

# **Willow Creek Elementary School**

## **Grades Pre-K – 6<sup>th</sup> Student & Parent Handbook**



**2015-2016**

## **ATTENDANCE & DISCIPLINE POLICY**

### **INTRODUCTION**

According to Montana Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12) to function in an orderly manner. Willow Creek School has established useful policies and procedures that promote honesty, fairness, protection and respect for individual students' rights in the school setting.

Along with these rights, students have the responsibility to follow school rules and procedures so that the school environment is supportive of success in the classroom. Students are expected to follow school rules as well as all local, state and federal laws whenever on school grounds, and while off school grounds while at any school-related activities and trips.

### **CHANGE OF POLICY**

Occasionally, there will be a change of procedure as has been outlined in this booklet. These changes will be posted on the bulletin board outside the office and in the high school hall and announced in the daily bulletin. Therefore, it will be the students' responsibility to abide by the new policy.

### **ATTENDANCE**

Regular attendance in school is directly related to academic success. Students are allowed six (6) absences throughout the first semester and six (6) absences throughout the second semester. Absences do not carry over from the first semester to the second semester. Please use these sparingly and choose wisely as this prepares your student for 7<sup>th</sup> – 12<sup>th</sup> grade expectations

- Students that use the sick room for more than an hour need to call parents and excuse them from school.
- Absences for extended medical conditions must be approved with the Superintendent, except in the case of an emergency. This approval must include documentation from a licensed medical doctor. Upon return to school, student/family must provide a medical release to participate in activities.
- If a Student is sick, has a fever, throwing up or has a continuous cough, parents will be called to pick up their student.
- Any Tardy or partial absence, nullify perfect attendance.
- If a Student leaves school before end of day, the parent or guardian must come to the office and sign student out.
- As per Montana state law, after ten (10) consecutive absences, students are automatically withdrawn from school.

### **PARENT'S RESPONSIBILITY**

It is the parent's responsibility to encourage the student to attend school, to inform the school promptly in the event of a student absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

### **SCHOOL'S RESPONSIBILITY**

It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study/reading period, and to work cooperatively with the parents and the student to solve attendance problems that may arise.

## **REPORTING ABSENCES**

### **When a Student Must Leave School During the School Day**

- 1) For the student's safety and protection, the student **must** have a note or have parents call before the student can leave the school for any reason.
- 2) If a student becomes ill during the day, they **must** report to the office and contact a parent for permission to sign out.
- 3) A parent **must** come to the office to sign student out of school before removing him/her from class during school hours.

### **When a Student is Absent for the Entire Day**

- 1) The student's parents must call the school before 9:30 a.m. to let the school know their child will be absent that day. If unable to contact the school, the parents must provide a written note verifying the absence on the day the student returns.

## **TARDINESS**

In order to maximize class time, teachers will begin instruction at the starting bell. Students are expected to be in class on time. The student will be considered tardy any time he/she is not in an assigned area with appropriate materials when the bell rings. If a student leaves during the last fifteen minutes of class he/she will also be considered tardy.

## **TIME SCHEDULE**

### **Monday ~ Thursday Schedule**

Warning Bell	7:58
Classes Begin	8:00
Lunch	11:20 - 12:10
Classes End	3:28

### **Friday Schedule**

Warning Bell	7:58
Classes Begin	8:00
Lunch	11:20 - 12:10
Classes End	2:14

## **SUPERVISION**

Students are not permitted anywhere in the school facility without proper supervision by a responsible adult.

## **SCHOOL HOURS FOR STUDENTS**

### **Students will be allowed**

- In the Cafeteria at 7:45 am
- In the school building at 8 am
- Must leave the school at 3:45 pm
- Unless a student is involved in an extracurricular activity thru the School; he/she would then follow the time frame these activities entailed.

## **BREAKFAST AND HOT LUNCH PROGRAM**

*The Willow Creek School offers a great Breakfast and Hot Lunch Program.*

### **The Cost of Breakfast is as Follows:**

Pre-K ~ Grade 6	\$1.50
Grades 7 ~ 12	\$1.50
Adults	\$1.75

### **The Cost of Lunch is as Follows:**

Pre-K ~ Grade 6	\$1.50
Grades 7 ~ 12	\$1.75
Adults	\$2.25

Students may purchase tickets in advance through the office. Students will be allowed only 3 lunch charges. Once a student has 3 charges they **must** bring lunch money or pack their own lunch until all charges are paid.

**CAFETERIA & LUNCH HOUR**

Pre-K – Kindergarten	11:20 am
1 <sup>st</sup> Grade	11:25 am
2 <sup>nd</sup> -3 <sup>rd</sup> Grades	11:27 am
4 <sup>th</sup> – 6 <sup>th</sup> Grades	11:30 am
7 <sup>th</sup> – 12 <sup>th</sup> Grades	12:00 pm

**RETURN TO CLASSES**

Lunch over 12:10 pm
Lunch over 12:26 pm

No food is allowed outside the cafeteria unless approved by the Superintendent. Healthy snacks may be kept in lockers, provided messes are not made. **NO POP, COFFEE OR ENERGY DRINKS** are allowed in school at anytime without Superintendents permission.

**REPORTING SYSTEM**

Report cards are normally issued within three days following the end of each nine-week grading period, or at parent-teacher conferences. Low or failing grade reports will be mailed to parents weekly. Parents are strongly encouraged to respond to these reports by meeting with the teachers to discuss possible remedies for problem areas.

**Incompletes**

Any student with an incomplete at the end of quarter grading period will have a maximum of 5 school days to make up his/her work. If the incomplete is for the fourth quarter, the student shall have until the last day of school to complete their work. If the work is not made up in that length of time, the student will receive a zero for each missing paper, test, quiz, etc. The teacher will then figure the student's grade and turn it in.

The 5-day period may be extended for unusual circumstances. The determination of this extension will be made by the Superintendent.

**GRADING SYSTEM 4<sup>th</sup> – 6<sup>th</sup>**

<b>100-93 A</b>	4.00	<b>89-87 B+</b>	3.33	<b>79-77 C+</b>	2.33	<b>69-67 D+</b>	1.33
<b>92-90 A-</b>	3.67	<b>86-83 B</b>	3.00	<b>76-73 C</b>	2.00	<b>66-63 D</b>	1.00
		<b>82-80 B-</b>	2.67	<b>72-70 C-</b>	1.67	<b>62-60 D-</b>	0.67
						<b>59-00 F</b>	0.00

**STUDENT RECORDS**

Grades earned each semester are entered on students' permanent records. Student files are maintained in the school office. In accordance with the Family Educational Rights and Privacy Act of 1974 you and your parents have a right to review and request modification of your student file.

**REPORT CARDS TO PARENTS**

Students at Willow Creek Public School will be given report cards at the end of each nine weeks. Parent/Teacher/Student Led conferences will be held after the first and third grading period at which time the parent picks up the report card and has the opportunity to confer with their students' teachers. On the second and fourth grading period, report cards will be either handed to the student or mailed out.

**STUDENT LED / PARENT TEACHER CONFERENCES**

Fourth through sixth grade students will host Student Portfolio Presentations two times during the year. Each student will present their student portfolio to the adult(s) of their choice. The student portfolio gives the individual student an opportunity to showcase their work, and take ownership of their academics. If an adult does not attend the portfolio session, a session will be set up by the teachers for the student. Parent/Teacher Conferences will be held for Kindergarten through third grade students.

## **SCHOOL SPONSORED ACTIVITIES**

Any outside activities, including but not limited to Athletics, Student Council, Ad Sales, Field Trips; all school work must be turned in before participating. A Student must attend classes for the entire school day to be eligible to participate in school sponsored activities. If the activity begins in the A.M. the student must have attended school the whole day prior. If the activity is on Saturday the student must have attended school a whole day on Friday. For special circumstances the student may discuss this with the Superintendent.

### **When a Student is Absent for a School Activity**

- 1) Activity/athletic sponsors will provide the school staff with a list of students participating in the out-of-school activity.
- 2) Activity/athletic sponsors will provide parents with appropriate information and any necessary permission forms.
- 3) Activity/athletic sponsors will fill out a fieldtrip form and submit to the office.
- 4) School-sponsored events are not counted on the absentee total.

## **INELIGIBLE LIST**

A student will be ineligible or will become ineligible to participate in any school sponsored activities, not including class activities, such as class officers, which require graded assignments for the class if he/she has:

- 1) A GPA less than 2.00
- 2) All class work that is missing or due on event day must be complete and turned into the teacher directly before attending the event.
- 3) An F

### **Willow Creek Activities**

#### **For students participating in Willow Creek School Activities**

- Eligibility will be determined weekly.
- Ineligibility will last from Tuesday through Monday the following week.
- At the beginning of the fourth (4) week of ineligibility the student will be dismissed from their activity to concentrate on academic concerns.
- Eligibility weeks will begin anew at the beginning of each activity/sport.

***ALL ACTIVITIES - Eligibility is determined by Willow Creek School Policy***

## **PEP BAND and BAND**

Pep Band members are required to play for at least one half of home games that the band plans to play for during volleyball and basketball seasons, in order to be eligible to participate at the tournaments. Concerts (grades 4-12) and Music Festival (grades 7-12) are part of the band curriculum and players are required to participate.

## **FUNDRAISING**

Student clubs, 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 student council. The student council will meet monthly.

## LIBRARY SERVICES

The Library will be open for grades K-12 only when the Librarian or a teacher is available to supervise. Students are only allowed in the Library when there are no other classes taking place and with the supervision of a teacher.

The Library is a quiet place for research. All magazines and other resource materials are to be used only in the Library unless approved by the Librarian. Please return materials to their proper places. Library privileges may be suspended if abused. Students will be allowed to check out two books from the Library at a time. If a student damages or loses a book or other library materials, the student will be responsible for paying the replacement cost of the book or materials regardless of condition, or age the items were in, when checked out.

Lost or overdue materials must be returned or paid for before a student may check out other resource materials. Grades will be withheld at the end of each semester until materials have been returned or accounts paid.

## REQUIRED STUDY HALL LIST

Willow Creek School has had an after School Study Hall program for many years, and we know that it is very beneficial for our students. The After School Study Hall (ASSH) for the 2014-2015 school year will be in place, but with a different approach.

Parents will be notified every time their student has below a 70% in any class, and it will be the student and parents' responsibility to sign the ASSH sheet to have the student in ASSH or to decline the help. If the ASSH sheet is not returned to the school with both signatures by the next day the student will automatically be in mandatory ASSH.

**If a student has a FAILING grade (below 60%) they will be REQUIRED to attend ASSH 30 minutes after school every day until they have a passing grade.** The following is an example of the ASSH sheet that requires both signatures. This sheet is to be turned into the teacher in charge of the ASSH program for each week a student has under a 70%.

### **Willow Creek School 4-6 Grades Required After School Study Hall**

RE: \_\_\_\_\_

The purpose of afternoon study hall is to provide a positive, worthwhile educational experience and a meaningful way for students to get extra help for subjects in which they are falling below a C- (70%) average. This 30-minute study hall will provide the opportunity to do homework, make-up, or revise work under the supervision of a certified teacher. Once assigned to the afternoon study hall, the student will attend afternoon study hall until their grade is raised above a (70%). **If you choose to decline this benefit please make sure to sign the signature line below along with your student's signature and return to the school by next day or your student will automatically be in mandatory ASSH.**

**If a student has a FAILING grade (below 60%) they will be REQUIRED to attend ASSH 30 minutes after school every day until they have a passing grade.**

Students assigned to the after school study hall must report to the assigned room by 3:30 p.m. on the date specified. Study hall will be from 3:30 to 4:00. Transportation from the school at the conclusion of study hall is the parent/guardian's responsibility. Teachers cannot give students rides home due to liability issues. Students will be required to bring the needed classroom materials for the class assigned to keep them busy. This includes textbooks, paper, pencils, etc... When the student's grade is raised to a C- (70%) or above, the student will be able to have the required teacher sign off. If all of the student's grades are above a C- (70%)

then the student will no longer have to attend afternoon study hall. If the student has another subject with a grade below a C- (70%) then they will be required to continue to attend afternoon study hall until all grades have reached the C- (70%) level.

Students that fail to have an excused reason for not attending study hall will be given a 30-minute detention to be served within the first (2) days after the missed study hall. After three detentions the student will be assigned (5) mornings of detention from 7:30 a.m. - 8:00 a.m. with Ms. Lower. All absences will go through the after school study hall coordinator and are cumulative for the year.

Students may be excused for the following reasons only:

- Doctor or dentist appointment verified by an appointment slip.
- Personal illness, which is verified by a parent or Doctor.
- Death in the immediate family.
- Attendance required in court.
- State recognized holiday.

Subjects with a grade below C- (70%)

\_\_\_\_\_ in \_\_\_\_\_  
 \_\_\_\_\_ in \_\_\_\_\_  
 \_\_\_\_\_ in \_\_\_\_\_  
 \_\_\_\_\_ in \_\_\_\_\_

He/she has been assigned to afternoon study hall beginning on, \_\_\_\_\_ In \_\_\_\_\_ room.

I understand that my child's grade is below a C- (70%) however I choose to decline the option of having him/her attend ASSH.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

### **EXTRA CURRICULAR PARTICIPATION & TRAINING AGREEMENT**

Understanding that a major purpose of extra-curricular activities is the development of the mind and body to its fullest potential and realizing that the lack of proper rest and the use of illegal drugs, alcohol, and tobacco restricts and prohibits said development. **The training policy is in effect from the first date of activities until the last day of school or activities, whichever is later. Any student subject to violations during this time period will be held accountable for the consequences.**

#### **Training Hours**

- Weekdays (Sunday-Thursday): At home or in the company of parent or guardian by **10:00 PM**.
- Weekends (Friday-Saturday): At home or in the company of parent or guardian by **12:00 AM (Midnight)**.
- Upon returning from a road trip extending beyond normal training hours, students have **30 minutes** to reach their home.
- Athletes must have attended 8 of the previous 10 practices in order to attend a competition.

#### **Penalties for Violation of Training Hours**

- Should a student choose to disregard the hours as set above, he/she will be suspended from all activities for: **7 days for the first offense** and the **remainder of the season for the second offense**.

**Use or Possession of Illegal Drugs, Paraphernalia, Alcohol, and Tobacco**

- The use or possession of any illegal drug or paraphernalia at any time, including the use of another's prescription, is a violation of district policy.
- The use or possession of any alcohol product any time is in violation of district policy.
- The use or possession of any tobacco product at any time is in violation of district policy.

**Penalties for Violation of Drug, Alcohol, and Tobacco Policy**

- For the **first offense**: Suspension from all extracurricular activities for the remainder of the sport season.
- For the **second offense**: Suspension from all extracurricular activities for the remainder of the current school year.
- For the **third offense**: Suspension from all extracurricular activities for the remainder of one's high school career.
- Should a student choose to remain in the proximity of others using illegal drugs, alcohol, or tobacco, he/she will be suspended from all activities for **10 school/practice days**.

**Academic Eligibility**

Willow Creek School will follow the MHSAA and student handbook guidelines. In addition, a student must have a 2.0 GPA cumulative each week. A student failing in any subjects or having an incomplete will be ineligible regardless of GPA. Grades will be reviewed on a weekly basis. Students may not participate in competitions if they are declared ineligible due to their academic eligibility. Students who are academically ineligible may continue to practice.

**Due Process**

Any student accused of violating any policy is entitled to due process, which includes the right to a hearing before the Board of Trustees. The hearing before the Board shall include but not be limited to, the accused and his/her parent/guardian, a legal representative of the family (optional), the advisor, the AD, the Superintendent/Principal, and the Board of Trustees. Each side will be given the opportunity to present their position in the incident. The decision of the Board resulting from this hearing process is final.

**STUDENT APPEARANCE****Dress of Students**

Student attire should add to the educational atmosphere of school or of a class. Students are expected to present themselves in a manner that is appropriate while at school or at school-sponsored events.

- All straps on shirts and dresses must be at least 1 ½ inches wide.
- Underclothing of any kind must not show. This includes see through shirts.
- You must not be able to see any part of the torso (from belly to arm pits) openly through clothing.
- Shorts and skirts must be no shorter than 4 inches above the knees.
- If, in the judgment of the administration, a person's attire, dress or hygiene is unreasonable, inappropriate or causing a disruption, the person may be asked to leave school or to change clothes, or to make any other adjustments deemed necessary.

**Examples of Inappropriate Dress**

- All cutoffs
- Profane, drug, alcohol, or tobacco related slogans, words, pictures or symbols which are sexually suggestive or carry an implied or hidden meaning.
- Wearing caps or hats in the building.

- Backpacks and Jackets are expected to be left in the lockers.
- Teachers are expected to enforce this code in classrooms and in the hallway.
- Good hygiene is critical during Junior High and high School as it affects everyone in the building.

### **PUBLIC DISPLAY OF AFFECTION**

Kissing, hugging or inappropriate contact will not be allowed on the school grounds or at any school sponsored activity.

### **TOBACCO, ALCOHOL, DRUGS**

A student will not possess, use, transmit, be under the influence of any alcoholic beverage, marijuana, tobacco, or other controlled drugs on school premises or at school activities. Any student who violates this regulation will be suspended from school.

### **BUS SAFETY**

Students are expected to follow the bus rules whenever they are on the school busses. It is essential that safe and orderly conditions be maintained and that the driver's instructions are followed at all times. Violations of these rules will result in disciplinary action up to and including the loss of bus riding privileges.

#### **These rules are**

- 1) Treat the driver, yourself and other passengers with respect.
- 2) Keep hands and feet to yourself.
- 3) Stay quietly seated on the bus at all times.
- 4) No throwing of objects or littering.
- 5) Radios or CD players may only be used with headphones.
- 6) Leave by the appropriate exit.
- 7) Use of profane language is prohibited.
- 8) Follow the driver's instructions at all times.
- 9) No pop or sunflower seeds allowed on the bus.
- 10) Tobacco products are prohibited on school busses.

### **ACTIVITY BUS**

All students will ride to and from the athletic and school-sponsored events on the activity bus, unless their parent(s) make the request in person to the coach or sponsor before the time of the event. The school is not responsible for students who return from an activity with parents. This policy refers to participants, cheerleaders, students and spectators who arrange to ride the bus. All bus regulations apply to riders of activity buses. It is the responsibility of the activity sponsor to ensure that the bus is cleaned upon completion of the activity and return to school. Also, any damages must be noted and reported to the Superintendent.

### **LOCKERS, EQUIPMENT, TEXTBOOKS & VANDALISM**

Lockers are assigned for storage of books and personal items but remain the property of the school. The school is **not** responsible for lost or stolen items. Students may check out a lock from the office if they choose.

The school reserves the right to inspect lockers at any time. Teachers and coaches will issue textbooks, equipment and materials. Charges will be assessed for any damages to lockers, or damage or loss to textbooks, materials, and equipment.

A student who destroys or damages school property will be subject to disciplinary actions and required to pay for repair or replacement. Accidental damage must be reported to a teacher or the office immediately. If a student loses assignments or paperwork from the staff, it will be 10 cents a copy.

## **STUDENT DISCIPLINE & DUE PROCESS**

The primary purpose of Willow Creek School is the development of the student as a well adjusted, contributing member of society. This necessitates a school environment that is free of disruptions that interfere with positive teaching and learning activities. Therefore, the conduct of the individual student is of utmost importance in the achievement of this objective. Self-discipline, courtesy, and respect toward others are some of the most important lessons to be learned in life.

The policies and procedures outlined below have been prepared to help maintain an orderly school environment. Students are expected to conduct themselves in a considerate and courteous manner that is a credit to themselves as well as to Willow Creek School. Conduct that is contrary to local, state and federal laws or to generally accepted standards of dress, behavior, decency, honesty, and courtesy, will not be tolerated at school.

### **Due Process Procedures Include**

- Notice of the offense
- Possible consequences
- The right to a hearing
- The ability to have the decision reviewed by the Superintendent and the School Board.

To establish a degree of consistency in disciplinary actions taken by the staff and administration at Willow Creek School, the following guidelines have been developed for violations of this policy.

### **This policy is in effect**

- On the school grounds during and immediately before or immediately after school hours.
- On the school grounds at any other time when the school is being used by a school group.
- Off the school grounds at a school activity, function, or event.
- Off the school grounds while the student is in attendance at school or any school function or is otherwise subject to the jurisdiction of school authorities.

The Superintendent is authorized to take administrative action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process.

<b>Behavior Matrix</b>	<b>Consequences</b>			
<b>Inappropriate Behaviors</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>	<b>4<sup>th</sup> Referral</b>
<b><u>Tier One</u></b> Inappropriate behavior such as: <ul style="list-style-type: none"> <li>• Inappropriate Dress</li> <li>• Public Display of Affection</li> <li>• Classroom Disruption</li> <li>• Insubordination/Defiance</li> <li>• Property Misuse</li> <li>• Profanity</li> <li>• Other conduct as judged inappropriate by staff members</li> </ul>	Tier One offenses and/or behaviors should not require a referral until behavior becomes habitual. Teachers will use discretion according to classroom discipline plans and/or follow the "Three Strikes, You're Out" rule.			

<p><b><u>Tier Two</u></b></p> <ul style="list-style-type: none"> <li>• Lying/Cheating/Plagiarism (all parties involved)</li> <li>• Verbally/physically aggressive</li> <li>• Teacher Referral after all steps have been taken on the classroom discipline plan</li> <li>• Bullying</li> <li>• Improper electronic use violation</li> <li>• Field Trip Misconduct</li> <li>• Leaving without permission</li> <li>• Leaving without signing out</li> <li>• Driving during school time</li> <li>• Failure to serve classroom detention or tardy detention</li> <li>• Intentional and/or careless actions which results in injury or defacing of property</li> <li>• Other conduct as judged inappropriate by staff members</li> </ul>	<p>Superintendent Referral, meets with student, receives a detention or Superintendent's consequence.</p>	<p>Superintendent Referral, meets with student and parents; student receives 4 hours Saturday school with teacher volunteers.</p>	<p>Superintendent Referral, meets with student and parent; student receives (3) 4 hours Saturday school with teacher volunteers.</p>	<p>Superintendent Referral, student and parent meet with the School Board.</p>
<p><b><u>Tier Three</u></b></p> <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Lying/Cheating/Plagiarism (all parties involved)</li> <li>• Intentional and/or careless actions which results in injury or defacing of property</li> <li>• Sexual Harassment</li> <li>• Theft</li> <li>• Tobacco Possession of Use</li> <li>• Vandalism</li> <li>• Fighting</li> <li>• Alcohol Consumption/Possession</li> <li>• Drug Consumption/Possession</li> <li>• Endangerment to Life (e.g. weapons, combustibles, etc.)</li> <li>• Grand Theft</li> <li>• Other conduct as judged inappropriate by staff members</li> </ul>	<p>Superintendent Referral, meets with student and parents, receives appropriate suspension or board referral to expel.</p>			

**GUIDANCE & COUNSELING**

The purpose of our guidance program is to help each student achieve the highest mental growth, emotional maturity, and social development. Students or parents who wish to speak with the counselor are encouraged to schedule an appointment.

**WITHDRAWAL OR TRANSFER**

Students who withdraw from school during the year must report to the school office to obtain a withdrawal slip, which will be completed and returned to the school office.

**CHEATING & PLAGIARISM**

Whenever a student is guilty of cheating or plagiarizing, the teacher will collect the student's paper, mark a zero for the work, and notify the parents and the office immediately as to the action taken. The parents will be notified that a second offense can bring suspension from school.

## **OPEN GYM USE & POLICY**

Students and community members may use the gym after school hours, when it is not scheduled for other activities. All individuals using the gym must have a signed Open Gym Liability Release Form on file with the school office. **An adult (21 years +) is to be present** when individuals or groups are using the gym facility and insure that each person present has a release form on file. Individuals using the gym are required to use gym shoes to protect the floor finish. A complete list of the Open Gym Use and Policy is available in the school office and posted on the bulletin board by the trophy case in the cafeteria.

## **BOMB THREATS**

When a bomb threat is received, the administration will take steps to evacuate the school until the school has been declared safe. Students must stay with their designated teacher. Students should not use cell phones because of the potential to set off a bomb. Bomb threats are serious, illegal, and an act of terrorism. School officials will prosecute violators to the fullest extent allowed by law.

## **CELL PHONES & ELECTRONIC DEVICES**

All cell phones/electronic devices will be placed on top of the desks or in a specified area by the teacher when the student enters the room. The devices will stay in this location until the class is over. If the cell phone makes noise, rings, or causes any distraction for the class it will be taken for the rest of the day.

- First offense: Loss of the device for the rest of the day
- Second offense: Loss of the device for one week
- Third offense: Loss of the device for one month

No warnings will be given. All device offenses will be kept track of in the office. Any offenses will be cumulative. If a device is found in a student's possession and not in the specified area during classes it is an automatic loss for one week. Any devices taken for second or third offenses must be claimed by the student's parents from the office. The device will not be released to the students. Students are only allowed to claim their device after their first offense.

\*\*Electronic devices are a privilege not a right and the privilege may be revoked by Superintendent for anyone misusing electronic devices.

\*\*Each classroom teacher has discretion regarding listening to music in the classroom. Host classroom expectations will be in effect.

## **TELEPHONE**

Students will not use the office or staff phones for personal calls except in an emergency and with staff permission. In the event a student receives a call he/she will be called out of class only in case of an emergency. Normally phone calls for students will be handled between classes, during lunchtime, after school or during study hall.

## **MEDICINE ~ MEDICATION**

The school will dispense medication to students under a doctor's and or parent's authority. The medication goes to the office along with a note from the parent. The school **CANNOT** supply "over the counter" medication such as Tylenol or cold tablets. Inform the school if a student is taking prescription medication that will affect the student's ability to focus or attend to everyday school functions.

## **IMMUNIZATIONS**

Students transferring into or entering the Willow Creek School system for the first time MUST present a properly certified immunization record, including DPT, TD, polio, measles, rubella and mumps as required by the State of Montana and the Willow Creek Schools.

## **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student on the first day of class. Purchase of this program is optional.

## **LOST & FOUND**

Problems with lost or found articles should be referred to the office. Students are encouraged not to bring unnecessary valuables or money to school. Items may be checked in at the office for safekeeping. Items that have been found will be announced in the daily bulletin and held in the office for one week, after the week is up and items are not claimed they will be given to a recognized charity.

## **VISITORS**

Students and adults who wish to visit our school are welcome, but must check in at the office upon arrival at school. Visitation by other students will be subject to prior approval by the Superintendent, with a 24 hour notice of request. Visitors will be given a Visitors Pass which they must return to the office when they are leaving the building.

## **SEXUAL HARASSMENT, BULLYING OR INTIMIDATION**

Willow Creek School prohibits sexual harassment of students (or employees) by any school employee, volunteer, or student. Sexual harassment or other intimidation includes any unwelcome behavior, which has the intension of causing embarrassment, humiliation, or discomfort. Anyone believing that he or she has been harassed or intimidated should contact the Title IX coordinator or another school employee. Retaliation against anyone filing a complaint is a violation of the law and will lead to disciplinary action. Verbal threats will not be tolerated.

## **COMPLAINTS BY STUDENTS OR PARENTS**

Usually student or parent complaints can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform grievance procedure, school board policy 3215. In general, the parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and request for a conference should be sent to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 3215, also available in the Superintendent's office.

## **TITLE IX**

### **Grievance Procedure for Willow Creek School ~ *Definitions***

- 1) Grievance: Grievance means a complaint alleging any policy, procedure, or practice, which would be prohibited, by Title IX/Section 504 and other federal and state civil rights laws, rules and regulations.
- 2) Title IX: Title IX of the Education Amendments of 1972 (20 USC Section (1681), the 1975 Implementing Regulation and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted.
- 3) Section 504: The Rehabilitation Act of 1973 (29 USC 794).
- 4) Federal and State Civil Rights Laws, Rules and Regulations. See legal reference on model policy

statement.

- 5) Grievant(s): Grievant means a student/parent/guardian or employee of Willow Creek School District who submits a grievance.
- 6) Willow Creek School District: Any reference to any school district as defined in 20-6-101, Montana Codes Annotated.
- 7) Title IX/Section 504 Coordinator: Means the employee(s) designated to coordinate Willow Creek School District efforts to comply with and carry out its responsibilities.
- 8) Day: Day means a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays. (20-1-305 MCA.)
- 9) Ridgeway et al., Plaintiffs, vs. Montana High School Association et al., Defendants: Hereinafter identified as Ridgeway settlement.

## **II. Basic Procedural Rights ~ Applicable to all levels of the grievance process.**

- 1) Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- 2) The designated Coordinator may not have a direct interest in the outcome of the grievance and must remain impartial.
- 3) Relevant agencies/institutions records shall be available to all parties subject to requirements and clarification in Guidelines for Student Records. Office of Public Instruction, September 1984.
- 4) Intimidation or retaliation of any kind is prohibited by law.
- 5) Prior to a contested case hearing (under the Rules of School Controversy) the rights of the Grievant's confidentiality in proceedings and records shall be respected. (ARM 10-6-101 ET seq. Also see Ridgeway settlement agreement, page 29.)
- 6) This procedure does not deny the right of the Grievant to file formal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
- 7) All records pursuant to the grievance shall be maintained by the clerk of the school district separate and apart from student and personnel records for a period of not less than five (5) years. (10-1-212 MCA)

## **III. Due Process**

### **Level 1: Immediate Supervisor (Informal and optional – may be bypassed by the grievant.)**

A student/parent/guardian with a grievance should first discuss it with the teacher, counselor, or building administrator involved, with the object of resolving the matter promptly and informally. Employees with a grievance should first discuss it with their Superintendent/principal or immediate supervisor, with the same objective.

### **Level 2: Title IX and Section 504 Coordinator**

If the grievance is not resolved at Level 1 and the Grievant wishes to pursue the grievance, it may be formalized by filing a grievance in writing. The grievance shall state: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed by the grievant. The filing of written grievance at Level 2 must be to the Coordinator within ten (10) days of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The coordinator shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the coordinator will be sent to all concerned parties within fifteen (15) day after receipt of the written grievance.

### **Level 3: Superintendent/principal**

If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the superintendent/principal within ten (10) day of receiving the report from the Coordinator. The parties may request a meeting with the superintendent/principal or the designee

and the Coordinator. The meeting shall be held within ten (10) days after receipt of the written appeal. A written report regarding the decision and/or action of the superintendent/principal will be sent to all parties within fifteen (15) days after receipt of the report.

**Level 4: The Board of Trustees**

Either party may process the grievance beyond the decision reached in Level 3 by filing written grievance within ten (10) days with the chairperson of the Board of Trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the Board of Trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.

**Level 5: Rules of Controversy**

Either party may appeal the decision of the school board by filing a Notice of Appeal with the county superintendent within thirty (30) days after the final decision of the board pursuant to the Rules of School Controversy. (10-6-103 ET seq. ARM, see also Ridgeway settlement agreement, page 29.)

**SEARCH & SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

**School Property and Equipment as well as Personal Effects Left by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

**Students**

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**Seizure of Property**

If a search produces evidence that the student has violated, or is violating, either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**SEARCHES & SEIZURE**

**The following rules shall apply to any searches and the seizure of any property by school personnel**

- 1) The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
- 2) If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the

District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

- 3) The authorized administrator may perform random searches of any locker, car, or container, of any kind on school premises without notice or consent.
- 4) If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
- 5) No student shall hinder, obstruct or prevent any search authorized by this procedure.
- 6) Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results, shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
- 7) In an instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
- 8) In any situation where the administrator is in doubt as to the propriety of proceeding with any search and seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

## **GUN/WEAPON FREE SCHOOLS**

### **Firearms**

For the purposes of the firearms section of this policy, the term "firearm" means (A) any weapon (including a start gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C.921 (16).

It is the policy of the Willow Creek School district to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting this is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, the Board of Trustees through this policy authorizes the Superintendent, or Principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. Note: *Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

### **Possession of Weapons other than Firearms**

The district does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict

self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons, this includes any toy weapons including squirt guns; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; squirt guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

(45-8-361 (1) (2)) For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers acting in his or her official capacity (45-8-361 (3a))

## **WILLOW CREEK SCHOOL DISTRICT ACCEPTABLE USE POLICY**

### **General Information**

Willow Creek School (WCS) District has a local area network service provided by Willow Creek School District that connects WCS members to other classrooms and the Internet. The use of this service is under the direction of the Superintendent and District Technology Coordinator. The system administrators of WCS are employees of Willow Creek School District and reserve the right to monitor all activity on the network. On acceptance to the network, members will be given a user ID (name) and password.

This document is provided so that members and the parents of members who are under 18 years of age are aware of the responsibilities they are about to acquire. The system administrators may modify these rules at any time by publishing an amended AUP to the School Board. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the Terms and Conditions of this agreement carefully and understands their significance.

### **Information Content & Uses of the System**

Member agrees not to publish on or over the System any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the written approval of any administrator, contains any advertising or any solicitation of other members to use goods or services. Member agrees not to use the facilities and capabilities of the System to conduct any business or activity or solicit the performance of any activity that is prohibited by law.

Because the Network provides, through connection to the Internet, access to other computer systems around the world, Member (and the parent(s) of member, if Member is under 18 years of age) specifically understands that the system administrators and Willow Creek School do not have control of the content of information residing on these other systems. Members and the parents of members who are under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Willow Creek School and the system administrators do not condone the use of such materials and do not knowingly permit usage of such materials in the school environment. Students bringing such materials into the school environment will be dealt with according to the discipline policies of the school and such activities may also result in termination of access to the Network, in-school suspension, out-of-school suspension, or school expulsion. The system may not always meet the member's requirements or be uninterrupted or error-free. The network is provided on an "as is, as available" basis. The network does not make any warranties with respect to any service and any information or software contained therein.

Members may order merchandise from network sellers. All matters concerning the merchandise and services ordered from Seller, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the Seller and the Member. The school system or the system administrators shall not be a party to such transactions or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of Sellers.

### **NETIQUETTE ~ ONLINE CONDUCT**

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following

- 1) Be polite. Do not get abusive in your messages to others.
- 2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- 3) Illegal activities are strictly forbidden.
- 4) Do not reveal personal information of others and be cautious when revealing your own personal information (home address, phone number, social security number, etc.)
- 5) Do not use the network in such a way that you would disrupt the use of the network by other users.
- 6) All communications and information accessible via the network should be assumed to be private property but open to public scrutiny.
- 7) Do not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of controlled substances.
- 8) Do not transmit materials, information or software in violation of any local, state or federal law.

Any action by a member that is determined by an administrator to constitute an inappropriate use of the Network or to improperly restrict or inhibit other members from using and enjoying the Network is strictly prohibited and may result in disciplinary action, which may include other people who have forwarded messages. Any violation of the above is a breach of the Terms and Conditions of this agreement.

Damaging computer equipment or material, bypassing or attempting to bypass security systems of the school shall result in immediate loss of Network privileges.

Members specifically agrees to reimburse Willow Creek School and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Network, Willow Creek School, teachers, and the system administrators relating to, or arising out of any breach of this section by Members. The Network is to be used by members for his/her professional/educational benefit. Personal use by a staff member is to be limited to time when the member is not providing paid services for Willow Creek School.

Students may access E-mail accounts only during times that do not disrupt educational learning in the classroom. The District reserves the right to monitor activity on the network.

### **PRIVILEGES**

Use of the network is a privilege, not a right, and inappropriate use will result in the removal of those privileges. Any user who does not comply with the rules for Willow Creek School Acceptable Use Policy will be disciplined as follows:

- Computer privileges will be suspended for sixty (60) school days.
- Referred to the Administrator's Office for disciplinary action depending on the severity of the offense.
- Repeated infractions will result in permanent termination of computer privileges and further disciplinary actions as deemed appropriate by the administration.

### **COPYRIGHTED MATERIAL**

Copyrighted material must not be placed on any system connected to the Network without the author's written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the Network. Members may download copyrighted material for their own use. Any member may also redistribute a copyrighted program only with the express written permission of the owner or authorized person. Permission must be specified in the document, on the System, or must be obtained directly from the author. Students shall not download information or software programs without the approval of a teacher or other responsible personnel.

### **PUBLIC DOMAIN MATERIAL**

Any member may upload public domain programs to the System. Any member may download public domain programs for their own use or non-commercially redistribute a public domain program. Members assume all risks regarding the determination of whether a program is in the public domain. Members are responsible for inoculating all software for viruses that will be uploaded and downloaded. Students shall not download information or software programs without the approval of a teacher or other responsible personnel.

### **ELECTRONIC MAIL**

Electronic Mail (E-Mail) is a private electronic message sent by or to a member in correspondence with another person having Internet mail access. Messages received by the System are retained on the system until deleted by the recipient. A canceled Network account will not retain its E-Mail. Members are expected to remove old messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the member. People who operate the system have access to mail and sophisticated users on the network may gain access to mail.

The system administrators will not intentionally inspect the content of E-Mail sent by one member to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of Willow Creek School, or to investigate complaints regarding E-Mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. The Network reserves the right to cooperate fully with Willow Creek School, local, state, or federal officials in any investigation concerning or relating to any E-Mail transmitted on the Network. Students will be granted E-mail access only through free-mail accounts on the Internet.

### **STUDENT SUPERVISION**

A Willow Creek staff member may allow students to access the system through their account as long as the staff member does not disclose the password of the account to the students and understands that the staff

member assumes responsibility for the actions of students using their account. A staff member must be present and supervising the students while using the Network. Students may access the Internet ONLY with the knowledge and permission of a Willow Creek School staff member. No student shall access the Internet without a clearly defined educational objective provided by his or her teacher, and clearly understood by both the student and the teacher.

### **VANDALISM**

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another member, the Network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

### **TERMINATION OF ACCOUNT**

A member may terminate use and access to the Network at any time by notifying a system administrator. Accounts that are inactive for more than 30 days may be removed along with that member's files without notice given to the member. An administrator reserves the right, at their sole discretion, to suspend or terminate a member's access to and use of the Network upon any breach of the Terms and Conditions of this agreement by a member. Prior to a suspension or termination or as soon after as is practicable, the system administrator will inform the member of the suspected breach and give the member an opportunity to present an explanation. Willow Creek School's administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user access.

### **LOCK-DOWN PROCEDURE**

*In an effort to provide a safe environment for students, faculty, and staff the crisis team developed the following lock-down procedures. These procedures are to be followed without question and without hesitation by ALL.*

#### **Level One Lock ~ Down**

- All students will be required to return to their assigned classroom immediately and remain until further notice.

#### **Level Two Lock ~ Down**

- All students will be required to return to their assigned classroom immediately and remain until further notice.
- No students will be allowed in the halls or unassigned areas for the duration of the lock down. Shelter-in-place procedures shall be initiated.
- All windows and doors are to be shut, locked and covered. Everyone quietly go to a safe corner.

### **FIRE & EARTHQUAKE DRILL ~ EVACUATION PROCEDURES**

*Fire drills and earthquake drills are held at irregular intervals throughout the school year. Remember these basic rules: check the map posted in each classroom indicating how to leave the building, walk quickly and quietly to the outside area, re-enter the building when so instructed.*

#### **Fire Procedure**

- Do not panic. Everyone must exit the building
- All students must follow the appropriate route instructed by their teacher and then report to their teacher at the designated area.
- If the fire alarm sounds during lunch or between classes, exit the nearest door and report to your previous period teacher at their designated area.
- Re-enter the building only when instructed

**Earth Quake Procedure ~ If Inside**

- To protect from falling objects, take cover in this manner: Get beneath a desk, table, or bench, and turn away from windows. If possible, cover head with coat or other clothing to minimize injury. If no cover is available, get against an inside doorway or crouch against an inside wall and cover the head. Stay away from outside walls, windows, or other expanses of glass. Stay away from open shelves where supplies are stored as well as freestanding shelving units.
- All doors should be left open to minimize jamming if the building shifts.
- Stays put and take the best cover. Do not attempt to run through the building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against an inside wall or inside a doorway and crouch.
- Because of potential gas leakage, students must not use candles, matches, or other open flames.
- After earthquake subsides, students should exit the building as if it were a regular fire drill.
- All students must report to their teacher at their designated area.

**Earth Quake Procedure ~ If Outside**

- Move quickly away from the building and away from overhead electrical wires.
- Lie down or crouch down low to the ground. Keep looking around to be aware of dangers that may demand movement.
- Do not attempt to enter the building until authorized to do so.
- Be alert from instructions from adults.

**FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

*The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.*

**These rights are**

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School Superintendent and clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent

or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

#### **DIRECTORY INFORMATION OPT OUT FORM**

Willow Creek Public Schools  
2015-2016

If you do not want Willow Creek Public Schools to disclose any type of information designated below as directory information from your child’s education records without your prior written consent, you must notify the Willow Creek Public Schools in writing by **[insert date]**. Willow Creek Public Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

If you do not want directory information provided to the Armed Forces or Institutions of Higher Education, please check and sign the OPT out form on the signature page.

**EQUAL EDUCATION & EMPLOYMENT OPPORTUNITY**

*Willow Creek School District is committed to Quality of Educational Opportunity. All students will have the opportunity to participate in and receive benefits from all programs or activities and provides equal access to the Boy Scouts and other designated youth groups.*

**Such school programs include**

- Course offerings ~ Graduation requirements
- Counseling ~ Employment assistance
- Extracurricular activities & sports

**Discrimination in Education or Employment because of the following is prohibited unless based upon reasonable grounds as provided by law.**

- Sex, race, color creed & religion ~ National origin
- Age ~ Physical or mental handicap
- Political belief ~ Marital or parental status

Inquiries or complaints regarding discrimination should be directed to:  
Title IX-Section 504 Coordinator, Willow Creek Public Schools, District #15 - Phone: (406) 285-6991

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

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

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

*PPRA affords parents certain rights regarding Willow Creek Public Schools conduct of surveys; collection and use of information for marketing purposes and certain physical exams.*

**These include, but are not limited to, the right to**

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

- 1) Political affiliations or beliefs of the student or student's parent;
- 2) Mental or psychological problems of the student or student's family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

- 7) Religious practices, affiliations, or beliefs of the student or parents;
- 8) Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of**

- 1) Any other protected information survey, regardless of funding.
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
- 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

**Inspect, upon request and before administration or use**

- 1) Protected information surveys of students created by a third party;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
- 3) Instructional material used as part of the educational curriculum.

*These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with*

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, S.W., Washington, D.C. 20202-5901

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard.

Every three years, Willow Creek School has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on August, 2007 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition. The law further requires an asbestos management plan to be in place by July 1989. Willow Creek School developed a plan, as required, which has been continually updated.

The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify

short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in Willow Creek.

It is the intention of Willow Creek School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. The Superintendent is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed.

Please cut  to remove this form & return to School Office

## Willow Creek Student & Parent Handbook Signature Form

**Student & Parents;** Please make sure you sign signature areas for **sections 1 & 2** these are required.

**Parents only;** **Section 3** is giving permission for your student to go on school field trips, **section 4-6** are discretionary.

**1. We have read and understand the handbook**

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

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

**2. We have read and understand the Acceptable Use Policy**

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

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

**3. I give permission for my child to attend any field trips during the school year as long as I am notified of the field trip information before it occurs.**

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

**4. I give permission to the school to use pictures of my students on the school web page or newsletters that are sent out to the public.**

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

5. Directory OPT out form: If you do not want directory information provided to the following, please check and sign appropriate box.

6. Armed Forces Recruiters

Institutions of Higher Education

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

**This form must be returned to the office on or before  
TUESDAY, SEPTEMBER 15, 2015**

Your child will receive a detention every day it is not in, starting Tuesday.

Please cut  to remove this form & return to School Office