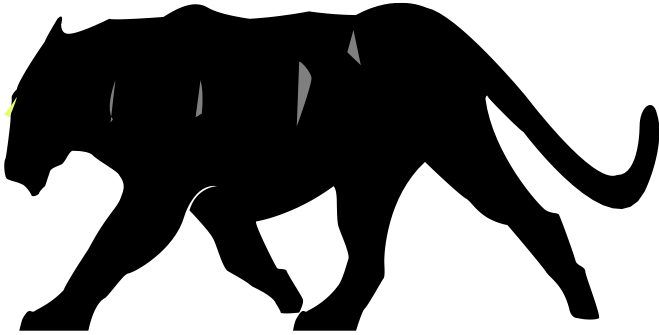


# STUDENT HANDBOOK



## Fortine School 2023 – 2024

### Receipt of Handbook

“I have read the Fortine School Student Handbook for 2023-2024 on the Fortine School website ([www.fortineschool.net](http://www.fortineschool.net)). I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.”

Print name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

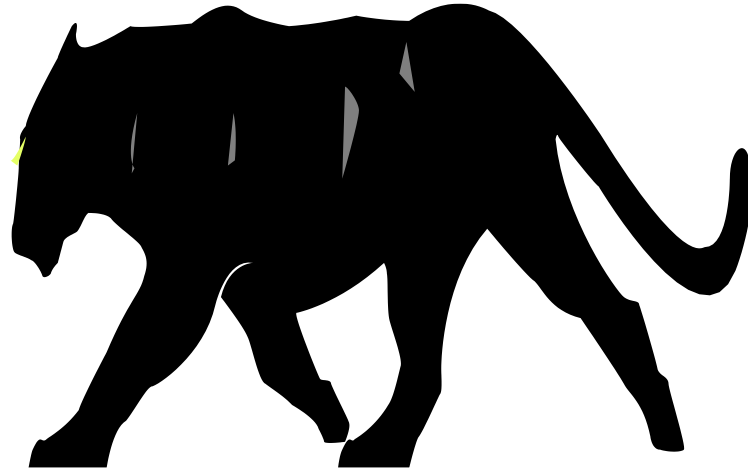
Date: \_\_\_\_\_

**OR**

Please send home a copy of the student handbook for me to review with my child.



# **STUDENT HANDBOOK**



**Fortine School  
2023 - 2024**

## **PREFACE**

### **To Students and Parents:**

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

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

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available for review in the school office and at [www.fortineschool.net](http://www.fortineschool.net).

In case of conflict between Board policies or any provisions of student handbooks, the provision of Board policy is to be followed.

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

The following District staff members have been designated to coordinate compliance with these requirements.

[See Appendix A for the names of the Title IX and Section 504 coordinators.]

- Title IX Coordinator  
P.O. Box 96  
Fortine, MT 59918  
(406) 882-4531

## **ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

### Terms and Conditions

1. Acceptable Use – Access to the District’s electronic networks must be for the purpose of education or research and consistent with the educational objectives of the District.
2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;

- e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users

## **ASBESTOS**

The Fortine School is asbestos free. There is an asbestos management plan available for viewing in the main office.

## **ATTENDANCE**

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

State law requires:

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

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

- A student must attend at least 2 hours in the morning and 2 hours in the afternoon to be considered in attendance. Excused absences would be circumstances such as:
  - An extracurricular activity or public performance, approved by the District's Board of Trustees.
  - Religious instruction, up to two hours per week.
  - A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment.

- A temporary absence resulting from any cause acceptable to the teacher, Principal, or Superintendent, including personal illness, or illness or death in the immediate family.
  - A juvenile court proceeding documented by a probation officer.
  - An absence required by state or local welfare authorities.
  - A family emergency or unforeseen or unavoidable instance requiring immediate attention.
  - An approved visit to a college campus.
- When a student must be absent from school, the student – upon returning to school – must bring a note, signed by the parent, which describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted.
  - A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student will be given 1 day for each day absent to make up work with a maximum of 5 days.
  - Class time is important. Doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.

## **BICYCLES**

Bikes are to be parked when students arrive at school in the appropriate areas. Bikes are not to be ridden during school hours. We encourage the use of safety helmets.

## **BULLYING HARASSMENT INTIMIDATION HAZING MENACING**

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

## **BUS TRANSPORTATION (also see Transportation)**

The school district furnishes transportation to school for students in accordance with state law. Competent, trained drivers are hired to drive the buses, which are kept carefully maintained. District transportation policies provide for established procedures when difficulties arise on the buses. Parents are encouraged to support the district in maintaining discipline on the buses. Distractions to the driver during travel time can be dangerous.

## **CAFETERIA SERVICES**

The District participates in the National School Food Program and offers students nutritionally balanced breakfast and lunch daily. Breakfast is \$1.50 and lunch is \$2.50. Free and reduced forms are sent home at the beginning of every year. Reduced breakfast is \$.30, and lunch is \$.40.

CALENDAR

# Fortine School 2023 - 2024

Calendarpedia  
Your source for calendars

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				








  

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**School Holidays**

- Sept. 4 – Labor Day
- Nov. 23 – 26 Thanksgiving Break
- Dec. 22 – Jan. 2 Winter Break
- Feb. 19 – Presidents' Day
- March 2 – 10 Spring Break
- March 30 – April 1 Easter Break
- May 27 Memorial Day

**Legend**

-  Holiday
-  Early Out – Dismiss @ 1:50
-  Mid-Term
-  Conferences – No School
-  End-of-Quarter
-  PIR – No School
-  First/Last Day

## CELL PHONES

The District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the District recognizes that instructional time is precious and must be protected from unnecessary disruption.

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 District employees is a privilege which will be permitted only under the circumstances described herein:

Students shall be permitted to have in their possession a privately owned electronic signaling/recording device on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. **Such devices shall be deactivated and remain out of sight.** Their use shall be strictly prohibited on campus during the instructional day and/or in district owned vehicles except:

- during an emergency affecting the school or community;
- upon direction from a licensed physician and surgeon, if carrying such a device is essential to, and the use is limited specifically to, the health of the student;
- within a classroom environment where the teacher gives specific permission to use a specific capability of a device.

Students are allowed to use the school phone with adult approval. **They are asked to take care of travel arrangements and after-school plans outside of the school day.** If parents call during class they can speak to the office and the message will be delivered.

## COMMUNICABLE DISEASES / CONDITIONS

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

Amebiasis	Hepatitis	Rubella (German Measles) including congenital
Campylobacteriosis	Influenza	Salmonellas
Chickenpox	Lyme Disease	Syphilis
Chlamydia	Malaria	Scabies
Colorado Tick Fever	Measles (Rubella)	Shigellosis
Covid-19	Monkeypox Virus	
Diphtheria	Meningitis	Streptococcal disease, invasive
Gastroenteritis	Mumps	Tuberculosis
Giardiasis	Pinkeye	Whooping Cough
Hansen's disease	Ringworm of the scalp	

## COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the County Superintendent. Under some circumstances, the District provides for the complaint



to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The office or the Principal can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board Policy, available in the Principal and District's offices. Topics and policies include:

- Discrimination on the basis of gender
- Sexual abuse or sexual harassment of a student. [See Sexual Harassment / Sexual Discrimination on page 14.]
- Removal of a student by a teacher for disciplinary reasons
- Expulsion of a student
- Identification, evaluation, or educational placement of a student with a disability
- Instructional materials
- On-campus distribution of non-school materials to students

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents should be aware that electronic communications – e-mail – using District computers are not private and may be monitored by District staff.

## **CONDUCT**

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

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

## **Applicability of School Rules and Discipline**

- To achieve the best possible learning environment for all our students, Fortine School rules and discipline will apply:
  - On or within sight of school grounds before, during, or after school hours, or at any other time when the school is being used by a school group;
  - Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
  - Traveling to and from school or a school activity, function or event; and
  - Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

## **DAILY SCHEDULE**

**Breakfast:** Serving starts at 8:00 a.m. Students that wish to eat breakfast and do not ride the bus should arrive no later than 8:10 a.m.

**Classes Begin:** 8:30 a.m.

**Class Dismissal:** Classes are dismissed at 3:30 p.m. (1:50 p.m. on early-out days). Buses will run immediately after class dismissal.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

All school publications are under the supervision of a teacher, sponsor, and the Principal.

### **Non-School Materials**

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

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

### Student Dress

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents. Nevertheless, certain minimum standards shall be observed by all students. Student dress shall not be regulated except when there is a reasonable expectation that:

1. The student's dress or appearance may create a health or safety hazard;
2. Damage to school property may result from the student's dress; or
3. The student's dress or appearance may create a material or substantial disruption of the education process at the school.

Dress that contains printed material must conform to the guidelines in District Policy.

Hats are not permitted inside the buildings.

Clothing must cover undergarments.

Shorts and skirts must at least reach the fingertips when standing in a relaxed position with arms at sides.

The classroom teacher shall monitor student dress in school and at activities in accordance with these policies.

If the student's dress or grooming violates the provisions of School Policy, his/her teacher shall request the student to make appropriate corrections. If the student refuses, the Principal shall notify the parents and request that the parent and the student make the appropriate necessary corrections. If both the student and the parent refuse, the Principal shall take the appropriate action.

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

The District believes that extra-curricular activities are an integral part of any educational facility in conjunction with the regular educational programs. Before a student may participate in any extra-curricular activity, they are responsible for meeting the guidelines established by the Fortine School Board.

Any student participating in an extra-curricular activity must maintain a "C" average. Eligibility will be on a weekly basis, meaning that a student may not be eligible one week but may be eligible the following week. Due to the hardships on other members and the problems with the inconsistencies of students being eligible one week and not the next, a student may be ineligible only twice during the school year. If a student is ineligible more than twice they will not be allowed to participate in the activity. An exception to this is given for a student is involved in a year-long activity. Students involved in year-long activities may only be ineligible once per quarter, at which time they will be ineligible to continue participation in that activity.

Eligibility requirements will also be based on the individual teacher recommendations regarding the student's ability.

If a student participating in extracurricular activities misses any part of the school day, he/she will be unable to participate in practice, or in a game, unless they have a written note from a doctor stating why they were absent.

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Fortine Board of Trustees.

### **FUND-RAISING**

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

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

### **GRADING GUIDELINES**

The evaluation of student achievement is based on the following guidelines:

A+	100-98	B+	89-87	C+	79-77	D+	69-67
A	97-93	B	86-83	C	76-73	D	66-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60

- P Proficient
- I In Progress
- N Not Yet Developed
- NA Concept not covered

Midterms will be sent home with the students every four weeks between quarters, and report cards will be sent home with the students every 9 weeks. Make-up work is the complete responsibility of the student.

### **GUN-FREE SCHOOL**

The Gun-Free School Act of 1994:

1. Requires schools to expel for at least one year students who are caught carrying a gun;
2. Mandates that public schools which receive federal funding adhere to the gun-free policy, or risk losing their funding;
3. Requires schools to report campus gun incidents, and
4. Give schools discretion to modify the expulsion policy on a case-by-case basis;

### **HOMEWORK**

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

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

## **IMMUNIZATION**

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

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

If a student's religious beliefs conflict with the requirement that the student be immunized, parents must complete a religious exemption form.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

## **LAW ENFORCEMENT**

### **Questioning of Students**

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

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

### **Students Taken into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

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

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

### **LOST AND FOUND**

The school keeps lost and found items behind the bleachers in the school gym. A large number of items are misplaced by students and end up in our box. If your child has lost something, please encourage them to check this area, or you may choose to come in and check. Many valuable items such as coats, shirts, hats, shoes, and thermos containers are left there at the end of each year. We have no way of knowing who these belong to and periodically must clear them out to make way for the latest accumulation. We donate these items to charity.

### **MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day must have completed, by parent and doctor, the Authorization for Administration of Oral Medication at School form (may be obtained from the District Clerk). The medicine must be in its original, properly labeled container and be given to the district clerk to be placed in a locked cabinet. The clerk will either give the medicine at the proper times or give the student permission to take the medication as directed.

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

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact his or her teacher.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District.
- Discuss with the teacher or Principal any questions or concerns about placement, assignments, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher or Principal, please call the school office at 882-4531 for an appointment. A teacher will arrange to return the call or meet with the parent during his or her conference period, or at a mutually convenient time before or after school.

- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See **Protection of Student Rights**]
- Become a school volunteer. For further information, contact the Principal.

## **PARENT TEACHER CONFERENCES**

Parent-Teacher conferences are an important part of school activities. Parents are encouraged to communicate with the school often and set up conferences with teachers to discuss their child's progress. Parent-teacher conferences are held at the end of the first quarter.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

All prospective athletes must have a physical examination before participating in the basketball program. The potential athlete must present a Pre-Participation Physical Examination Form signed by the examining physician indicating the student has passed a physical examination within the past year. The parent must also sign a parent consent form before the student will be allowed to participate. Emergency Care forms must also be completed and signed by the parent and given to the coach by the parent prior to the student's participation. In addition, any prospective athlete will be required to submit proof of insurance before participation will be allowed.

An annual vision screening will be conducted, and parents will be contacted with any concerns.

An audiologist will see all new and referred students yearly.

## **PROMOTION AND RETENTION**

The Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs, which meet the individual and unique needs of all students and allow them to remain with their age cohorts. See District Policy 3013, and **RETENTION** for more information.

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

If a parent insists on the child being retained or promoted, a notice will be placed in the child's file that the retention or promotion was a parent decision and not recommended by the school.

## **PROTECTION OF STUDENT RIGHTS**

No student will be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part the U.S. Department of Education – that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

### RELEASE OF STUDENTS FROM SCHOOL

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

**A student who will need to leave school during the day must bring a note from his or her parent that morning.** A student who becomes ill during the school day should notify their teacher, who will contact the child's parent or guardian.

### REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 5 days.

In grades K, 1, 2 and 3, achievement shall be reported to parents as: P, I or N. In grades 4-8 achievements shall be reported to parents as:

A+	100-98	B+	98-87	C+	79-77	D+	69-67
A	97-93	B	86-83	C	76-73	D	66-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60

### RETENTION

Decisions concerning student retention are always difficult and painful. No one really wants to have their child lose a year in the natural progression of his or her education. The decision to retain a student will be based upon the following criteria:

- Current level of achievement. A student who is considerably behind (more than one year in reading and mathematics) will find the work increasingly more difficult in the succeeding grades. Such a student usually falls further and further behind, so retention in the early grades usually gives this child a greater chance of catching up to the grade norm.
- Ability to deal effectively with the content of the next grade. Does the child have the potential to deal with the concepts that will be presented in all the content areas determined by the current curriculum?
- Age
- Social and emotional makeup. Children who are involved in family crises, such as divorce, are sometimes unable to give their full attention to their school work, which will add more pressure. Retention may cause tremendous emotional blows to the egos of some children and cause them to feel inferior. Such children would suffer emotional damage greater than any academic gain.
- Physical growth in comparison with others of his/her age.



6. Availability of supportive services.
7. Parent's cooperation.
8. Student's decision to make a personal commitment.

## **SAFETY**

### **Accident Prevention**

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

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

### **Accident Insurance**

The District does not pay for medical expenses associated with a student's injury. The District does make available an optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

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

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

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

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

### **Emergency School-Closing Information:**

If the determination is made to delay the opening time, not run buses, or cancel school, the school will notify each family. Information will be updated on the District website ([www.fortineschool.net](http://www.fortineschool.net)) and the school's facebook page.

## **SEARCHES**

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

### **Student's Desks and Lockers**

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must provide their own locks for lockers, and the classroom teacher and principal must have a key or the locker combination.

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

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

## **DRUG DETECTION DOGS**

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

## **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, Principal or the District Title IX coordinator (See Appendix A) for students.

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

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

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

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

## **STUDENT HEALTH AND SAFETY**

We are required by state law to report to the Department of Family Services any suspected or possible cases of child abuse. It is not our intention to investigate these situations in house. Our major concern is for the safety and health of all our students.

## **STUDENT RECORDS**

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

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

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

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

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

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

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

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

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

Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

### **Special Education Records**

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

### **TEXTBOOKS**

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

### **TRANSPORTATION**

#### **School Sponsored**

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

#### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 882-4531. No student will be

allowed to deviate from their regular routine unless the school receives written notice from the student's parents or guardians.

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

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

Misconduct will be punished and bus-riding privileges may be suspended.

## **VISITORS**

Parents and others are welcome to visit the school. For the safety of those within the school, all visitors must first report to the school office to sign in and receive their visitor's badge. Badges are returned to the office when visitors sign out. Visits to individual classrooms during instructional time are permitted only with approval of the Principal and teacher, and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

## APPENDIX A

### Fortine School Directory

#### School Board Members

Virginia Pine	Board Member
Sarah Quilling	Board Member
Kevin Talcott	Board Member
Alan Erwert	Board Member
Kathy Derrow	Board Member

#### Staff Members

<u>Name</u>	<u>Position</u>
Laura Pluid	Principal
Laura Pluid	504 Coordinator
Laura Pluid	Homeless Liaison
Laura Pluid	Acting Title IX Coordinator
Carrie Sorensen	7 <sup>th</sup> /8 <sup>th</sup> grade teacher
Ashlyn Waldo	5 <sup>th</sup> /6 <sup>th</sup> grade teacher
Sandy Bozarth	3 <sup>rd</sup> / 4 <sup>th</sup> grade teacher
Emily Michaud	1 <sup>st</sup> /2 <sup>nd</sup> grade teacher
Anna Marek	Pre-School and Kindergarten
Allie Bean	Title I teacher
Debbie Briggs	Resource Teacher
Karmen McKinney	District Clerk
Fred Heitman	Maintenance
Kevin Vaughn	Custodian
James Beeman	Bus Driver
Lenore Burgess	Bus Driver
Virginia Cope	Para-professional
Jessica Miller	Para-professional
Ryan Jones	Para-professional
Heidi Pluid	Para-professional
Alicia Dorman	Kitchen support staff/para-professional