

**GARDINER PUBLIC SCHOOLS  
DISTRICTS 7& 4**



**HS/JH STUDENT HANDBOOK**

**2021-2022**

STUDENT'S NAME: \_\_\_\_\_

## **Acknowledgement of Receipt of Student Handbook**

**By signing below, I acknowledge receipt of the Gardiner Schools student handbook.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

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#### VIDEO SURVEILLANCE ON CAMPUS

School district buildings, grounds, and buses are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved.

## **Gardiner Public School Mission Statement**

Our Mission is to be a community learning center where students will: Acquire basic life skills built on an academic foundation, Become contributing citizens, Cultivate a life - long desire to learn and Develop individual talents and abilities.

## **Conflict Resolution Process**

Chain of Command

In order to resolve conflicts at the lowest possible level and not impede the appeal/mediation process, please observe the following Chain of Command:

*Level 1* - Student meets with Teacher or Adult Employee

*Level 2* - Student and Parent meet with Teacher

*Level 3* - Student and Parent meet with Teacher and Superintendent

## **Students Rights and Responsibilities**

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

Schools act in loco parentis for those students who choose to enroll in the local district. This doctrine allows schools to exert authority over students and to hold them to behavioral standards of conduct the local board may adopt in the policy/handbook process. The policies and procedures governing student discipline vary significantly between individual school districts in Montana. Unlike many other states, Montana does not require individual school districts to adopt codes of student conduct. Therefore, local school boards are empowered, within the confines of established law, to adopt disciplinary procedures at their discretion.

## **Gardiner Public School Code of Conduct**

Students:

- shall comply with the policies, rules and regulations of the school.

- shall pursue the required course of instruction.
- shall be subject to the control and authority of the teachers, principal and superintendent, as well as other adult employees, while they are in school or on school premises, on their way to and from school, or during their recess or lunch periods.
- shall attend school on a regular basis.
- shall refrain from being tardy.
- shall not leave school without first checking with the office.
- must have a pass to be in the halls during class time.
- shall not fight or use other abusive behavior directed toward any student, faculty, or staff member.
- shall not use or possess Tobacco I Nicotine, alcohol, dangerous drugs or narcotics on school property or at school functions.
- shall not maliciously damage or steal personal or school property
- shall not be in possession of guns or knives on school property or at a school function.
- shall abide by the dress code.
- shall not throw snowballs, stones, or other inappropriate objects.
- shall keep lockers neat and clean.
- shall not use profanity or vulgarity.
- shall not display outward and passionate forms of affection in the school building, at school functions, or on school busses except for holding hands.

### **Harassment Statement**

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

*Refer to Gardiner School Board Policy 3225.*

### **Admission 44-2-503 through 511 M.C.A.**

#### ***General***

A child must be five years of age on or before September 10 in order to be enrolled in Kindergarten.

- A) A child must be six years of age on or before September 10 to be enrolled in first grade.
- B) Parents enrolling students for the first time must present a certified copy of the student's birth certificate, student's social security card and a copy of the student's immunization record.
  - 1) If other than a parent is enrolling a child, certified copies of documentation are required giving that person the right to sign for and/or be contacted for medical treatment, educational needs, student records, and other matters a parent would normally sign for.
  - 2) If the student is a foreign student, other than students entering the school through a recognized foreign exchange program, documentation is needed as follows:
    - a) Resident Alien Card (Green Card, make copy for student file) or proof of filing for Resident Card.
    - b) Immigration Form 1-20 A-B (issued by the school), and an 1-94 (white card stapled to passport, make a copy for the student file.)

### ***Gardiner Elementary and Junior High School Students***

It is the intent of the Gardiner Public Schools to provide the best possible educational environment for each student.

One of these key components in successful education is the individual success level of the child. For this to be maximized, it is imperative that children be in the least restrictive environment, i.e., their grade level placement should be commensurate with their abilities.

With this in mind and to be in compliance with Montana Law, *School Law Section 20-5-109*, the Gardiner School District will adhere to the following policy for placing students who enroll from non-accredited, non-public schools or from a home school situation.

When a child enters the school district from a home school or non-accredited school, the following steps will serve as guidelines to help assure proper grade and/or subject placement for the benefit of the child:

The building administrator may ask a representative of the teaching staff to help conduct the assessment. The administrator will make the final determination for grade level placement.

In the event the teacher to whom the child was assigned recognizes major discrepancies between expected grade level skills and those of the students, a meeting may be called to discuss concerns with possible placement re-evaluation.

The parents or guardians will have input into all levels of the placement decisions. In the event the parents disagree with the building administrator's decision, they may take the matter to the superintendent of schools. If they are not satisfied at this level, they may then request a hearing before the board of trustees.

### ***High School Students***

Students choosing to transfer into the Gardiner Public School System District #4 at the high school (grades 9-12) when their previous educational setting was in a non-public/non accredited format will be evaluated and placed in classes using the following criteria:

- Age will be considered and discussed. In most cases the age must be consistent with the normal age for the particular grade placement.
- Placement will first be determined by using information attained in a joint conference with the parent(s)/guardian(s), student and an administrator. Usually, this will be sufficient for proper determination.
- If information is available from the previous educational setting, consideration will be given to that data.
- If necessary, a basic skills assessment may be administered - the standardized achievement test currently in use at the high school could be utilized, or if the timing of the required testing falls outside the empirical norming date set for the district achievement test, other tests or assessments may be employed to assess for basic skills.
- If a specialized assessment is necessary, year-end cumulative tests taken by our regular students or teacher's edition year-end cumulative tests might be used to assist in the process.
- A conference should be held if a need for change of placement exists.
- Gardiner High School will accept up to four transfer ninth grade credits for students who attend a non-accredited or home school. One Credit each may be earned in English, math, science and social studies.

## **Student Withdrawal**

Students withdrawing from school must properly check out, return all texts and library books, pay fines and charges, and have approval of the principal or school counselor.

## **Records**

It is essential that current and accurate student records shall be maintained in accordance with existing law and regulation. To that end the following district policies are adopted:

### ***General***

The following is contained in the official student file:

- Identifying information
- Attendance information
- Subject - achievement information
- Standardized test results
- Cumulative Health records
- Official School - Parent correspondence

- Psychological test results if parental permission has been obtained
- Court-ordered guardianship or custodial restriction documents

Parents and eligible students shall, on an annual basis, be informed of their rights regarding records by publication of such rights by means considered appropriate by the superintendent to disseminate necessary information to parents and students.

All records maintained by the district shall be confidential in nature according to the specifications of the *Family Educational Rights and Privacy Act (FERPA) of 1974, Public Laws 94-142 and 101-476*, and relevant Montana law and administrative rule.

If copies of records are requested by students or parents/guardians, such copies may be provided at a cost of .15 cents/page.

Except under the conditions of FERPA, Reg. 99.31, the district shall release no personally identifiable information from any record unless school officials have received prior written permission from the eligible student or parent/guardian to release such information. Personally identifiable information does not include the student's name, which may be released at the discretion of school officials for reasonable purposes associated with school operations and programs.

If any personally identifiable information is disclosed by school officials, a record of such disclosures will be made and kept in the district central office, and such record shall be open to review by eligible students and parents/guardians in the same fashion as permanent records themselves.

Copies of this policy shall, within a reasonable time, be available upon request.

### ***Types of Records***

#### **A) Permanent records (Cumulative folders)**

Principals, or their designees, are responsible for establishing and maintaining an accurate, current permanent record for each student. This record shall contain information necessary for the proper identification of the individual, a complete history of attendance in the Gardiner Public Schools, as well as any available information from schools previously attended. Information included in each record shall include, but is not limited to:

- Health records
- Standardized test scores Report cards
- Discipline history
- Evaluative comments from qualified district personnel
- Other items required by law

Such records are to be kept on file in a fire-resistant depository in a school district building.

#### **B) Guidance records**

Guidance records for each student shall be maintained in the guidance office and shall be in the custody of the district's guidance staff. These records are considered to be part of the

permanent record and shall be treated in the same fashion. Additionally, such records shall be combined with the permanent record into a single folder when students complete their matriculation in this district.

#### C) Special Education Records

Generally, such records shall be treated as part of the permanent record in matters of transfer and access; however, these records are to be kept separate from the permanent record. A note must be attached to the student's permanent record to indicate the existence of such records and to specify where such records are located, and in whose custody.

#### ***Access to Records***

Access to student permanent records will be provided to: (1) eligible students (18 and over) (FERPA, Reg. 99.3), (2) to parents/legal guardians of non-eligible students (see 1 above); and/or to (3) parents/legal guardians of eligible students who have provided the district with written permission for such access. Records will be open to both custodial and non-custodial parents unless there is a specific and legally binding document in the possession of district officials abridging or revoking that right. The aforementioned parties are also guaranteed the right to request amendment of information contained in said records if the parties believe that the information in question is incorrect, inaccurate, misleading, or may violate the privacy or other rights of the student. If, after review by appropriate school authorities, a decision is reached not to amend records, parties may request a hearing under the law (FERPA, Reg. 99.20)

Principals, counselors, teachers and other certified District employees who have a legitimate educational interest in the records of a student also have access to student files.

#### ***Formal Request for Hearing***

Once a formal request for hearing has been made by a parent/legal guardian or eligible student to the superintendent, arrangements will be made for a hearing within 45 days, between qualified school personnel and that parent/legal guardian or legal-age student for the purpose of examining material in the permanent record folder. In those cases, where individual or protective tests results are in the school record, school personnel may be assisted in interpreting such test results by a counselor, school psychologist, or other qualified staff member.

#### ***Transfer of Records***

It is the policy of the Gardiner Public School to forward records to schools where a student seeks to, or intends to enroll, upon receipt of a request from the receiving school for such records. A photocopied proof of immunization, birth certificate, and current grades may be provided directly to the student or the student's parents if such provision is deemed necessary to insure continuity of the student's education.

#### ***Sole Possession of Records***

Nothing in this section shall be construed as a prohibition against staff members maintaining personal non-cumulative records of students. Such records must be (1) private and not revealed to any other person including the student, except for the possessor's temporary substitute, (2) must be in the nature of only a personal memory aid, and (3) shall be viewed as private records of the staff member, and as such, have the same rights/guarantees of privacy and confidentiality as any other individual's property.

## **Student Safety and Health**

The safety of students of the Gardiner Schools take precedence over all other factors connected with the education of our students. To this end, the following rules are adopted:

- Teachers are responsible for the safety of students in their charge.
- Rosters of students may be given to requesting organizations unless denied by the parent/guardian.
- Interviews with students shall be arranged through the superintendent, principal, and/or guidance counselor.
- Unsafe conditions and/or practices shall be reported to the principal and/or superintendent immediately. Such reporting should be done by all citizens of the community as well as teachers and students.
- Safe pedestrian practices shall be taught frequently in the elementary school. This should include instruction on walking on the highway, riding bicycles, leaving or entering school buses, and the proper manner of crossing the highway, parking lot, and railroad tracks.
- School bus drivers are responsible for the safety of all students riding their bus and said drivers shall follow instructions as written in the "Montana School Bus Driver Manual" and instruction received from the local board and district superintendent.
- All accidents are to be reported to the building principal immediately.

## **Playgrounds and Buildings**

Playgrounds and school buildings will be properly supervised at all times when school is in session.

- A) No students shall be allowed in the weight room or gymnasium without proper supervision.
- B) No students are to be in the school building outside of regular school hours without proper supervision.

## **Imm uniza tions**

Immunizations are required according to current state law.

## **Communicable Diseases**



Note: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 16.28.202, ARM, Reportable Diseases, with the exception of common colds and flu.

In all proceedings related to this policy, the District will respect a student's right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life threatening diseases such as human immunodeficiency virus (HIV) infection. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District will manage common communicable diseases in accordance with Montana Department of Health guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

Students who complain of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to school.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, a staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation will be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

*Legal Reference: 37.114.101, et seq., ARM- Communicable Disease Control*

### ***Administering Medicines to Students***

A building principal or other administrator may authorize, in writing, any school employee:

- To assist in self-administration of any drug that may lawfully be sold over the

counter without a prescription to a student in compliance with the written instructions and with the written consent of a student's parent or guardian, and

- To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student's parent or guardian.

Except in an emergency situation, only a qualified health care professional may administer a drug or prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

### ***Administering Medication***

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

### ***Emergency Administration of Medication***

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under §37-8-103 (1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

### ***Self-Administration of Medication at School***

The District will permit students for grades 7-12 who are able to self-administer specific medication to do so provided that:

- Physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent or guardian is on file; and
- The principal and appropriate teachers are informed that a student is self-administering prescribed medication.

For grades K-6, a building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a pre-filled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

### ***Administration of Glucagon***

Only trained parent-designated adults may agree to administer glucagon pursuant to a diabetic student § 20-5-412, MCA.

### ***Handling and Storage of Medications***

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name; if pills or medications are sent to the school in any container other than the original prescription or over-the-counter container, the medication will be left at the office but not administered to the child. The parent will be asked to pick up the un-marked medication.
- Must develop a medication administration plan, if administration is necessary for a student before any medication is given by school personnel;
- Must record on student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and non-prescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

***Disposal of Medication***

The District requires school personnel either to return to a parent or guardian or, with permission of the parent or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

*Legal Reference:*

*MCA §20-5-412*

Use of Inhalers. Please check the appropriate box on the "Authorization for Treatment" form signed by each parent at the beginning of the school year if your child has asthma and uses an inhaler. This is a medication and falls under the school rules governing administration of medications at school. Therefore, we would like you and your child's doctor to fill out the enclosed "Permission for Medication" form and return it to the school. This information will be helpful to elementary teachers and the school nurse if called upon to keep your child's inhaler. This information will assist in providing clear guidelines as to when the inhaled medication is needed. Upon receipt of the "Permission for Medication" form, the school nurse will be mailing the form "Montana Authorization to Carry and Self-administer Asthma/Allergy Medication" to you. Authorization granted to a student to possess and self-administer medications shall be valid for the current school year only and must be renewed annually.

**GARDINER PUBLIC SCHOOL**  
*PERMISSION FOR MEDICATION*

Name of Student. \_\_\_\_\_  
School \_\_\_\_\_  
Grade \_\_\_\_\_ Teacher \_\_\_\_\_  
Medication \_\_\_\_\_  
Dosage \_\_\_\_\_ Purpose of  
Medication \_\_\_\_\_

Time of day medication is to be given

---

Possible Side Effects

---

---

---

---

Anticipated number of days it needs to be given at school.

---

*Signature of Physician*  
*Date*

I hereby give my permission to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication.

*Signature of Parent or Legal Guardian*  
*Date*

*Note: The prescription medication is to be brought to the school in a container appropriately labeled by the pharmacy, or physician, stating the name of the student, the name of the medication and the dosage.*

***Emergency Treatment***

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden illness or injury; however, further medical attention is the responsibility of a parent or guardian.

The District requires that every parent or guardian provide a telephone number where a parent/guardian or designee of a parent/guardian may be reached in case of an emergency.

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, a doctor, or other medical professional. The District will employ its normal procedures to address medical emergencies without regard to the existence of a do not resuscitate (DNR) request, as such DNR requests do not apply to school-based programming or eventualities attendant thereto. A principal or designated staff member will immediately call a parent or parental designee so that the parent may arrange for care or treatment of an injured student.

When a student develops symptoms of illness while at school, a responsible school official will do the following:

- Immediately isolate the student from other children to a room or area segregated for that purpose;
- Inform a parent or guardian as soon as possible about the illness and request a parent or guardian to pick up the child; and
- Report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day; and
- Children with a temperature of one hundred (100.4) or greater will be sent home. When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital and treated by a physician on call. Once located, a parent or a guardian is responsible for continuing treatment for making other arrangements.

*Legal Reference: ARM 37.111.825*

### ***Health Supervision and Maintenance***

The Health Information Portability and Privacy Act (HIPPA) legislates rights of individuals and obligations of the "trustees" in the health system with respect to personal health information. The Act applies to personal health information in the health system in any form, including traditional paper records and electronic records.

**ILLNESS GUIDELINES: When to keep students at home**

In an effort to ensure the health of all Gardiner students and staff these are some recommendations regarding when your child should not attend school.

If your child has mild respiratory or cold symptoms (stuffy nose with clear drainage, sneezing, and mild cough) they may attend school if they feel well enough to participate in school activities. Sick children should stay at home when:

- They don't feel well enough to participate comfortably in usual activities, (i.e. extreme tiredness, irritability, or persistent cough).
- They require more care than school staff is able to provide without affecting the class routine or compromising the health and safety of other children.

Students with the following symptoms or illness should be kept (excluded) from school:

## SYMPTOMS

*DIARRHEA*: Frequent, loose, or watery stools compared to your child's normal pattern; not caused by diet or medication.

*FEVER*: Temperature of 100.4°F or higher. Student may return to school when there is no longer a fever without the use of fever reducing medications.

*FLU SYMPTOMS*: Fever over 100.4°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea. Students may return to school when there is no longer a fever without the use of fever reducing medications.

*COUGH*: Severe, uncontrolled coughing or wheezing, rapid or difficult breathing.

*Note*: Students with stable asthma may attend school with a written care plan and authorization for medication/treatment.

*RASH WITH FEVER*: Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated by your health care provider.

*Note*: Body rash without fever usually does not require exclusion from school; seek medical advice.

*VOMITING*: Two or more episodes of vomiting in the last 24 hours. Your child may return to school when vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration.

## ILLNESS

*CHICKEN POX*: Your child may return to school when blisters have dried and crusted (usually 6 days). If a blister occurs after the chickenpox vaccinations, contact your health care provider.

*CONJUNCTIVITIS (Pink Eye)*: Your child may return to school 24 hours after initiation of treatment if indicated. If your health care provider decides not to treat your child, a note is required.

*HEADLICE OR SCABIES*: Once treatment has been initiated, your child may attend school.

*COLD SORES/FEVER BLISTERS*: Child may return to school when lesions are no longer weeping or oozing and have scabbed over.

*IMPETIGO*: Your child may return to school 24 hours after treatment starts.

RINGWORM: Initial treatment as directed by your health care provider. Student may return to school but keep area covered from casual contact with other students.

STREP THROAT: Your child may return to school 24 hours after treatment initiated and they are able to participate in usual activities.

VACCINE PREVENTABLE DISEASES: Measles, Mumps, Rubella (German measles), Pertussis (Whooping Cough) Student may return to school when your health care provider determines they are no longer infectious.

References:

<http://www.cdc.gov/healthvouth/policy/index.htm>

## **MANAGEMENT OF CONCUSSIONS (Head Injury or Traumatic Brain Injury)**

Gardiner School recognizes that concussions are a serious matter. Recent medical research is indicating that concussions can lead to serious injury and even death; especially in the developing brain of adolescents and teenagers. Long term research is now revealing that deficits with learning, emotional health, and psychomotor skills can also result from concussions. Gardiner School will strive to educate students, parents/guardians, and staff to recognize and manage concussions for the health and well-being of our students.

*What is a Concussion?*

- A concussion is a brain injury and all are serious.
- Most concussions occur without loss of consciousness.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

*What is a Concussion?* (Definition provided by the Center for Disease Control)

A concussion is a type of traumatic brain injury or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even, "getting your bell rung," or what seems to be mild bump or blow to the head can be serious.

Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

For our athletic coaching staff, every coach shall complete the "NFHS Concussion in Sports-What You Need to Know" course each year. The course will be viewed before the coach has contact with student athletes in his/her respective sport.

Each Spring, students in grades 8 through 11 will complete the ImpACT (Immediate Post-Concussion Assessment and Cognitive Test) baseline test in preparation for the following school year.

Management of concussions is a complex and evolving process. Current best practices in the field of concussion management will be implemented by Gardiner School to



ensure the safety of students. To comply with Montana High School Association direction and the Dylan Steigers Protection of Youth Athletes Act, parents and students will review and sign the front page of "Student-Athlete & Parent/Legal Guardian Concussion Statement". If a student sustains a concussion, Gardiner School will continue to require that the student be cleared to return to school and also to return to sports activities by a Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician's Assistant trained in the evaluation and treatment of concussions.

It is the responsibility of every Gardiner School employee, student, or parent/guardian to report when they believe a concussion has occurred. This includes activities.

In the event a Gardiner School staff member suspects a student may have suffered a concussion or head injury, the following steps will be initiated:

1. Immediately evaluate the student for signs or symptoms consistent with a concussion. Utilize SCAT2 (Sport Concussion Assessment Tool 2) for the assessment.
2. Evaluate the need for emergency (911-ambulance) care. If a student loses consciousness they will be transported to the nearest hospital via ambulance for medical evaluation.
3. Proceed as follows if signs or symptoms of a concussion are present.
  - Remove student-athlete from the school activity.
  - Notify parents/guardians about the possible injury.
  - Ensure student/athlete is evaluated by a Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician's Assistant trained in the evaluation and treatment of concussions.
  - Notify the Athletic Director.
  - The student-athlete may not return to school activities (classes or sports) until the school has received a written clearance from one of the above listed healthcare professionals. The student may not return to play I sports activities until they have successfully completed the return to school and return to play protocol.
  - **"IF IN DOUBT, SIT THEM OUT."** will be the philosophy for the management of potential injuries to Gardiner School students.

If the student requires accommodations regarding return to school activities those modifications to the school day will be coordinated with one of the above listed health care professionals, principal, teaching staff, parent/guardian and school nurse.

For additional information:

<http://www.cdc.gov/concussion/sports/index.html>

## **Substance Abuse Prevention Policy**

### ***Policies and Procedures***

It is the intent of the board of trustees of the Gardiner Public Schools to keep the school of this district as free as possible from narcotics, Tobacco I Nicotine, drugs, alcohol, medical marijuana or other intoxicants, as well as the harmful effects that such substances may have on the lives of the students attending school in the district. It is also the intent of the board of trustees to provide students with an educational program which is preventive in nature and designed to help students who are having problems related to drugs and/or alcohol.

The board of trustees recognizes that chemical dependency is a treatable illness. Health

problems of youth are primarily the responsibility of the home, However, the community and school share responsibility in chemical dependency problems because they often interfere with behavior, learning, and the fullest development of each student. Early intervention in the disease process is desired by the board of trustees, and, as a result, district personnel will contact students manifesting signs of inappropriate behavior and make an effort to both educate and aid them.

### ***Student Policy***

The student policy on use or possession of illegal drugs, nicotine or alcohol covers all school functions on school premises at any time of day and night. Also covered are trips taken by Gardiner School students when they are under school sponsorship, whether or not on a bus or in private or public transportation. School functions shall be defined as activities where the student represents the school (regardless of location).

Penalties for use and possession of illegal drugs or alcohol involving all extracurricular activities can be found in the Training Rules Policy, or on the pledge sheet each student and parent must sign before a student can participate in that activity.

### ***Gambling***

Students are not permitted to gamble for money or any other item while in school, on school property, in school vehicles, while on school-sponsored trips or when representing the school during activity or athletic functions. Any such activity shall be reported to the principal. Appropriate discipline will be administered in accordance with the district's student discipline policies.

### **Tobacco I Nicotine I Nicotine Free School District**

The board of trustees prohibits all Tobacco & Nicotine usage by any person in school buildings or on campus at any time.

### **Missing Children Policy**

#### ***Responsibility of School District***

- A) Pursuant to law, it shall be the responsibility of the school district superintendent or designee to distribute the list of missing school children provided by the State Superintendent of Public Instruction to each school building within the district. This list will be placed on an appropriate bulletin board accessible to faculty members and other staff members.
- B) In the event staff members suspect that a missing child is enrolled in school, they shall notify the appropriate building principal and/or district superintendent immediately.
- C) The district superintendent shall notify the county attorney's office and the sheriff's department.

#### ***Responsibility of Parent/Guardian***

Parents, guardians, or legal custodians of school children must report the following information

to the building principal:

- A) In the event that the student will be absent from school, the parent/guardian shall report that absence to the building principal and/or designee.
- B) If a student is to be absent from school and has not made previous arrangements with the building principal for the absence, the parent(s), guardian(s), or legal custodian(s) are expected to telephone the school office each day the student is absent. For students who are absent in the morning(s), the parent(s), guardian(s), or legal custodian(s) will call the school office before 9:00 a.m. the day that the student is absent or they may call prior to that day.
- C) If a student leaves school at lunch-time or at any time during the school day and does not return for the rest of the school day, the parent(s), guardian(s), or legal custodian(s) will call the school office before the end of the school day.
- D) Parent(s), guardian(s), or legal custodian(s) appearing in person at the school office to pick up a student do not have to make a phone call prior to picking up the student.
- E) Parents, guardians, or legal custodians will provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
- F) In the event the parents, guardians, or legal custodians do not maintain a home telephone, they shall provide an alternative telephone number where they may be contacted if their child is absent from school.

***Responsibility of Building Principal or Designee:***

- A) When a parent, guardian, or legal custodian notifies a school that a child will be absent from school, the building principal and/or designee shall log the date and the name of the person who made the call.
- B) In the event a parent, guardian, or legal custodian fails to notify the school of the child's absence, the building principal and/or designee shall attempt to contact the parent, guardian, or legal custodian by the end of the school day as follows:
  - 1) The principal or designee will attempt to telephone the parent, guardian, or legal custodian at the residential or alternative telephone number provided by the parents, guardians, or legal custodians.
  - 2) If the school official is unable to make telephone contact with the parent, guardian, or legal custodian after two school days, the official shall mail a written notice to the parent, guardian, or legal custodian indicating the child's absence from school on those dates. This letter will indicate that an attempt was made to make telephone contact during the days the child was absent from school.
  - 3) If the school official suspects foul play, the official shall immediately notify the district superintendent and/or appropriate law enforcement agency.
  - 4) If a child is present for part of a school day and absent for the remainder of the school day and if the parent has not reported that partial day absence, the school official shall follow the procedures outlined as if the child were absent from school the entire day.
  - 5) In the event a school official cannot determine the appropriate procedure in a particular case, the official shall notify the building principal and, in turn, the district superintendent who may consult with the district legal advisor and/or county attorney for direction.

## **Student Accidents**

- A) The school provides accident insurance on all students during school hours and all students involved in any school sponsored activity. This plan covers only medical expenses which are not payable by other insurance. Parents are offered the opportunity to purchase additional 24-hour coverage for their students.
- B) Whenever an accident occurs it should be immediately reported to the supervising teacher by the student and to the superintendent/principal by the teacher. An incident report form will be filled out in each instance and placed on file in the office, so should questions concerning the accident be raised later, some record of what happened will be available for reference.
- C) Unsafe conditions and practices shall be reported to the superintendent immediately.

## **Attendance Policy**

### ***ATTENDANCE POLICY:***

It is the belief at Gardiner School that attendance is very important and absences should be kept to a minimum. However, the staff recognizes that the time a student spends with his family is valuable. The intent of the attendance policy is to provide a structure within which students can gain maximum benefit from the instructional program. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose.

### ***TRUSTEES:***

The board of trustees emphasizes the importance and value of regular attendance for each student to experience maximum benefit from the school's instructional program.

### ***PARENT or GUARDIAN:***

A student's education as it relates to attendance is ultimately the responsibility of the student and the parents/guardians. When a student must be absent from class for illness, or other unforeseeable emergencies, parents/guardians must inform the school office of the absence. Students will be allowed 7 absences per semester for personal or illness related reasons. Parents/guardians will be expected to provide written medical verification for other illnesses. Parents/guardians are expected to comply with state and local school laws and rules regarding school attendance. Parents/guardians will be notified of all suspensions.

### ***STUDENTS:***

Students have the responsibility to participate in the educational opportunities afforded them. Students should attend school regularly in order to maximize the benefits of participation in classroom activities. If a student must be absent from school, they are responsible for contacting the teachers to determine missed assignments and for completing the assignments as required by the teacher. Students who are absent as a result of a suspension are responsible for the work missed but will receive no credit.

### ***TEACHERS:***

Teachers have a right to expect regular attendance from their students. Teachers should not be expected to perform burdensome work as a result of unjustifiable student absences. Teachers should assist students with legitimate make-up work.

***COMPULSORY ATTENDANCE:***

All students between the ages of seven and sixteen are required by state laws of Montana to attend school. All students regardless of age who attend school will comply with the state laws of Montana and rules and regulations as established by the board of trustees.

***CONSEQUENCES:***

Students will be allowed seven (7) days per semester, per class for absences without penalty. Students who are absent for eight (8) or more days will receive a 2% grade deduction for every day over the 7-day rule. Example: A student misses 10 days for the first semester, their semester grade will be reduced by 6%. The school will send a formal notice to parents/guardians when a student has reached 5 absences in a Semester as a warning of a possible grade reduction. All excused absences due to medical reasons need to have verification turned in to the office. one week prior to the end of the semester.

***EXCEPTIONS:***

- A student who is absent from school because of a death or serious illness in the family may request for the absences to be excused.
- All illness that can be verified with a note from a medical doctor. These notes should be turned in to the school upon the student's return to school. Notes can also be faxed from the doctor to the school (848-0606).
- A student who is attending any school-sponsored activity of an educational nature with advance approval from the principal.
- An illness can be considered as a disability if it is permanent, continuing or affecting a life function.
- A student who is subpoenaed as a witness but is not a defendant in a case will be granted an excused absence. Any student who is found innocent by a judge or jury will be granted an excused absence as long as the student returns to school in a reasonable amount of time with a note from the judge stating his/her innocence.

***EXCUSED ABSENCE:***

Students will need a telephone call or a note from the parent or guardian explaining all absences. Students returning from an absence will present a note from the parent/guardian to the office personnel and then follow office procedures for returning to class, and contact each teacher to make up their daily assignments and receive full credit. Absences are categorized as follows:

Personal absences- up to seven (7) per semester.

Medical appointments, which cannot be scheduled outside of the school day, are excused only with doctor's verification. This verification must be presented to the office one week prior to the semester's end.

Participation in school activities of an educational nature

Bereavement

Verifiable family emergencies

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Truancy is absence from school without permission from a school authority and without parental or guardian knowledge and/or permission. It should be noted that the school, not the parent or guardian, determines truancy. Students who are truant will make up missed school time as determined by school administrators. In addition, truant students will receive zero credit for each day of truancy in each class missed. Students who habitually miss most of first and/or second period without a valid excuse will be considered truant.

1st truancy: Students will be required to attend one day of suspension or detention as assigned by the principal and have the option of having a discussion with the counselor.

2nd truancy: Students will serve one to three days of detention or in-school or out - of -school suspension as determined by the principal and have a discussion with the counselor.

3rd and any subsequent truancy: The third and any subsequent truancy on the part of any student will result in three days of detention or in or out-of-school suspension. It may also result in a recommendation that the student and the student's parents appear before the principal or his/her designee to explain why the student should not face expulsion proceedings. The Principal may refer the student to the Superintendent with a recommendation for expulsion. In addition, chronic truants will be reported to legal authorities as prescribed by law.

***SUSPENSION/EXP***

***ULSION:***

Students suspended pending an expulsion hearing or on in- / out-of-school suspension will be counted absent, and the days will be counted toward the 7 personal days. Students will be allowed a time period equivalent to the length of the suspension/expulsion but no less than 24 hours to complete make up work to the teacher's satisfaction.

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Appeals for exception to the attendance policy will be made to the superintendent. The superintendent's decision may be appealed to the board of trustees. The request for exception will be made in writing and presented to the superintendent within five school days of the receipt of the decision of the principal to reduce grades. See grievance policy.

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Upon returning to school following any absence, except a .school-sponsored activity, the student must report to the office and obtain an admit slip. Admit slips will be issued on the basis of a telephone call from a parent or guardian or a note explaining the absence. Before attending school-sponsored activities, a student will obtain a school activity make up report.

**CHECKING OUT OF  
SCHOOL:**

When a student finds it necessary to leave after the start of the school day, the student will follow the office procedures for checking out of school. The procedure:

1) may require parent/guardian permission, 2) must have administrative permission, and 3) student must sign out. Excessive use of or failure to follow this procedure is considered truancy and appropriate action as defined in this policy will be taken.

*Legal Reference* (MCA): 20-5-103(2), Compulsory Attendance and  
Excuses

(MCA) 20-5-106

Truancy

(MCA) 20-5-107

Incapacitated / Indigent Child Attendance

**Tardy Policy**

It is the policy of Gardiner Schools that regular and punctual attendance is essential for all students.

Regular and punctual attendance is most important in the development of sound character traits and the creation of an effective learning environment.

Students without an excuse when the tardy bell rings, will be considered tardy. Students are allowed three (3) tardies per quarter. After the third tardy a reasonable attempt will be made to notify parents. Following are the consequences for being tardy:

<b>Tardy</b>	<b>Consequence</b>
1	No Penalty
2	No Penalty
3	Late lunch one week and notify parents

4	JH: Lunch at Quiet Table HS: Closed campus for the quarter and parents are notified (email and mail)
5	JH: Lunch at Quiet Table and ineligible for next extracurricular event. HS: Closed campus for the quarter, ineligible for next extracurricular event. Parents are notified (email, mail, phone call)
6	JH: Lunch at Quiet Table. Ineligible for the remainder of the quarter for extracurricular events. Parents are notified (email, mail, phone call) HS: Lunch at Quiet Table. Closed campus for the quarter, ineligible for the remainder of the quarter. Parents are notified (email, mail, phone call)

## Discipline Policy

Students shall comply with the policies of the board and the rules and regulations of the school. Students shall pursue the required course of instruction. Students shall be subject to the control and authority of the teachers, principal, and superintendent while they are in school or on school premises, on their way to and from school, or during their intermission or recess.

All students shall submit to the reasonable disciplinary action of teachers, school employees, and administrators. Refusal to comply with such rules and regulations, or to submit to such disciplinary actions shall constitute cause for suspension or expulsion.

Each student is expected to strive to take full advantage of his or her educational opportunities and to do well in all areas of school life. Each student has the right to an education in an orderly, safe and sanitary atmosphere and is expected to contribute to his/her education.

### *Rules of Conduct*

Students, participants and non-participants, at school and extracurricular activities, at home or away are expected to behave in accordance with school policy. Following is a partial list of problem areas that students are expected to avoid:

- Truancy - Any absence where the parent or legal guardian does not know the whereabouts of the student or the student has not been excused from school.
- Defiance of School Personnel Authority - The refusal to comply with reasonable requests of school personnel or unlawful intimidation of school personnel.
- Use of any type of Tobacco I Nicotine product.
- Harassment- The intimidation of another individual.
- Fighting - Engaging in physical contact with the purpose of inflicting harm on another person.
- General Misconduct- Includes such areas as hall or classroom behavior, abuse of



food and drink privileges in the building, minor vandalism, public display of affection, violation of dress code policies, or violation of bus rules.

- Inappropriate language (use of profanity).
- Vandalism- Destruction of school property (marring, defacing, etc.).
- Physical Assault- Physical attacks on another, who does not wish to engage in the conflict and who had not provoked it.
  
- Theft- Taking property that does not belong to you. The student will make restitution.
- Destruction of Property - Destroying or mutilating materials belonging to the school, school personnel, or students. The student will make restitution.
- Alcohol- Use, sale, or possession of alcohol during a school day or school activity.
- Drugs - Use, sale, or possession of narcotics or noxious substances during a school day or school activity.
- Setting off fire alarms - Pulling a fire alarm without any fire threat.
- Possession, sale, distribution, or use of fireworks, firearms, or paraphernalia designed to inflict bodily harm.

***Range of Action***

The range is the maximum and minimum actions that could be taken by the school. The precise action depends upon the severity of the offense. Students may violate policies so severely that they will be suspended from school until an expulsion hearing before the school board can be arranged.

The administration will attempt to notify parents/guardians whenever a student is placed on in-school suspension, or out of school suspension for the following offenses.

	Range Repeated	First Time	
Truancy	Minimum Maximum	Detention Suspension	Detention Suspension/Expulsion

The following are examples in which the student may be responsible to both school policy and civil/criminal statutes. (Local law enforcement may be called.)

***Detention***

Teachers or the administration may assign a student to serve detention. Detention is to be served before students will attend any extra-curricular practice or activity. Students assigned to serve detention may be given one school day to arrange for rides home or other difficulties that may arise.

Teachers will not be required to contact parents/guardians for minor detentions which are those not referred to the office, and served at the teacher's discretion.

Students will be encouraged to contact parents/guardians about their detentions.

If a student misses detention, the detention time will be doubled. A student who is missing teacher assigned detentions on two occasions will be sent to the principal.

Formal office referred detentions will be served on Fridays, with prior arrangements made with parents/guardians.

### ***Suspension***

The school principal and/or superintendent may suspend a student. In cases of this type, an informal hearing between the principal (*and/or superintendent*) and any appropriate persons will be conducted. If after the hearing is completed the principal (and/or) superintendent decides that a suspension is necessary, it will become effective immediately. The principal will attempt to notify parents/guardians of the affected students by phone when a suspension is made.

Students must make up all schoolwork during the suspension and no credit will be given for classes missed.

### ***In-School Suspension Rules***

The principal shall have authority to suspend any student for good cause.

A student placed on in-school suspension will report to the principal's office by 7:55AM the next day and each additional day. Any infraction may cause a student to be placed on in-school suspension.

Students will be allowed to attend or participate in extra-curricular activities following the completion of in-school suspension. Students will be isolated during their suspension time.

### ***In-School Suspension Alternative***

- If the parent/guardian of a suspended student agrees to come to school and attend class with their child for one day, the suspension and all academic penalties will be dropped.
- This alternative is only for the first suspension or the first day of a two or three-day suspension.
- A student can use this alternative only once during the school year.
- This is an optional alternative; it is up to the parent/guardian and student to decide.

### ***Out of School Suspension***

The principal may suspend any student for up to five (5) school days. Upon the recommendation of the principal, the superintendent may suspend a student for up to ten (10) school days. Students suspended out of school may not, at any time, be on school property until 7:55 a.m. on the day following the end of Out of School Suspension. No credit will be given for classes missed unless special accommodations have been made by the principal. Students may violate policies so severely that they will be suspended from school until an expulsion hearing before the school board can be arranged.

### ***Student Appeal Procedure***

- Appeal from Disciplinary Action:  
\*\* Requested appeals for all disciplinary action will be carried out in accordance with board policy.
- Suspension

- \*\* A suspension by a principal may be appealed, in writing, to the superintendent.
- Board of Trustees Expulsion Hearings or Suspension Appeals
  - \*\* Unless specified otherwise by parents or guardian, and/or student, all hearings by the board of trustees will be held in Executive Session closed to the public. A written copy of the decision rendered will be officially presented to the student and parents or guardian no later than three (3) work days after the decision. Proof of mailing is synonymous with "officially presented".
- Waiving of Rights
  - \*\* Any time a student or his/her parents or guardian fail to appear at a scheduled hearing, it will be assumed the disciplinary action is accepted by ALL PARTIES.
- Board Members Role
  - \*\* In order for members of the board of trustees to preserve their impartiality in case of any appeal that may arise as a result of a disciplinary action, Board members are specifically prohibited from serving on any committees dealing with student behavior.

### ***Expulsion***

In case of expulsion the principal will make the recommendation to the district superintendent, who in turn will make the recommendation to the board of trustees, which has the sole authority to expel students. Such expulsion may be for a semester or more. If the recommendation of the principal is followed, the student, along with the parents/guardians and their representative, upon their request, may have a hearing with the board of trustees. If the hearing is not requested, the Board of Education will take action on the recommendations.

### ***Disciplining of Special Education Students***

All special education students are subject to short-term (10 days or less) suspension in the same manner as regular education students. The same requirements apply to special education students as to regular education students.

As with regular education students, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

District personnel shall document "other means of correction" except in the case in which a special education student is endangering him/herself or others and immediate action is necessary.

In the case in which a special education student is endangering him/herself or others, district personnel may immediately impose suspension in the same manner as prescribed for a regular education student provided that such suspension does not constitute a change in placement. "Change in placement" for special education discipline purposes means an accumulation of suspensions within one school year aggregating more than ten (10) days which creates a pattern of exclusions or 10 consecutive days of suspension.

Administrative officials must document the misconduct as to its seriousness and the extent to which the misconduct endangers the special education student or others. The length of any one suspension shall be the same for the special education student as school district policy mandates for the regular education student up to a maximum of ten (10) days.

If a student is to be suspended for more than ten (10) days as previously detailed, a Child Study Team (CST) must meet prior to the tenth (10th) day of suspension to determine if the behavior(s) is/are a manifestation of the student's disability. The CST determines causal relationship and does not decide if the misconduct actually occurred.

The CST must base its decision on recent information which includes data that has been acquired within three (3) years of the date of the alleged behavior or misbehavior and currently relevant information including, but not limited to:

Review of the student's school progress in regard to the student's Individualized Education Program, (IEP).

Review of the student's ability to conform behavior to prescribed school district standards.

The CST shall meet requirements of state regulations regarding conduct of a Child Study Team meeting and federal and state evaluation procedures.

An IEP meeting must be convened prior to the tenth day of suspension to determine the appropriateness of the current program/placement. The IEP team must consider alternative programs and/or services which would be appropriate to the student's exceptional need and would manage or ameliorate the inappropriate conduct. The parent/guardian of the student has a right to participate as a member of the CST/IEP teams. The parent/guardian shall be notified at least 48 hours prior to the meeting. The notice shall be in accordance with state and federal regulations. Parents/Guardians shall receive written notice of all procedural safeguards under Individuals with Disabilities Education Act (IDEA).

The parent/guardian may request a postponement of the meeting for up to three (3) additional school days from the date of the proposed IEP meeting. The student's suspension may remain in effect during the postponement. However, administrative personnel are to schedule the IEP meeting in sufficient time to allow parents/guardians to request a 3-day postponement without extending the suspension for more than 10 days.

If the parent/guardian disagrees with the CST/IEP team decision on the identification, evaluation of appropriateness of the program/placement, the parent/guardian may request a due process hearing. In that event, the student shall continue in the current placement. The parent/guardian must receive the OPI brochure, "Parental Rights in Special Education."

If the parent/guardian refuses to consent to an interim placement change and the school district believes the student is truly dangerous to him/herself or others, the district may seek a temporary restraining order (TRO) from a court of competent jurisdiction. If the court denies the TRO, the student shall remain in his/her current placement under the "stay-put" provision of IDEA

Students who are disabled solely (not IDEA qualified) due to alcohol and/or drug addiction may be disciplined for violation of school policies in regard to drugs and alcohol as if they were not disabled.

## **Administration and Grading**

### ***New Student Policy and Procedures***

In an effort to assist in facilitating a smooth transition for your child entering into the Gardiner School System, we would ask that you follow the procedures listed below.

- 1) Contact the school to notify of the estimated date of enrollment for your child or children.
- 2) The Secretary will take your information and begin to explain the process. If family

contacts the school for enrollment purposed during the summer, the Secretary will request school records at that same time. She/he will give your name and phone number to the school counselor.

3) The school counselor will contact you to schedule a time for parent/child orientation.

The orientation will consist of the following:

- complete enrollment paperwork
- meet the Principal, classroom teachers, and other staff members  
student assessments will take place (for reading and math placement)
- student handbook will be given and reviewed grade
- school-wide expectations for the positive behavior program will be reviewed
- school tour will take place
- assessment of transcript history (7th- 12th grade students)
- class scheduling will begin (7- 12th grade students)

4) Students in grades 7-12 will be paired with a Student Ambassador from the same grade which will show the student around and introduce them to other students for the first day.

### ***High School Pre-Registration***

Pre-Registration slips may be passed out during the spring semester, to those who will be attending Gardiner High School. They are filled out by the student, with the assistance of the guidance counselor. The slip includes the courses that the student anticipates taking the upcoming year.

### ***Registration Cards***

Students are registered on temporary cards so adjustments can be made during the first two weeks of the school year. Students may be given permission to change classes during the first two weeks.

After permanent cards are filed there will be no further changes in classes unless special permission is obtained from the instructor, guidance counselor, parents, and the principal. These cards are filed in the office.

### ***Class Change Policy***

A student may make a class schedule change within the first ten (10) days of the semester only. All class schedule changes need to be arranged through the counselor. This process should include input from the following people: student, parents/guardians, each teacher involved, counselor and principal. Class schedule changes are to be made for valid educational reasons and not for mere convenience. Students may be scheduled for not more than one study hall if study halls exist and fit the student's schedule.

Students may take correspondence courses, with administrative approval, for subjects not being taught or to repeat a subject that they have previously failed. The principal may make a schedule change based on counselor recommendation if he/she feels the student has been misplaced.

## Grades/Grade Scale

4	A+	97-100%
	A	93-96%
	A-	90-92%
3	B+	87-89%
	B	83-86%
	B-	80-82%
2	C+	77-79%
	C	73-76%
	C-	70-72%
1	D+	67-69%
	D	63-67%
	D-	60-62%
0	F	50-59%

Grading will be on a nine-week basis. Teachers are expected to have a variety of assessments within the grade book each nine week basis.

### ***Report Cards***

Report cards will be provided to the parents during Parent/Teacher Conferences. Conferences are scheduled during the first and the third grading periods. Report cards for the second and fourth grading periods will be mailed to parents upon request. Progress reports will be available to parents at the school or through Infinite Campus at mid-term of each grading period.

### ***Student-Led Parent Teacher Conferences***

Students during the first week of classes will fill out goal sheets for each course. As the course progresses student will continue to complete goal sheets and update those using test data from MAP, CRT, and SBAC. Then during parent teacher conferences, students will lead the discussion using their individual goal sheets.

### ***Montana Digital Academy***

***(Policy 2170)***

The District will allow students to enroll in the Montana Digital Academy program under the following conditions:

- The student must be an enrolled student in the District. The student must also be a resident of the High School District during the term of enrollment.
- A part-time student must be enrolled for a minimum of two courses. This shall be a combination of at least one on-campus class and one MTDA class. The building principal can make an exception to the on-campus class requirement, provided that part-time student enrolls in a minimum of two MTDA courses. Enrollment in MTDA courses is dependent on space available with preference given to full-time students seeking to attain a District diploma.

- Dependent on staffing, space, and computer availability, the student will have the of taking the MTDA class(es) in the school building, during school time, or outside of the school building.
- Students who wish to take MTDA classes and participate in MHSA activities must follow all extracurricular eligibility rules. (See MHSA Handbook Section 2)
- MDTA coursework will be limited based on the guidelines outlined in Policy 2410 and 2410P.
- MTDA courses are not considered special education services under IDEA. Reasonable accommodations and supplemental aides and services shall be provided according to a 504 plan or Individualized Education Program to allow access to MDTA coursework.
- MTDA courses will be approved and implemented based on District policies 2410 - High School Graduation Requirements and 2168 - Distance, Online, and Technology Delivered Learning and associated procedures.
- For students in grades 6-8 for whom it has been determined that acceleration is the appropriate course of learning may consider distance learning through enrollment in a MTDA class. Priority should be placed on differentiation within the current setting or placement in another classroom. High school credit may be awarded pursuant to the guidelines in Policy 2410 and 2410P.
- Student eligibility to take MTDA courses will be based upon the following: at least two (2) teacher recommendations; school counselor recommendation; proven ability to work independently; parent/guardian approval.
- Administration may approve or deny enrollment into MTDA course.

High School students may not take more than two (2) courses through MTDA, correspondence, online, distance learning or other technology delivered method during a semester unless prior permission is granted by principal (building administration).

### ***Distance Learning Courses***

***(Policy 2167)***

- Distance learning courses must be from institutions accredited and be approved by the principal of Gardiner High School. Credit will be counted toward graduation.
- No student may enroll in a distance learning course as a substitute for a class which is being offered at Gardiner High School unless approved by the principal of Gardiner High School. Advanced placement (AP) classes, however, may be taken as an approved substitute. Approval for AP classes will be based on, but not limited to, student's grade point average, test scores, teacher recommendation and parental input.
- Eighth graders may not enroll in distance learning courses unless the student is on an accelerated pathway, permission is granted by the principal, credit is earned toward graduation and grade is calculated in overall GPA. Students in grade 7 will not be allowed to take distance courses.
- The course is needed as credit retrieval and cannot fit into the student's schedule
- Students may not take more than two (2) courses through MTDA, correspondence, online, distance learning or other technology delivered method during a semester unless prior permission is granted by principal (building administration)

- The District will not be obligated to pay for a student’s distance learning courses.

***Determination of Class***

***Rank***

Determination of class rank shall be by use of the following method recommended by the National Association of Secondary School Principals:

**Grades/Grade Scale**

4	A+	97-100%	4.0
	A	93-96%	4.0
	A-	90-92%	3.7
3	B+	87-89%	3.3
	B	83-86%	3.0
	B-	80-82%	2.7
2	C+	77-79%	2.3
	C	73-76%	2.0
	C-	70-72%	1.7
1	D+	67-69%	1.3
	D	63-67%	1.0
	D-	60-62%	.7
0	F	50-59%	0

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At the end of each grading period and semester, an honor roll list will be made containing the names of students who averaged "B" or better. Those who have an average of 3.67 or better will be on the High Honor Roll, and those with an average of 3.00-3.66 will be listed on the regular honor roll.

***Awards***

***Night/Day***

Awards Ceremonies will be held during the year to distribute the academic and extra-curricular awards to deserving students.

At the end of each school year, awards will be given to students who maintain a high grade point average. To receive the award, 7th, 8th and 9th grade students must have a 3.85 GPA or better. 10th grade students must have a 3.75 or better, 11th grade students must have a



3.65 or better, and 12th grade students a 3.55 or better. High school grade point averages will be cumulative.

In addition -the Lauer Award will be given to the Freshman with the highest GPA.

***Graduation Requirements***

Graduation from high school is a basic goal for all students. The staff of Gardiner High School will make every effort to make this goal a reality. The following is basic information to guide the student in achieving that goal. All requirements are for grades 9-12.

- A) A student must earn 25 units of credit.
  - a. A unit of credit is earned when a student passes one course taught over the period of a year. One-half units are granted upon the successful completion of one semester of a course.
  - b. One credit per year is earned for physical education and health. Band and chorus credits vary depending on the number of classroom hours per week.
  - c.. A grade of “4, 3’ or 2” is passing. A grade of “1 or 0” is failing.
- B) The following are State Office of Public Instruction and School District requirements for graduation

<u>Academic Subject Area</u>	<u>Credits needed for graduation</u>
English	4 credits
Mathematics	2 credits 3 credits starting with Freshman 2020
US History	1 credit
Science	2 credits
Government	1 credit
Physical Education / Health	2 credits (over 2 years)
Vocational Education	1 credit
Fine Arts	1 credit

C) University requirements for entry into the Montana University and College systems are:

<u>Academic Subject Area</u>	<u>Credits needed for graduation</u>
*English	4 credits
*Mathematics (Alegbra I; Geometry; Algebra II)	3 credits
*Social Sciences (Global Studies; US History; One third year course)	2 credits
*Science (Earth Science; Biology; Chemistry; Physics)	2 units of credit
Government	1 unit of credit
Physical Education / Health	2 units of credit (over 2 years)

\*Other Electives - 2 years See your guidance counselor for list of approved courses

D) Obtain a composite score of at least 20 on the Enhanced ACT Assessment Test or 800 on the Scholastic Aptitude Test OR; \*Obtain a Grade Point Average (GPA) of at least 2.5 OR; \*Rank in the upper half of your schools' graduating class.

E) Valedictorian and Salutatorian shall be selected as follows:

- a. The student with the highest grade point average after seven semesters shall be declared valedictorian.
- b. The student with the second highest grade point average after seven semesters shall be declared salutatorian.
- c. If a student elects, and receives approval from the board of trustees, to graduate early he/she forfeits the right to be named valedictorian or salutatorian by reason of not having completed the required number of semesters.
- d. GPA (Grade Point Average) will be calculated on all subjects receiving a .5 semester credit.

F) Students completing the eighth grade must have made satisfactory progress in that grade, meeting all the requirements of the State.

- a. University Standards
- b. OPI Standards

G) NCAA Division I and II eligibility requirements

<b><u>Division 1</u></b>	<b><u>Division 2</u></b>
<i>16 Core Courses</i>	<i>16 Core Courses</i>
English 4 credits	English 3 credits
Math 3 credits (Algebra I or higher level)	Math 2 credits (Algebra I or higher level)
Science 2 credits (Natural or Physical Science including one year of lab science if offered)	Science 2 credits (Natural or Physical Science including one year of lab science if offered)
English, math or natural/physical science 1 credit	English, math or natural/physical science – additional credits 3 credit
Social Science 2 credits	Social Science 2 credits
Additional core courses 4 credits (from any category above. or in a foreign language. non-doctrinal religion or philosophy)	Additional core courses 4 credits (from any category above. or in a foreign language. non-doctrinal religion or philosophy)
Complete 10 core courses, including seven in English, math or natural/physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.	
Earn at least a 2.3 GPA in your core courses.	Earn at least a 2.2 GPA in your core courses.

<p>Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.</p>	<p>Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.</p>
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***Commencement Requirements***

Students shall not participate in commencement exercises unless they have completed the required number of credits. To be valedictorian or salutatorian, a student must have been in attendance in Gardiner High School for at least two years. In order to participate in commencement exercises a student must be in attendance in Gardiner High School during the final semester.

***Plagiarism or Cheating***

Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. Plagiarism or cheating will have the following consequences:

- Student will receive a zero (0) grade on that assignment, test, project, paper, etc.
- 1st offense- student receives a 0 and 1 hour of detention.
- 2nd offense- student receives a 0; a parent/child/teacher meeting will be scheduled and 2 hours of detention.
- 3rd offense- suspension; meetings; further action. In all cases, parents will be notified by phone and mail.

***Promotion of Students***

The Board acknowledges that awarding of marks and decisions relative to promotion or retention of students is a serious responsibility of teachers. It is the Board's policy to support its professional staff in their professional duty. The Board feels that the professional staff can be depended upon to make all decisions in the best interest of the student. However, the Board considers it very important to good public relations that parents or guardians be consulted and well informed at an early date where retention is advisable.

***7th and 8th Grade Retention:***

Any 7th or 8th grade student failing two or more core classes will be considered for retention. Consideration will be given to the student's age. Parents/guardians will be notified immediately after the 1st semester if their child is being considered for retention.

**EXTRA-CURRICULAR ELIGIBILITY AND PARTICIPATION RULES POLICY**

(Gardiner School District Policy 3340)

**Extra-  
curricula**

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## Policy Purpose

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

- To emphasize concern for the health and well-being of students while participating in activities.
- To provide a chemical-free environment that will encourage healthy development.
- To diminish chemical use by providing an educational assistance program.
- To promote a sense of self-discipline among students.
- To confirm and support existing state laws, which prohibit the use of mood-altering chemicals.
- To emphasize standards of conduct for those students who through their participation are leaders and role models for their peers and the younger students.
- To assist students who desire to resist peer pressure, which may direct them toward the use of chemicals.

## ***Policy Coverage***

This policy states that a student shall not (1) use, have in possession, sell or distribute alcohol, Tobacco I Nicotine or illegal drugs, and (2) abuse prescription or non prescription drugs. This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used.

Students who feel extenuating circumstances have caused them to be present at a function or gathering at which a prohibited substance is illegally used may discuss those circumstances with the principal. The principal has the authority to determine the legitimacy of the "guilt by association" and adjust the consequences.

## ***Definition of extra-curricular Activities***

Extra-curricular activities, for the purpose of this policy, shall be defined as participation in "or attendance" at any school activity that is not for credit toward the achievement of a high school diploma. Extra-curricular activities shall be those in which practice/participation typically occurs outside of the school day and/or for which travel is required away from the school site.

Suspension for this policy shall be defined as loss of privilege to participate in all extracurricular activities.

Examples of extra-curricular activities include the following: all MHSA sanctioned events, District I State Music Festivals, Model United Nations, Youth in Government, and School Plays. Pep Band is typically not seen as extra-curricular in nature as travel is generally not required. However, Pep Band participation when involving travel (e.g. Divisional and I or State athletic tournaments) will be considered an extra-curricular activity for the purposes of

this policy. The above listing is meant only as a guideline for potential participants. Additions/deletions to this list will be at the sole discretion of the Gardiner School District administration and the activities director.

District administrators have the responsibility to update and implement this policy for extra-curricular activities. The involved staff has the responsibility of student awareness and implementation of this policy. Students, who elect to participate in extra curricular activities, and parents or guardians are responsible for understanding this policy and complying with its conditions.

### ***Policy Duration***

This policy is in effect each school year from the date of the first practice for fall activities (August) until the last day of school (June). This policy applies to all students even if a student is not currently involved in an activity. Consequences for violations that are not completed by the end of the current school year will carry over to the following school year.

Violations are cumulative through the student's period of attendance in junior high or high school. Violations do not carry over from junior high grades to high school.

### ***Referrals***

**SELF-REFERRAL:** The purpose of this provision is to encourage a student/participant to seek help. This voluntary admission may not be used by the student if violation of this policy is already known to the school authorities. This provision may be used only one time by a student while enrolled in grades 7-8, and used only one time while enrolled in grades 9-12. Violations will be documented by the activities director. A self-referral carries a 1week suspension from competition for a first violation or Y2 of the consequence for a 2<sup>nd</sup>, 3<sup>rd</sup>, or subsequent violation. The student may continue to practice.

**Who May Refer:** A school staff member can be made aware of the violation of this policy by any source (such as police, school personnel, counselors, coaches, advisors, community members, parents, other students, etc.)

### ***Honesty Clause***

Students who violate this policy and admit to the infractions will be penalized as stated per violation. Students who deny they have broken the rules as outlined in this policy and are later found guilty of the violation will automatically be penalized by advancing to the next numerical step in the violation consequences.

### ***Participation Expectations***

Gardiner High School strongly believes that organized practice and training is a vital aspect to the all-around development of young men and women. In the effort to (1) emphasize the proper ideals of teamwork, sportsmanship, ethical conduct and fair play, and (2) encourage leadership, use of initiative, and good judgment by activity participants so that our school and our community can best be represented, minimum training rules and general rules of conduct for extra-curricular activities have been established:

### ***Student and Parent Due Process***

If determination is made that a student has violated this policy, the student, parents, and/or guardians shall be notified of the violation by telephone where possible and also by mail. Also at this time, the student, parents, and/or guardians shall be notified of the type of discipline that will be administered.

**APPEAL PROCESS:** Appeals to enforcement of this policy's rules may be found in

Board Policy #1700 Uniform Complaint Procedure. During the appeals process, the student remains suspended from participation in extra-curricular activities as defined by this policy.

### ***Definitions***

Terms used in this policy shall be given their ordinary and reasonable meaning except as defined below.

School Year: Means the period of time from the first day of regularly scheduled practices (usually in August) to the end of the school year.

### ***Counseling Sessions***

Counseling is available by designated school personnel at no expense. Counselors that are not school district personnel will be pre-approved, at the sole discretion of the Gardiner School District administration, prior to enrollment and satisfactory completion for the purposes of this policy. As extra-curricular activities are a privilege provided the student and not a requirement for graduation from Gardiner High School, the expense of counseling sessions, if any, is borne solely by the student and is not a responsibility of the District.

### ***Specific Program Expectations***

At a special meeting, parents and students will be informed of the expectations contained within this policy by the coach or prior to the beginning of the season for that activity coaches/sponsors will provide a copy of this policy to parents a students.

Coaches/sponsors may provide the activity dire approved agreements clarifying additional rules coaches/sponsor feel are necessary for their specific activity.

Parents/Guardians and students will read and sign a statement of understanding and acceptance of the policy for participation.

## **Training Rules**

### ***Participation Rules***

The Activities Department, Gardiner High School, Gardiner, Montana, in the firm belief that organized training and extracurricular participation is a vital aspect to the all - around development of young men and women, and in the effort to (1) emphasize the proper ideals of sportsmanship, ethical conduct and fair play, and (2) encourage leadership, use of initiative, and good judgment by these young participants whereby our school and our community can best be represented, does hereby establish the following written training rules and general rules of conduct for our students involved in extracurricular activities.

- No Late hours: home by 10:00 p.m. on week-nights including Sundays; home by 1:00 a.m. on Saturday nights. If no game is scheduled on Saturday, Friday night curfew is 1:00 a.m. If there are games both Friday and Saturday nights, the curfew Friday night will be one hour after the game. Special hours may be set by the coach/sponsor that do not conflict with the intent of this policy.
- Consequences for violating the above will include suspension from the next inter school competition plus extra work assigned by the coach/sponsor. The sponsor/coach, with the approval of school district administration, may impose additional consequences as appropriate.
- It is very important that all participants make all practices except in case of emergency. Sickness or other unavoidable absences will be acceptable reasons for missing practice.

Any participant absence from school on the day of practice or an activity will not be permitted to participate that day or evening unless an excuse has been granted by the principal in advance. Absence is defined as missing any part of the school day. If a student is home from school with an ailment, he/she will not be permitted to participate that day or evening. Any participant absent from school on Thursday may not participate in an activity on Friday without a written excuse from a doctor, parent/guardian, and/or principal. This written excuse must be given to the sponsor/coach or activities director prior to the contest.

### ***Consequences***

The following summarizes consequences for the first, second, and third violations for all extra-curricular activities. The Principal or Athletic director will attempt to contact parents both by phone and in writing for each violation. Investigations of potential violations will be conducted by Gardiner School District administration and the activities director. All investigations will be conducted with concern for the welfare of all students in the Gardiner School District uppermost in mind. The Board of Trustees has sole authority to exclude a child (student) from participation for a period of more than two weeks. Decisions will be based on a preponderance of all evidence considered and the best judgment of the activities director and district administration; consequences for violations of this policy shall be assigned immediately upon confirmation of the violation. All violations are cumulative as defined previously. For the purposes of this policy, single event activities are defined as those activities consisting of only one school (e.g. school play) or inter-school competition or event.

#### ***First Violation:***

Multiple event activities - Suspension for a period of two (2) inter-school competition weeks and attendance at two (2) counseling sessions; this consequence can run across one or more activities seasons or school years.

Single event activities - Suspension of participation in the next current or future [single event] extracurricular activity and attendance at two (2) counseling sessions. Activity(ies) in which the student is involved at the point of violation will take precedence in all cases. The next chronological event will be penalized.

If a student is involved in one or more (single or multiple event) activities, consequences as outlined for each event type will apply.

#### ***Second Violation:***

Multiple event activities - Suspension for a period of four (4) inter-school competition weeks and attendance at four (4) counseling sessions; this consequence can run across one or more activities seasons or school years.

Single event activities - Suspension of participation in all current [single event] extra-curricular activities and attendance at four (4) counseling sessions.

If a student is involved in one or more (single or multiple event) activities, consequences as outlined for each event type will apply.

#### ***Third Violation:***

All activities - Suspension for a period of eight (8) competition weeks and attendance at six (6) counseling sessions; this consequence can run across one or more activity seasons and/or school years.

During suspension, a student is expected, at the discretion of the coach/sponsor, to

participate in practices or meetings of the extra-curricular activity.

*Student Chemical Use Policy Adopted August 8, 1994*

Rationale for establishing a chemical use policy:

1. Students need to have the program expectations clarified so that they can decide whether or not to participate.
2. School officials are concerned about the health and welfare of students. Chemicals are very damaging to the still developing body of a teenager.
3. Drug related traffic deaths, injuries from fights, and other negative results are of concern to all school personnel.
4. Schools are seeing an alarming increase in the number of chemically dependent students who require inpatient treatment.
5. Poor attendance and grade problems are often related to the use of chemicals.
6. Drug and alcohol use interferes negatively with athletic and academic performance.
7. When students are involved in chemical use, their emotional and intellectual development is slowed or stopped.

***Statement of expectations***

- The student who chooses to participate in an activity should be aware that it is a privilege and he/she must make the commitment, which includes the following guidelines set by Gardiner High School.
- It is the student's responsibility to follow the rules in order to stay on the team or remain in the activity.
- Students are expected to avoid parties where alcohol and/or drugs are involved as they will be subject to the same consequences as everyone at the party regardless of who is or is not participating in chemical abuse.
- If any student objects to any of the rules or consequences, he/she has the right to choose not to participate in any extracurricular activities.

**Policy and Consequences**

***Substances***

A student shall not possess a beverage containing alcohol, regardless of quantity; use or possess Tobacco I Nicotine, marijuana; or use, consume, possess, buy, sell, or give away any other controlled substance. It is not a violation for a student to be\_ in possession of a controlled substance specifically prescribed for a student's own use by his/her doctor.

***Competition Week***

A Competition Week shall include all extra-curricular activities held Monday - Saturday.

***Academic Eligibility***



## Eligibility and Participation Rules

### *Eligibility Policy*

The Board of Trustees acknowledges that individual academic growth is the primary mission of the school program. The Board of trustees also recognizes the importance of personal growth and encouragement in this process. The Trustees further recognize the value and contribution of high school activities. The Gardiner School Academic Eligibility Policy for Activity Programs reaffirms the primary academic mission. The Gardiner School district will follow the Montana High School Activities Eligibility requirement at a minimum. In addition, our goal is to provide support for students who are struggling academically while still giving them an opportunity to pursue their passion. Missing assignment lists will be posted on Monday morning. Any student with a missing assignment is expected to miss any extra curricular activity including practices, until the assignment is completed.

Eligibility is on a weekly basis. A student that does not attend HOT or Friday School will be ineligible for one week and only become eligible on the Friday of the following week IF the **original missing assignments** are completed. Ineligible students are still expected to attend HOT and/or Friday School as directed. Failure to attend while ineligible and as long as the original assignments are still missing will result in a further week of ineligibility. Teachers that have students with the same missing assignments for longer than 2 cycles of Friday School will be expected to communicate that with administration (AD or Superintendent) so that ineligibility can be applied. Teachers are still expected to communicate with their own students daily when they have missing assignments, the Friday School Teacher or Administration will not be doing this.

### *Eligibility*

This eligibility policy goes beyond that of the Montana High School Association eligibility ruling which will be fully complied with.

### *Responsibility of the Participant*

Your years in high school are four of the most important years of your lives. The participant soon becomes another citizen who must carry his/her load in society. If they shirked their job as a participant, if they let their teammates down by not training, or if they lack loyalty and dependability, they will find that their road out in the world will be much more difficult. Be proud of the fact that you are a student at Gardiner Public School and be even more proud of the fact that you are an accepted member of an extra-curricular program, and a "BRUIN". Do all you can to make your parents/guardians, your community, your school and your team proud of your actions while you are representing them. "You can be as good a participant and as good a citizen as you want to be!"

### *Varsity Lettering Qualifications*

<b><u>Sport / Activity</u></b>	<b><u>Requirements</u></b>
Football	Play in 5 varsity contests
Volleyball	Play in 11 of the varsity contests
Basketball	Play in 11 of the varsity contests

Track	Earn an average of 1 point per track meet during the regular season or place at the District Track meet
Golf	Compete in half the varsity contests
Speech & Debate	

All trips by classes or school organizations must be approved by the administration. All students participating in these trips must have permission from their parents/ guardians. Students are required to dress and act properly according to school policy while on such trips.

***Movies on Activity Buses***

PG rated movies may be shown on all trips. PG-13 rated movies with unanimous parental approval may be shown to grades 7-12. Parental or Guardian permission will be determined by anonymous ballots of parents.

**Student Activities**

The Board recognizes the merit of student organizations which are properly supervised, governed and conducted. To this end the following rules are adopted:

- The superintendent of schools shall have final control over the activities of all student organizations.
- All student organizations of Gardiner High School shall be chartered and their activities permitted only through the student council.
- All student organizations planning dances, and other fundraising functions must file an activity petition with the student council for initial approval. If the student council action is favorable, the petition is then submitted to the principal and/or superintendent for final approval.
- All purchases made by and for student organizations must be accompanied by a purchase order properly completed and initialed by the faculty sponsor.
- All monies arising from the activities or formation of any student organization shall be deposited in the Gardiner High School Students' Activity Fund. Deposits and expenditures shall be made only in accordance with established procedure.
- The school district shall pay for the audit of the activity books and MHSA dues.
- All elementary school organizations shall be under the direct supervision of the classroom teacher concerned and subject to supervision by the principal.
- All student organizations or activities shall have a faculty sponsor who shall be responsible to the administration for the activities sponsored by the group.
- All student activities shall comply with the rules of the Montana High School Association where these rules apply.
- It is the policy of the Gardiner Public Schools not to discriminate on the basis of sex, marital or parental status, race, color, religion, age, handicapping condition, or national origin in its educational programs, activities or employment practices as required by Title IX of the 1972 Education Amendments.
- Skiing and Swimming Program, when offered, will be considered part of the Physical

Education program and will be under the direction of the Principal.

- PROM - The prom is a formal dance for the students of Gardiner High School. Kindergarten through 8th grade students are not to be admitted with the exception of fourth grade students selected as prom servers. Admission of all other people is by invitation only with prior approval by the class sponsor and/or administration. Invited guests must abide by school rules.
  - Students are allowed to participate in only those contests and activities approved by the Montana High School Association and included on the list approved by the National Association of Secondary School Principals.
  - Participants in extra- curricular activities will pay their own expenses with the following exceptions:
    - Athletic teams - School will provide transportation, and in some instances, lodging.
    - Speech Teams- School will provide transportation, and in some instances, lodging.
    - Cheerleaders - The School may provide transportation, and in some instances, lodging. Only when bus transportation is provided, will Cheerleaders be expected to cheer at away games.
    - Pep Club - In some instances the school will provide transportation to an away activity but a per student cost may be assessed to the individuals wishing to participate
    - High School Band - School will provide transportation and lodging as determined by the superintendent
    - All Others- The School may provide transportation, but does reserve the right to charge a fee if deemed necessary.
- O) The following rules will govern dances, parties, etc., which are limited in attendance to students of Gardiner High School:
- 1) All school dances except prom, shall be held in school owned facilities and be held during the regular school year unless approved by the administration.
  - 2) Pertinent regulations must be adopted by the high school principal relating to the conduct and operation of the dances, with the stipulation that such dances shall be properly supervised.
  - 3) All calendar requests for dances and other student activities should be made ten (10) school days prior to the activity to the student council.) Such requests should be written, bear the signature of the organization advisor and Principal, contain dates, admission price, if any, and other details such as names of the chaperones. Once approved by the Student Council, all dances must be approved by the Principal.
  - 4) Faculty advisors must be present at these events along with a sufficient number (two or more) of other teachers and/or adults to adequately keep order and enforce rules and regulations. Parents/Guardians are welcome free of charge to all dances. All dances shall end at 12:00 am except homecoming and the prom, which will end at 1:00 am. There will be no drinking of alcoholic beverages. Anyone not demonstrating proper behavior will be asked to leave. All school training rules are in effect.
  - 5) Students who wish to invite an out of school guest to a dance must fill out the proper paperwork and get approval from the Principal. Only high school students can attend regular dances and Prom guests must be under 20 years old.

- 6) The organization sponsoring the dance or party must be responsible for cleaning up the premises.
- 7) At high school dances and parties, the doors will be locked one-half hour after the activity begins. Students arriving late and those leaving the dance or party after the doors are locked will not be permitted to re-enter without special permission. (As a general rule once you arrive you must stay in the building until you wish to leave and not return.)
- 8) At Prom, where persons other than high school students are in attendance, all high school students and invited guests will be expected to follow the rules which govern high school dances and parties.
- 9) Proper dance etiquette will be followed as defined by the chaperones and principal. No grinding or suggestive dancing will be allowed. One warning may be given; however, on the second occurrence the student will be asked to leave and parents will be notified.
- P) Seventh and eighth grades will hold their own dances and parties with participation restricted to Gardiner seventh and eighth grade students only.
- Q) Cheerleading Uniforms
  - 1) Basic cheerleading uniforms (skirt and sweater) will be purchased for cheerleaders. All uniforms will be the property of the school and future uniform changes will be at the discretion of the board.
- R) Students of Gardiner Schools who are participating in any school sponsored activity, club or service organization shall not have in their possession, be in attendance at any function where Tobacco I Nicotine, alcoholic beverage, or dangerous drug are present, nor shall they use Tobacco I Nicotine, alcoholic beverages or dangerous drugs at such times or places which would reflect discredit on the students of the Gardiner School would refer to school premises, buses, or other grounds or buildings where school activities are held including a private home if the activity extends to that area. Included in this would be wearing clothing that is identified with a group or activity sponsored by the school.
- S) Firearms, knives, or weapons of any type are expressly prohibited at all school functions, school grounds and buildings, unless being used for training or demonstration purposes and having prior approval by the administration.

### **Student Funds**

All monies raised by organizations shall be deposited in the Gardiner High School Student Activity Fund. Deposits and expenditures shall be made only in accordance with established procedures.

### **Special Classroom Fees**

From time to time it will be necessary for teachers to collect fees for various reasons. The student should bring the money to the teacher's room (unless the teacher gives other instructions) and, upon giving the money to the teacher, see that the amount is right and that it is recorded so confusion about who has or has not paid can be avoided.

### **Extra - Curricular Related Fees**

Personal and consumable items are the financial responsibility of the participant. e.g. mouth guards, volleyball knee pads, meals, etc.

### **Activity Cards**

All students may purchase an activity card for \$50.00. Adult activity cards are \$70.00. This card allows admission to all home regular season events. There will be a \$250.00 per family maximum on activity card fees.

### **Participation Fee**

It is required that all student's in grades 7-12 that participate in football, basketball, volleyball, track, golf, speech and drama, and pep band purchase an activity card. The participation fee must be paid for prior to the first contest.

You may purchase activity cards at the high school office during regular business hours.

### **Sportsmanship Policy**

The Montana High School Association and the Gardiner Public Schools have established policies, expectations and responsibilities, which will cultivate the ideals of good sportsmanship. It shall be the responsibility of all individuals employed or directly associated with the inter-scholastic program to conduct themselves in a sportsmanlike manner. The true purposes of athletic contests are:

1. Provide worthwhile educational experiences for all students, players and spectators.
2. Provide enjoyable recreation regardless of whether the game is won or lost.

### ***Coaching Staff***

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the essential that the coach subscribes to the values of sportsmanship and teaches its principles through word and deed. Specifically, it is recommended that the coach:

1. Always set a good example for others to follow.
2. Instruct the players about their sportsmanship responsibilities.
3. Discipline those players who display un-sportsman-like behavior. If necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guests.
5. Refrain from making degrading/critical remarks, arguing, or going through motions indicating dislike or disdain for a decision made by officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media.
6. Publicly shake hands with the officials and opposing coach before and after the contest.
7. Refrain from being ejected from a contest.
8. Refrain from physically assaulting an official.

### ***Student-Athletes***

The responsibility of student-athletes for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

1. Treat opponents with respect that is due them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.

3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgment and interpretations of the rules, never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captain's responsibility based on the approval and direction of the coach.

### ***Cheerleaders***

Cheerleaders play a very important part in athletic competition. They should motivate fans and students towards good sportsmanship.

- Stimulate and control crowd response.
- Choose the right cheers at the right time.
- Respect the official's judgment and interpretations of the rules, never argue or make gestures indicating dislike for a decision.
- Be certain that words used in a cheer do not inflame an audience.
- Avoid using bells, horns and noisemakers.
- Use gestures that are synchronized, pleasing to watch, and easy to follow.
- Divert the crowd's attention by starting a popular yell if booing develops.
- Do not conduct a floor cheer at the same time as the visiting cheerleading squad.
- Spirit Lines are not allowed.
- Be positive. Cheer for your team rather than against the opposition.
- Greet visiting cheerleaders.

### ***Students***

Students' habits and reaction as spectators determine the quality of sportsmanship, which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship.
2. Respect and cooperate with the cheerleaders.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player and do not heckle or jeer the opposing team.
5. Remember athletic contests and mood altering substances do not mix.
6. Students who leave the building during varsity competition will not be allowed to reenter.
7. Students who loiter in the halls will be asked to watch the game or leave.

### ***Sanctions for Violators***

Persons who violate the provisions of this policy may have one or more of the following sanctions imposed:

1. Given a verbal warning.

2. Asked to leave school property.
3. Civil actions may be taken.

### ***Due Process***

Due Process will be granted for all violators.

### ***School Equipment (Texts and Supplies)***

Students are expected to pay for a loss of books and equipment and for any unusual wear and tear thereof. The amount of the fine will be left up to the judgment of the teacher. Textbooks should last five years. Fines should be levied accordingly.

### **Library Procedures**

The school library is available for use throughout the day. The library is to be used by students' who are locating materials, reading, or doing other research. The following are library procedures:

- During class time, students must have a signed pass before admission to the library.
- Books will be checked out for a period of two weeks and may be renewed once. Magazines and reference books may be checked out overnight; however, they must be returned before school begins the following school day.
- Lost books or mutilated books must be paid for by the student at the cost determined by the librarian.
- Lost books should be reported to the librarian immediately.
- Newspapers will remain in the library at all times.
- Books may be put on reserve by teachers. Reserve books are to be used in the library unless the teacher specified otherwise. Overnight reserve books may be checked out after school.
- Students requesting a book that is checked out may put a hold on the book at the circulation desk.
- Visiting may be allowed in the library with permission.
- Only student assistants will be allowed behind the counter in the library work room.
- There will be a fine for overdue books.

### **Locker Policy**

Students shall not get into another person's locker at any time without special permission from the student assigned to the locker or administration. Students shall be held responsible for the cleanliness and condition of the lockers. The Secretary will make all locker assignments. The school accepts no responsibility for the safety of any items left in the lockers. The school reserves the right to enter any locker at any time. However, no item will be removed from the locker without the student being present except in the presence of two or more teachers or administrators. The school can change, reassign, or deny students the right to a locker completely at the discretion of the principal. Students who lock their lockers must provide the principal with a duplicate key or combination. Periodic checks may take place.

## **Study Hall Rules**

Study Halls are a place to study! A student choosing not to study may not interfere with those students wishing to study.

All students will have one common study hall time.

Work -All students are to bring to study hall some assignments to work on or a book to read.

Passes- Students will fill out passes to leave the room. All passes must be signed by the teacher. Students may leave the study hall to talk with another teacher only if the teacher in question has a preparation period during that time, or the student brings a pass signed by the other teacher with them to study hall.

Sign out sheet- Teachers at their discretion may require students to use a sign out sheet in order to locate students should an emergency arise.

Talking- Students will be allowed to speak without permission as long as they do so quietly and discuss subject related issues.

Seating arrangements - The study hall teacher at their discretion may assign specific seating to the students.

Room Clean up - Students are responsible to clean up any mess they may have made before they can leave the room or be dismissed to the next class.

Drinks- Only water is to be allowed in the study hall and then only at the discretion of the study hall teacher.

Music - Use of electronic music devices is a privilege, not a right. Use during study hall is at the discretion of the study hall teacher.

Eligibility - Those on the ineligible list or those who have a failing grade for the week may not leave the study hall except to get work for another class.

Teachers- Teachers will be able to create a list of students they will need to see during study hall time and students will report to that teacher during the common study hall. If a student is on a list for multiple teachers it is the responsibility of the student to make arrangements with both teachers as to which teacher the student will work with during the study hall.

Seniors - Seniors with all C's or higher and at least a 3.0 Cumulative GPA will have the option of open study hall. Seniors choosing to use open study hall must remain in the common area in front of the office or leave campus.

Locker rooms are off limits for ALL study hall students.

## **Passes**

Passes to leave the school grounds on school business must be secured from the Principal/ Secretary and with prior knowledge of the parent/guardian.

All students leaving a classroom or study hall must have a pass from the person in charge.

## **School Transportation**

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the terms set up. No one is required to ride. Riding is a privilege.

The following information for parents and students states the regulations governing riding. Rules are made for the safety of students and must be followed. Non-compliance may be met by refusal to transport. It is expected that all concerned will read this bulletin, and in



case there are questions, ask for explanation in order that there be no misunderstanding.

Information regarding school bus service may be obtained by calling:

District Superintendent  
Gardiner  
Public  
School

Telephone:  
848-7563

The Transportation Program is designed to provide bus service:

To public school students, grades K-12, who live three (3) or more miles from school. (Montana Law provides methods of financing for transportation for these eligible students through taxation.)

Patrons must not expect the bus to stop at every street or lane.

Buses, which meet the State Highway Patrol inspections, are used and drivers are certified, according to regulations of the State Department of Public Instruction.

### ***School Bus Drivers***

Safety meetings with the drivers are held throughout the school year and the entire fleet has continuous over-the-road supervision.

- The school bus driver has the responsibility and the authority to maintain discipline on the school bus.
- The school bus driver has the authority to assign seats, whenever he/she feels that such action is appropriate, to assure the safety of all students.
- The School District expects to be compensated for any malicious damage caused to a school bus by a student.
- The riding privilege of a student may be revoked for violation of any of these rules or for conduct, which is detrimental to the safe operation of the school bus.
- Good conduct aboard the school bus is of extreme importance. Riders should regard the bus as another school room and act accordingly, except that conversation in normal tones is permitted.
- No person other than regular bus students will be permitted on the bus without permission from the Administration in advance. Students will be loaded or unloaded at the bus stops, or school buildings only.
- All students must have a note or verbal permission from parents or guardians if they get off the bus at a stop other than their regular stop, or if they are riding a different bus.

\*\*\* Drivers are required to report misbehavior on the school bus to the principal. \*\*\*

### ***Rules, Regulations and Consequences***

Students must obey bus drivers promptly as they are in full charge of buses and students while in transit.

Buses will leave the school at approximately 4:10 p.m. Monday -Thursday, unless directed by the superintendent for some emergency.

Students are to be properly dressed for the weather conditions. Students should have hats, gloves, winter coat and proper foot wear during winter months. Students on extra-curricular buses should bring a blanket during winter months.

The following rules and regulations have been developed to insure the safest, most enjoyable, and efficient transportation for your children.

#### **Prior to Boarding the School Bus:**

- A) Be on time and waiting for the bus at the approved school bus stop.
- B) Stay out of the road while waiting for the bus.
- C) Do not participate in horseplay or destroy surrounding property.
- D) Wait for the school bus to come to a complete stop before attempting to board the bus.
- E) Do not run toward the bus in an effort to be the first to board the bus.

#### **While Riding the School Bus**

- A) The driver is in full charge of the bus and students. Students will comply promptly and cheerfully with any request made by the driver.
- B) At the discretion of the driver, students may be assigned a seat and held responsible for that seat.
- C) Students must be on time; the bus cannot wait for those who are tardy.
- D) Throwing articles of any kind in a bus is extremely dangerous, and will not be tolerated.
- E) Unnecessary conversation with the driver is prohibited.
- F) Outside of ordinary conversation, students will observe classroom conduct while on the bus.
- G) Students will not throw waste paper or other debris on the floor of the bus.
- H) Arms or heads will not be extended out of bus windows at any time.
- I) Students will not get on, off, or move about within the bus while it is in motion.
- J) Any damage to the bus will be reported to the driver at once.
- K) Any student disfiguring or mutilating a bus will be required to pay for the damages.
- L) Students may not reserve seats.
- M) Students will adjust windows only when instructed to do so by the bus driver.
- N) Students must be absolutely quiet while the bus is stopped at a railroad crossing.
- O) There will be no smoking or use of nicotine products on the bus at any time. P) Students may not use foul language or make rude gestures.
- Q) Students will not hit, touch, or fight while riding the bus.
- R) Students will not exit from the emergency door unless a bonafide emergency exists. S) Water guns or other devices used to spray water are not allowed.
- T) Throwing snow or rocks is not allowed.
- U) Knives, guns, firecrackers or other explosive devices are not allowed.

#### **After leaving the School Bus**

- A) Do not rush or push while unloading from the bus.
- B) Students should go directly from their bus stop to their home.

**Consequences:**

- 1st Offense-- Verbal warning
- 2nd Offense - Warning slip to parents (copy to Principal) and relocation of seating
- 3rd Offense- One (1) week suspension from riding bus
- 4th Offense -- Visit to office and suspension (Period to be determined by Principal)

\*\*\*IMMEDIATE "FRONT SEAT" ASSIGNMENTS MAY BE ENFORCED  
FOR MISBEHAVIOR.\*\*\*

**WHAT CAN  
PARENTS DO?**

The interest and assistance of each parent is a valued asset to the Transportation Program. Your interest in safety and your emphasis on proper behavior while riding a school bus is appreciated by your school bus driver. The following suggestions are ways in which you can assist the Transportation Program:

1. Ensure that your children are at their bus stop five (5) minutes early.
2. Dress your children in clothing appropriate for the weather conditions.
3. Encourage school bus safety at home. Caution your children regarding safe behavior and conduct while riding a school bus.
4. Establish a safety-minded example for your children.

It is suggested that the name of the driver and the bus arrival times at your bus stop be recorded for continuous reference during the school year.

Bus Number \_\_\_\_\_

Bus Driver's Name \_\_\_\_\_

Times: \_\_\_\_\_

**7th & 8th Grade Closed Campus**

Seventh & eighth grade students will not be allowed to leave the school campus from the time they arrive in the morning until after the last class in the afternoon. Those students wishing to leave campus must present a note signed by the parent specifically for that day.

**Use of Vehicles**

- Any student who drives any motorized vehicle to school is required by law to have a valid driver's license.
- On any school-sponsored activity, or trip, each vehicle used must be driven by a properly

licensed and responsible adult and covered by the proper amount of liability insurance.

- Any student driving to a school sponsored activity on his own is not considered a part of that activity unless approved by the superintendent and under his supervision and direction.
- Speed limit is not to exceed 15 miles per hour on school grounds.
- Loitering in cars and parking lot is prohibited.
- Driving to school is a privilege, administration reserves the right to deny parking to any student violating speed limit or causing any unsafe conditions as a consequence of unsafe actions.

## **STUDENT DRESS CODE**

A student and their parent or legal guardian is responsible for a student's pattern of personal appearance. Personal appearance includes dress, grooming, and personal hygiene. There is a direct correlation between dress, attitude, and achievement in school. Personal appearance of a student shall be respected, provided it does not interfere with the health and safety of the student and classmates; and does not materially or substantially disrupt or distract the educational process.

- No headgear, such as sweatbands, hats, bandannas, or scarves will be worn in the school building during regular school hours.
- For health and safety reasons, shoes or sandals must be worn in school.
- Shirts must cover the mid-section when arms are down.
- No spaghetti strap shirts or dresses allowed
- No clothing that reveals undergarments.
- No obscene or suggestive insignia.
- Tobacco and/or Nicotine, beer, and liquor advertisements, logos, or connotations are not allowed.
- This policy also applies when the student is participating in any extra-curricular activities sponsored by Gardiner School.

The Board of Trustees delegates to the Administration and faculty the right to determine acceptable wear. If the Administrator feels attire is unacceptable the student will be asked to change. Consequences for repeat offenders are at the Administration's discretion.

## **Married Students**

The Board does not condone early marriage of school age youth but does recognize its legal obligation to provide opportunity for all youth to gain formal education.

- Extracurricular activities - married students will be permitted to participate in extracurricular activities of the school, provided that the students abide by all rules and regulations associated with the activities program.
- If a girl becomes pregnant while a student at this school, she may continue her classroom

attendance as long as she is physically and emotionally able.

## **SCHOOL LUNCHES**

School lunch is operated within the framework of the National School Lunch Act as administered by the Office of Public Instruction, State of Montana.

Free and Reduced Lunches: Applications for free and reduced price meals served to students must be requested on the proper form, duly completed and approved or denied by the Superintendent. Any applicant whose application for free and reduced price meals is denied may request a hearing before the board to appeal the decision. The students who are eligible shall be issued tickets in the regular manner with confidential records kept to ascertain the number of such tickets issued. No difference shall be made in any manner between students eating free and reduced meals in terms of lunch served, time of service or place of service. All certifications for free and reduced price meals shall be confidential to the appropriate officials. The prices per day are: Grades K -6 \$3.00, 7-12 \$3.25 and extra milk is \$0.40. Staff prices will be \$3.50 per day and guest prices will be \$4.00 per day. Weekly, bimonthly, monthly, biyearly or yearly tickets may be purchased from in the office.

### **Lunch Room**

All students eating lunch at school are to eat in the multi-purpose room unless otherwise approved by school Staff. Students are to remove from the tables all silverware, milk cartons, trays, and other items of food not consumed. All unused food and paper are to be placed in the garbage can.

### ***Snacks***

Individual snacks for the classroom should not be shared. When supplying snacks for the entire class such as for a birthday party, 24 hour notice must be given to the classroom teacher.

## **LAW ENFORCEMENT POLICY 2441**

It is the intent of this policy to abide by state law which governs the presence of law enforcement personnel on school property. We recognize that responsibility for properly carrying out the law rests with the officer and his department. The school and its agents are not responsible for the actions of an officer on school property.

In order to assist the officer in carrying out his duties and to keep parents informed of interactions between officers and students, the school will, upon the request of the officer:

- 1) Inquire about the nature of the interview and ask if the parent may be called.
  - a. If the officer requests the parent not be called, he will be asked to initial a statement to that effect.
  - b. If the officer has no objection to the parent/guardian being notified, an attempt will

be made to contact the parent/guardian. A record of the time, the number called, and the result of the call will be kept.

- 2) Provide a space for the interview to be conducted.
- 3) Call students from class to be interviewed.
- 4) When the student being interviewed has siblings grades 7-12, the school will provide siblings information as deemed appropriate.

Policy History:

Reading: August 7, 1995

Adopted on: August 7, 1995

## **Emergency Disaster Drills**

The Gardiner Public School has emergency disaster drills to protect the students in case of fire, earthquake, the need to have a lockdown or evacuation. While taking part in these drills, the students must follow the appropriate rules:

### **FIRE DRILL**

- When the alarm sounds, students assist in turning off all lights and closing windows.
- Teacher exit after students.
- Students walk quickly in a straight and orderly line to the nearest available exit.
- Don't push, shove or run. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by prescribed route as quickly as possible. The teacher in each classroom will give the students specific instructions.

### **EARTHQUAKE DRILL**

- STOP, COVER, and HOLD
- Remain Quiet and await further instructions.
- Grab Orange Bag and follow the earthquake evacuation route. G) Assemble in class order on the far side of the football field.
- Release students to their class advisor or the person assuming that role.

### **STAY IN PLACE DRILL**

- For non-emergency situations (inside or outside of the school) in which the school needs hallways clear.
- All students and teachers are to remain in classroom until notified by the main office.

### **LOCKUP DRILL**

- All exterior doors will be locked.
- A possible threat exists outside of the school building (ex. bear).

- Classes will continue as scheduled and students will move from class to class however students will not be allowed to exit the building.

**LOCKDOWN DRILL**

- Close and lock the door, cover the window in the door.
- Shut off the lights and close window shades.
- Grab the Orange Bag and join students seated in the designated safe area of the room.
- Remain absolutely quiet and await further instructions.

**RUN-LOCK-FIGHT**

- In the event of an extreme emergency, teachers and staff have been trained in RUN-LOCK-FIGHT
- If possible, all students and staff should exit the building as fast as possible. Do not wait for the administration or main office to direct you to leave. Move to a safe place outside or other alternate location.
- IF you cannot exit the building, close and lock the door. Barricade the door with anything and everything in your surroundings. Look for an alternative exit.
- Remain as quiet as possible. It is best to remain near the entry door(s) on the door handle side if possible.
- In the event all preceding steps have failed, use your best judgement and prepare to defend yourself with anything in your vicinity (books, chairs, keyboards, etc.)

**EVACUATION DRILL**

- Grab the orange bag and proceed according to classroom/area instructions.
- Take the nearest exit unless directed otherwise.
- Follow all teacher or office evacuation instructions immediately.

**Public Display of Affection**

The only public display of affection that will be allowed on school grounds and at all school functions is holding hands.

**Bell Schedule** (*Subject to Change*)

1st Period	7:55-8:51
Study Hall	8:52-9:32
2nd Period	9:35-10:31
3rd Period	10:34-11:30
4th Period	11:33-12:30

Lunch	12:33-12:58
5th Period	1:01-1:59
6th Period	2:02-3:00
7th Period	3:03-4:01

### **Equal Opportunity**

All school classes and an equal number of activities shall be open to both male and female students. The Gardiner Public School District does not discriminate against any persons on the basis of sex in the educational programs or activities which it operates in accordance with the requirements of Title IX of the Education Amendments of 1972.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district educational program or activity on the basis of sex, may file a written complaint with the principal, Gardiner Public School, 510 Stone Street, Gardiner, MT, 59030, or with the Director, Office of Civil Rights, 19th and Stout Streets, Denver, CO, 80202.

The Gardiner School District #7 & 4 does not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its programs and activities. The Section 504 Coordinator for the district is the Principal or principal designee. To contact the coordinator for information or to file a grievance, please come to the school office or call 406-848-7563.

### **Miscellaneous Policy**

#### **Lost and Found**

The office has a "lost and found" area. Students should take all found articles to the office. If you lose an article you should notify the office. Items of value should be kept in the office. All articles brought from home to school should be marked with the owner's name.

#### **Insurance**

The Board provides a special School Child Accident Insurance Policy for all students. This coverage is a second carrier and will only pay after your primary insurance has covered claims.

#### **Announcements**

Announcements will be given each day as they relate to the day's activities.

### **Telephone Calls**



Parents & Guardians are encouraged NOT to call to get students out of class unless it is an emergency. If a student must make a long-distance call on the office phone, he or she must first secure permission from the Secretary to do so.

### **Student Cell Phone Policy**

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

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins, at lunch, during passing period, and after school ends. Students then will be permitted to use their cell phone for instructional purposes at the discretion of their teacher. In which case, students upon entering a classroom are to place their cellphone in a top corner of their desk. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

### **Student Aides**

Only Senior students will be considered as possible teacher aides. Students must be carrying a 2.00 GPA in each of their classes to be assigned as aides, unless an exception is granted by the administration.