Student/Parent Handbook
2024-2025

Belgrade High School | Belgrade Middle School
Ridge View Elementary School | Saddle Peak Elementary School
Story Creek Elementary School

Section 1: Introduction 5
To Students and Parents: 5
Superintendent's Message 5
Board of Trustees 2024-2025 5
Notice of Non-Discrimination 6
Section 2: Contact Information/School Year Calendar 7
2024-2025 District Calendar 7
2024-2025 Testing Calendar 8
School Contact Information 9
School Start and End Times 11
Section 3: Student Policies 12
Attendance 12
Computer Resources 14
Conduct 14
Corporal Punishment 16
Discipline and Due Process 16
Fees 17
Food Services 18
Fundraising 19
Medicine At School 19
Release of Students from School 20
Report Cards, Progress Reports, and Conferences 20
Student Records 21
Summer School 24
Textbooks 24
Transportation 24
Videotaping of Students 26
Visitors 27
Section 4: General Policies 28
Bullying/Harassment/Intimidation/Hazing 28
Cell Phones or Electronic devices 28
Communicable Diseases 29
Complaints by Students and Parents 30
Distribution Of Material 32
Homeless Students 32
Immunization 33
Law Enforcement 33
Parent Involvement, Responsibilities, and Rights 35
Protection of Student Rights 36
Religious Practices 36
Safety 37

Searches and Seizures 39
Sex-Based Harassment 40
Students in Foster Care 41
Appendix A: Elementary School 43
AFTER-SCHOOL PROGRAM 43
Counseling 43
Dress and Grooming 43
Grading Guidelines 43
Homework 43
Appendix B: Middle School 45
Belgrade Middle School Philosophy 45
Advisory 46
After School Program 46
Backpacks/String Packs/Book Bags 46
Closed Campus 46
Counseling 46
Dress and Grooming 48
Elective Transferring 48
Exploratory Days 49
Extracurricular Activities, Clubs, and Organizations 49
Grading Guidelines 51
Hallways 52
Homework 52
Library Rules and Procedures 53
PAAL 53
Public Display of Affection (PDA) 54
School & p.e. Lockers 54
Skateboards/Roller Blades/Scooters 54
Student Badges and Lanyards 54
Use of School Telephones 55
Appendix C: High School 56
A Message from the Belgrade High School Staff 56
Awards and Honors 58
Counseling 58
Dress and Grooming 59
Driver Education 60
Dual Credit Courses / College Coursework 60
Career and Technical Education Diploma 60
Extracurricular Activities, Clubs, and Organizations 60
Grading Guidelines 61
Graduation 63
Homework 66
Student Schedules 66

Vehicles Parked on School Property **67**
Appendix D: Ferpa Rights **68**

Section 1: Introduction

To Students and Parents:

The Belgrade School District #44 Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available online on the school district website and in the school office.

Superintendent’s Message

Welcome to the Belgrade School District. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the online acknowledgement document in Infinite Campus. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

Dede Frothingham Semerad, Superintendent

Board of Trustees 2024-2025

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Steve Garvert, Chair
Jessi McCloud, Vice Chair
Mary Ellen Fitzgerald
Rocky Smith
Holly Murray
Frank Stock

Notice of Non-Discrimination

The Belgrade School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Thomas Reynolds, Director of Human Resources, Title IX Coordinator
312 N. Weaver St., Belgrade, MT 59714
406-924-2025

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

Section 2: Contact Information/School Year Calendar

2024-2025 District Calendar

SY 2024-25 **SCHOOL CALENDAR**

312 N. Weaver Street, Belgrade MT 406.388.6951 www.bsd44.org

2024

JULY 2024

S	M	T	W	TH	F	S
	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			

AUGUST 2024

S	M	T	W	TH	F	S
				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

Aug 22-23
Teacher Pre-planning

Aug 26
Teacher Pre-planning

Aug 27
First Day of School

SEPTEMBER 2024

S	M	T	W	TH	F	S
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					

Sep 2
School Holiday

OCTOBER 2024

S	M	T	W	TH	F	S
		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		

Oct 17-18
Student Holiday

NOVEMBER 2024

S	M	T	W	TH	F	S
					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

Nov 1
End of Quarter

Nov 25-29
School Holiday

DECEMBER 2024

S	M	T	W	TH	F	S
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				

Dec 6
K-8 Dismiss at 12:30

Dec 23-31
School Holiday

2025

JANUARY 2025

S	M	T	W	TH	F	S
			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	

Jan 1-3
School Holiday

Jan 20
School Holiday

Jan 24
Student Holiday 9-12
End of Quarter

FEBRUARY 2025

S	M	T	W	TH	F	S
						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	

Feb 7
K-8 Dismiss at 12:30

Feb 17
Student Holiday K-8

MARCH 2025

S	M	T	W	TH	F	S
						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					

Mar 17-21
Student Holiday

APRIL 2025

S	M	T	W	TH	F	S
		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			

Apr 4
End of Quarter

Apr 18
Student Holiday K-8

Apr 21
Student Holiday

Apr 25
K-8 Dismiss at 12:30

MAY 2025

S	M	T	W	TH	F	S
			1	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

May 26
School Holiday

JUNE 2025

S	M	T	W	TH	F	S
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					

June 10
Last Day of School
End of Quarter

June 11-12
Teacher Post-planning

2024-2025 Testing Calendar

TENTATIVE DATES	ELEMENTARY & MS TESTING	PURPOSE
Sept. 3 - Sept. 13 (1st-8th) Sept. 9 - Sept. 20 (Kinder)	Fastbridge	Title 1, Instruction, Dyslexia Screener (CBM)
Sept. 9 - Sept. 20 (K-4th)	mClass DIBELS K-4 in-program students	Title 1, SPED, Intervention, Diagnostic
Oct. 14 - Nov. 22	MAST Window #1	State accountability
Nov. 2024	COGAT Testing District 2nd Graders	G-T Screener
Jan. 27- Feb. 7, 2025	Fastbridge	Title 1, Instruction, Dyslexia Screener (CBM)
Jan. 13 - Feb. 21, 2025	MAST Window #2	State accountability
Feb. 3 - Feb. 17, 2025	mClass DIBELS K-4 in-program students	Title 1, SPED, Intervention, Diagnostic
Mar. 24 - May 2, 2025	SBAC Science 5th & 8th Grades	State reporting
Mar. 24 - May 2, 2025	MAST Window #3	State accountability
May 5 - May 23, 2025	MAST Window #4	State accountability
May 12 - May 23, 2025	Fastbridge	Title 1, Instruction, Dyslexia Screener (CBM)
May 19 - May 30, 2025	mClass DIBELS K-4 in-program students	Title 1, SPED, Intervention, Diagnostic
TENTATIVE DATES	**HIGH SCHOOL TESTING**	**PURPOSE**
Sept. 3-24	Renaissance STAR	Fall Screening, diagnostic
Jan. 20-Feb. 14, 2025	Renaissance STAR	Winter Screening, diagnostic, growth
May 5-16, 2025	Advanced Placement 10th-12th Graders	Program evaluation, earning credit
May 13 - June 10, 2025	Renaissance STAR	Spring Screening, diagnostic, growth
TENTATIVE DATES	**COLLEGE ENTRANCE TESTING**	**PURPOSE**
Oct.	PSAT 11th grade	Scholarships. College prep
Apr. , 2025	ACT 11th grade	College entrance, State accountability
TENTATIVE DATES	**SPECIAL POPULATIONS**	**PURPOSE**
Upon Enrollment	WIDA Screener K-12	Qualification for services
Dec. , 2024 - Feb. , 2025	WIDA Access K-12	Instructional plan / EL qual.
Mar. - Apr. , 2025	Alt Science 5th & 8th SPED if in IEP	State accountability
Mar. - Apr. , 2025	MSAA (ELA & Math) 3rd-11th if in IEP	State accountability

School Contact Information

Elementary School Administration

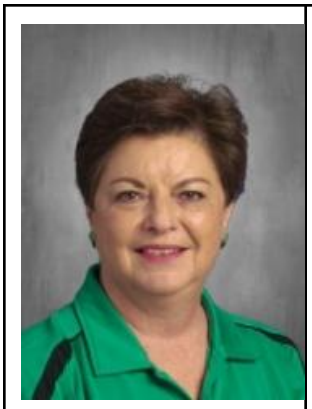
Ridge View ES 117 Green Belt Drive Belgrade, MT 591714 (406) 924-2037	 **Natalie Colombo** Principal ncolombo@bsd44.org	 **Jan Marx** Secretary jmarx@bsd44.org
Saddle Peak ES 400 Jackrabbit Rd Belgrade, MT 59714 (406) 924-2701	 **Ashlee Robinson** Principal arobinson@bsd44.org	 **Meagan Brown** Secretary mbrown@bsd44.org
Story Creek ES 807 Bolinger Rd Belgrade, MT 59714 (406) 924-2791	 **Lori Degenhart** Principal ldegenhart@bsd44.org	Secretary

Middle School Administration

Julie Mickolio Principal jmickolio@bsd44.org	**Jessica Christensen** Assistant Principal jchristensen@bsd44.org	**David Smith** Assistant Principal dsmith@bsd44.org	
Sarah Blodgett Secretary sblodgett@bsd44.org	**Melissa Dudley** Secretary mdudley@bsd44.org	**Shianne Erickson** Registrar serickson@bsd44.org	**Brittany Szudera** Secretary bszudera@bsd44.org

High School Administration

Shanna Smith Principal smith@bsd44.org	**Bert Horsley** Assistant Principal bhorsley@bsd44.org	**Tyler Miller** Assistant Principal tmiller@bsd44.org	**Toby Robinson** Activities Director trobinson@bsd44.org

 **Roxie Smith** Attendance Secretary rsmith@bsd44.org	**April Ueland** Registrar aueland@bsd44.org	**Shannon Mamangun** Finance Secretary smamangun@bsd44.org	**Sheila Biers** Activities Secretary sbiers@bsd44.org

School Start and End Times

School	Start Time	End Time
Ridge View ES	8:05 AM	Mon-Thurs: 3:15 PM Friday: 2:15 PM
Saddle Peak ES	8:05 AM	Mon-Thurs: 3:15 PM Friday: 2:15 PM
Story Creek ES	8:05 AM	Mon-Thurs: 3:15 PM Friday: 2:15 PM
Belgrade MS	8:15 AM	Mon-Thurs: 3:30 PM Friday: 2:10 PM
Belgrade HS	8:25 AM	Mon-Thurs: 3:30 PM Friday: 2:25 PM

Supervision does not start on the playground until 7:45 am. **Please do not drop students off at school before 7:45 am.** Students who arrive after 8:15 are considered tardy and parents must accompany their student into the office.

Students should be picked up within 5 minutes of school's dismissal. Please contact your school office if an emergency prevents you from meeting your child on time.

Section 3: Student Policies

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. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time for ANB purposes in a District school at the parent's request**.**

- 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.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3123.

When a student is absent from school, the parent/guardian must call the school to notify the school of the absence. Notification must occur at least 30 minutes before the start of the student's school day if enrolled on a part-time basis. If the parent/guardian does not call, then an automated message will be sent when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have five (5) days to bring a note, or the absence will be unexcused.

Attendance Line:

Ridge View Elementary School - 406 -924 -2032
Saddle Peak Elementary School - 406 -924 -2760
Story Creek Elementary School - 406 -924 -2466
Belgrade Middle School – 406-924-2297
Belgrade High School – 406-924-2543 or bhsattendance@bsd44.org

Any absence from school requires a written note or phone call from the parent or guardian prior to the absence or upon return or as deemed appropriate by the school administrator.

- Excused absence – Excused absences under the law are: illness, medical, bereavement, administratively approved absence, parent request due to instruction regarding human sexuality, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices.

- Medical absence – any absence for medical appointments or illness. A note from the medical provider must be turned in to the office when returning.
- Unexcused absence – any absence from school without a parent/guardian written note or phone call within 5 school days of the absence. No make-up work for credit will be accepted for unexcused absences.
- Tardy – students are tardy if they are not in class when the bell rings.
- School Related – students must be approved prior to the event by all of their classroom teachers to attend.
- Athletics/Activities – these absences are defined as excused absences; however, assignments made at least a week in advance and due on the Activity departure day must have the work turned in before attending the event.
- Human Sexuality Instruction Absence– A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours' notice before such instruction is scheduled to occur.

Skipping or Truancy

Any absence from school requires the parent/guardian to acknowledge the absence with an email or phone call prior to or upon return. Failure to provide documentation from the parent/guardian shall result in the absence being considered unexcused. Leaving the school building without permission or checking out with the office will result in an appropriate consequence.

The consequences for being truant or skipping include:

o Loss of credit for work missed

o After School Detention; PASS Detention

o Notification of School Resource Officer

Tardy Policy

The expectation is that students will get to class on time. This allows for less disruption in the educational process as well as student safety in the hallways. The bell schedule allows for a passing period between classes.

Students not in class when the bell rings are considered Tardy. If a student is tardy three (3) times in a particular class, the classroom teacher will contact the parent/guardians and assign a time for the student to serve a classroom detention. If the student serves the detention on the assigned date, no further consequences will be necessary. If the student fails to serve the detention on the assigned date or if the student continues to be Tardy for that class it will result in further disciplinary action assigned by the Administration.

At the beginning of each quarter, the tardy policy will start over with parents being notified by classroom teachers and students being issued detention after 3 tardies in a particular class. Any subsequent tardies will be addressed with additional consequences as laid out above.

Students arriving to class after 45 minutes will be classified as a Tardy Absence. A Tardy Absence is considered an Unexcused Absence unless the parent/guardian contacts the Attendance Secretary to excuse.

Make-Up Policy

Students can best experience opportunities to learn and grow when they are in class. It is the policy of this school that the student, parent or guardian, and teacher work together to complete schoolwork due to activity-related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion.

For Excused Absences only, upon return, for each class missed students will have, at a maximum, the number of class periods missed plus one additional period to turn in missed assignments. Students will be expected to turn in work and/or take scheduled tests on the day of their return for all work scheduled or assigned prior to the absence.

Failure to complete assignments on time based on the attendance policy results in a grade of zero for work missed. Make-up work will not be accepted for unexcused absences.

Transfer or Withdrawal from School

If you are transferring to another school or withdrawing from school, a note from your parents and a check out sheet from the office are required. Please check in books and other materials with each of your teachers and have them sign the checkout sheet and enter your grade as of that date. Return the sheet to the office when signed by all necessary school personnel. If you fail to get proper clearance, you will not be entitled to a report card, etc. See Public School Law 20-5-201 (4).

Computer Resources

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the District's computer resources. For additional information, see Policy 3612.

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 exercise self-discipline.
- Attend school, regularly and on time.
- Be prepared for school.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Belgrade School District's 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, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

Violation of Student Code of Conduct

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling marijuana (including medical marijuana).
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force

is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

Corporal Punishment

No person who is employed or engaged by the District may inflict or cause to be inflicted by using corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Discipline and Due Process

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

Students With Disabilities

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

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, class rings, yearbooks, graduation announcements, 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.
- Parking fees and student identification cards.
- Fees for lost or damaged district owned electronic devices.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

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 building principal.

Food Services

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems.

Current breakfast, lunch and milk prices can be viewed on the school district website at www.bsd44.org. Click on the link for food services, then click on the menu for your child's school.

*Meal prices are subject to change

Please refer to Policies 2510 and 8205 for additional information regarding the District's wellness program and its meal charging policy.

For more information, please visit the Montana OPI, under School Nutrition and/or the USDA website, under Child Nutrition programs. The National School Breakfast and the National School Lunch programs are meal pattern regulations to help support your child's nutritional sustenance and education.

What is a FULL Meal?

A full meal (3 out of 5 components or choose all 5 components) can be purchased through A La Carte or going through the Hot Meal line. Please use the meal pattern as a resource. The Belgrade School District receives reimbursements when selling full meals, but does not for A La Carte items.

Infinite Campus & Payment Information

Infinite Campus maintains up-to-date student account balances and allows you to monitor your child's charges. If you do not have an Infinite Campus account, please contact IT through email helpdesk@bsd44.org.

Parents/Guardians can submit electronic payments through Infinite Campus, under Food Service, with no service charge. Check/cash payments can also be submitted to the Front Office, with the Food Service Cashier in the cafeteria, and at the District Office. Make all checks payable to Belgrade School District #44 with your child's name in the MEMO. If you need payments split into multiple accounts, please make a note with your students' information.

Please make every effort to monitor your child/children's accounts to avoid negative balances.

Food Assistance

Free or Reduced meal applications are available at every school's front office and at the District office at 312 N. Weaver Street. If you need help filling out the application or need access to a computer to do so, please make an appointment with Food Service by calling 406-924-2516. We will be happy to help you! The more meal applications the school district submits, the more grants or eligibility for programs we qualify for through the state and/or the nation.

Food Service Communications

Belgrade Food Service policies will be posted on the website and in all Student Handbooks. All communications from the Belgrade Food Service will be made through Infinite Campus and the BSD #44 website. The Belgrade Food Service is on the website, under Food Service. Any updates to the Food Service that will directly affect your child/children's account/meal prices will be communicated immediately or before it affects your child/children.

Fundraising

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 at least 60 days before the event.

Except as approved by the Board of Trustees fundraising by non-school groups is not permitted on school property. Please refer to Policies 3530 and 4210 for additional information.

Medicine At School

The medication policy at Belgrade Schools allows for the legal and safe administration of medications to students. This is used whenever parents cannot administer the medication themselves at home, or come into the school to do so.

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must provide written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

Over the counter (OTC), or non-prescription medication does not require a physician signature, but the parent/legal guardian must fill out a **Permission for Non-Prescription Medication To-Be-Taken-At-School** form. Bring in the above medication in the **original container** clearly marked with your child's name. For additional information, please see Policy 3416.

EMERGENCY USE OF EPINEPHRINE AUTO-INJECTORS

Each school now maintains a stock supply of auto injectable epinephrine to be administered by the school nurse or other authorized personnel to a student or non-student as needed for actual or perceived anaphylaxis (life-threatening allergic reaction). This medication is intended for any person suffering their first episode of anaphylaxis while at school. If your child has a severe allergy that staff is not aware of please contact the school nurse.

Concussion Protocol

When a head injury occurs, the student is to be monitored by the nurse or another staff member. The CDC's Heads Up for Schools Concussion Checklist is used to record the student's signs and symptoms for at least 30 minutes. For more severe symptoms a parent/guardian is contacted immediately for referral to a healthcare professional. A copy of the Checklist and School Recommendations form is sent with the student when he or she is picked up from school.

Panther Clinic

Panther Clinic has been operating inside Belgrade Middle School to provide "barrier-free access" to health care primarily for students, their families, and school employees. The clinic operates through a partnership between the Belgrade School District and One Health.

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, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

Report Cards, Progress Reports, and Conferences

Written reports of absences and student grades or performance in each class or subject are available to parents on Infinite Campus. Report cards are issued to parents quarterly.

Parent Teacher Conferences are scheduled twice a year in elementary school and once per year in middle school

The District may require that report cards and unsatisfactory progress reports be signed by the parent and returned to the school.

Student Records

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. 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 building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. 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, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access 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 or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

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. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

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 in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

Challenging Content 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 or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

Rights Under FERPA

Specific parental and eligible student rights are Appendix D in this Handbook.

Privacy Matters – Photographs and Social Media

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are

present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

Summer School

Summer School offerings vary from year to year, please contact your school for updated information.

Textbooks

Board-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school 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 transports the student, the student will 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 406-924-2602.

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 this handbook. We appreciate families, students and staff working together to keep our bus environment SAFE, RESPECTFUL and RESPONSIBLE for the 1,600 students we service each day.

Currently Belgrade Student Transportation requires that kindergarten and 1st grade students be met at their afternoon school bus stop by a parent or legal guardian for their safety. For students in grades K-8, please send a note to school if your child will not be taking the bus home on a given day.

Students are required to be at the bus stop at least 5 minutes prior to their scheduled pick-up time.

Students are expected to:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Swipe their student ID Badge when entering and exiting the bus.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Sit safely in your seat. Talk quietly, using appropriate language and subject matter, and avoid causing distractions.
- Use electronic devices appropriately and quietly.
- Not deface the bus or its equipment. Keep your area clean.
- Not put your 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.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Report any concerns to your driver.

When students ride in a District van, passenger car or school bus with seat belts, seat belts must be fastened at all times.

Consequences may be issued for misconduct and bus-riding privileges may be suspended. When a student's behavior is unaffected by verbal warning or seat reassignment, it is the Driver's responsibility to issue a Bus Conduct Report. The consequences associated with each Bus Conduct Report issued to a student depend on the maturity level of the student, the severity of the student's behavior, and the number of previous behavior concerns a student has compiled during the same school year. Behavior will be investigated by interviewing witnesses and watching video. Any combination of school principal, assistant principals, behavior interventionist, bus driver and transportation supervisor will conduct an investigation determining consequences of student actions.

Permission for courtesy ridership on specialized school bus routes must be requested through the transportation department. Please contact the department for details.

General Transportation Information

- School bus service is intended to be an extension of your child's school day and is available only to families who are determined to be eligible and are willing to accept the established rules, expectations, and consequences associated with the service.
- Determination of routes, route assignments, bus stops, and bus stop times are based on overall benefit rather than any individual student or family need.
- In order to receive bus service, your child's primary residence must be at least 3 miles from the school in which your child is enrolled, or through approval by the School Board.
- The district reserves the right to establish school boundaries and assign students based on district need.
- A completed bus registration form with a parent/guardian signature is required to initiate new bus service or request any changes to existing bus service.
- All students are limited to only 1 regular pick-up location and 1 regular drop off location at any given time.
- Elementary students in grades K and 1st are required to have a parent, guardian, or authorized individual to meet them at the home bus stop.

- A parent/guardian or designated adult's signature is required for pick up and drop off of all special needs PK students and students assigned to special needs transportation buses.
- Students are required to be at the bus stop at least 5 minutes prior to their scheduled pick-up time.
- Bus drivers are discouraged from talking with parents at the bus stop for safety and scheduling reasons.
- No student will be allowed off the bus at a location other than their regularly assigned bus stop or school bus zone without prior approval from a parent/guardian or school official.
- Parent/guardians wanting to sign their child off the bus may do so only at pre-approved bus stops.
- Large carry-on items that cannot be stowed under a seat or on your child's lap may be prohibited.
- Students are approved to eat or drink on the bus provided that it is done so in a responsible manner.
- Animals, reptiles, and insects other than documented service animals are strictly prohibited on the bus.
- At the home bus stop, students are considered to have missed the bus once the bus driver has canceled the vehicle's loading lights and/or resumed forward motion.
- At school, students are considered to have missed the bus once the bus has entered a public roadway.
- Crossover students waiting to load or discharge from the bus are required to wait to cross the road until they have looked both ways for traffic and the bus driver has given them an "All-Clear" signal to proceed.
- In the event that a student is issued a bus conduct report, a parent or legal guardian must sign the student copy and return it to the driver before bus privileges can resume. By signing, the parent is documenting receipt of the conduct form.
- Students are encouraged to use electronic devices on the bus provided that they are used responsibly and quietly.
- The bus driver is authorized to assign/reassign student seating on the bus without the need to provide formal behavior documentation or parent/guardian approval.
- A student seating chart is required by law enforcement when the bus has been involved in an accident.
- Video and audio surveillance is employed to help document the bus environment. Due to the limited effectiveness of bus surveillance, student behavior incidents often include witness statements.

For a full description of school bus service, please go on-line to www.bsd44.org or call us at 406-924-2602.

Videotaping of Students

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom.

VISITORS

The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the front office. 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.

Section 4: General Policies

Bullying/Harassment/Intimidation/Hazing

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Bullying does not include the determination after an investigation that the student used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

For additional information, please see Policy 3226.

Cell Phones or Electronic devices

The possession and use of cellular phones and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege. We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized or inappropriate use is grounds for confiscation of the device by school officials, including classroom teachers, custodians, and supervisory aides. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

The school district is not responsible for any lost, stolen, or broken devices.

- **Emergencies/Drills:** Personal technology devices are a safety issue during an emergency. These devices have the capabilities to set off bombs, can interfere with emergency response, and could be a major disruption. Therefore, use of personal technology devices is **not allowed** during emergencies/drills and may be confiscated.
- Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated.
- The unauthorized photographing of students and/or adults is not allowed without their expressed written consent and permission.

Elementary and Middle School students may not use cell phones, smart watches, wrist phones, or any other personal electronic devices during the school day. If brought to school, the aforementioned electronic devices must be turned off and stored in a student’s backpack or locker.

Unauthorized use of such devices may result in the following disciplinary action

- **1st offense**- The device is confiscated until 3:30 pm the following day. However, the parent may come to the school to retrieve the device the same day after 3:30pm.
- **2nd offense**- The device is confiscated for two days. However, the parent may come to the school to retrieve the device after 3:30pm.
- **3rd offense**- The device is kept by the school until a student-parent-principal meeting takes place with the determination of appropriate consequences, such as a student contract.

High School students' use of cell phones, cameras, and recorders of any type is limited to classwork or projects as authorized by the instructor. Such items should be stored away in a backpack or classroom cell phone holder unless teacher permission is granted to use the device. Students may use electronic devices in common areas during non-instructional time in a manner that does not violate the privacy of others.

Child Safety GPS and Audio Child Tracking/Monitoring Systems

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any “Listen-In” feature is disabled during school hours due to privacy concerns.

Communicable Diseases

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 school by 9:00 am, so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis

Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Coronavirus	

Other Illness
If your child is ill, he/she should stay at home until they feel well enough to return to school. Exclusion from school includes: Fever over 100.4 deg F, vomiting, diarrhea, pink eye, cold and flu symptoms such as cough, fatigue, runny nose, body aches.

Your child should be fever-free for at least 24 hours without the use of fever-reducing medication before returning to school. Likewise, your child cannot return to school until it has been at least 24 hours since the last episode of vomiting or diarrhea. Rashes and eye infections will need a doctor's note to return to school to ensure students is not infectious to others. When a child is too ill to go outside at recess, he/she is too ill to be at school.

Head Lice
Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

The head louse is a parasitic insect that is most commonly found to infect children in the elementary years. Close contact (such as from sleepovers and sharing hats) is typically a means of spreading the infection. For more information, please contact your school nurse.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. Belgrade Schools have a protocol that if a student is found to have live lice in his/her hair, parents will be notified and will need to give their child a treatment for lice before returning to school. Students will need to be seen by a school nurse after treatment prior to returning to class to ensure students receive adequate treatment.

Complaints by Students and Parents

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding challenges to educational material, those governed by a specified procedure in State or Federal Law that supersedes a uniform grievance process, and those about sex discrimination and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred 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. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website (Policy 3225-P(1)), or any District or school office or by contacting the Title IX Coordinator.

Students shall use School Board Policy 2162-P(1): Section 504 to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website, https://www.bsd44.org/ or any District or school office or by contacting Mary Farber, Director of Student Achievement, at 406-388-6951.

Gun-Free Schools/Firearms

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

Distribution Of Material

School Materials

All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum or communication to the public. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials with prior approval from building or district administration.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the building principal at least one week prior to the requested distribution.

Homeless Students

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

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, varicella and tetanus. Hemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3413.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities,

however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of 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.

Service of Process

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

School Resource Officer (SRO)

The Belgrade School District works in partnership with the Belgrade Police Department to provide our schools with a School Resource Officer (SRO) to ensure a safe learning environment for all students. The SRO is dedicated to building meaningful relationships with students and a positive view of law enforcement. SRO's work with students, parents and staff in a proactive preventative manner. SRO's may be called upon to assist in situations including, but not limited to minor and major behavior issues, law enforcement education, crisis situations, and safety issues.

Parent Involvement, Responsibilities, and Rights

The District believes that the best educational result for each student occurs when all three partners are doing their best: the 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 online in the parent portal. A parent with questions is encouraged to contact the building principal.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually 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.
- Become a school volunteer. For further information, visit https://www.bsd44.org/about/volunteer-information.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website https://www.bsd44.org/
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

Protection of Student Rights

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

Religious Practices

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage

in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

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.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire, Tornado, and Other Emergencies

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

Emergency School-Closing/Delayed Start Information

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Like any public service, people count on our schools to remain open. Our role in the community goes beyond providing educational services:

- A significant number of students in the district would remain home alone without supervision if their school had an unscheduled closure. Many families find it challenging to adjust work schedules on short notice. We encourage families to have a plan in case of school closure.
- A functioning school building provides warmth and safety in addition to instruction.
- Many students rely on their schools for breakfast and lunch. These meals are convenient and provide nutritional needs for children who may otherwise go without.

Delayed Start - school will start two hours later than the regular schedule

1. Bus routes will pick up two hours later than the regular schedule.
2. Breakfast will not be served.
3. No AM preschool program.
4. Dismissal will be at the regular time.

Early Release - school will be released at either 1:00 pm or 2:00 pm.

1. Students will be dismissed at the release time. Bus routes will run at the release time.
2. All after-school activities and sports will be canceled unless the situation is resolved.

School Cancellation - no school, childcare, or afterschool activities.

1. After school activities will be canceled unless the situation is resolved.

Notification of school cancellation, or delayed start will be made by 6:30 am each school day where the schedule is altered except in an emergency. Notification of early release will be made by 11:00 for a 1:00 dismissal or 12:00 for a 2:00 dismissal. Parents will be notified via Infinite Campus Messenger, the district website and social media, as well as TV/radio. In inclement weather we encourage parents to make attendance decisions for their children based on their specific ability to get to school safely.

Projected Low Temperatures (consideration may be made for wind chill and other impacting factors)

Delay the start of school by 2 hours if dangerous conditions are expected to significantly improve in the interim (e.g. snow, black ice, fog, temperature).

Approximately -30°F	Cancel bus service / school in session
Approximately -40°F	Cancel school

If there are four or more district bus routes canceled, then morning bus service will be canceled for the entire district.

Cold Weather Plans

Recess for students will be outside unless the <u>temperature is below zero degrees</u>. On-site wind chill, humidity, and precipitation are all factors that will be considered when determining whether students should be outside and for what length of time. The principal or outside supervisors can make the decision to have children come inside. If the temperature is below

50 degrees, your child must wear another layer of clothing (sweatshirt, light jacket, etc.). Parents - please be aware of the weather forecast and send adequate clothing with your child to protect him or her from Montana weather.

Personal Protective Equipment

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

Searches and Seizures

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

Students and their Personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school

property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

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.

Evidence produced by a search may be used in a disciplinary proceeding against the student.

Sex-Based Harassment

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

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so sever, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.S. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 for additional information regarding the District's prohibition against discrimination and harassment.

Students in Foster Care

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or

- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

Appendix A: Elementary School

AFTER-SCHOOL PROGRAM

Each elementary school has its own after-school program. This program provides an opportunity for parent-paid after-school childcare. Please contact your school office for information about the after-school programs.

COUNSELING

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact the school.

DRESS AND GROOMING

Students are to wear clothing that is modest:
• Shorts and skirts must be at an appropriate length for a school setting.
• No see-through tops without a full undershirt.
• No belly shirts, spaghetti string tops or halter tops.

Also, students are not to wear any clothing that advertises alcohol or tobacco products or displays inappropriate or insulting language. Students wearing inappropriate clothing will be asked to change. Clothing or other accessories that are a distraction/disruption to the learning environment should not be worn to school.

GRADING GUIDELINES

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

N/A - means not assessed.
0 - means no data.
1 - means student needs support to complete parts of the standard.
2 - means student can independently complete parts of the standard.
3 - means student can independently complete all parts of the standard.

HOMEWORK

Educational research has shown that assigning homework to elementary aged students has little to no impact on student achievement. In some cases, homework can actually be detrimental to the learning process.

Although homework does not have an impact on achievement in the elementary school, educational research has found students who read and are read to at home do better in school than children who do not read at home.

Appendix B: Middle School

Belgrade Middle School Expectations/Universals

Be ***Responsible***

Model ***Respect***

Stay ***Safe***

BELGRADE MIDDLE SCHOOL PHILOSOPHY

We believe the emerging adolescent is in a developmental state where physical, emotional, social and intellectual changes are occurring sporadically and unpredictably. It is the challenge of middle school to develop an educational program that is based on the needs and characteristics of this most diverse and varied population. Therefore, we believe a unique educational experience applicable to this age group is mandated. To provide for the special needs of this age group, the following objectives are essential:

1. A strong program of instruction in the basic skills
2. A variety of choices and decision-making experiences
3. A recognition given that the change from concrete to abstract reasoning is a natural part of human development which generally occurs during early adolescence, and curriculum that is particularly sensitive to the need for learning experiences which accommodate this transition
4. In-service training provided for staff committed to working with the student
5. A scheduling program that provides a smooth transition of students from middle school to high school
6. Active communication between parents and staff
7. A sensitivity to the student's changing need for socialization and independence and provision for its expression
8. Acknowledgement of the action-orientation of these youngsters and provision of legitimate means for its expression, including an opportunity to for physical activities each day
9. Introduction of the student to a variety of elective classes and encouragement for students to pursue special interests
10. A counseling program that gives rise to developmental activities such as conflict resolution and life skills is provided for all students
11. A provision for a wide range of co-curricular and extracurricular activities with an emphasis on participation will be offered
12. A provision for regular evaluation of the total program's effectiveness will be offered

Advisory

Advisory is a regularly scheduled period of time, typically during the school day, when teachers meet with small groups of students for the purpose of advising them on academic, social, or future-planning classes.

After School Program

Belgrade Middle School and Greater Gallatin United Way provide the Kidslink afterschool program for grades 5-8. The Kidslink afterschool program provides a safe place for kids to receive academic help, make positive connections and experience fun STEM/STEAM activities. Hours are from 3:30 pm to 5:45 pm, on school days in room 51. For questions on how to sign up, please call Greater Gallatin United Way, 406-587-2194.

Backpacks/String Packs/Book Bags

Items such as these must be in student lockers from 8:15-3:30. Students will not be allowed to carry them during the school day or to class. These are precautionary measures for school safety.

Closed Campus

- Belgrade Middle School is a closed campus.
- Once students arrive at school, they are not allowed off campus without a parent or guardian picking them up or checking them out from school with the office.
- In order to allow students to leave school grounds under special circumstances, prior written permission must be provided to the office from the parent/guardian. Students attempting to make last minute arrangements to leave campus will not be allowed to call.
- Violations of these procedures will result in detention with the privilege of leaving school grounds taken away.
- All non-students must check in at the main office.

Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact the middle school office at 406-388-1309. Counseling services at the middle school currently include sessions, small group meetings and classroom visits. Students, parents, teachers, administrators, or school psychologists can make referrals. The counselor will work with each of these sources to provide the best plan of services for an individual student. Students may be seen on a regular basis, in a crisis situation, or for a brief period of time.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

Behavior Support Assistant

A Behavior Support Assistant may be utilized to offer an additional positive support for a student. Behavior Support Assistants will work alongside administrators offering various levels of care that may include, but are not limited to check-ins, conflict processing, offer a quiet environment, behavior coaching, peer and staff relationship support, etc.

School Based Outpatient Treatment (SBOT)

One Health and Intermountain are working together to provide mental health therapeutic services for students at Belgrade Middle School. Mental health therapy can be difficult to access for working parents and busy families, and clinicians being present in BMS allows for easier access to services. Therapy can be useful in a variety of ways including skill building for emotion regulation and recognition, social and behavioral skill building, and having a safe place to process live stressors. Referrals are made by school staff; however, if parents are looking for services they can call and request a referral be made by speaking with their grade level school counselor. Therapy services are often covered or partially covered through most insurances. Sliding fee scales are available for those that qualify without insurance or high deductible plans.

Disciplinary Actions

Office Referral

An Office Referral is issued when a student's behavior involves a major offense or three or more repeated minor offenses within a semester. The parent/guardian shall be notified whenever their student receives an office referral by the assigning staff.

Positive Alternative to School Suspension (PASS)

Pass is an option utilized by staff to assist in behavior situations. The PASS room is supervised and can be utilized to allow a student a quiet break for a few minutes before being allowed to return to class, for a several minute detention, up to the entire class period of the assigning staff member, and for lunch and recess detentions. PASS is also utilized for In School Suspension (ISS). This is assigned by the administration for more serious offenses.

Consequences

Possible consequences of behavior infractions include the following:

- **Detentions** are assigned for minor infractions will be served with the teacher that assigned the detention or may be referred to the Positive Alternative to School Suspension (PASS) program during the assigning teacher's class period.
- **In school suspensions (ISS)** may be assigned to a student for more serious infraction or when a student needs an alternative environment to get back on track. This is a suspension served on the school campus. Monitoring/supervision of the student is provided by school staff. ISS could be served through the PASS program (Positive Alternative to School Suspension). Students may be asked to fill out a reflective sheet on

their behavior. Students are provided with their coursework and are expected to complete any assigned work. ISS is assigned by administration.

- **Out of School Suspensions (OSS)** may be assigned for more serious or repeated infractions. When students are assigned out of school suspension, they are not allowed on campus. Monitoring/supervision is the responsibility of the student's parent/guardian, and the student is not the responsibility of School District #44. It is the student's responsibility to follow up with their teachers regarding missed work. During OSS, the attendance record will show (SA), suspended absence. OSS is assigned by administration.

Dress and Grooming

Clothing, accessories, face paint, masks, or appearance modifications that make identification difficult, distract from or reduce the promotion of a safe and productive learning environment for all students and for school personnel will not be allowed at school or school functions.

This includes but is not limited to the following:

- Hats/hoods/head coverings/headphones/earbuds and sunglasses are not to be worn in the building. Students may carry hats to the cafeteria and wear them at recess. Hoods may be worn at recess and on special school sponsored Hat Days. Bandanas may be worn as a headband. Bandanas and chains are not permitted to be worn on the body.
- Any costume and face paint will not be permitted for safety purposes.
- Headphones and earbuds may be used in the classroom with that staff member's permission but otherwise should not be worn and should be locked in the student's locker during the school day. These are not allowed at recess.
- Clothing that shows the midriff or chest, or displays inappropriate graphics such as drug, alcohol, tobacco, nicotine/vape references, sexual innuendos, inciteful slogans, etc. are not permitted.
- Shoes are required at all times.
- All undergarments must not be visible
- Students with attire deemed inappropriate by a staff member will be given options to address the dress code violation. Continued violations or refusal to address the violation will result in an Office Referral.

Clothing-Lost and Found

All clothing, equipment and backpacks should be plainly marked with name tapes or ink. Unclaimed clothing and articles are put in the lost and found. Each year we donate several large bags of lost and found items. Students and parents are encouraged to check the lost and found at any time. Taking something from lost and found without permission is considered stealing.

Elective Transferring

Procedures for moving students into and out of an elective class:

1. Students will not be allowed to switch electives after the first two weeks of the semester. Students moving into new elective classes may be required to make up

missing work from the class they moved into. This will be at the discretion of the teacher.
2. Students must get permission from the teacher they are wanting to switch into to ensure there is space for the student.
3. Students must fill out the transfer form and have both parents and teachers fill it out. The form will then be given to the registrar in the office.
4. Students cannot switch their schedule to accommodate an elective class if it requires moving core classes unless the core teacher signs off on the approval process.
5. All changes are subject to administration approval.

Exploratory Days

Students work within their teams and explore activities outside of the regular units of study. At times these activities may occur off campus. Travel is taken care of by the school, but fees may occur. Scholarships are available upon request. Belgrade Middle School behavior expectations apply to exploratory days and may restrict a student's ability to participate.

Extracurricular Activities, Clubs, and Organizations

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations. Students must be in good standing behaviorally and academically in order to participate.

A meeting of students, parents and coaches prior to the first practice in each sport will be held to discuss the district's athletic policy and to answer questions that students or parents may have about the upcoming season.

Students who plan on taking part in extracurricular activities must have an agreement signed by their parent/guardian and the student. This is to ensure that all parties are aware of the course of action, which will be taken if school policy is violated. Students who fail to have their extracurricular activity sheets signed will not be allowed to participate in extracurricular activities. A physical examination signed by a qualified physician and a participation fee is required before any student may participate in any activity.

The Belgrade Middle School offers the following extracurricular activities. If money is a hardship, please contact the office. Scholarships are available. We encourage all middle school students to participate in activities.

Activities	*Grade Level(s)*	*Fee*
Cross Country	(6-8)	$55
Volleyball	(7/8)	$55
Football	(7/8)	$55
Girls Basketball	(7/8)	$55
Boys Basketball	(7/8)	$55
Wrestling	(5-8)	$55
Track and Field	(7/8)	$55

Girls Basketball	(5/6)	$25
Boys Basketball	(5/6)	$25
Volleyball Coed	(5/6)	$25
Theatre/Drama	(5-8)	$25
Speech and Debate	(5-8)	$25

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by the Belgrade School District subject to the student's eligibility as set out in the Participation Booklet. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal.

Code of Conduct for Extracurricular Activities

All activities participants will be expected to conform to all rules of conduct formulated by the coaches/advisors/directors, activities director, administration, and school board, including all expectations outlined in the Belgrade Middle School Handbook and Participation Booklet. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Belgrade School District subject to the student's eligibility as set out in **the Student Participation Booklet**. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

Participants may be suspended from the squad or group for any action unbecoming of a participant representing Belgrade Schools. Activities participants should conduct themselves in an exemplary manner at all times. Belgrade Schools adheres to MHSA guidelines relating to the behavior of participants and spectators.

- Missing/Incomplete assignments report and Office Referral Reports pulled every Wednesday at 3:30 PM during season.
- Missing/Incomplete Assignments:
    - Any **three** or more missing/incomplete assignments would place students on probation.
    - If a student on probation has **three or more** missing/incomplete assignments the following Wednesday, they would then become ineligible until the next Wednesday.

- Each student athlete is only allowed **one** Probationary period per activity season.

- Behavior Report:
  - **One** Office Referral verified by administration would place students on probation.
  - Another Office Referral during the probation period, would make the student ineligible from the following Wednesday to Wednesday.

For any unforeseen circumstances, a student athlete can appeal to the Activities Director for a possible second Probationary period.

Dances

Dances are a privilege for 7th and 8th grade students and are held periodically throughout the school year. Once a student is admitted to a dance, they will not be readmitted to the dance if they leave. Only Belgrade Middle School students may attend. Any student who receives an office referral the day of the dance is not permitted to attend the dance. Parents are needed to chaperone and are encouraged to do so. Dirty dancing, slamming, moshing, back dancing, or inappropriate displays of affection will not be tolerated. Students who choose not to comply with sponsors or chaperones will be asked to leave the dance.

Washington D.C. Field Trip

Even though parents and students cover the expenses for the Washington D.C. trip, due to it being a part of the school day students must be in good standing academically, behaviorally, and with attendance in order to participate, otherwise the student will not be allowed to attend and the trip expenses will be reimbursed according to the policies set forth by the travel company.

Grading Guidelines

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

Students will be assessed on content standards in each course. Students will receive a score of 1.0, 2.0, 3.0 or 4.0 for each standard.

Insufficient Evidence (IE)	The student has attempted the standard task, but has not shown evidence of successfully completing the task at the assessment level yet.
No Data (ND)	Only used for reporting at the end of the quarter. The student has missed extensive content and assessments due to extreme absences and therefore has no data to report out on.
1.0 score	The student has some success on the standard with help.

2.0 score	The student has basic understanding and is partially proficient at meeting grade level expectations. They understand the basic concept or skill, but have not yet reached the proficient level.
3.0 score	The student has demonstrated proficiency in all parts of the standard.
4.0 score	The student has gone above and beyond the standard.

Promotion

In order for 8th grade students to participate in the 8th grade promotion celebration the above requirements must be completed. Student legal names, as they appear in Infinite Campus, will be read during the promotion ceremony.

Hallways

Students are only allowed in the hallways during a portion of class time and with staff permission. During the first 10 minutes of class and the last 10 minutes of class, students are not allowed in the hallways (10/10 Rule). A student must visibly carry a hall pass as evidence of permission to be out of class. Students are expected to be well behaved in the hallways, use quiet voices, and walk on the right side of the hallway.

Students are allowed into the building beginning at 7:30 am only if they are eating school breakfast in the cafeteria. The building opens for all students at 8:00 am.

Homework

Key Concepts

- Learning Matters Most
- It is essential that students use their school time wisely to learn the content to the best of their abilities and that is why missing work should be completed.
- Attendance matters.
- Deadlines matter. Missing work is only accepted up until 1 week after the 3.0 assessment. (Exceptions are at the discretion of the teacher and administrator)
- Teachers will consistently utilize Infinite Campus and its features in order to communicate with parents during the learning process.
- It is highly recommended that parents and students have notification features turned on and check Infinite Campus frequently.
- Students will have multiple and varied learning opportunities throughout the study of a standard, guided by materials such as self-navigation tools or other additional practice.

Very Important Practice (VIP)

Support will be provided during lunch time for students with missing assignments or those who need additional practice to be successful in their content standards. Students will be recommended for VIP by their classroom teachers and will be required to attend. If students fail to attend VIP sessions when assigned or refuse to do the practice work, this will result in a minor behavior referral. With your help we look forward to supporting your child as he/she works to master the content needed to be prepared for future academic endeavors. Thank you for being a part of making your child's education successful!

Make-up Assignments

It is the student's responsibility to obtain make-up assignments. As a guideline, for each day absent, the student has one day for make-up work plus one day added to the total days gone. Missing work is only accepted up until 1 week after the 3.0 assessment. (Exceptions are at the discretion of the teacher and administrator.) The make-up time frame should be established with the appropriate staff member. **Students may be required to take a test or turn in a project in a class on the day of return if the students were aware of the test/project prior to the absence.**

Library Rules and Procedures

We welcome students to the Library Media Center. In order to have a successful experience in our facility, we need to inform our patrons about the following:

- If students are not with a class, they must sign into the library.
- There are no food, drinks, or gum, allowed in the library.
- Books overdue more than one week will have overdue notices emailed home. A phone call home by the librarian may be made if necessary. Library policy for fines allows a five (5) day grace period, after which a ten-cent (.10) fine per book per day will be charged. Maximum fine per item is $3.00.
- Lost books need to be paid for by the end of the year. Students are allowed 2 books at a time and lost books are considered "checked out" until found or paid for.
- Students are welcome to spend recess break in the library if they sign in and before we reach a capacity of 20 students. No technology including phones or computers are allowed.

Chromebooks are available for check out should a student need to use one. They are required to be returned to the library before the end of the school day.

PAAL

Panthers for Achievement and Alternative Learning (PAAL) is an alternative setting inside of BMS where students are enrolled in core subjects. PAAL is a very flexible program that utilizes a low student to teacher ratio to help students succeed with a significant amount of one-on-one instruction. Most of the learning objectives are achieved using laptop computers, so consequently there is no homework in the PAAL program. PAAL is an intervention option for students in the 5th through 8th grades

Public Display of Affection (PDA)

School is a formal setting much like a place of business. PDA is inappropriate and will result in a minor behavior referral. Excessive or repeated PDA will result in an office behavior referral and may fall under the category of sexual harassment.

School & p.e. Lockers

Each 7th & 8th grade student is issued a locker with a combination lock when enrolled in school. Locker combinations locks should not be adjusted in such a way so that a student's property is protected from theft. Fifth and sixth grade students are issued lockers, but they do not include a built-in lock. Fifth and sixth grade students are encouraged to provide their own combination or key lock. If 5th and 6th grade students choose to use a key lock, they are advised to give a second key to their advisory teacher. Belgrade Middle School owns the lockers and reserves the right to search lockers when it is deemed necessary. Student lockers should be organized and clean. School District #44 is not responsible for any valuables that may be lost, stolen, or damaged.

7th and 8th grade students will be issued a locker with a combination lock for P.E. It is mandatory that students keep all of their P.E. clothes, street clothes and personal items locked at all times in order to prevent theft. Belgrade Middle School owns the lockers and reserves the right to search the lockers when it is deemed necessary. ***Lockers must be kept locked at all times.***

Skateboards/Roller Blades/Scooters

These and devices of this nature are not allowed to be used on school grounds, except when permitted at principal discretion in a designated area during lunch recess and with signed permission and the proper use of a helmet. Permission is given when students and parents sign the hold harmless form available in the main office. Students may use them as transportation to and from school, but must be picked up or stored for the safety of all once students reach school grounds. Students may not use these pieces of equipment in school parking lots before or after school.

Student Badges and Lanyards

Students will be issued an identification badge and lanyard at the beginning of the school year at no cost. Students are required to carry these throughout the day while on campus and during busing. Badges must be visible at all times and used to scan for bus rides and in the cafeteria for breakfast/lunch. The first replacement badge and lanyard will be free, but subsequent replacement badges after this will be $5.00.

Students not wearing their badge in a visible location or not using it for cafeteria will be held accountable to the following:

1st Offense – Reminder/corrective teaching
2nd Offense – The student replaces the lost badge if necessary and goes to the end of the lunch line

3rd Offense – Student makes a phone call home
Repeated Offenses – Lunch detention(s), administrator calls home.

Student Council

The purpose of the Student Council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. The Student Council is created to promote cooperation, responsibility, leadership, friendship and school spirit. Student Council members help share students' ideas, interests, and concerns with the school wide community. The Student Council is the voice of the student body. It is an organization conducted by students and supervised by adults. Grades 5th through 8th grade students are eligible to participate based on an election conducted early in the school year.

Use of School Telephones

- Every effort will be made to accommodate student telephone needs. Phones are provided in classrooms for student use with teacher permission.
- Students are not allowed to use the office phone except before school, at lunch, and after school, unless given permission by office staff.
- In case of emergency, a parent or guardian may leave a message for their student with an office administrative assistant. The message will be promptly delivered.

Appendix C: High School

A Message from the Belgrade High School Staff

Belgrade High School is glad and proud to welcome students, parents, and guardians to the 2024-2024 school year. The High School Administration is extending a standing invitation to all our parents and guardians to visit us at the school.

Parents, guardians, school, and community are all partners in education. A positive relationship between us, one based on trust and open communication, is essential for the continued growth and success of the educational programs at our school.

We want to better acquaint you with the school and its operation with this handbook. It cannot cover everything in complete detail, but we hope it will give you a good understanding of how our school operates.

Please take time to read and discuss this manual before signing the digital form. If you have questions, give us a call at **406-924-2543**. We will be happy to answer them. In addition, we welcome your comments on our policies and procedures. Your input will help us grow.

Belgrade High School is characterized by **EXCELLENCE** in education *and* **PRIDE** in community.

WE ARE…

Present each day in classes and we acknowledge our common goals in education.
Respected in our efforts to support each other, reach pinnacles of our educational experience, and demonstrate our respect through the positive and meaningful connections we make and support.
Involved with people and vow for that involvement to be defined by support, compassion, enthusiasm, exploration, and a sense of belonging in our school culture.
Dedicated to each other and BHS and we will work to make BHS the premier high school in our great state of Montana.
Engaged in our coursework, personal and educational goals, futures, and our commitment to community and excellence.

BELGRADE HIGH SCHOOL FIGHT SONG

We're loyal to you Belgrade High **For the green and the white Belgrade High** **We'll back you to stand against the best in the land** **For we know you will fight Belgrade High** **RAH! RAH!**	**So crack out the ball Belgrade High** **We're backing you all Belgrade High** **Our team is our best protector** **On girls/boys for we expect a victory** **From you Belgrade High** **P-A-N-T-H-E-R-S** **Repeat verse**

ATTENDANCE

School Response to Absences

- After Five Excused and/or Unexcused absences in an individual class the classroom teacher will contact the parents/guardians of the student to inform them of their child's absences.
- After Eight Excused and/or Unexcused absences a "Notice of Excessive Absences" letter will be emailed to families via Infinite Campus.
- At Ten Excused and/or Unexcused absences or more, the 10-Day Absence Policy will be in effect.

10-Day Absence Policy

Any student having ten or more excused or unexcused absences in a semester will receive no grade for that class unless a waiver is granted by the Attendance Committee.

If the student is passing with a 70% or higher in the class, they will receive credit but the letter grade will be reflected as a "P." However, students shall not be denied a grade for a course if they have ten or more excused absences in a semester when the following conditions are met: (1) the absences are validated as excused, (2) make-up work is satisfactorily completed and (3) a passing grade has been earned for course work during the semester. Eligibility for a grade will be restored if recommended by the Attendance Committee. The Principal has the final decision on this matter and may develop attendance plans for students for the possibility of earning back the earned letter grade.

Students who have a grade of 60 - 69% will receive a letter grade of "D" as assigned and credit for the class. Students who have a grade of 59% or lower will Fail the class and not receive any credit.

The Attendance Committee is a standing committee composed of members appointed by the Principal and chaired by an administrator. The chair shall vote only in case of a tie. On the tenth absence, a waiver hearing will be scheduled by the school at the request of the student or parent/guardian.

For purposes of accurate record-keeping and student accountability, excuses for all absences must be received and validated within five school days of the student's return to school. Excuses received after that time limit will not be considered unless the Principal deems extenuating circumstances exist.

Make-Up Policy

Students can best experience opportunities to learn and grow when they are in class. It is the policy of this school that the student, parent or guardian, and teacher work together to complete schoolwork due to activity-related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion.

For Excused Absences only, upon return, for each class missed students will have, at a maximum, the number of class periods missed plus one additional period to turn in missed assignments. Students will be expected to turn in work and/or take scheduled tests on the day of their return for all work scheduled or assigned prior to the absence.

Failure to complete assignments on time based on the attendance policy results in a grade of zero for work missed. **Make-up work will not be accepted for unexcused absences.**

Skipping or Truancy

Any absence from school requires the parent/guardian to acknowledge the absence with an email or phone call prior to or upon return. Failure to provide documentation from the parent/guardian shall result in the absence being considered unexcused. Leaving the school building without permission or checking out with the office will result in an appropriate consequence.

The consequences for being truant or skipping include:
o Loss of credit for work missed
o After School Detention; PASS Detention
o Notification of School Resource Officer

Awards and Honors

An award assembly for the arts and academics is held at the end of the year.

Coaches and activity advisors will organize and host awards ceremonies at the end of each athletic season.

Counseling

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 11 will be provided information on anticipated course offerings for the next year and other information that will help

them make the most of academic and vocational opportunities. (See **Graduation Requirements**)

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

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact the high school registrar at 406-924-2504.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

Dress and Grooming

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of disruption. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health. Students and staff are responsible for managing their personal distractions.

Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

Students may not wear clothing, jewelry, or personal items that:

- Intentionally show private parts. Clothing must cover private parts;
- Contain pornographic images, threats, or that promote illegal or violent conduct such as the unlawful use of weapons;

- Display drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Contain sexual or profanity innuendo such that a peer or staff member could construe sexual or profane meaning
- Cover the student's face to the extent that the student is not identifiable, including sunglasses.

Dress Code Discipline Procedures

The student will receive a violation slip and will be sent to the office.

- **First Offense:** The problem will be corrected and the student sent back to class.
- **Second Offense:** Parents will be called and disciplinary action will be taken.
- **Third Offense:** Parents will be called and disciplinary action will be taken. (Possible suspension).

Driver Education

Driver Education is offered during the school year and during the summer. Instruction takes place either before or after school. Driving will take place before or after school, as well as on Saturdays. Information on registration and class fee is available online or at the high school office. Students must be at least 15 years old within 6 months of the completion of the course. Entry into class will be based on date of birth and oldest students have first priority. The secretary for Driver Education is Kari Altenburg and her phone number is 924-2261.

Dual Credit Courses / College Coursework

Belgrade High School offers a variety of dual credit courses in conjunction with outside providers. Please contact administration for details on current offerings for the school year.

Career and Technical Education Diploma

A CTE distinction diploma recognizes students for their hard work to complete one of the Career Pathways offered. A student who completes one of the Pathways will earn a diploma with a "CTE Distinction" noted directly on the diploma. Agriculture, Business, Family and Consumer Sciences, Health Occupations, and Industrial Technology all offer at least one Pathway for students to explore. Details are found in the curriculum guide.

Extracurricular Activities, Clubs, and Organizations

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations and are detailed in the Belgrade High School Activities Policy.

The Belgrade High School offers the following school curricular and co-curricular clubs:

Art Club, Athletics, Band, BPA (Business Professionals of America), Choir, Close-Up, Competitive Speech/Drama/Debate, FCCLA (Family Career and Community Leaders of America), FFA (Future Farmers of America), French Club, HOSA (Health Occupation Students of America), NHS (National Honor Society), Prostart, Robotics Club, Spanish Club, Student Council, and Theater.

Remember: Academics are the first responsibility of the student. Students are not in school for extra-curricular activities, but are in extra-curricular activities because of school.

Boys Athletics: Basketball, cheerleading, cross-country, football, golf, soccer, baseball, track, swim, and wrestling.

Girls Athletics: Basketball, cheerleading, cross-country, golf, soccer, softball, track, swim, wrestling, and volleyball.

Please refer to the Activities Participation Booklet. To request a copy please contact the activities secretary at 406-924-2551. This document can also be accessed on the Belgrade District website.

Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity.

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by the Belgrade School District subject to the student's eligibility as set out in the Activities Participation Booklet. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

Grading Guidelines

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

Grade Point Average (GPA) & Class Rank

For the purpose of determining and reporting a student's (a) Grade Point Average (GPA), (b) class rank to post-secondary educational institutions or other agencies and (c) determining Honor Grads, semester grades shall be converted to whole grades (no minus or plus grade) using the following table:

A and A- = A (4.0)
B+, B, or B- = B (3.0)
C+, C, or C- = C (2.0)
D+, D, or D- = D (1.0)
Less than D- = F
(0.0)

The resulting whole grades for semester courses shall be used to determine a student's GPA and class rank for this section. Class rank is determined by the cumulative Grade Point Average (GPA). All students are included in a class rank. Grades assigned for being a teacher aide/assistant and/or On the Job Training (OJT) are on a pass-fail basis and are not included in computing a student's GPA. All other courses are used in computing a student's GPA. Class rank will not include the second semester of a student's senior year.

Grading & Mid-Term Reports

Grade reports shall be based on a quarter system. Final course grades shall be based on a semester system. Course grades shall be recorded on a student's academic transcript as semester grades.

All grade reports (progress, mid-term and semester) can be viewed on Infinite Campus Portal. Students with failing midterms, quarter grades, and semester grades will have reports mailed to the parents on the Wednesday following the end of the grading period.

Grading System

Belgrade High School uses the following grading system:

A = 95-100%	**A- = 90-94%**	
B+ = 87-89%	**B= 83-86%**	**B- =80-82%**
C+ = 77-79%	**C = 73-76%**	**C- =70-72%**
D+ = 67-69%	**D = 63-66%**	**D- = 60-62%**
F = 59% & below		

All original entries in the grade book (homework, tests, quizzes, projects, etc.) will be numerical. The letter grade at the end of the grading period will be a compilation of these numerical grades.

- **Incompletes and Make-up Assignments:**

  It is the student's responsibility to obtain make-up assignments. It is the administration's recommendation that students communicate absences with each respective teacher, as well as, the expectation for when make-up assignments are due. For Excused Absences only: upon return, for each class missed students will have, at a maximum, the number of class periods missed plus one additional period to turn in missed assignments. Students will be expected to turn in work and/or take scheduled tests on the day of their return for all work scheduled or assigned prior to the absence. Students with an Unexcused Absence (UA) will not be allowed to make up assignments missed.

  Incompletes are the responsibility of the student, not the teacher. In the case of extreme illness or circumstance, the teacher can extend the time limit to make up work.

  Any incomplete grades will reflect the grade earned minus the incomplete work. Once the incomplete work is turned in, the teacher will record the new grade and notify the office of the change.

- **Grading System & Transfer Grades:**

  Students entering the High School from a Montana or another state accredited school will have their grades transferred as recorded on their former transcript(s). The GPA Values table used by Belgrade High School will then be used to calculate the transfer letter grades into GPAs for the Belgrade School system. No grades or credits from a non-accredited school will be accepted. The High School principal and/or counselor will determine which transfer courses will meet Belgrade School District requirements for graduation.

GRADUATION

Activities

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Graduation activities will include:

Graduation & Commencement Speaker(s)

The senior class officers will select the Commencement speakers with approval of the High School administration.

Graduation & Early Graduation

A student's right to participate in a commencement exercise of the graduating class at Belgrade High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and local requirements for graduation. All requirements must be finished before they check out of school on the

Wednesday before the graduation ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3), MCA. In such instances, the diploma will be awarded after the official ceremony has been held.

The following Board Policy is designed to facilitate those Belgrade High School students who wish to graduate from high school at the conclusion of the first semester of their senior year.

- A letter requesting early graduation from the parent or legal guardian must be submitted to the principal no later than March 1**.** The principal may approve an early graduation request at a later date based on unforeseeable events. In addition to the parental request, the student must also submit a letter as to why they want to graduate early.
- To be considered, all required credits must be successfully completed by the end of the first semester, of their senior year.
- Students must have completed (7) semesters of high school.
- Registration for second semester of their junior year must be completed so that they have the proper courses and credits.
- Early graduates forfeit their right and privilege of valedictorian, salutatorian, and any extracurricular trips and benefits, participating in Close-Up, holding any office in any club or organization or traveling to any high school event.
- It is the students' responsibility to obtain all graduation information.
- An agreement must be picked up in the main office and signed with appropriate signatures.

Honor Graduates

Honor graduates (who receive special recognition at graduation ceremonies in the spring) must have attained a 3 ½ year GPA of 3.670 or higher. We do not round off GPAs. Honor graduates will receive an asterisk by their name on the graduation program, will wear gold graduation cords, and will be officially recognized during the ceremony. Honor graduate selections will be made at the end of the first semester of the student's senior year.

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

Valedictorian or Salutatorian

Valedictorian and Salutatorian will be determined on May 1st of the 8th semester. To earn the title of Valedictorian(s) or Salutatorian(s) as a student:

a. Must have been enrolled in Belgrade High School for their entire senior year.
b. Must have completed the Montana Board of Regents' College Prep Program.

c. Must have completed 23 credits through the 1st semester of their senior year. At the discretion of the high school administrators, college courses may be counted for determining the number of credits completed.
d. Must have completed 2 AP credits. Starting with the class of 2026, must have completed 3 AP credits.
e. Must not have any grade of “P” for attendance in any class.
f. Must have earned an Advanced Studies Diploma.
g. The Valedictorian title is awarded to the student with the highest cumulative GPA. The Salutatorian title is awarded to the student with the second highest cumulative GPA.
h. If GPAs are equal, the Valedictorian title will be awarded to the student with the highest cumulative GPA and the most AP credits completed. The Salutatorian title will be awarded to the student with the second highest cumulative GPA and number of AP credits completed. In the case of a tie for the highest GPA and number of AP credits completed, co-Valedictorian will be awarded. In the case of a tie for the second highest GPA and AP credits completed, co-Salutatorian will be awarded.

All 4.0 students will be recognized by name at the graduation ceremony.

<u>Requirements for a Diploma</u>

The following contains graduation standards for a Belgrade High School Diploma: 23 credits are required for graduation

English 4 units (credits)
Math 3 units (credits)
Health Enhancement 2 units (credits) Note: Exceeds OPI Accreditation Standards
Science 2 units (credits)
U.S. History 1 unit (credit)
Government ½ units (credit)
Social Studies ½ units (credit)
Fine Arts 1 unit (credit)
Vocational/Practical Arts 1 unit (credit)

The physical education requirement may be waived by presenting a signed affidavit from a medical doctor that you are not physically able to participate in physical education. However, a student must successfully complete the health component of this requirement.

A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a recommendation may be made to approve a minor deviation from the graduation requirements.

A student who has an experienced educational disruption will be entitled to graduate with a diploma if the student has met the minimum credit requirements established by the Board of Public Education. The District may distinguish the diploma in a reasonable manner from other diplomas issued. The Board of Trustees may enroll a student who is not yet 19 years and was awarded a diploma due to educational disruption and who seeks access to reasonable curriculum designed to advance postsecondary success.

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 adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Student Schedules

Class/Course Corrections

Class corrections (drop/adds) will be based on class availability and only to improve teacher/student ratio or a student's academic success. Class changes should be made prior to the beginning of each semester. If this is not possible, students have three school days after the semester begins to change classes.

Because of extenuating circumstances, the administration and the teacher may feel that withdrawal from the class is in the best interest of a student. If the student is withdrawn after the 3-day limit, a mark of "F" (Failure) may be placed in the student's permanent record. No credit will be earned.

Registration and Schedule Correction Procedure

Belgrade High School counselors work collaboratively with students as they plan a course of study that fulfills the Belgrade School District graduation requirements and prepares them for their post-high school goals. This planning begins each spring when students, parents, teachers, and counselors consider BHS classes and identify appropriate coursework for the next school year. Students are given the opportunity to look through the Curriculum Guide and ask ***questions of parents, teachers, and counselors before making their final selections.***

After the registration process has been completed, the BHS administration designs a complex master schedule based on the courses students requested and registered for. Factors beyond the control of Belgrade High School such as budget decisions, legislation, and staffing needs and availability also impact the master schedule and the courses being offered. Because it is not possible to accommodate changing demands for classes once the master schedule is created, ***it is expected that students honor the selections they made during registration.***

Changes will be made to schedules ONLY if one or more of the following conditions exist:

- You are not scheduled for enough classes (9-11 must have 6 credit classes: 12th must have 5 credit classes)
- You have an unscheduled period and need a class or study hall
- You are in the wrong level of a class(example should be in Spanish II, schedule in Spanish I)
- You need a class required for graduation this year (seniors only)
- You need to retake a required class that you did not pass
- You do not have the pre-requisite for a class you are scheduled for
- You are scheduled for a class you completed over the summer
- You want to drop a study hall for a class

Changes will NOT be made for the following reasons:

- You don't like the teacher
- Your parent, a sibling, or a friend does not like the teacher
- The teacher is "too hard"
- The teacher is "not hard enough"
- The teacher assigns too much work
- The teacher "doesn't teach to your learning style"
- You want to be with friends
- You don't know anyone in the class
- The class has the potential of lowering your GPA
- You got a class you listed as an alternative

Vehicles Parked on School Property

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall complete and sign the authorization form and display a parking permit issued by the administration. Students who park on District property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

Appendix D: Ferpa Rights

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

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 District 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 District has contracted to perform a special task (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.

   Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The District classifies the following as Directory Information: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or

the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Belgrade 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 20202-4605