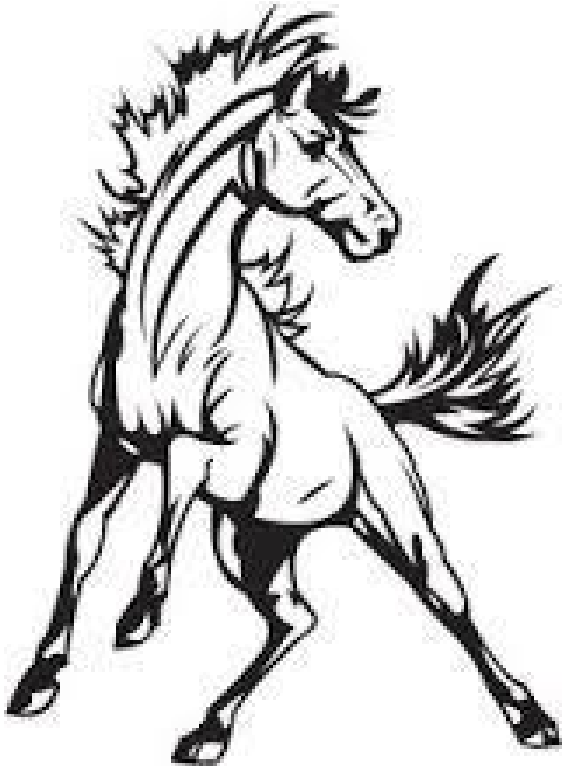
Jordan Public Schools

STUDENT HANDBOOK

2026-27



2026-27 STAFFING ASSIGNMENTS
…….4

ACTIVITY FEES
……..
6

ATTENDANCE
……
….6

ATTENDANCE POLICY 3122P
……..7

BULLYING/HARASSMENT/INTIMIDATION/HAZING……..
7

CAFETERIA SERVICES
…….7

CELL PHONES AND OTHER ELECTRONIC
EQUIPMENT…….7

CLASS AND ACTIVITY MONIES
……..8

CLASS RANKING
…….
8

CLASSROOM STANDARDS
……..8

COMMUNICABLE DISEASES/CONDITIONS
……..8

COMPLAINTS BY STUDENTS / PARENTS
……9

COMPUTER RESOURCES
……..9

CONDUCT
……
……9

CORRESPONDENCE COURSES/DIGITAL ACADEMY
…….10

COUNSELING
……
….10

DIRECTORY
INFORMATION…….,……..……11

DISCIPLINE
……
……..11

DISTRIBUTION OF MATERIAL
……..12

DRESS AND GROOMING
……12

DROP-ADD
……
……..13

DRIVING/PARKING LOT
……..13

DRUG DETECTION DOGS
……13

ELECTRONIC RESOURCES AND SOCIAL NETWORKING
…….13

EXTRA-CURRICULAR ACTIVITIES POLICY
…….14

FAMILY NIGHT
……..
17

FEES
……
……..17

FUND-RAISING
……..
17

GRADING GUIDELINES
…….17

GRADUATION
……..
18

GRADUATION-REQUIREMENTS FOR A DIPLOMA
……18

GRADUATION-VALEDICTORIAN/SALUTATORIAN
……18

GRADUATION-REQUIREMENTS FOR VALEDICTORIAN/SALUTATORIAN/HONOR CORDS …18

GUM CHEWING/FOOD/DRINKS
……..19

HOMEWORK
…….19

HONORS
……..19

IMMUNIZATION
……20

INTERNET ACCESS
……20

MEDICINE AT SCHOOL
……..20

MONTANA UNIVERSITY SYSTEM ADMISSION POLICIES ……20

PEP RALLY REGULATIONS
……21

PRAYER
……21

PROMOTION AND RETENTION
……..22

PROTECTION OF STUDENT RIGHTS
……22

PUBLIC DISPLAYS OF AFFECTION
……23

RELEASE OF STUDENTS FROM SCHOOL
……..23

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES ……23

SAFETY
……23

SCHOOL HOURS
……..24

SCHOOL PARTY/DANCE REGULATIONS
……..24

SEARCHES
……
…...24

SEMESTER TESTS
……24

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION ……..24

STUDENTS OF LEGAL AGE
……25

STUDENT RECORDS
…….26

STUDY TABLE
……2
7

STUDENT LOAD
……..27

TARDIES (7-12)
……27

VEHICLES ON CAMPUS
…….27

VIDEOTAPING OF STUDENTS
……..27

VISITORS
……
….28

2026-27 STAFFING ASSIGNMENTS

ADMINISTRATION

Superintendent of Schools	Ms. Julie Elias	557-2259	High School Building
Business Manager/Clerk	Ms. Anna Guesanburu	557-2259	High School Building
High School Secretary	Mrs. Randa Ross	557-2259	High School Building
Elementary Secretary	Mrs. Samantha Thomas	557-2716	Elementary Building
K-12 Counselor	Mrs. Katie Shawver	557-2467	High School Building
Speech	BCEC	557-2716	Elementary Building
SPED/Title I (K-12)	Mrs. Betty Murnion	557-2716	Elementary Building
SPED/Title I Aide	Ms. Eliza Newfield-Aos	557-2716	Elementary Building
SPEC/Title I Aide	Mrs. Bethany Ryan	557-2716	Elementary Building
SPEN/Title I Aide	Mrs. Samantha Watt	557-2716	Elementary Building
Title IX Coordinator	Mrs. Katie Shawver	557-2467	High School Building

7TH-12TH GRADE TEACHERS

Library/JH	Mrs. Summer Denton	557-2259	High School Building

Band/Choir		557-2594	Gym Building
Business	Mrs. Beth Lawrence	557-2259	High School Building
English	Ms. GerrLyn Balanag	557-2259	High School Building
Family & Consumer Science (FACS)	Mrs. Kiana Billing	557-2259	High School Building
Health/PE	Mr. Ty Stanton	557-2259	High School Building
Math (8-12)	Ms. Geodyl Caligan	557-2259	High School Building
Science	Mr. Alexander Vivar	557-2259	High School Building
Shop/Vo Ag	Mr. Bill Powell	557-2594	Gym Building
Social Studies	Mr. Susan Bailey	557-2594	High School Building

K-6TH GRADE TEACHERS

Kindergarten	Mrs. Marisa O'Connor	557-2716	Elementary Building
Grade 1	Mrs. Angie Murnion	557-2716	Elementary Building
Grade 2	Mrs. Dawn FitzGerald	557-2716	Elementary Building
Grade 3	Mrs. Meriah Ryan	557-2716	Elementary Building
Grade 4	Mrs. Randee Murnion	557-2716	Elementary Building
Grade 5	Miss Leila Mamangun	557-2716	Elementary Building
Grade 6	Mr. Forrest Hensley	557-2716	Elementary Building
Music		557-2594	Gym Building

AUXILIARY STAFF

Bus Contractor	Mr. Shawn Fitzgerald	557-2539	
Cook	Miss Kalley Pluhar	557-2716	Elementary Building
Cook-Assistant	Ms. Mandy Johnson	557-2716	Elementary Building
Maintenance/High School	Mr. Bryan Fitzgerald	557-2259	High School/Gym
Janitorial/ High School	Miss Kalley Pluhar	557-2259	Elementary Building
Janitorial/ Elementary		557-2716	Elementary Building

CO-CURRICULAR ADVISORS

Academic Olympics	Mrs. Katie Shawver	Concessions	Mrs. Angie Murnion
BPA	Mrs. Beth Lawrence	Student Council	Mrs. Katie Shawver
FCCLA			
FFA			
Honor Society	Mrs. Katie Shawver		
Pep Band			

COACHES

Athletic Director	Beth Lawrence
Event Manager	Ty Stanton
Football -Coach	Jason Bollinger
Football-Assistant Coach	Brett Hellyer
Volleyball-Coach	Beth Lawrence
Volleyball-Assistant Coach	Russ Milam

Boys Basketball-Coach	Brett Hellyer
Boys Basketball-Assistant Coach	Sheldon Bollinger
Girls Basketball-Coach	Chip Saylor
Girls Basketball-Assistant Coach	Aaron McWilliams

TO STUDENTS AND PARENTS:

The Jordan School handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent " 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 the Board Policy. Please be aware that this document is updated annually, while Policy adoption and revision is an ongoing process. Therefore, any changes in Policy that affect student handbook provisions will be made available to students and parents through proper communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted Policy.

Please note that references to Policy codes are included to help parents confirm current Policy. A copy of the District's Policy Manual is available in the school office and a link to policies is on the school website.

In case of conflict between Board policies or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Jordan School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. (Refer to Policy 3210)

The Title IX Coordinator (Katie Shawver) has been designated to coordinate compliance with these requirements.

ACTIVITY FEES

Activity fees will not be refunded for any reason except sickness or injury which causes the student to withdraw from the activity. The amount refunded will be no greater than ½ (one-half) of the total fee and will be determined on a prorated basis with respect to the length of activity season and the length of time involved. The activity fee must be paid before the student is allowed to compete.

ATTENDANCE

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

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

A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. (See Policies 3122 and 3122P)

ATTENDANCE POLICY 3122P

Students may accumulate eight (8) absences each semester for any reason (10% of the semester). **This includes excused and unexcused absences** but not school-related absences.

Excused absences are defined as pre-arranged and other absences requested by the parent.

When students in grades 9-12 miss more than eight (8) days/class periods in a semester, they will be required to enter into an attendance contract signed by themselves and their parents/guardians. Any days missed **in the contract period** that do not have to do with doctor/dental appointments or family emergencies will result in a loss of credit for the class(es) that have more than 8 periods missed in them. Students may recover credit by attending Friday school for the same number of days/periods missed. Failure to attend Friday school for recovery will result in attending a School Board meeting at which the loss of credit will be voted upon. The loss of credit will not reflect on the student's GPA (grade of NC) but will result in a credit recovery situation. Refusal to sign the contract will result in an automatic NC in any class with more than eight (8) absences of any kind. For those students who miss more than the allowed 8 days that the attendance policy allows, an additional option exists for maintaining credit. 1 day per month on a Friday, any student that has exceeded their 8 allowed days will be allowed to make up a day by spending the entirety of the day (8:00 a.m.-3:40 p.m.) in "Friday School" doing homework under the

supervision of the superintendent. Friday School will only be allowed to occur twice for any given student in each semester before loss of credit again occurs.

School-related exempt absences and the following are not included in the 8 days/class periods:
-College visits four days cumulative during their junior and senior year with written verification
-2 days with a signed medical/dental verification each semester
-Extenuating circumstances such as a serious illness or death of an immediate family member, requirements to satisfy the law or military or other emergency will be considered by the school administrator.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this Policy shall be 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. (See Policy 3226)

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced breakfast and lunch daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the secretary at the elementary to apply. K-6 lunch price is $2.10, 7-12th lunch price is $2.60, and Adult lunch price is $3.50. Extra milk is available for $.35. Breakfast price is $2.00.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

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

Students may use cellular phones, iPods, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 7-12 may also use such devices on campus during lunch period. These devices must be in the cell phone holder in each classroom and set to no sound during the instructional day. Students may use cell phones in the classroom with the permission of the teacher. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian (students of legal age will have their device returned to them at the end of the day.) Repeated unauthorized use of such devices will result in disciplinary action.

Coaches and sponsors are able to collect phones, IPods, pagers, and other electronic signaling devices from student participants, when they see fit, on extra-curricular trips. (Policy 3630)

CLASS AND ACTIVITY MONIES

School, class, or activity money may be spent on purchases that benefit all class members equally. Members of the class or activity, by majority vote, may designate all or part of the money in their account to another school sponsored activity or class, or donate to the school sponsoring said activity for school improvement(s).

CLASS RANKING

Class Rank/Grade Point Average is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card (Driver's Ed, Career). (See Policy 2410P)

CLASSROOM STANDARDS

The following standards are to be followed on a day-to-day basis.

1. All papers are to be done neatly and legibly.

2. Books, pencils, pens, and required materials must be brought to class.

3. Papers must be neat, spelled and punctuated correctly. All papers should be headed correctly with full names, class period/subject, and date.

4. No late work will be ordinarily accepted. Student appeals and special circumstances will be addressed by the administration. Work turned in up to 1 day late will be accepted at 75%. Work turned in after that will get no credit.

5. Teachers set due dates and times and students will be notified of classroom policies.

6. A student shall have as many days to make up his/her work as days they were absent up to a maximum of 5 school days. This includes tests and quizzes. Work done while on suspension is due upon the student's return to school. Work done while a student is gone for a school related absences is due upon the student's return to school.

COMMUNICABLE DISEASES/CONDITIONS

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

Amebiasis
Campylobacteriosis
Chickenpox
Chlamydia
Colorado Tick Fever
Diptheria
Gastroenteritis
Giardiasis
Hansen's disease
Hand,Foot, and Mouth disease
Hepatitis
Influenza
Lyme disease
Malaria
Measles (Rubella)
Meningitis
Mumps
Pinkeye
Ringworm of the scalp
Rubella (German Measles),
COVID 19
Scabies
Shigellosis
Streptococcal disease, invasive
Syphilis
Tuberculosis
Whooping Cough (Pertussis)
Lice

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

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure Policy 1700 in the District's Policy manual.
In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board Policy 1700, available in the Superintendent's office.

COMPUTER RESOURCES

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

Students and parents should be aware that electronic communications — e-mail, social networking — using District computers are not private and will be monitored by District staff.

[For additional information, see Policy 3612 and 3612F]

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, always exercising self-discipline.

• Attend all classes, regularly and on time.

• Prepare for each class; take appropriate materials and assignments to class.

• Meet District or building standards of grooming and dress.

• Obey all building and classroom rules.

• Respect the rights and privileges of 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, Jordan Public Schools rules and discipline will apply:

• On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;

• Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

• Traveling to and from school or a school activity, function or event; and

• Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function. (See Policy 3310)

CORRESPONDENCE COURSES/DIGITAL ACADEMY

The District will permit a student to enroll in an approved correspondence course from a school approved by the Administration, in order that such student may include a greater variety of learning experiences within the student's educational program.

The Superintendent must approve all correspondence course work in order for a student to receive credit.

A District High School student may receive approval for correspondence course enrollment under the following conditions:

- To pursue a course of study not offered by the Garfield County High School District curriculum.
- To earn credit to be applied toward the credit total requirement needed for graduation.
- To earn credit for remediation of a course failed.
- To earn credit due to a personality conflict between student and teacher. An agreement between the teacher, parent, Superintendent, and student must be approved before enrollment in the course. The parent is responsible for the cost of this course.
- Dual Credit will be addressed on a case by case basis.

The District shall not be obligated to pay for a student's correspondence courses. (See Policy 2167)

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.

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

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

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.

DIRECTORY INFORMATION

Following is a list of items this District considers student directory information, which may be released by the District without prior parental consent in accordance with the Family Education Rights and Privacy Act and District Policy 3600F2. Directory Information includes; student's name, enrollment status, address, telephone listing, participation in officially recognized activities and sports, photograph (including electronic version), weight and height of members of athletic teams, date and place of birth, degrees, major field of study, honors and awards received, dates of attendance, most recent educational agency or institution attended and grade level. Please see Policy 3600F2 located in the appendix for more information.

DISCIPLINE

Purpose and Implementation of Student Discipline

The purpose of student discipline is to maintain a safe, respectful, and productive learning environment while helping students learn responsibility, accountability, and appropriate behavior. Discipline is intended to be corrective and educational, with the goal of helping students make better choices and understand how their actions affect others and the school community.

This handbook serves as a guide for students, parents/guardians, and staff and is based on applicable Jordan Public Schools Board policies. It is not intended to address every situation or circumstance that may occur during the school year.

School administration reserves the right to use professional judgment and discretion when interpreting and implementing the expectations and consequences outlined in this handbook, consistent with Board policy and applicable law. When determining appropriate disciplinary action, administration may consider factors such as the nature and severity of the behavior, the student's age and developmental level, previous behavior or interventions, the circumstances surrounding the incident, student safety, and the impact on the school environment.

Consequences may therefore vary based on the individual circumstances of each situation. The administration's goal is to apply discipline fairly, consistently, and in a manner that supports student growth while protecting the safety, rights, and learning opportunities of all students.

K – 12

A. Teachers and/or administration will handle ***minor*** discipline issues with phone calls to parents and time served in detention. Documentation will be kept by individual teachers and reported to the Superintendent/Principal's office on a timely basis.

B. If actions continue, student will visit the Superintendent/Principal's office for further disciplinary actions. ***Major*** offenses will be dealt with directly by the Superintendent.

K-12 **Minor Offenses** (Participating in, instigation or encouraging improper conduct such as, but not limited to, put downs, vulgar language, insolence, disrespect, defiance, disruption of classrooms, disruptions of assemblies or school activities, cell phone use in the locker room.)

Each offense will be dealt with at teacher discretion. Any offense deemed worthy of a disciplinary referral will be dealt with at administrative discretion. Submit all copies of disciplinary referrals to the office.

K-12 **Major Offenses** (Participation in, instigating or encouraging threatening situations such as, but not limited to the following: ongoing threatening, intimidation or causing significant bodily harm, bullying, cyberbullying, physical/verbal/sexual assault or harassment, vandalism, theft or destruction of property; lighting matches or lighters; and using/possessing/controlling/transferring any object that could be used as a weapon. Chronic, documented, insubordination. Forging signatures will be included in this area.

1st offense: up to one-day suspension, and may be expelled from school. Disciplinary referral will be filed and parents/guardians notified. Law enforcement authorities may be called to intervene. .

2nd offense: minimum three-day suspension, effective immediately, and a parent/guardian will be notified. Law enforcement authorities may also be called to intervene. The student may be referred for expulsion. The parent/guardian/student must

attend a re-admittance conference with the counselor and administrator if returning to school.

3rd offense: A disciplinary report will be filed and the student will be recommended for expulsion. Parents/guardians will be notified. Law enforcement authorities may be called to intervene. The student will serve an indefinite suspension until the parents/guardians and the student can appear before the Board of Trustees for an expulsion hearing.

Students who are suspended will receive credit for time missed. However, class work must be made up and due upon the student's return to class. Any test or quiz missed must be taken within one day of the student's return to class. Parents will be notified whenever their child receives in-school or out-of-school suspension.

DISTRIBUTION OF MATERIAL

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

District Policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies.

To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials.

Any student who posts material without prior approval may be subject to disciplinary action. Materials displayed without this approval will be removed.
(See Policy 3222)

DRESS AND GROOMING
(See Policy 3224)

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

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses and dresses must completely cover the abdomen, cleavage and undergarments. Shirts or tops must cover the waistband of pants, shorts or skirts with no midriff or underclothing visible at any time.
3. Head apparel, including hoods, except for religious or medical purposes, must not be worn inside the buildings.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display
   a) Racial or ethnic slurs/symbols.
   b) Gang affiliations
   c) Vulgar, subversive, profane, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses and shorts must be beyond fingertip length with arms at their side.
7. Prohibited items include
   a) large, long and/or heavy chains
   b) studded or chained accessories
   c) sunglasses, except for health purposes
   d) sleepwear
8. Coats are not to be worn in the classroom.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The Superintendent may allow exceptions in special circumstances or occasions such as holidays or special performances and may prescribe dress in certain classes such as physical education, vocational classes, and science labs. Any student not attired in accordance with the Policy shall be subject to the following consequences:

a) Correct the violation or spend the remainder of the day in in-school suspension (ISS).

b) Repeat offenders shall be subject to additional measures which include parent conference, in-school suspension, or out-of-school suspension.

DROP-ADD

A change in career goals or other extenuating circumstances may make schedule changes desirable, but generally, such changes are discouraged. Students are encouraged to make careful selections when making their pre-registration. Any schedule revisions will require approval from guidance personnel and the Superintendent. A student WILL NOT be permitted to add or drop a class after it has been in session three days without approval from the Superintendent.

DRIVING/PARKING LOT

The trustees have designated the gym parking lot as the student parking lot. Also, students are not to drive between classes without permission from the superintendent. Those students who choose to do so will receive a detention. School-related activities and trips are not an excuse to park across from the school. Students who will be gone for a period of time will park along the south edge of the gym parking lot.

DRUG DETECTION DOGS

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

ELECTRONIC RESOURCES AND SOCIAL NETWORKING

The Jordan School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.

Therefore, the Jordan School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable

educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The School Board discourages district staff from socializing with students on social networking websites (during school or out-of-school). Staff is reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Specifically, the following forms of technology based interactivity or connectivity are expressly forbidden:

- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking sites;
- Accepting the solicitation of students as friends or contacts on social networking sites;
- Sharing with students' access information to personal websites or other media through which the staff member would share personal information and occurrences.

Specifically, the following forms of technology based interactivity or connectivity are permitted:

- Creation of administratively approved and sanctioned "groups" on social networking sites that permit the broadcast of information without granting students access to staff member's personal information;
- Sharing personal landlines or cell phone numbers with students for school/school activity related purposes.

What in other mediums of expression could remain private opinions, when expressed by staff on a social networking website, have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, during instructional time. All school district employees who participate in social networking websites shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

EXTRA-CURRICULAR ACTIVITIES POLICY

Extra-Curricular Activities

Garfield County District High School offers a variety of extra-curricular activities. These programs are offered for the student's development, enjoyment, and fulfillment. Every attempt is made to provide at least one activity that will appeal to each student.

ATHLETIC	**NON-ATHLETIC**
Basketball	Academic Olympics
Football	BPA
Volleyball	FCCLA
Track	Student Council
	Honor Society
	Music

Involvement in extra-curricular activities and activity related organizations may include the following:

Activity Attendance

In order for Garfield County District High School students to participate in any extra-curricular activity, he or she must be in attendance all day of said activity whether it is a practice, meeting, or a game. A written doctor's excuse or family emergency will be considered exceptions, any other exceptions may be considered on a case-by-case basis at the discretion of the Superintendent. Coaches will be notified if a student is absent without an approved exception and therefore not eligible to participate in practice/meeting/game.

Regular attendance at practice, along with promptness, is imperative if students are to succeed as participants. Occasionally, it may be necessary for a student to be either absent or late. However, common courtesy dictates that a student notify the coach or sponsor in advance or have a valid excuse upon returning. Students on suspension may not practice or participate on day of suspension.

Ineligible students will not be allowed to participate in extra-curricular activities. This will include riding the bus to away games. They will be allowed to participate in practices upon attendance of mandatory help sessions during the one week ineligible period.

Pep Band will play at all home basketball games, all district basketball games with the exception of late games on Wednesday and will play for the first games for each team and all consolation and championship games at Miles City divisionals. Divisionals in Laurel will be determined on a case by case basis.

Activity Absence

Any student missing school for an activity must complete the work for the classes to be missed. It is the responsibility of the student to see that the work is obtained and completed. All work is due upon return to class. Work not turned in will be considered late and will follow the late homework policy.

Academic

To be eligible to participate in Montana High School Association contests, a student must meet the eligibility requirements of the school district. These include the rules of the Montana High School Association and certain local restrictions.

The Jordan Board of Trustees requires all students to maintain a passing grade in all classes, computed from the beginning of each quarter. Students will have three (3) weeks of class time at the beginning of each quarter to establish eligibility, previous quarter grade will be used for eligibility during this period. 4th Quarter grades will establish eligibility for 1st quarter of the next school year. Thereafter, cumulative grades of each student will be screened each Monday morning. Students and parents will be informed each Monday of eligibility status. Students not maintaining passing grades will be declared ineligible for the remainder of the week. Students may participate in practice, but will not compete or travel to extra-curricular events with the team until they regain eligibility. Coaches will be notified when a student becomes ineligible.

Curfew

The Board of Trustees has established a curfew for athletics. Sunday through Wednesday night, curfew will be 10:00 pm. Thursday curfew will be 10:00 pm when there is school on Friday, and 11:00 pm when there is no school on Friday. Friday curfew will be 11:00 pm. Saturday curfew will be 12:00 midnight. If there is an away game and the student is back after curfew, it would mean immediate travel home. Curfew violations will result in the loss of participation in the next weekend's scheduled events. If three contests are scheduled in the week, you will be unable to participate in the first two contests.

Extra- and Co-Curricular Alcohol, Drug, and Tobacco Use

Students participating in extra- and co-curricular activities, whether or not sponsored by the MHSA, will not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs or abuse prescription or nonprescription drugs during their extra- and co-curricular activities. These rules are in effect twenty-four (24) hours a day. If a student is proven to be (in them or on them standard – To include locker and personal items) using tobacco, alcohol, illicit drugs, or marijuana, the student will be disciplined in accordance with the activities and student handbooks.

Policy Duration

This Policy is in effect each school year, from the first (1st) date of the first (1st) practice for fall activities until the last day of school or activities, whichever is later. The participation rules and disciplinary measures will be published annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

Once a determination that a violation of this Policy has occurred, the student and parent/legal guardian will be notified. Notification will include the violation and the time set for a conference with the athletic director. Any decision to suspend the student from an extra- or co-curricular event may be appealed to the Superintendent. The student and/or parent/legal guardian may appeal the decision of the Superintendent to the Board.

Mood Altering Chemical and Tobacco Policy & Procedures

Any student found to be guilty of using, possessing, or showing evidence of being under the influence of alcohol, tobacco, vaping device, marijuana, or any other substance defined by law as a drug, **while on school grounds or at any school function using the "in them or on them" standard,** will be disciplined in the following manner:

Alcohol/Drugs/Marijuana

1st offense

Parents/Guardians will be notified as soon as possible
Law enforcement may be notified
Students will automatically have three days of in-school-suspension
Student will be suspended from extra-curricular activities for 4 weeks
Students will complete one hour of drug/alcohol counseling with school counselor

2nd offense

Parents/Guardians will be notified as soon as possible
Law Enforcement may be notified
Student will be suspended from extra-curricular activities for the year.
Student will appear before the Unified Board of Trustees for determination of status-Student will be suspended from school (ISS or OSS) until such meeting takes place.

Tobacco/Vaping

1st offense/2nd offense

Parents/Guardians will be notified as soon as possible
Law enforcement may be notified
Students will automatically have one day in-school-suspension
1st offense, student will be suspended from all extra-curricular activity for 4 weeks
2nd offense, student will be suspended from all extra-curricular activity for the year
Students will complete one hour of tobacco prevention education with school counselor

3rd offense

Parents/Guardians will be notified as soon as possible
Law enforcement may be notified
Students will receive 3 days of suspension (ISS or OSS)
Student will complete 3 hours of tobacco prevention education with school counselor.

4th offense

Parents/Guardians will be notified as soon as possible
Law enforcement may be notified

Student will appear before the Unified Board of Trustees for determination of status—Student will be suspended from school (ISS or OSS) until such meeting takes place.

Participants in extracurricular activities found to be using, possessing, or showing evidence of being under the influence of alcohol, tobacco, or other substances defined by law as a drug, ***at school events or regular school activities, by law enforcement, or by irrefutable photo or video evidence (in them or on them standard)***, will be suspended from participation from athletic activities for 4 weeks for the first offense and for the remainder of the year for additional offenses and from non-athletic activities for the same period.

FAMILY NIGHT

Thursday night has been designated as family night and is reserved for family activities. No elementary or high school activities are to be conducted past 6:00 P.M.

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. (See Policy 3520)

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Except as approved by Policy, fund-raising by non-school groups is not permitted on school property.
[For further information, see Policies 3530, 3535]

GRADING GUIDELINES

Honors Values will be awarded for Advanced Math, Pre-Calculus, Chemistry, A&P, Physics, and Accounting II. In the interest of continuity in grading procedures, the following grading scale is used:

Grades K-1

Letter	
S+	Outstanding
S	Satisfactory
S-	Below Satisfactory
I	Improvement
N	Needs Improvement

Grades 2-12

Letter	**Grade**	**GPA Value**	**Honors Value**
A+	98-100	4.0	+0.1
A	92-97	3.75	+0.1

A-	90-91	3.5	+0.1
B+	88-89	3.25	+0.1
B	82-87	3.0	+0.1
B-	80-81	2.75	
C+	78-79	2.5	
C	72-77	2.0	
C-	70-71	1.75	
D+	68-69	1.5	
D	62-67	1.0	
D-	60-61	.75	
F	0-59	0	

GRADUATION

To graduate from GCDHS, a student must have satisfactorily completed the last quarter prior to graduation as a Garfield County District High School student. Highly unusual exceptions may be considered by the Superintendent, such as a student exchange program in a recognized school.

A student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances the diploma will be awarded after the official ceremony has been held. (See Policy 2410 and 2410P)

GRADUATION-REQUIREMENTS FOR A DIPLOMA

A student must have a total of 23 ½ credits for graduation. The credits required are as follows:

Credit Type	**Credits**	**Credit Type**	**Credits**
Business	1.5	Health Enhancement	2
Language Arts	4	Fine Arts	1
Mathematics	3	Elective	5
Social Studies	4		
Science	2		
FaCS or VoEd	1		

GRADUATION-VALEDICTORIAN/SALUTATORIAN

In order to qualify for the Valedictorian or Salutatorian of one's graduating class; the student must be enrolled at Garfield County District High School for at least the last three (3) semesters and have taken at least the minimum number of courses required for valedictorian/salutatorian graduation as determined by the Unified Board of Trustees. The grade point average for each student shall be determined by converting the letter grades to grade points equivalent to the grading scale. The cumulative GPA will be determined by dividing the total grade points by the number of semester units taken through the first semester of the senior year for each student. The student with the highest GPA will be designated the Valedictorian of the class and the student with the next highest GPA will be designated the Salutatorian of the class. Should the highest-ranking students have identical GPA's, ACT scores will be used to break the tie. If a tie still exists, ASVAB scores will be used.

GRADUATION-REQUIREMENTS FOR VALEDICTORIAN/SALUTATORIAN/HONOR CORDS

In order to meet standards for college entrance, GCDHS students wishing to qualify for honor cords, Valedictorian or Salutatorian are required to fulfill the following College Prep Program

Credit Type	Credits	Courses Offered
Business	1.5	Business Finance, Personal Finance, Computer Applications, Accounting I & II, Marketing, Graphic Design, Entrepreneurship, Journalism
English	4	English 1 - 4
Math	4	Algebra ½, Algebra I, Geometry/Algebra II, Advanced Math I, Pre-Calculus
Social Studies	4	Government, U.S. History, World History, Geography
Science	**3**	Intro to Physics/Chemistry, Biology I and one of the following: Chemistry, Physics, Human Physiology A & P, Biology II
Vo Ed	1	FaCS or Ind. Arts
Health/PE	2	
Elective	4	

GUM CHEWING/FOOD/DRINKS

Gum chewing, food, and water in the classroom are at the discretion of the classroom teacher. Allowances may be made first hour due to the school breakfast program.

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 students' educational development. Homework should be an application or adaption of a classroom experience, and *should not* be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes:

1. Practice: To help students to master specific skills which have been presented in class;
2. Preparation: To help students gain the maximum benefits from future lessons;
3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations;
4. Creativity: to require students to integrate many skills and concepts in order to produce original responses.

HONORS

<u>Honor Roll (Grades 7-12)</u>

A cumulative grade point average of 3.75 and above will be recognized as "High Honors" distinction. A cumulative grade point average of 3.0-3.74 will be recognized as "Honor Roll" distinction. Any student with a "C" or lower on their report card is not eligible for Honor Roll or High Honors. Specific information regarding honors at graduation is included in the student handbook. (See Policy 2410P)

HONOR SOCIETY (High School Only)

National Honor Society is one scholastic organization that recognizes academic excellence. Membership in the National Honor Society is determined by a constitution and overseen by a faculty committee at the local level.

Candidates for membership must have maintained a minimum GPA of 3.75 on a 4.0 scale for a period of three semesters. Candidates are also evaluated on the basis of service, leadership, and character. Selection to the society is by a majority vote of the faculty committee.

The procedure for dismissal is determined by the faculty committee in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be made available to interested parties.

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, rubella (measles), rubella, mumps, poliomyelitis, varicella, and tetanus. Haemophilus influenza type B is required for students under age five (5).

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.
[For further information, see Policy 3413]

INTERNET ACCESS

Computers are provided for educational purposes only. Students accessing offensive or controversial sites may lose privileges or receive disciplinary action. Should a student commit any violation or in any way misuse access to the District's computer network and/or the Internet, the privilege may be revoked and school disciplinary action may be taken. Access will not be granted until a signed Internet Access Agreement is on file. (See Policy 3612 and 3612F)

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the building office. The assigned employee will either give the medicine at the proper time or give the student permission to take the medication as directed. For self-administration of medicine, refer to Policy 3416 and 3416F. A self-administration of medication form must be filled out prior to having permission to self-administer medication. The form may be obtained from the school office. **School personnel are not allowed to provide prescription/nonprescription drugs to students; this includes aspirin, Tylenol, cough drops.** Students must provide their own medications. Please see Jordan Public Schools Medication

Authorization Form to sign a consent allowing staff to administer medications or Board Policy 3416F1 to self-administer medication located in the appendix.

MONTANA UNIVERSITY SYSTEM ADMISSION POLICIES

In order to improve students' preparation for college-level work, the Montana Board of Regents of Higher Education requires the following Minimum Core College Preparatory Program for students who wish to enter into a 4-year campus of the Montana University System. The Rigorous Core was created as an alternative to the mathematics proficiency expectations of the Montana University System. That Rigorous Core is also the criteria for the MUS Honors Scholarship.

ENGLISH

College Prep - 4 Years: In each year the content of the course should have an emphasis upon the development of written and oral communication skills and literature.

Rigorous Core- 4 years: In addition to the Minimum Core, a designated college-prep or research-writing course is recommended.

SOCIAL STUDIES

College Prep - 3 Years: The courses shall include Global Studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.

Note: Students must complete a full year of global studies such as World History or World Geography, a full year of American History, and an additional year in another social studies field such as economics, psychology, sociology, tribal government, Indian History.

Rigorous Core- 3 years: As above, with the recommendation of an additional one half year or more of other courses such as psychology, humanities.

MATHEMATICS

College Prep - 3 Years: Courses shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.

NOTE: If a student takes Algebra I in the 8th grade, the student must still complete 3 years of college preparatory math in high school.

Rigorous Core-4 years: In addition to the Minimum Core, a course beyond Algebra II, or Integrated Math IV (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or Integrated Math VI.) All must have grades of "C" or better.

LAB SCIENCE

College Prep - 2 Years: One year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science.

Rigorous Core- 3 years: Typical Lab Sciences: Physical, earth science, biology, chemistry or physics.

Alternate Rigorous Core Math/Science Combination: Based on course availability, three years of mathematics, including a course beyond Algebra II, and four years of laboratory science may be substituted for the four years of math and three years of science requirement.

ELECTIVES

College Prep - 2 Years:

- world language (preferable two years)
- computer science
- visual and performing arts, or
- vocational education (Career Technical Education CTE) units which meet the Office of Public Instruction guidelines.

Rigorous Core- 3 years chosen from the following:

- 2 years of a World Language
- Computer Science
- Visual and Performing Arts (including Speech/Debate)
- Vocational Education (Career Technical Education CTE) units which meet OPI guidelines (such as Information Technology, Computer Science.)

PEP RALLY REGULATIONS

All pep rallies must be cleared with the Superintendent or designee.

PRAYER

Each student has the 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. 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. (See Policy 2332)

PROMOTION AND RETENTION

It is the philosophy of the District that students thrive best when placed in or promoted to grade levels with other students of compatible age, physical, social, and emotional status. It is the District's philosophy to promote students who demonstrate effort within those compatibilities. It is equally the District's philosophy and practice to retain students who do not make a reasonable effort to meet grade-level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning. (See Policy 2421)

PROTECTION OF STUDENT RIGHTS

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

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

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

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

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

- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

(See Policies 2130, 2132, 3410)

PUBLIC DISPLAYS OF AFFECTION

While Jordan Public Schools recognizes the value of friendship, that friendship should not lead to public displays of affection that could be offensive to others. One example of acceptable, non-offensive behavior is holding hands. Students displaying unacceptable or offensive behavior will be given a detention.

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 with the exception card holders.

Students who leave school during the day without permission or checking out will be considered truant and will receive a period of detention.

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

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performances in each class or subject are issued to parents at least once every nine weeks. Mid-term reports will be issued for all students mid quarter.

SAFETY

Accident Insurance

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment

and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. 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. (See Policy 3431)

Emergency Disaster Drills

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. (See Policy 8301)

Emergency School-Closing Information

In the event of school-closing for weather or other emergencies, the office staff will phone bus parents first and then town parents. If a parent cannot be reached by telephone, the office staff will contact the emergency contacts listed on student enrollment form. If no contact can be made, other arrangements will be made by the Administration.

SCHOOL HOURS

School is in session from 7:55 a.m. to 3:41 p.m. as per school calendar. *Kindergarten classes will run on Mondays, Wednesdays, and Thursdays. See Kindergarten calendar.*

Students should be discouraged from arriving on the schools grounds before 7:45 a.m. or playing on the grounds after 3:40 p.m. The school is not supervising students before or after these times and is not responsible for accidents occurring during these times.

SCHOOL PARTY/DANCE REGULATIONS

All school parties-dances must be sponsored by GCDHS and Jordan Elementary student organizations. The following regulations will govern such events:

1. The activity must be chaperoned by at least two faculty members and two parents.
2. Doors are locked one hour after the start of the activity.
3. Students leaving the activity at any time will not be permitted reentry.
4. Currently enrolled GCDHS students or Jordan Elementary students/rural students may attend the respective school activity. Exceptions may be made with prior approval by administration or designee. Out of town guests must be cleared ahead of said activity.
5. Evening events must be scheduled on Friday or Saturday.
6. Any other restrictions set down by the sponsoring organization must be adhered to.
7. Any high school student wishing to leave a dance early must allow the superintendent to speak to their parents and personally OK their child leaving early.

SEARCHES

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District Policy, whether or not a student is present. Searches may also be conducted at random, in accordance with the law and District Policy. See Policy 3431.

SEMESTER TESTS

Semester tests will be given in all academic areas and will count as 20% of the semester grade. Students who miss 3 or fewer days in a semester are eligible to refrain from taking the semester tests as long as they have maintained no less than 80% in each class.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to

discuss their questions or concerns about the expectations in this area with a teacher, counselor, or Superintendent.

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

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

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

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

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

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

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. (See Policy 3225)

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

STUDENTS OF LEGAL AGE

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by Policy and state law.

Admission to School the residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs
Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms. (18 year olds will be required to follow all rules set up for each activity)

Absence/Lateness/Truancy
Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to Policy 3122P and will be reported on the report card.

Suspension/Expulsion
All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.

Withdrawal from School
Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records
Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards
Progress reports will be sent to the parent or legal guardian.
Excuses from School
The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. *Permission to leave school early may be denied for what is considered a non-valid reason.*

Financial Responsibility
Adult students can be held financially responsible for damage to school property.

STUDENT RECORDS

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

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

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

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any 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 the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parents' 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. (See Policies 3600, 3600P, 3600F1, 3600F2)

STUDY TABLE

For those students whom the instructor deems necessary, study table time may take place from 3:41 to 4:15 pm. Study table applies to all students, not just those participating in extra-curricular activities. Any student with a "D" or lower in a given class will be on study table for that week.

Any student who skips study table without prior approval of the administration/teacher will receive one day of ISS.

STUDENT LOAD

Each student must carry a minimum of six (6) credits per year and be enrolled in at least six classes (or equivalent) each semester. Successful completion of this load will enable the students to earn at least the required 23.5 credits after four years. Seniors wishing to participate in Work Study may be exempted from this requirement at the Superintendent's discretion.

A student enrolled in a fifth year of high school may, with the approval of the Board of Trustees, receive an exemption from this requirement.

TARDIES (7-12)

Those students entering the classroom after the tardy bell will be counted as tardy. Every tardy will result in a 30 minute detention. Tardy detentions will be served after school. Each fifth (5) tardy detention will result in one day of in-school suspension. Missing more than 15 minutes of class, excused or unexcused, is considered an absence.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A

student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

VIDEOTAPING OF STUDENTS

The District uses 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 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. (See Policy 3235)

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the Elementary or High School office. Visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.
Students are asked not to bring friends or guests to school.