRANSPORTATION.....  | 38 |
| VIDEO SURVEILLANCE.....  | 40 |
| VISITORS AT SCHOOL .....                                       | 40 |
| WITHDRAWAL FROM SCHOOL .....                                   | 41 |
| SCHOOL STAFF.....  | 41 |
| 2021-2022 INTRA-CURRICULAR ADVISORS.....                       | 42 |
| 2021-2022 EXTRA-CURRICULAR COACHES .....                       | 42 |
| 2021-2022 ATHLETIC CONFERENCE AFFILIATION.....                 | 43 |
| COLLEGE PREP PROGRAM.....                                      | 44 |
| MONTANA UNIVERSITY SYSTEM ADMISSION REQUIREMENTS .....         | 45 |
| MONTANA AUTHORIZATION TO CARRY AND ADMINISTER MEDICATION ..... | 46 |
| HARRASSMENT REPORTING FORM FOR STUDENTS.....                   | 47 |
| MEDICAL STATEMENT.....   | 48 |
| STUDENT ACCEPTABLE USE POLICY.....                             | 49 |
| BAINVILLE SCHOOL RELEASE FORM .....                            | 54 |
| BAINVILLE SCHOOL .....   | 55 |
| IDENTIY RELEASE FORM .....                                     | 55 |
| TRANSPORTATION RELEASE OF LIABILITY FORM.....                  | 56 |
| BAINVILLE SCHOOL TRAINING RULES .....                          | 57 |
| BAINVILLE STUDENT HANDBOOK SIGN-OFF .....                      | 58 |

## ACADEMIC COUNSELING

Students and parents are encouraged to talk with a school counselor, teacher, principal, or superintendent to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Students in grades nine through twelve will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

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

## ACADEMICS

### Bainville High School Requirements

Successful completion of the following subjects:

|   |         |                 |
|---|---------|-----------------|
| English                                 | 4 years | 4 units         |
| Social Studies                          | 3 years | 3 units         |
| Math                                    | 3 years | 3 units         |
| Science                                 | 3 years | 3 units         |
| PE/Health                               | 2 years | 1 unit          |
| Technology                              | 1 year  | 1 unit          |
| Business                                | 1 year  | 1 unit          |
| Fine Art                                | 1 year  | 1 unit          |
| <b>SUBTOTAL</b>                         |         | <b>18 UNITS</b> |
| <b>ELECTIVE UNITS</b>                   |         | <b>7 UNITS</b>  |
| <b>TOTAL UNITS</b>                      |         | <b>25 UNITS</b> |
| Required when offered:<br>Prep for Life | 1 year  | 1 unit          |

Students will limit themselves to one study hall OR one Teacher's Assistant period per semester (limited to juniors and seniors only), so their schedule will consist of 7 units of required and elective classes.

Required Classes:

| <b>ENGLISH</b> | <b>SOCIAL STUDIES</b> | <b>MATH*</b>          | <b>BUSINESS</b>   |
|----------------|-----------------------|-----------------------|-------------------|
| English I      | World History         | Algebra I             | Intro to Business |
| English II     | U.S. History          | Geometry              |                   |
| English III    | American Government   | Algebra II            |                   |
| English IV     |                       |                       |                   |
| <b>SCIENCE</b> | <b>HEALTH ENHANC.</b> | <b>TECHNOLOGY</b>     |                   |
| Earth Science  | P.E. Health .5        | Computer Applications | Life Skills       |
| Biology        | P.E. Health .5        |                       |                   |
| Chemistry      |                       |                       |                   |

\*\*\*Subtotal of 17 required units \*substitutions for math requirements may be made upon administration recommendation.

Elective Classes (not all may be offered every year):

|                       |                       |                                 |                            |
|-----------------------|-----------------------|---------------------------------|----------------------------|
| Ag-Construction       | Natural Resource Mgmt | Basic/Advanced Woodworking      | Rangeland/ Greenhouse Mgmt |
| Ag Business/Ag Comm.  | Ag Operations Tech    | Ag I, II, III, IV               | Food Prod./Animal Sc.      |
| Ag Machinery          | Ag Leadership         | Small Engines                   | Plant Science              |
| Ag Welding            | Livestock Management  | Band                            | Choir                      |
| Accounting I, II, III | Computer Aps II, III  | Digital Media Design/Production | Photo Editing              |
| Marketing             | Studio Art I          | Studio Art II                   | Studio Art III             |
| Studio Art IV         | Advanced PE           | Weight Training                 | Economics                  |
| Life Skills           | Journalism            | Video Editing                   | World Affairs              |
| Spanish I II,& III    | Environmental Science | Physics                         | Anatomy & Physiology       |
| Pre-Calculus          | Advisory              | Math Support                    | College Algebra            |
| Geography             | Leadership            | Chemistry                       | Natural Parks              |
|                       | Online-Courses        | Teacher's Aide (.25)            | Criminal Justice           |

\*\*\*Subtotal of 8 elective units with not all electives being offered each year.

### Weighted Grading

Weighted courses are those courses specifically identified as highly rigorous upper division courses. Two different levels of weighted courses are available. Some dual credit courses taken through community colleges or tribal colleges may meet the criteria for honors courses pending administrative approval.

Those courses identified as “honors” courses are weighted as follows:

A = 4.5                      B = 3.5                      C = 2.5                      D = 1.5                      F = 0

The following specific courses are considered honors courses:

1. Physics, Anatomy & Physiology
2. Advanced Math, Trigonometry, Pre-Calculus, Calculus, and College Algebra
3. Beyond second year of world language
4. Accounting 2 and 3

AP courses are any courses designated as AP taken via the Montana Digital Learning Academy and dual credit courses taken through a 4-year university.

The courses considered as AP are weighted as follows:

A = 5.0                      B = 4.0                      C = 3.0                      D = 2.0                      F = 0

### Awards and Honors (see BP2410P)

Students in grades 7-12 maintaining a 3.25 GPA or higher will be recognized each quarter through an honor roll. Students who achieve a 4.0 or greater will have special designation. Salutatorian and Valedictorian awards will be based on the first 7 semesters of high school. Awards, including honor roll, will be based on GPA calculations to a .001 (thousandth-three decimal places) of a point. Such designation are available only to those students who have completed the required regular education or advanced Bainville High School Graduation requirements. A Valedictorian or Salutatorian must have completed their last three semesters at Bainville Public School. An “F” in any subject bars a student from the honor roll. Purposes of the program are:

- To identify and give recognition to those students who academically excel in school at Bainville.
- To give students an added incentive to excel in school.

Plus and minus grades are not recognized in the computation of the Bainville Honor Roll, or in the computation of the Valedictorian and Salutatorian honors.

| LETTER GRADE | PERCENTAGE | GRADE POINT EQUIVALENT |
|--------------|------------|------------------------|
| A            | 92-100%    | 4.0                    |
| B            | 83-91%     | 3.0                    |
| C            | 74-82%     | 2.0                    |
| D            | 65-73%     | 1.0                    |

Class Rank is compiled from semester grades.

Each student and parent may have internet access to grades via the Infinite Campus Portal at <https://mtstate.epm.infinitecampus.org/mtstate/portal/bainville.jsp>. Contact the office for access to parent and student usernames and passwords.

In extreme circumstances, and with the permission of administration, a teacher may elect to

award a temporary Incomplete (I) to a student at the end of a grading period. The Incomplete must be changed to a final grade no later than 10 school days after the end of the official grading period.

## ACTIVITY ELIGIBILITY

1. All elementary school, junior high, and high school students participating in sports and cheerleading must have a physical. Physicals must be signed by a parent and physician and presented prior to any participation by students.
2. The Bainville School District believes dual participation in athletic activities often puts a strain in many other areas of the student's high school involvement (academic, athletic, social/emotional). Therefore, at no time may high school students participate in dual MHSA seasons that run simultaneously with the exception of Speech, Drama, Band, and Choir.
3. An athletic fee will be assessed to all 7<sup>th</sup>-12<sup>th</sup> grade students who choose to participate in any athletic activity (volleyball, football, cross country, basketball, track, and golf). An individual athlete will be charged \$40 for each sport. There will also be a \$100 max for each family per year. The athletic fee must be paid prior to any participation by students. The Activity Fee will be waived for those qualifying for free lunch.
4. Montana High School Association (MHSA) and the Bainville School Board Policy govern high school activities of participation and eligibility (refer to Bainville School Training Rules).
5. Students who are academically ineligible may not participate in extra-curricular or intra-curricular contests, suit up for games, or travel with the team/organization. The sole exception is the full choir, full band portion of District Music Festival which, by definition is noncompetitive.

All of the following criteria must be met for students in grades 9-12 to participate in extra and intra-curricular activities (sports, speech, drama, music, FFA, BPA):

- Weekly eligibility, no failing grades (64 percent or below) and/or 2+ Ds are accepted with the exception of weighted courses which will only be triggered by an F.
- Must schedule and receive a 20 minute study session from each teacher where the grade is below a C. This includes grades of D and F. Failure to attend a study session will result in an automatic detention of 30 minutes.
- Eligibility will be a cumulative 9 weeks grade taken from each teacher Tuesday morning at 8:00 A.M. per the previous week's grade(s).
- Weekly eligibility begins Wednesday at 12:00 A.M. and ends the following Tuesday at 11:59 P.M.
- A failing quarter grade will render the student ineligible for 4 ½ weeks of the next quarter. At that time regular eligibility calculation resumes.

All of the following criteria must be met for students in Junior High to participate in extra and intra-curricular activities:

- Weekly eligibility, no failing grades (64 percent or below) and/or 2+ Ds are accepted.
- Must schedule and receive a 20 minute study session from each teacher where the grade is below a C. This includes grades of D and F.



- Eligibility for Junior High students will be calculated on a weekly basis only.
- Eligibility will be taken from each teacher Tuesday morning at 8:00 A.M. per the previous week's grade(s).
- Weekly eligibility begins Wednesday at 12:00 A.M. and ends the following Wednesday at 11:59 P.M.

## ADMISSION OF STUDENTS

### In-District Students

New students living within the Bainville School District must present all previous school records, including Special Education, 504, IDEA, proof of identification and date of birth, and parent/guardian approval. Students will be subject to placement/grade based on review of records. The Board of Trustees of Bainville District #64D recognizes that the educational need of its resident students include the need for an orderly educational process free from disruption, overcrowding, and any kind of violence or disruptive influences. In-District students applying for admission, who have been excluded from other public or non-public educational agencies, may pose a considerable disruption to the educational process already established at Bainville School.

Bainville School District #64D may deny admission to an in-District student who has been excluded from another educational agency and/or exhibited behaviors in the past 12 months that would be grounds for exclusion of any student already enrolled in the Bainville School System.

Should the administration feel that a student falls within these guidelines and is denied admission, a recommendation will be made to the School Board that the individual student not be admitted as a student in the Bainville Public School System. At this time, the Board of Trustees will render a decision.

### Out-of-District Students

Students who live outside the Bainville School District #64D and seek enrollment must fulfill the same admission requirements as outlined for In-District Students, and additionally must:

- be in good standing with the previous school, or with the handbook during the previous year in the Bainville School District.
- be on schedule to graduate (High School students)
- have a good attendance record in either the previous school or during the previous year in Bainville.
- Have a behavioral record that supports academic success.
- not have been out of school for more than 10 academic/calendar days on the Bainville School calendar.
- Complete an application form for out-of-district students
- Have application approved by the Board of Trustees
- Out-of-district enrollment is subject to yearly board approval (BBP 3141). Placement is at the discretion of administration. As a rule of thumb, to be registered as a sophomore, a student must have earned six (6) credits, as a junior twelve (12) credits, and as a senior eighteen (18) credits.

Students 18 years or older may be subject to a background check. Out-of-District student admission is subject to the approval of administration, and ultimately of the Board of Trustees.

### Out-of-State Students:

Students from North Dakota, who desire to enroll in Bainville School District, must fulfill the same admission requirement as outlined above. Students who have been granted permission to attend Bainville School District #64D will not be required to pay tuition; except in those circumstances where required by law. In such circumstances, the amount of tuition will be set at the amount provided by law or (if allowed) at an amount set by the Board of Trustees.

The District of residence for any North Dakota students who wish to attend Bainville School District #64D will be required to pay tuition in the amount established under the Reciprocal Agreement between Montana and North Dakota. In the absence of a Reciprocal Agreement, the tuition amount must be mutually agreed upon between Bainville School District #64D and the North Dakota District as a pre-condition of attendance by any resident of that North Dakota District.\*

\*Note: This policy applies only for initial enrollment AFTER July 1, 1998. This policy does not apply to any students currently enrolled at School District #64D, as the adoption of this policy and the tuition arrangements for those students will continue to be structured as they have been in the past during their attendance at Bainville School District #64D.

## ATTENDANCE

(See policies 3122 & 3122P)

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.

### Activities or Planned Absences (Excused)

It is the student's responsibility to notify teachers and office prior to being absent. Advanced Makeup Slips (available in the office) need to be completed by students prior to planned school events or planned personal absences. Students are responsible to complete this process and keep a copy of the makeup slip to work from. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work

for each day missed plus one (1) day, upon return.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular or competitive intra-curricular activity, including practice, students must be in school the full day of the event or the last full day prior to the activity if the activity falls on a non-school day or departure for event is prior to 12 noon. Exceptions may be made by the administration when prior written communication is provided.

Missed work assignments during any absence, excused or unexcused, will be accepted at full credit unless turned in late. The following are valid excuses for absence and tardiness and will not be counted toward the ten (10) day/class rule:

1. Participation in school-approved activity - To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.
2. Absence caused by illness, health condition, or family emergency - When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed **one (1) makeup day for each day of absence plus one (1) day. (Ex.: miss 2 days-get 3 days to make up work)**. "Emergency" shall be defined as unforeseen and unexpected circumstances which create an air of crisis or extreme need. Such circumstances must present a grave and clear danger which could result in irremediable harm or immediate disaster. Days where students absences are supported by a valid medical professional's note will not count toward the 10 days of absences (see 10 day rule below). Medical documentation needs to be submitted within two weeks of the absence.

Bainville School follows the recommendations of the Roosevelt County Health Department in determining when students are sent home from school or may return.

3. Absence resulting from disciplinary actions or short-term suspension - Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom. If the work is not turned in on or before the allotted due date (one (1) makeup day for each day of absence plus one (1) day) no credit will be issued.

Extended illness or health condition - If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty. After an extended medical absence, the process for returning to school will be determined by administration. It is the responsibility of the parent to initiate conversation with administration to facilitate process prior to the student's return. A doctor's release may be required.

Excused absence for chronic health condition - Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the Superintendent or Counselor, and a limited program shall be written following the advice and recommendations of the student's

medical advisor. The recommended limited program shall be approved by the Superintendent. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

In extended illness or chronic health condition absence cases, the district, in consultation with teaching staff, may offer remote learning—either asynchronous or synchronous or a combination of both.

College Trips 11-12 The District will accept not responsibility for students visiting a college. It is the policy of BPS to allow juniors/seniors to arrange for two (2) days per year for college visitation that will not count against the 10 excused days. The days must be prearranged with the counselor and verified by the school counselor BEFORE and AFTER the trip for the days to be allowed.

## Unexcused Absences

1. Absence without permission or knowledge of parent/guardian, or leaving school without checking out.
2. Student must present work upon return. Tests must be taken upon return.
3. Students who are truant will be subject to in-school suspension:
  - a. 1<sup>st</sup> offense = 1 day
  - b. 2<sup>nd</sup> offense = 2 days
  - c. 3<sup>rd</sup> offense = 3 days

## Ten-(10)-Day/Class Rule

Regular attendance at school is vitally important to students' academic success. All absences, excused or unexcused count toward the allowed 10 days allowed each semester with the exception of absences for school sponsored activities and absences for periods that are supported with a valid doctor's note. Those will not count toward the 10 days. When students have been absent for 10 days/class periods, parents may request a meeting with the student, parents/guardians, and the attendance committee to discuss any disputed absences.

For every day the student is absent above the 10 days/class periods allowed, two (2) percentage points will be deducted from the final grade. Again, absences for school sponsored activities and absences for periods that are supported with a valid doctor's note will not count toward the 10 days.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Administration or Counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, the student may be suspended from the class.

Students who are tardy may serve noon or after-school detention, or suspension depending on the number of tardies accumulated. Three (3) unexcused tardies will constitute one (1) unexcused absence. These unexcused absences WILL count toward the ten (10) day/class rule and may cause a student to lose credit or lose percentage points on the class(es) grade.

A tardy in the high school/junior high is defined by any student who is less than 15 minutes late for class. After 15 minutes, the student will be counted absent in that class. In the elementary, a

student will be counted absent after 10:00 am (9:00 am Fridays) in the morning, and 2:00 pm (1:00 pm Fridays) in the afternoon. If a student is absent for two (2) hours or more between 10:00 am and 2:00 pm Monday –Thursday or 9:00 am to 1:00 pm on Friday, either an AM absence or a PM absence will be recorded.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment.

## **ASBESTOS NOTIFICATION**

### **ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BAINVILLE SCHOOL/SCHOOL DISTRICT**

(Required by the *Asbestos-Containing Materials in Schools Rule*, §§ 763.84(c) and 763.93(g)(4))

In 1986, Congress enacted the *Asbestos Hazard emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM (asbestos containing building materials) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the *AHERA* mandate. These regulations are incorporated within the *Asbestos-Containing Materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule*, Bainville School has its school buildings inspected by an asbestos inspector, accredited by the State of Montana every three years. The most recent re-inspection was completed in July 2011. The purpose of the reinspection is to identify any of suspected ACBM. The type, condition, and location of this ACBM was noted. Samples to confirm the presence or absence of asbestos are taken as needed of some or all of the suspect ACBM. Suspect ACBM not sampled is assumed and treated as if they contain asbestos.

Bainville School has developed an Asbestos Management Plan by an asbestos management planner, accredited by the *State of Montana*. The *Asbestos Management Plan(s)* includes a description of the maintained in condition ACBM that will not pose a threat to the health of our students and employees. This Plan describes past response actions taken to abate ACBM, as well as response actions planned for the future. The Asbestos Management Plan(s) provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

All asbestos within the Bainville School has been properly removed, capped, and disposed of by a state licensed and accredited abatement contractor. The documentation of the project is part of the Asbestos Management Plan.

A copy of the Asbestos Management Plan is available for your review in the School District administrative office during regular office hours.

## ASSEMBLIES

Assemblies, whether at the school or at an alternative site, or considered part of the curriculum and school day. Students will not be dismissed from attending.

## BULLYING/HARASSMENT/INTIMIDATION/HAZING

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

All complaints about behavior that may violate this policy shall be investigated in a timely manner. Retaliation is prohibited against any person who reports or is thought to have reported a violation, who files a complaint, or who otherwise participates in an investigation or inquiry.

[See policy 3226 for further information]

A Harassment Reporting Form is available at the back of this handbook.

## CAFETERIA SERVICES

Bainville School provides a free breakfast daily from 7:50 – 8:22 A.M. No breakfast items can be eaten outside of the cafeteria.

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. A letter to the parents, instructions for application, and the form is included at the end of this handbook.

Money can be placed on a student's school lunch account both in person at the school, or via the School Lunch portal. Inquire at the front desk for more information. Money placed on a student's lunch account can only be used for school meals, not at the school store or at concessions.

**Please take the time to fill out the Free and Reduced lunch form and return it to the office.**

Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

Student possession and use of cellular phones, pagers, iPods, and other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Cellular phones, pagers, and other electronic devices must be kept out of sight and turned off during the instructional time. For students in 7-12, cell phones may be used between classes, before and after school, and during lunch. During all class times, including study hall, 7-12 students will deposit their cell phone in the assigned area in each classroom, not accessing the device until the end of class bell rings unless teacher notes needed use in lesson plans. Cell phone will not leave the assigned area at any time \*see paragraph below. At no time during the school day will students in K-6 be allowed to use cell phones or other electronic communication devices. Private or personally owned internet capable devices, including cell phones also fall under the Acceptable Use Policy and that policy must be followed. Administration reserves the right to rescind this privilege at any time.

While teachers may authorize the use of cell phones in their classroom for instructional purposes, unauthorized use of such devices as deemed by the teacher disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned under the following conditions:

1<sup>st</sup> offense: Warning to student and returned at the end of the day

2<sup>nd</sup> offense: 30 minutes of detention and parent must retrieve the phone

3<sup>rd</sup> offense: Day of ISS and student must check phone into the office each day until the end of the semester.

Successive offenses: At discretion of administration

All electronic equipment with wireless capabilities, including all cell phones used by a student, is required to be registered at the school office if brought into the building. Initial registration must be completed by the end of the first week of school.

## **CLOSED CAMPUS**

The school is a closed campus facility, and a student must remain in school during school hours. The lunch menu is posted; therefore, students have ample time to bring lunch if the menu is not to their liking on a given day. See "Student Driving" for more information.

## **COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the 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           | Hansen's disease  | Ringworm of the scalp                          |
| Campylobacteriosis  | Hepatitis         | Rubella (German Measles), including congenital |
| Chickenpox          | Influenza         | Salmonellosis                                  |
| Chlamydia           | Lyme disease      | Syphilis                                       |
| Colorado Tick Fever | Malaria           | Scabies  |
| COVID               | Measles (Rubella) | Shigellosis                                    |
| Diphtheria          | Meningitis        | Streptococcal disease, invasive                |
| Gastroenteritis     | Mumps             | Pinkeye  |
| Tuberculosis        | Giardiasis        | Whooping Cough (Pertussis)                     |

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

## COMMUNICATION

The district uses multiple avenues for communication with student parents and guardians. The school website can be found at [www.bainvilleschool.k12.mt.us](http://www.bainvilleschool.k12.mt.us). The district has numerous Facebook pages: Bainville Public School, Bainville Athletics and Bainville FFA Chapter, Bainville School Music, Bainville BPA. Please "like" all those pages so you can get any updates posted.

To receive the daily announcements via email, contact the front office at [mbonebrake@bainvilleschool.k12.mt.us](mailto:mbonebrake@bainvilleschool.k12.mt.us) and request to be added to the email list.

The lunch menu, staff email, monthly and yearly calendars are available on the website as well as updates on the various Facebook pages. The most current updates will be through the daily announcements.

Emergency information will be communicated through the District's emergency contact system, One Call. Please contact the office at 769-2321 to be added to that communication avenue. To receive One Call texts instead of voicemails on your cell phone, please text ALERT to 22300.

**Students are not to have unmediated electronic communication with any school staff.**  
**Initials**

## COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at BP# 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal and 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.

Some complaints require different procedures. The Superintendent's office can provide



information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

## COMPUTER RESOURCES

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

District computers that are available for students to check out from the library or from classroom pods are expected to be returned in the manner determined by the library or classroom teacher, including timeliness and condition. Violations to these rules will result in the following discipline:

1<sup>st</sup> Offense: Detention

2<sup>nd</sup> Offense: Not allowed to check out computers from the library for two weeks

3<sup>rd</sup> Offense: Not allowed to check out computers from the library for remainder of semester

Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

[For additional information, see policy 3612]

## CONDUCT

### Applicability of School Rules and Discipline:

To achieve the best possible learning environment for all students, Bainville School rules and discipline will apply

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

[For additional information, see policy 3310]

## CORRESPONDENCE, ON-LINE, DUAL CREDIT or COLLEGE CREDIT/ EARLY ENTRY COURSES

### High School Credit Options

The District permits high school students to take courses outside of those generally offered at Bainville Public School for credit toward high school graduation. All courses taken for credit must be approved in advance by the administration. One of the two following criteria must be met: the course is not offered by Bainville Public School or the course is offered by Bainville Public School, but will not fit into the student's schedule and will impact graduation. These courses are typically offered through the Montana Digital Academy, Odysseyware, or other acceptable alternatives provided by the district. These options result in high school credit recorded on the transcript, become part of the student's permanent record, and will be used in computing the student's grade point average and activity eligibility based on the grading scale used by the district.

Students planning to take an online college course are encouraged to enroll in an online high school credit course in their freshman or sophomore year previous to taking online college courses. Only one (1) non-free course that is only for high school credit will be paid for by Bainville Public School District. That course must be something that the district does not offer. Exceptions to this policy may be granted by administration in the case of transfer or credit recovery.

Students considering registering for Advanced Placement, dual credit, early entry, and other online classes should give consideration to the following categories: Technology Skills, Work and Study Habits, Learning Style, Technology Access/Connectivity, Time Management Skills, Interest/Motivation, Reading/Writing Skills and Access to Support Services. See the Counselor for the complete readiness rubric.

### Honors Courses

The Board of Trustees is in concurrence with the idea fueling Honor Courses for all high school students at Bainville Public School. Students enrolled in Honor Courses must be in good standing academically, and must be enrolled as a full-time student at Bainville High School. A high school class, live or on-line, or a Dual Credit college course may qualify to be an honors level class. For grading information refer to "academics – Weighted Grading."

### Dual Credit Courses

The District will strive to offer Dual Credit courses where students may earn both college and high school credit. These classes are a regular part of the student day, taught by college approved Bainville teachers, will be placed on the transcript based on the grading scale used by the District, will count toward grade point averages and activity eligibility.

The Board of Trustees is in concurrence with the idea fueling "Dual Credit" for all high school students at Bainville Public School. Students enrolled in "Dual Credit" must be in good standing academically, and must be enrolled as a full-time student at Bainville High School. A Dual Credit Class may qualify to be recorded at an honors level. Each course will be evaluated by the administration. For grading information, refer to "Academics – Weighted Grading."

The District will reimburse the tuition associated with approved courses providing all of the

following criteria are met:

- The timeline for course completion as established by either the sponsoring entity or the District is met;
- The student achieves a passing grade based upon the grading scale used by the District; and
- The District has received the grade before graduation.
- College tuition bill must be submitted within six (6) weeks of the end of the course.

Should any of these stipulations not be completed, the District will not reimburse the parents of the student(s), or whoever advances funds for the course(s).

All approved coursework will be recorded on the student's transcripts and will become part of his/her permanent record. The grade will also be used in computing the student's grade point average and activity eligibility.

### Early Entry-Post Secondary Credit

The District also offers independent coursework through agreements with many two and four year colleges and university systems and any other OPI approved accredited college which lead to post-secondary (college) credits. These offerings need to be arranged with the district in advance of enrolling if the student wants to have time to work on the coursework during the regular school day. Once arranged, a course is part of the student's scheduled day. Courses must be a part of the student's schedule in order to be reimbursed. These courses might not be placed on the transcript, but will count toward eligibility and grade point averages.

The District will reimburse the tuition [other expenses such as application fees and textbooks are not reimbursable] associated with pre-approved courses resulting in college credit providing the following criteria are met:

- The timeline for course completion as established by either the sponsoring entity and/or the District is met.
- The student achieves a passing grade based upon the grading scale used by the District; and
- The District has received the grade before graduation.
- Reimbursement must be requested within 15 days of completing the class.

### Advanced Placement

Advanced Placement (AP) courses are available to Juniors and Seniors. These classes will be on an AP Grading Scale (see Weighted Grading). Students may elect to take the AP exam after completing the AP course. Successful completion of the exam leads to college credit at most colleges nationwide.

Students may choose to take an AP exam without enrolling in the associated Advanced Placement course. They must be enrolled or have completed the equivalent high school course to be eligible for the exam. For instance, a student who takes English IV may take the AP Literature and Composition Exam.

All exams are at student expense. Student interested in taking an AP exam should coordinate with the counselor by March 1.

## Certifications

The District also offers opportunities for CTE certifications. These offerings need to be arranged with the district in advance of enrolling if the student wants to have time to work on the coursework during the regular school day. Once arranged, a course is part of the student's scheduled day. Courses must be a part of the student's schedule in order to be reimbursed. These courses will be a part of the regular class schedule, transcript and eligibility. They will be graded Pass Fail.

The District will reimburse the tuition [other expenses such as application fees and textbooks are not reimbursable] associated with pre-approved courses resulting in certification providing the following criteria are met:

- The timeline for certification completion as established by either the sponsoring entity and/or the District is met.
- The student achieves a passing grade; and
- The District has received the grade before graduation.
- Reimbursement must be requested within 15 days of completing the class.

## DANCE RULES

1. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from administration.
2. All dances must be approved in advance by the Bainville Public School Student Council.
3. All dances must be chaperoned by representatives of both the Bainville Public School staff and parents.
4. Admittance to dances will be allowed only for one hour after the scheduled start of the dance. Once admitted, students are to remain at the dance except for emergency reasons. Those who elect to leave before the scheduled end of the dance will not be re-admitted.
5. Junior High students will not be permitted to attend Bainville High School dances unless a specific 7-12 dance is held.
6. Use and/or possession of alcohol, tobacco, nicotine products, or drugs are strictly prohibited. Violators will be ejected from the dance and will be barred from all future Bainville High School dances. All Bainville High School students involved can expect future disciplinary action.
7. Appropriate attire is required. Dress regulations as per the Student Handbook apply. Rules for other specific activities will be made and published from time to time. Students are responsible for following such rules.
8. Bainville Public School retains the right to use a breathalyzer at any dance; before (for the purpose of admittance) or randomly during the dance. Any student who tests positive will not be initially admitted or will be removed. In both cases parent(s)/guardian(s) or parental designee will be called to pick up the student. The student will not be allowed to leave until parent/guardian/parental designee is present. If testing finds alcohol in beverage at any dance, beverage will be removed and students may again be breathalyzed at dance supervisor's discretion. Consequences for violation: A minimum of a three (3) day suspension, with the consequences for a suspension in force (see page 30) and the student will not be allowed to attend the next dance.
9. Locker rooms will not be available for student access during dances.
10. Non BHS attendees may be permitted to attend high school dances with prior approval of the building administrator. All rules apply to Non BHS students attending BHS dances.

## DETENTION EXPECTATIONS

- Turn in cell phone to detention supervisor
- Set in desk provided—facing forward at all times
- Keep hands away/off/out of all other furniture/equipment in the room
- Working on school assignments is encouraged
- Please ask permission to use restroom, drinking fountain or to speak to a teacher/staff member
- All bags are to be left in the designated area.

## DIPLOMA

The Board of Trustees has authorized two Diplomas: A regular diploma (see pg. 5 Academics) which signifies that the student has met all state and local requirements for graduation, and a College Prep Diploma which is given to students who meet BHS graduation requirements and the following expectations:

1. Maintain a cumulative GPA of 3.5 or higher
2. Attain 28 BHS credits or the equivalent thereof through proof of successful completion of Early Entry coursework as presented on an accredited college transcript. Early entry courses will count for the equivalent BHS credit for the sole purpose of meeting College Prep Diploma requirements.
3. Take at least four years of science in high school
4. Take at least four years of math in high school
5. College Prep Elective Options:
  - a. World Language
  - b. Computer Science
  - c. Visual and Performing Arts
  - d. Career and Technical Education
  - e. Take at least two honors or Advanced Placement courses
  - f. Take pre-approved Early Entry\* or Dual Credit courses
6. Any deviation from the above requirements are solely at the discretion of administration.

## DISTRIBUTION OF MATERIAL

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

## DRESS AND GROOMING

K-12:

Bainville School strives to promote a learning environment which is safe, healthy, positive, and free of distractions so teachers may teach and students may learn. Students and staff have the right to work and learn in an environment free of harassment issues, hostile environment issues, illegal substance use/abuse issues, and weapons issues. Clothing which does not promote a safe and healthy lifestyle and a positive classroom environment, cannot be worn to school. Dress Code violations will follow the Student Discipline guidelines outlined in that section.

Rules specific to 7-12:

1. Remove your head gear upon entering the building (this includes hats, hoods, sweatshirt hoodies, bandanas, beanies, etc.) 8:00 AM-3:45 PM (unless leaving the building earlier)
2. Wear tops/dresses with a 2" wide strap.
3. Wear shorts/dresses/skirts with an inseam greater than 5" AND past your fingertips
4. Wear clothing free of offensive/derogatory messages. For example, race, sex, ethnics, religion, gender, violence, drugs, alcohol, or profanity).
5. Wear clothes that cover all undergarments.
6. Change out of your pajamas before coming to school
7. Wear clothes that provide adequate coverage of your body, especially in the areas of midriffs, underarms, backsides, cleavage, etc.
8. The use of blankets is reserved for special occasions, dress up days, and bus trips.

*Note: Questionable attire will be at the professional judgment of Bainville School staff and administration.*

### Extra-Curricular Activities

When students travel out-of-town to school-sanctioned activities, they represent our school and community, and are asked to "dress up". The teacher/coach/advisor will be responsible for student dress and appearance. An example of appropriate dress may include, but is not limited to:

Dress pants, slacks, khakis  
Shirts, blouses, sweaters  
Collared shirts that are neat and clean  
Shirts tucked in, buttons buttoned  
Shoes appropriate for the weather

**During inclement weather/winter weather, students should take appropriate outerwear such as heavy coats, gloves, mittens, boots, blanket and/or pillow, head gear, etc.**

No jeans and t-shirts please, unless specified as part of dress apparel by the teacher/coach/advisor.

## DRUG DOG INSPECTIONS

Our school district has a contract with Montana Interquest Detection Canines to conduct periodic inspections of our campus. These inspections will be carried out by a nationally certified canine

and handler.

These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medication.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, desks, backpacks and any other articles on school property are subject to inspections.

All inspections will be conducted within the scope of law and with the knowledge of the student.

Parking on school property is a privilege not a right. Bainville Public School has the right to ask to search personal vehicles while parked on school property.

## **DUAL ACTIVITY IN A SEASON**

The Bainville School District believes dual participation in athletic activities often puts a strain on other areas of the student's involvement (academic, athletic, social/emotional). Therefore, at no time may students participate in dual MHSAA activity seasons that run simultaneously with the exception of Speech, Drama, Band, and Choir.

## **EMERGENCY SAFETY**

### **Emergency Medical Treatment and Information**

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

### **Drills: Fire, Tornado, and Other Emergencies**

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

### **School Closing or Emergency Notification Procedures**

The school uses One Call for parent/staff notification for all emergencies. All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via One Call and public media if time permits.

If extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision and will initiate the emergency One Call communication procedure.

## FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Lunch (Breakfast is free for all, and students may qualify for free or reduced lunch)

An athletic fee will be assessed to all 7<sup>th</sup>-12<sup>th</sup> grade students who choose to participate in any athletic activity (volleyball, football, cross country, basketball, track, and golf). An individual athlete will be charged \$40 for each sport with a \$100 max. There will also be a \$100 max for each family. The athletic fee must be paid prior to any participation by students. Students who qualify for free/reduced lunch are exempt from this fee.

Any required fee or deposit may be waived if the student and parent are unable to pay. Requests for such a waiver may be made to the Superintendent.

If a student or parent does not pay an outstanding fee from the previous year, **including lunch**, report cards will not be sent home until the fees are paid. Additionally, students will not be allowed to register for classes until the fee has been paid or arrangements have been made with the Superintendent to rectify the situation. If the student is a graduating senior, his/her Bainville School transcript will be held until the fees are paid.

In the case of uncollected lunch money, the district will follow Board Policy which allows for the use of third party bill collection. Seniors who have unpaid lunch monies will not have signed diplomas. Out of district students with unpaid bills including lunch, may be impacted by what is considered to be a student in good standing for re-admittance.

Season Sport Passes: \$50 Student, \$75 Adult

## GENERAL OFFICE HOURS

Main Office hours are Monday-Thursday, 7:30 A.M.-4:30 P.M.

Friday 7:30 A.M. – 3:30 P.M.

At 8:35 A.M. the doors will be locked. The only unlocked doors will be the front main entrance doors by the main office. There is a phone in the main office for students' use. The purpose of this phone is strictly for parental/guardian contact. When parents/guardians call the school, messages will be taken for a return call during non-instructional time. If it is an emergency, a student will be



pulled from class. We do not relay messages from non-parents calling for non-family business, nor do we acknowledge that the student attends this school for privacy and safety reasons.

## **GRADUATION**

To graduate from Bainville High School, a student must have satisfactorily completed the last quarter prior to graduation as a senior (12<sup>th</sup> grade equivalent) student.

A student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances the diploma will be awarded after the official ceremony has been held.

Students shall be expected to earn the units specified under Academics in this handbook in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

Foreign exchange student requirements can be found in policy 3145. Further information on commencement exercise participation can be found in policy 2333.

### **Early Graduation**

Students wishing to graduate early from Bainville High School must meet all of the graduation requirements as set forth by the State of Montana and the Bainville Board of Trustees.

A written request must be presented to the Superintendent on or before the first day of school of the senior year. If the student making the request is less than eighteen years of age, the request must be made by the student's parent(s) or legal guardian(s). The request will be submitted to the Board for consideration. The decision of the Board is final.

## **HOMELESS STUDENT RIGHTS**

Darin Hannum  
Homeless Liaison  
Bainville Public School  
Box 177  
Bainville, MT 59212  
406-769-2321

Our school and school district provide equal access and comparable services to all students. For information on program available to homeless students, please contact the above liaison.

## **HOMEWORK**

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

homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner.

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

## 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, rubella (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5). Newly added by the legislature in 2015 is the requirement for a varicella immunization.

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 physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy 3413]

## INSURANCE, STUDENT

The Bainville school district pays the premium for a "school-day-all student" basic medical insurance policy. This policy is secondary to whatever medical or whatever health insurance the family/insurance may have. Once the students' family plan has paid its limit, the district's insurance carrier will be applied to the balance of the medical costs. All remaining medical costs, after the district's insurance has been applied, will be the responsibility of the student's parents/guardians. A family without a health insurance plan should consider some type of student insurance which can be obtained at a modest cost.

**Any student injured at school must report the injury immediately to school personnel.**

# LAW ENFORCEMENT

## Questioning of Students

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

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

## Students Taken into Custody

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

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

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

The Superintendent or the Principal will attempt to notify the parent unless the officer or other authorized person raises what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## School Safety Laws

- Gun-Free Schools  
An Act Prohibiting the Possession or Consumption of Tobacco Products by Minors (HB 457 from Montana Legislature 1995)  
Minors in Possession (SB 64 from the 1995 Montana Legislature 1995)

A copy of each of the above is on file in the office. The summary and consequence to all of

these above is

- Do not have gun(s), weapons, explosive devices, on your person, in your vehicle, or at any place on the school grounds. Threats of bodily harm against Staff or students will not be allowed and will be reported to the proper law enforcement officials. Consequences range from suspension, expulsion, notification of law enforcement.
- Do not have in your possession, at school, on school grounds, in your vehicle any tobacco or alcohol, controlled substance, prescription medicines which you do not have authorization to ingest. No consumption prior to school or school events is permitted. Consequences range from suspension, expulsion, and/or notification of law enforcement.

There is no expectation of privacy given to anyone using school property for storage of personal items in school lockers or athletic lockers. Further, the school reserves the right to have illegal substance, weapons, and contraband searches, which may include law enforcement. This would apply but not be limited to: book bags, back packs, clothing, vehicles, lockers, etc., on school property.

## **LOCKERS & BACKPACKS**

Junior High and High School students will be issued both an academic locker and gym locker. Lockers are assigned for the purpose of storing necessary school and personal items. No over the counter medications i.e., acetaminophen, ibuprofen, antihistamines, etc, or over the counter dietary supplements are to be stored in either locker. With a medical note, any of the above may be stored in the office and accessed by students. Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Gym lockers will be accessible from 8:15-8:22 each morning.

Backpacks will not be allowed in the classroom. Students are required to come to class prepared with all necessary materials.

## **LOST AND FOUND**

All materials gathered in the lost and found will be held for students and parents until the end of each semester. At that time, all unclaimed items will be either thrown or donated.

## **LUNCH HOUR AND RECESS**

### **Mornings**

All K-6 students will be allowed on the playground from 8:05 - 8:22 A.M. each morning. K-6 students will have a mid-morning recess.

All 7-12 students will be allowed in the commons area, and lunchroom from 8:00-8:22 A.M.

### **Lunch**

K-6 students will have lunch/noon recess. Call the school for the current schedule. The first twenty

minutes are spent in the lunchroom, and the last twenty-five (25) minutes are spent either outside or, when the weather is inclement, indoors. (Refer to “Winter” for details.)

## K-6 Playground Expectations

*Show Your PRIDE!*

1. Be **P**ositive
  - a. Follow directions, lend a hand, use encouraging words, include others
2. Show **R**espect
  - a. Be polite, listen to staff, be safe, use clean language
3. Show **I**ntegrity
  - a. Be a role model, take responsibility, be honest, be yourself
4. Be **D**etermined
  - a. Stay active, use time wisely, be a good bystander, stay in designated areas
5. Show **E**mpathy
  - a. Report injuries, help solve problems, lend a hand, include others\*

## *Winter*

Students will be outside as much as possible during winter weather. No outdoor recess will be held when the temperature plus wind chill is greater than 15 degrees below zero. The school’s weather station will be the official reference for determinations or the nearest station if necessary.-

Grades 7-12 are allowed to be in the commons area and other permitted, supervised areas after they are finished eating lunch. Grade 7-12 students may be permitted on the playground or in the gym when no elementary students are present.

## 7-12 Lunch

Meals or drinks delivered to the school will be available to students as they are released for lunch.

## 7-12 Commons Area Expectations

*Show PRIDE in the Commons Area*

1. Respect others’ personal space.
2. Model school expectations to younger students.
3. Keep language clean and appropriate.
4. Stay in Commons Area unless given permission otherwise.
5. Food remains in the cafeteria.

\*Accident forms are located in the Main Office.

## MEDICINE AT SCHOOL

Students may not store medicine in their academic or gym lockers. A student who must take prescription medicine during the school day must bring the completed Montana Authorization to Possess or Self-Administer Medication form and the medicine in its original, properly labeled container, to the main office. Students who regularly take medication during the school day must have a Health Care Plan signed by their prescribing provider on file. Forms are available in the office.

The school will not distribute any kind of medication (aspirin, ibuprofen, acetaminophen, etc.) to students except in the case of an emergency and with parent authorization. The district will have some generic medications available for student use with parental permission.

All procedures are applicable in school and on school sponsored events outside of the building.

[For further information, see policy 3416 and 3416F]

## **PROMOTION AND RETENTION**

It is the philosophy of the District that students thrive best when placed in or promoted to grade levels with other students of compatible age, physical, social, and emotional status. It is the District's philosophy to promote students who demonstrate effort within those compatibilities. It is equally the District's philosophy and practice to retain students who do not make a reasonable effort to meet grade-level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning.

## **PROTECTION OF STUDENT RIGHTS**

### Surveys

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

### Instructional Materials

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

### Collection of Personal Information from Students for Marketing

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

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

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.

- Criticism of other individuals with whom the student or the student’s family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student’s parent/guardian.
- Income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

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

Written reports of student grades or performance in each class or subject are issued to parents at midterm and at the end of every nine (9) weeks. A school-wide parent/teacher conference night will be scheduled each year. Parents may schedule conferences at any time during the school year by making a request to the teacher and are encouraged to do so.

## **SCHOOL STORE**

Snacks, beverages and school items are available for purchase at the School Store. Store Hours are posted and subject to change. Food and drink items purchased at the store may be consumed in common areas. Consumption in classrooms is at each teacher’s discretion. Purchasing at the school store is not an acceptable excuse for being tardy to class.

## **SCHOOL DAY**

The school day begins at 8:22 am and ends at 3:33 pm Monday through Thursday. On Friday school begins at 8:22am and ends at 2:19 pm. The school doors will be open at 7:45 am and close at 4:00 pm.

## **SCHOOL SPONSORED TRIPS**

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Bainville School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and

the reputations of those students who take a leading role in intra- and extra-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. Student misbehavior on school sponsored trips may lead to student suspension from participating in school sponsored trips and/or other disciplinary action. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular, intracurricular and/or extracurricular overnight events. Consideration for approval will be made on a case-by-case basis by administration at the request of the advisor or coach. An additional chaperone may be required in the event that junior high and high school students are traveling together overnight. Coaches/advisors and/or administration will perform a bag check for these overnight experiences. Participants are expected to check in each bag with the supervising adult prior to leave time and bags may be subject to check throughout the duration of the trip.

Coaches/advisors/chaperones will provide trip expectations to students, parents, and administration well in advance of the scheduled departure.

On any school-sponsored activity or trip, each vehicle used must be driven by a properly licensed and responsible adult (minimum of 21 years of age), and covered by the proper amount of liability insurance. A copy of the individual's liability insurance must be on file with the administration office.

See Student Driving section for additional information.

## SEARCHES

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

### Students' Desks and Lockers

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

Students are not encouraged to store items of value within their lockers. Bainville School District is not responsible for the loss, damage, or theft or any personal items stored within students' lockers.

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



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

## Vehicles on Campus

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

## Drug Detection Dogs

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

## SEMESTER TESTS/PROJECTS

A semester test or project is required in each high school course offered by Bainville High School faculty in which students are eligible to earn up to one half (.5) credit. Semester tests will be completed during the last week of each semester. Semester projects may be ongoing throughout the semester and finalized during the last week of each semester. The semester tests or projects will account for 10% of the semester grade.

## SEXUAL HARASSMENT/SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, Counselor, Superintendent or Title IX coordinator .

Equal educational/employment opportunities shall be available for all students and staff without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. Any student or staff member may file a discrimination grievance using the uniform grievance procedure located in the back of this handbook.

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, student, or agent of the District engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature. If you feel you have been the object of any form of harassment, please contact the District's Title IX coordinator:

Rhiannon Beery  
Title IX Coordinator  
Bainville Public School  
Box 177  
Bainville, MT 59212  
406-769-2321

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, 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 Superintendent or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The Superintendent or Title IX coordinator will conduct an appropriate investigation. 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 by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Superintendent or the Title IX coordinator.

If the resolution by the Superintendent is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

For more information about the District's complaint procedure, see Policy 1700.

A "Harassment Reporting Form for Students" may be found in the back of this handbook.

## **STUDENT DISCIPLINE**

Infractions regarding student discipline will be handled through consequences of detention, in-school suspension (ISS), out-of-school suspension (OSS), and expulsion. Parents will be notified.

The amount of ISS served by the student will vary depending on the frequency and severity of the infraction. Parents will be notified.

Students will serve out of school suspension (OSS) for infractions that are severe in nature, threaten the safety and welfare of others, or cause injury. Parents will be notified. Law enforcement may also be involved.

The Superintendent will determine if expulsion is necessary. Policy will be followed regarding an expulsion hearing with the Board of Trustees.

## Discipline for Office Referrals

**1<sup>ST</sup> Occurrence:** Minimum consequence – student(s) may receive a zero for the class plus one detention – 30 minutes noon or after school. If insubordinate, disrespectful, or untruthful after consultation with administration, the minimum consequence = 1 day suspension (in school or out-of school).

**2<sup>nd</sup> Occurrence:** Minimum consequence – one day in school suspension or three (3) days out of the class in which the occurrence happened. The student may receive zeroes for that class. Maximum consequence if insubordinate, disrespectful, or untruthful is 3-10 days out-of-school suspension.

**3<sup>rd</sup> Occurrence:** Minimum consequence – 2 days of suspension (in or out-of-school) or 6 days out of the particular class with zeroes for that class. Maximum consequence if insubordinate, disrespectful, or untruthful is 3-10 days out-of-school suspension.

Continued classroom disruptions or habitual disciplinary referrals to the office may result in the student being removed from that class for the remainder of the semester, loss of credit, and/or possible expulsion. A parent conference and/or counselor referral may be requested after any occurrence.

In all out-of-school suspensions, students will receive zeroes for all classes missed during the suspensions and will not be allowed to make up the work.

Students will be ineligible to practice or participate in **any** extra-curricular or intra-curricular activities during an out-of school suspension.

Administration may, depending upon the nature of the student misconduct, deviate from or otherwise modify those steps listed above and immediately proceed to more severe disciplinary consequences including short or long term suspension or expulsion.

Following are examples of the type of student misconduct that could immediately result in severe disciplinary consequences such as short and/or long term suspension or expulsion. This list is not all-inclusive.

1. Physical aggression
2. Refusals/Disrespect toward staff
3. Foul/Obscene conduct or language
4. Destruction or theft of others' / school's property
5. Bullying / Sexual harassment
6. Repeated or multiple cutting of class, including study hall.
7. Habitual detentions or refusal or failure to serve assigned detention.

8. Habitual disciplinary referrals to the office.
9. Forgery – Cheating – 0 on assignment(s)
10. Setting off false fire alarms.
11. Bomb Threats
12. Any other serious breach of proper conduct.

A student may be disciplined for misconduct as determined by administration. Student discipline will conform with Board Policy.

Absence resulting from disciplinary actions or short-term suspension - Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on in school suspension, will be allowed to make up assignments or exams missed during time they were denied entry to the classroom. Students on Out of School Suspensions will not be allowed to make up assignments or exams missed during the time they were denied entry to the classroom.

## **STUDENT DRIVING**

Any student who drives any motorized vehicle to attend school is required by law to have a valid driver's license, and is required by this school to conform to a pledge of safe and responsible driving to be granted a driving privilege.

The speed limit ~~past~~ on and around school property is 15 miles per hour.

Students who drive to school shall park on the south side of the Vo-Ag shop of the Bainville School. A student's driving privileges will be taken away if he/she does not operate his/her vehicle in a safe manner around school property. All vehicles will remain parked from arrival time until dismissal time unless permission is granted by a teacher and administration. Driving at lunch time is prohibited.

Students who wish to access their vehicles during the school day must check in with the office, and make arrangements for reentering the locked building. At no time may an object, including rocks or rugs be used to prop open doors.

Any student driving to a school-sponsored activity on his/her own is NOT considered a part of that activity unless approved by the Superintendent. Students violating driving rules, regulations, laws and policy will be disciplined according to the Superintendent's discretion. Should a second violation take place, all documentation will be referred to law enforcement.

## **STUDENT RECORDS**

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

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

terminating these rights.

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

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

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

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

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or a lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

Copies of student records are available upon request to the Superintendent. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights.

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

## Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## STUDY HALLS

The purpose of a study hall is for constructive academic work, reading, or receiving assistance from a staff person. General Study Hall Rules are:

- To enter the Study Hall with **school-related** material to keep busy for the entire class period.
- To report to another teacher, a pass must be presented at the start of the class from that teacher, authorizing the student to leave Study Hall and report to said teacher for assistance. Students must return to Study Hall 5 minutes before the end of the period, unless the pass specifies that the student may stay until the end of the period.
- To obtain permission to talk
- To stay seated

## TRANSPORTATION

### School Buses – Regular Routes

School bus transportation is a service and a privilege provided by the school District for students

to and from school. We ask the cooperation of students and parents/guardians to be on time so the bus may stay on schedule. Drivers will wait approximately 5 minutes, if necessary, at established stops to wait for students who may be late; after which the driver will precede to the next stop. If a bus is late, please call the school so the bus can be located via radio to resolve any problems.

Route bus drivers cannot answer parent phone calls or texts (from the time they leave the bus barn until the time they return). Parent communication should take place at least two hours in advance of pick up/drop off time. Please contact the school to contact driver if the bus has already left on the route.

Bus drivers will make reasonable attempts to contact parents/guardians regarding inappropriate student behavior. See Disciplinary Procedures below.

If the air temperature is more than 30 below or the wind chile more than 40 below based on the temperatures at the school weather station, buses will not run. The District may choose to run buses late. The district may also choose to run buses in the afternoon if the weather permits and if there are students who need transportation.

**During inclement weather/winter weather, students should take appropriate outer wear such as heavy coats, gloves, mittens, boots, blanket, head gear, etc.**

## School Buses – Extra-Curricular Activities

The above-mentioned rules apply to students riding buses to and from extracurricular activities. Exceptions to the above-mentioned rules may be made by the teacher/coach/advisor in charge of the trip, as he/she deems necessary. The teacher/coach/advisor is primarily responsible for student conduct and cleaning of the bus during and after extra-curricular trips. Students are expected to obey the wishes of the driver as well.

## Bus Expectations

Rules for riding the bus are established to promote student safety and promote PRIDE behaviors. Students are asked to:

- Follow adult directions within ten (10) seconds.
- Keep hands and feet to yourself.
- Use polite and clean language.
- Pick up your trash.
- Stay seated.
- Voice Level: 0-2

## School Buses – Disciplinary Procedures

Failure to comply and adhere to the Rules of Conduct for riding the school bus will result in the following consequences. Administration is responsible for correcting those students inappropriate behavior. Following investigation, administration may issue the following action:

**Warning**—Violation of bus conduct rules and/or when a student's misconduct is deemed to

jeopardize the safety or welfare of other students or the operation of the bus. The first warning will be a verbal warning by the driver or person in charge during an extra-curricular activity.

**Suspension**—Repeated violations of bus conduct rules and/or when a student's misconduct is deemed to jeopardize the safety of the passengers and safe operation of the bus, or when repeated warning notices fail to correct inappropriate behavior, or when a student incurs damage to the bus.

**Expulsion**—Excessive violations of bus conduct rules and/or when a student's inappropriate behavior is so severe that safe operation of the bus and/or the safety of the occupants are willfully and seriously threatened.

The action taken by administration shall be recorded on the office discipline referral form. The driver shall be advised to file assault and battery charges against students who physically assault the driver. Under no circumstances shall the driver retaliate and physically assault any student.

The student or parent/guardian of the student who has been suspended from receiving transportation entitlement may appeal the decision by submitting a written statement to the Superintendent. The Superintendent shall render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the District's rules of conduct for students riding buses, the decision shall require board concurrence before implementation.

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

## **VISITORS AT SCHOOL**

Bainville Public School extends an open-door policy to all parents and community members. Individuals wishing to observe classes or simply tour the school are welcome and encouraged by appointment at any time. Permission will be granted upon the Superintendent and Principal's discretion in order to allow for the least amount of disruption for students and teachers.



All visitors are asked to check in with the main office. Because school security and student safety and welfare are major issues, the District must take steps to ensure a safe place for staff and students.

If materials or supplies need to be given to a student the office will deliver items to classrooms or issue a visitor pass.

If a non-attending student would like to visit Bainville School, a parent or guardian must contact the administration with the request. Proper approval from the administration and the classroom teacher must be obtained prior to the visit. We ask that the request be made as far in advance as possible.

## WITHDRAWAL FROM SCHOOL

A student withdrawing from school must

- Report to the Principal or Superintendent's office.
- Present a parent/guardian signature and/or conference concerning the withdrawal
- Check in all materials, obtain teacher sign-off and withdrawal grades from classes.
- Check in all equipment (calculators, uniforms, etc.)
- Have parent/guardian complete a record release form, authorizing the release of student records to a new school District.

Completing all of the above will avoid delay in getting registered in another school, and having records of school work established for use by potential employers or colleges.

## SCHOOL STAFF

|                    |                        |                     |                        |
|--------------------|------------------------|---------------------|------------------------|
| Azure, Carla       | Paraprofessional       | Jorgenson, Rayna    | 2 <sup>nd</sup> Grade  |
| Barta, Gerri       | 1 <sup>st</sup> Grade  | Juhl, Carolyn       | Custodian              |
| Batt, Katt         | Bus Driver             | Knudsen, Aaron      | 2 <sup>nd</sup> Cook   |
| Bayne, Karen       | Custodian              | Keefner, Samantha   | 3 <sup>rd</sup> Grade  |
| Beery, Rhiannon    | Principal, Title I     | Krogedal, Brenda    | Office Staff           |
| Berwick, Jessica   | SpEd Aide              | Manning, Dale       | Custodian              |
| Bingham, Mikayla   | Paraprofessional       | Martin, Karen       | Bus Driver             |
| Bonebrake, Melissa | District Secretary     | Morales, Sarah      | English                |
| Bowker, Carly      | 4 <sup>th</sup> Grade  | Northington, Kt     | Clerk/Business Manager |
|                    | Bus Driver             |                     | PE/Health              |
| Brookman, Erin     | Custodian              | Pacovsky, Mark      | Bus Driver             |
| Disney, Amber      | K-12 Art               | Powell, David       | Business               |
| Garro, Jessica     | SpEd Aide              | Powell, One Oak     | Paraprofessional       |
| Giese, Heather     | Kindergarten           | Riegler, Wendy      | Math                   |
| Giese, Matt        | Maintenance/Bus Driver | Standley, Elizabeth | Science                |
| Glas, Kari         | Bus Driver             | Standley, Kellan    | Ag Ed                  |

|                  |                           |                  |                                |
|------------------|---------------------------|------------------|--------------------------------|
| Hannum, Darin    | Superintendent            | Wheeler, David   | Music                          |
| Hollanda, Shelby | Custodian/Dishwasher      | Wheeler, Rayelle | Head Cook                      |
| Hyatt, Chance    | K-12 Special Education    | Wills, April     | 5 <sup>th</sup> Grade          |
| Hyatt, Chuck     | Head of Maintenance       | Wilson, Tanya    | Title I/ 6 <sup>th</sup> Grade |
| Hyatt, Stacy     | Librarian/Interventionist | Winn, Lindsay    | K-12 PE/Health                 |
| Iverson, Amy     | Counselor                 | Zink, Ed         | History                        |
| Johnston, Karen  | Pre School                |                  |                                |

## 2021-2022 INTRA-CURRICULAR ADVISORS

|                        |   |                                |
|------------------------|---|--------------------------------|
| National Honor Society | → | Amy Iversen                    |
| School Newspaper       | → | David Powell/Amber Disney      |
| Annual                 | → | David Powell/Amber Disney      |
| BPA                    | → | David Powell                   |
| FFA                    | → | Kellan Standley                |
| FFA Assistant          | → | Elizabeth Standley             |
| “B” Club               | → | Tanya Wilson                   |
| Student Council        | → | Rhiannon Beery                 |
| Pep Club               | → |                                |
| Cheerleading           | → |                                |
| Music Council Advisor  | → | David Wheeler                  |
| Senior Class           | → | Ed Zink                        |
| Junior Class           | → | Sarah Morales                  |
| Sophomore Class        | → | Wendy Riegler                  |
| Freshman Class         | → | Kat Batt                       |
| 8 <sup>th</sup> Grade  | → | Amber Disney                   |
| 7 <sup>th</sup> Grade  | → | Brandon Schmidt & Lindsay Winn |

## 2021-2022 EXTRA-CURRICULAR COACHES

|            |   |                 |                            |
|------------|---|-----------------|----------------------------|
| Football   | → | Trustin Holcomb | – Varsity                  |
|            | → |                 | – JV and Assistant Varsity |
|            | → | Travis Wills    | -- Junior High Head        |
|            | → |                 | – Assistant Junior High    |
| Volleyball | → | Kallie Clarke   | – Varsity                  |
|            | → | LaRae Romo      | – JV and Assistant Varsity |
|            | → | Somer Reidle    | - Junior High              |
|            | → |                 | -Assistant Junior High     |
| Basketball | → | Brandy Hansen   | – Varsity Girls            |
|            | → | Carly Bowker    | – Junior Varsity Girls     |
|            | → | Jess Romo       | – Varsity Boys             |
|            | → |                 | – Junior Varsity Boys      |
|            | → |                 | – Junior High Boys         |
|            | → | Brandy Hansen   | – Junior High Girls        |
|            | → |                 | – Elementary Girls         |

|       |                      |  |
|-------|----------------------|--|
| Track | → Kallie Clarke<br>→ | – Elementary Boys<br>– High School Girls and Boys<br>-- Junior High Girls and Boys |
| Golf  | →                    | -- Elementary Girls and Boys<br>– High School Girls and Boys                       |

## 2021-2022 ATHLETIC CONFERENCE AFFILIATION

### Volleyball

#### **1C Conference**

Bainville  
Culbertson  
Fairview  
Froid/Medicine Lake  
Lambert/Richey  
Luster  
Nashua  
North County  
Plentythwood  
Westby/Grenora  
Savage  
Scobey

### Football

#### **Eastern Division**

Bainville  
Froid/Medicine Lake  
Jordan  
Savage  
Richey/Lambert  
Wiba

### Basketball, Track & Field & Golf

#### **2c Conference**

Bainville  
Brockton  
Circle  
Culbertson  
Fairview  
Froid/Medicine Lake  
Lambert/Richey  
Savage  
MonDak  
Plentythwood

## COLLEGE PREP PROGRAM

You should be aware that completion of the College Preparatory Program is required for admission to all campuses of the Montana University System. These campuses include Montana State University Bozeman, University of Montana (Missoula), Montana State University Billings, Montana State University Northern (Havre), University of MT/Western Montana College (Dillon), and Montana Tech of the University of Montana (Butte).

The College Preparatory Program required is as follows:

1. English (4 units). Shall include the study of the English language, literature and writing, with emphasis on and frequent practice in writing expository prose during all four years.
2. Mathematics (3 units). Shall include algebra I, geometry and algebra II or their equivalents. (One unit is highly recommended in the senior year. Algebra and geometry taken prior to the ninth grade will be accepted.)
3. Science (2 units). Shall include year-long laboratory courses in two fields of college preparatory science such as biology, chemistry or physics. (Physical science does not meet the college prep. requirements for laboratory science.) College bound students must take a science class their junior or senior year.
4. Social Studies (3 units). Shall include one year of U.S. History, one year of global studies (world history, geography, etc.) and one year of social studies elective (government strongly recommended).
5. Other College Preparatory (2 units). May be a foreign language (highly recommended that you take two years of the same language), computer science, vocational education, visual and performing arts (with a theory or history component). Any language other than English is acceptable. Vo-ed courses should be clearly related to college courses.

In addition to the College Preparatory requirements, entering college freshmen will also be required to:

1. Obtain a composite score of at least 20 on the enhanced A.C.T. assessment test or a 1440 on the S.A. T. (northern and western only)
2. Obtain a composite score of at least 22 on the enhanced A.C.T. assessment test or 1540 on the S.A.T. (Scholastic Aptitude Test), or;
3. Obtain a grade point average (GPA) of at least 2.5 or;
4. Rank in the upper half of your school's graduating class.
5. **Beginning with the incoming class of 2007 and until 2010.**
  - a. Math score of 18-21 on the A.C.T. or 440-510 on the S.A.T.; or
  - b. Four years of math and three years of science, or
  - c. AP Math score of a 3 or above on Calculus or Statistics
6. **A.C.T. added a new test, A.C. T. Writing Test in February 2005. Students may be required to take this or the S.A. T. Writing Test. The writing proficiency standard beginning in the fall of 2009 will include:**
  - a. Score a 7 on the Writing Subscore or an 18 on the combined English/Writing section of the optional writing test of the A.C.T.
  - b. Score a 7 on the essay or 440 on the writing section of S.A.T.
  - c. Score a 3.5 on the Montana University System writing assessment
  - d. Score a 3 or above on the AP English Language or English Literature examination.
7. **Four-year universities in Montana requiring the Writing test on the A.C.T.**

# MONTANA UNIVERSITY SYSTEM ADMISSION REQUIREMENTS

In 2003, the Montana Board of Regents approved new admission requirements. Beginning Fall 2004, a high school graduate must meet at least one of the following requirements in order to be admitted to a 4-year campus:

**Achieve at least the minimum score on a standardized test (ACT or SAT)**

- 20 for UM-Western and MSU-Northern
- 22 for the other 4-year campuses (UM-Missoula, MT Tech of UM, MSU-Bozeman, MSU-Billings)

**Minimum SAT Total Score**

- 1440 M-Western and MSU-Northern
- 1540 for the other 4-year campuses (UM-Missoula, MT Tech of UM, MSU-Bozeman, MSU-Billings)

**OR have at least a cumulative 2.5 GPA**

**OR rank in the upper half of graduation class**

*Additionally, all students entering a four-year campus must complete one of the following three options.*

| <b>Options A: Minimum Core with Test Requirement</b> |       |  |            |            |                 |
|--|-------|--|------------|------------|-----------------|
| Course   | Years | College Prep   | 2009 Score | 2010 Score | Exam            |
| Mathematics  | 3     | Algebra I, II and geometry   | 16         | 22         | ACT Mathematics |
|  |       | (or the sequential content equivalent of these courses)  | 390        | 520        | SAT Mathematics |
|  |       |  | 50         | 50         | CLEP            |
| English  | 4     | Written and oral communication skills and literature   |            |            |                 |
| Science  | 2     | 2 lab sciences: one year must be earth science, biology, chemistry or physics  |            |            |                 |
| Social Studies                                       | 3     | Global studies (world history, world geography), American history, and government. Economics, American history or other third-year courses |            |            |                 |
| Elective   | 2     | Foreign language, computer science, visual and performing arts, or vocational education.   |            |            |                 |

| <b>Option B: Rigorous Core without Test Requirement</b> |       |  |
|---|-------|--|
| Course  | Years | Rigorous Core  |
| Mathematics   | 3     | Algebra I, II, geometry (or the sequential content equivalent of these courses, i.e. three levels of Integrated Mathematics)   |
|   | 1     | A course beyond Algebra II or beyond Integrated Math III (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, Integrated Math IV) – All with grades C or better.              |
| English   | 4     | Written and oral communication skills, literature, and a designated college-prep composition or research-writing course  |
| Science   | 3     | Full year each: General, physical or earth science; biology; chemistry or physics  |
| Social Studies  | 3     | Global Studies (world history, world geography), American history, and government. One half year or more of economics, American Indian history, geography, psychology or other history |
| Electives   | 3     | 2 years of a second language, music, fine arts, speech/debate, career and technical education (such as information technology or computer science)                                     |

| <b>Option C: Alternate Route – Credit by exam</b> |   |       |                    |
|---|---|-------|--------------------|
| Course  | Advanced Placement  | Score | Exam               |
| Mathematics                                       | Advanced Placement Courses designed to prepare Student for these exams  | 3+    | Calculus AB        |
|   |   | 3+    | Calculus BC        |
|   |   | 3+    | Statistics         |
| English   | Advanced Placement Courses designed to prepare Students for these exams | 3+    | English Language   |
|   |   | 3+    | English Literature |

# MONTANA AUTHORIZATION TO CARRY AND ADMINISTER MEDICATION

For this student to carry and self-administer medication on school grounds or for school sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent, an individual who has executed a caretaker relative educational authorization affidavit, or legal guardian.

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
Sex: (Please circle) Female/Male City/Town: \_\_\_\_\_  
Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ School Year: \_\_\_\_\_ (Renew each year)

### Physician's Authorization:

The above named student has my authorization to carry and self administer the following medication:

Medication: (1) \_\_\_\_\_ Dosage: (1) \_\_\_\_\_  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

Reason for prescription(s): \_\_\_\_\_  
Medication(s) to be used under the following conditions:

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication on his own without school personnel supervision. I have provided a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

Signature of Physician \_\_\_\_\_ Physician's Phone Number \_\_\_\_\_ Date \_\_\_\_\_

*Backup Medication – The law provides that if a child's health care provider prescribes "backup" medication to be kept at the school, it must be kept in a predetermined location, known to the child, parent, and school staff.*

*The following backup medication has been provided for this student: \_\_\_\_\_*

### For Completion by Parent, an individual who has executed a caretaker relative educational authorization affidavit, or Guardian

As the parent, or individual who has executed a caretaker-relative-educational-authorization affidavit, or guardian of the above named student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used an auto-injectable epinephrine, he/she understands the need to alert an adult that emergency medical personnel need to be called. If he/she has used his/her asthma inhaler as prescribed and does not have relief from an asthma attack, he/she is to alert an adult.

I also acknowledge that the school District or nonpublic school may not incur liability as a result of any injury arising from the self-administration of medication by the student and that I shall indemnify and hold harmless the school District or nonpublic school and its employees and agents against any claims, except a claim based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to also work with the school in establishing a plan for use and storage of backup medication if prescribed, as above, by my child's physician. This will include a predetermined location to keep backup medication to which my child has access in the event of an asthma or anaphylaxis emergency.

Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

I understand that in the event the medication dosage is altered, a new "self-administration form" must be completed, or the physician may rewrite the order on his prescription pad and I, the parent/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and the medication that is not picked up will be disposed of.

Parent/Guardian, Caretaker Relative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)

## HARRASSMENT REPORTING FORM FOR STUDENTS

School \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_

(If you feel uncomfortable leaving your name, you may submit an anonymous report either with this form, or online to Lighthouse, at [www.lighthouse-services.com/bainvilleschool](http://www.lighthouse-services.com/bainvilleschool) or by calling 833-290-0001 but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

\* Who was responsible for the harassment or incident(s) \_\_\_\_\_

\_\_\_\_\_

\* Describe the incident(s). \_\_\_\_\_

\_\_\_\_\_

\* Date(s), times(s), and place(s) the incident(s) occurred. \_\_\_\_\_

\_\_\_\_\_

\* Were other individuals involved in the incident(s) \_\_\_yes \_\_\_no If so, name the individual(s) and explain their roles. \_\_\_\_\_

\_\_\_\_\_

\* Did anyone witness the incident(s)? \_\_\_yes \_\_\_no If so, name the witnesses \_\_\_\_\_

\_\_\_\_\_

\* Did you take any action in response to the incident? \_\_\_yes \_\_\_no If yes, what action did you take? \_\_\_\_\_

\_\_\_\_\_

\* Were there any prior incidents? \_\_\_yes \_\_\_no If so, describe any prior incidents. \_\_\_\_\_

\_\_\_\_\_

Signature:  
Complainant \_\_\_\_\_

Signature:  
Parents/legal guardian \_\_\_\_\_

## MEDICAL STATEMENT

### For Children With Disabilities In Child Nutrition Programs

#### PART I

Date \_\_\_\_\_  
Child's Name \_\_\_\_\_ Age \_\_\_\_\_  
School District \_\_\_\_\_ School \_\_\_\_\_

#### PART II (To Be Completed By Physician)

Diagnosis: \_\_\_\_\_

Describe the child's disability and the major life activity affected by the disability: \_\_\_\_\_  
\_\_\_\_\_

Does the disability restrict the child's diet? Yes \_\_\_\_\_ NO \_\_\_\_\_

List dietary restrictions or special diet: \_\_\_\_\_  
\_\_\_\_\_

List allergies or food intolerances: \_\_\_\_\_  
\_\_\_\_\_

List foods that require a change in texture: \_\_\_\_\_  
\_\_\_\_\_

List required special equipment: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature of Physician \_\_\_\_\_

#### PART III (Parent/Guardian Signature)

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave. SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD) USDA is an equal opportunity provider and employer.

Children with food allergies or intolerance do not, generally, have a disability as defined less than 7 CFR 15b.3. School food authorities may, but are not required to, make substitutions for them. Revised 04/04



## STUDENT ACCEPTABLE USE POLICY

TERMS AND CONDITIONS FOR USE OF TECHNOLOGY AT BAINVILLE PUBLIC SCHOOLS  
2021-2022 School Year

THIS IS A LEGALLY BINDING DOCUMENT. PLEASE READ THE FOLLOWING BEFORE SIGNING THIS DOCUMENT.

### Introduction

Access to BPS's network is a privilege, not a right. The use of technology whether owned by BPS or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with BPS rules, act in a responsible manner, and will honor the terms and conditions set by BPS.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, including:

- The BPS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Misuse of school resources can result in disciplinary action up to and including termination of employment.
- BPS makes a reasonable effort to ensure safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies. Every User must take responsibility for his or her use of technology and make every effort to avoid inappropriate types of content.
- Users of the district network or other technologies are expected to alert BPS immediately of any concerns for safety and/or security.

### Technologies Covered

BPS may provide the privilege of Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to both school-owned technology equipment utilizing the BPS network, the BPS Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Acceptable Use Policy also applies to privately-owned devices accessing the BPS network, the BPS Internet connection, and/or private networks/Internet connections while on school campus, busses, or events. As new technologies emerge, BPS will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and into the future, not just those specifically listed or currently available.

### Usage Policies

All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. A

User is defined as anyone, including employees, students, and guests attending school or any school-related activity or are on a school bus.

### **Web Access**

BPS provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through a report to administration.

### **Email**

BPS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social / Web/ Collaborative Content**

Recognizing the benefits collaboration brings to education, BPS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert BPS administration. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run .exe programs (executable/or installable programs) over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information of yourself or others, over the Internet without permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of administration for reference to technology staff.

## **Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Cyber bullying includes inappropriate communication. Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that

promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

### **Vandalism**

**Vandalism will result in a cancellation of privileges.** Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, Internet, or network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff/administration if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member/administration if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Help to protect the security of school resources.

### **Examples of Unacceptable Use**

I will **not** :

Vandalize computers, software or devices (Major Offense)

- Use school technologies in a way that could be personally or physically harmful. (Major offense)
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy. (Major Offense)
- Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools. (Major Offense)
- Use school technologies for illegal activities or to pursue information on such activities. (Major Offense)
- Attempt to hack or access sites, servers, or content that isn’t intended for my use. (Major Offense)
- Engage in cyber bullying, harassment, or disrespectful conduct toward others. (Depending on degree, Major or Minor Offense)
- Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy. (Minor or Major Offense depending on severity)
- Agree to meet someone I meet online in real life. (chatting Minor Offense, meeting Major Offense)

- Create, distribute or deploy multi-user servers or gaming software on or within the JCISD network. (Minor Offense)
- Use computer for shopping for nonacademic items Minor Offense
- Use school technologies to send spam or chain mail. (Minor Offense)
- Plagiarize content I find online, including downloads, or printing. (Minor Offense)
- Post or otherwise disclose personally-identifying information, about myself or others. (Minor Offense)
- Use language online that would be unacceptable in the classroom. (Minor Offense)
- Violate rules of net etiquette and common sense (Minor Offense)
- Log onto another user's account without permission (Minor Offense)
- Alter computer files, desktops or other setting without permission (Minor Offense)
- Download and or install software from internet or home without permission (Minor Offense)
- Access any email program other than school approved without express permission. (Minor Offense)

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

- BPS will not be responsible for damage or harm to persons, files, data, or hardware.
- While BPS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- BPS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.
- BPS will not be responsible, financially or otherwise, for lost, stolen, or damaged devices.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination.
- Legal action and/or prosecution.

### **School Assigned Equipment:**

BPS owns any assigned electronic equipment, including Chromebooks, and may access that equipment, search it, or remove it at any time

EXCEPTION OF TERMS AND CONDITIONS - These terms and conditions reflect the agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Montana and the United States of America.

**All acceptable use policy violations are subject to disciplinary procedures up to and including termination.**

**[For additional information, see policy 3612 and 5450]**

# BAINVILLE SCHOOL RELEASE FORM

**IMPORTANT:** Please note that a custodial parent must authorize a non-custodial parent or individual to pick up their child(ren). The non-custodial parent or individual's name must be included among those listed on the Release Form. If an individual is not listed among those persons authorized by the custodial parent to pick up the child, the custodial parent must explain the situation in writing and present it to the school prior to arrangements being made.

For the safety of the children, no child will be released to unauthorized persons. An unauthorized person is one who is not listed on your Release Form.

**STUDENT(S) NAME(S)** \_\_\_\_\_

## CUSTODIAL PARENT(S)

**Father's**  
**Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Father's  
Signature \_\_\_\_\_

**Mother's**  
**Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Mother's  
Signature \_\_\_\_\_

I authorize the following adult persons to pick up my child(ren). Note: It is important to list any daycare providers here as well.

## OTHER AUTHORIZED RELEASE PERSONS

1) **Name** \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
**child(ren)** \_\_\_\_\_

2) **Name** \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

3) **Name** \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

4) **Name** \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**\*Important:** The completion of this document is not deemed mandatory by the Bainville School District. Verbal and/or written permission by a parent or guardian is sufficient. However, it is recommended that this document be utilized if either the District or the parent feels the need arises.

# **BAINVILLE SCHOOL IDENTITY RELEASE FORM**

I authorize BAINVILLE SCHOOL to create photographs, video, and audio recordings of my child, as well as written or recorded oral descriptions of my child and their school projects. These materials will be used for educational purposes only.

I understand that BAINVILLE SCHOOL may revise, annotate, edit and otherwise alter the recorded material to emphasize certain aspects of my child and their projects.

I understand that BAINVILLE SCHOOL owns all copyright to these materials. I hereby release BAINVILLE SCHOOL and its employees from any and all claims of any nature whatsoever which now or may hereafter have in connection with these recorded materials, including but not limited to claims based on defamation, copyright infringement, trademark infringement, or infringement of my right of privacy or of my right to publicity.

I understand that I have the right to request erasure of any part of a recording at the time of its creation or within three days thereafter. A copy of any recording will be made available to me for viewing if requested.

## **\*World Wide Web Special Release Information**

I authorize BAINVILLE SCHOOL to publish photographs, video, or audio of me, as well as written or recorded oral descriptions on the World Wide Web. These materials will be used for educational purposes only and only as part of a specific school-related project. The permission extends through the period of time the original project remains published on the Web.

# TRANSPORTATION RELEASE OF LIABILITY FORM

**Name of the Activity or Event:** \_\_\_\_\_

**Date of Activity or Event:** \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_

HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED

**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
BAINVILLE SCHOOL.

DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_

HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED

**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
BAINVILLE SCHOOL.

DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_

HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED

**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
BAINVILLE SCHOOL.

DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_

HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED

**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
BAINVILLE SCHOOL.

DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_

HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED

**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
BAINVILLE SCHOOL.

DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_



## BAINVILLE SCHOOL TRAINING RULES

The following Bainville High School and Junior High Training Rules will be adhered to by all members of extra-curricular and intra-curricular organizations as well as proper scholastic standing as defined in the student and MHSA handbooks.

|  |                     |                           |
|--|---------------------|---------------------------|
| Volleyball   | Football            | Girls' & Boys' Basketball |
| Girls' & Boys' Track & Field                               | Girls' & Boys' Golf | Wrestling                 |
| Cheerleading   | Cross Country       | Speech                    |
|  | Drama               |                           |
| Two weeks prior to all scheduled state and national trips: |                     |                           |
| FFA  | BPA                 | Band                      |
|  |                     | Choir                     |

1 Pt Curfew regulations for all participating students follow the county curfew law for students under the age of 18:

Monday – Sunday between the hours of 11 pm and 5 am.

3 Pts Use, possession, or conveyance of alcoholic beverages of any kind.

3 Pts Use, possession, or conveyance of tobacco/nicotine.

6 Pts Use, possession, or conveyance of any type of illegal drugs.

All students must be in good standing with the law. If a student is not in good standing with the law, they will not be allowed to participate in any Bainville School activities pending the outcome of the due process procedures.

Hours may be extended by the coach and approved by administration (Athletic Director AND Superintendent) for special occasions prior to the occasion.

(Other rules, in consultation with the Superintendent, may be developed by the coach/advisor with points assigned accordingly.)

### **Failure to comply with the above rules will result in the following penalty:**

1-3 PTS – suspension from playing/participating in all game(s)/event(s) for **two (2) calendar weeks**, but will remain a member by practicing . (Students will NOT be allowed to travel with the team/organization.)

4-6 PTS - suspension from playing/participating in all game(s)/event(s) for **three (3) calendar weeks**, but will remain a member by practicing . (Students will NOT be allowed to travel with the team/organization.)

7 PTS or more – dismissal from all Bainville School teams and organizations.

Self-Reporting: Students or parents/guardians who notify Administration or coach/advisor on their own violation before Administration or coach/advisor has learned of the incident will receive one-half (1/2) the numbers of days suspension for the level of violation.

Name of Child(ren) \_\_\_\_\_

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

# BAINVILLE STUDENT HANDBOOK SIGN-OFF

2021-2022 School Year

My signature on this document verifies my consent and understanding on the following documents:

1. I have received a copy of the **Bainville School Student Handbook** for the 2021-2022 school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.
2. I have received a copy of the **Bainville Public School Acceptable Use Policy** and agree to follow and abide by the policies and procedures outlined therein.
3. I have received a copy of the Bainville **School Identity Release Form** and agree to the terms outlined within.
4. **I understand I am not to have unmediated electronic communication with school staff.**

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Name of Student(s)

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Parent Signature

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Date

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

**PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE BY MONDAY, AUGUST 30, 2021. THANK YOU!**

**GO BULLDOGS!!**