

# THE WARRIOR WAY

We are **kind** and we stick up for each other.

We **respect** ourselves, each other, and our environment.

We **persevere** with purpose.

We have the **courage** to do the right thing.

**Go Above and Beyond, It's the Warrior Way!**

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## **West Valley Middle School Student Handbook**

2018/19

**West Valley School**  
**2290 Farm to Market Road**  
Kalispell, Montana 59901  
Telephone (406) 755-7239  
Fax # (406) 755-7300

Dear Students and Parents,

Welcome to this wonderful school and another great year at West Valley School. It's hard to believe this is year six for me in the position of superintendent at West Valley! I can say with all sincerity, we have a very supportive community of educators in the West Valley School District. To those of you new to our district, the staff and school board wish you a pleasant transition to our school district. The staff at West Valley School is once again looking forward to another great year and is quite proud to be involved in educating your child. Each new year brings about new faces, new ideas, and excitement. We encourage you to attend school functions, to meet the staff at West Valley and a part of of your child's education.

The Student and Parent Handbook is an important informational tool that can be useful throughout the school year. The policies within are not all inclusive. Those contained within are general overviews of more detailed policies found in the West Valley School Board Policy Manual. If you need further details or information regarding these policies, stop by the school office.

Education is a most valuable possession and at West Valley School we hold this as a top priority. Parents, let your child know that school is and can be a fun experience. Encourage them to ask questions of their teachers and to seek out their assistance when they don't understand their work. Be a role model for your child and make it a point to discuss their school day. Take the time to go over their homework. This commitment will pay great dividends in the end. As always we will expect your child to be prompt and prepared for the school day.

Education is waiting for you to grab hold and embrace. I look forward to another great year and being a part of another step in your child's education. Enjoy the growth education provides and enjoy your year at West Valley School.

Sincerely,  
Cal Ketchum  
Superintendent

West Valley Warriors,

Welcome to the 2018/19 school year and West Valley Middle School. Whether you are a new or returning student, we are glad you are here. Our team of teachers, counselors, specialists, office staff, kitchen workers, bus drivers, paraeducators, janitors, board members and administration are all here to help. We want this to be a great year for you.

This past year students and staff worked together to define a path to success - The Warrior Way! We are kind, respectful, practice perseverance, and courageously do the right thing. As you read through your student handbook and in the coming year, keep in mind that in all aspects of school you are expected to be your best self and to do your best work--Follow the Warrior Way!

Best,

Tina Blair, Principal

# Table of Contents

<b>Board Membership and School Staff</b>	<b>3-4</b>
<b>School Hours and Daily Schedule</b>	<b>5</b>
<b>Curriculum, Assessment, and Academic Progress</b>	<b>6-8</b>
Curriculum, Homework and Daily Assignments, Assessments, Multi-Tiered System of Supports/RTI, Title I, Core Academy, IDEA	
<b>Attendance Policy</b>	<b>9-10</b>
Absences/Tardies, Make-Up Work, Attendance, and Leaving During School Hours	
<b>Student Activities</b>	<b>11-12</b>
Participation/Eligibility/Athletics/Activities	
<b>Student Behavior, Citizenship, Expectations</b>	<b>13-22</b>
Appropriate Dress, Hallway Behavior, Cell Phones & Devices, Valuables, Lockers, Storage Areas, Lost and Found, Pets, Telephone Use, Bicycles, Student Sales, Emergency Drills, Assemblies, Dances/Socials, Lunch Time, Lunch Recess Activities, Learning Lab, Lunch Detention, School Bus Rules and Expectations, Eighth Grade History Trip, 8th Grade Parent Night, Sexual Harassment/Intimidation of Students, Search and Seizure, Search and Seizure Guidelines, Canine Searches,	
<b>West Valley School System</b>	<b>22-23</b>
Registration, Transfers, Withdrawal from West Valley, Student Records, Teacher Request	
<b>Student Services</b>	<b>23-25</b>
Library, Health and Welfare, Medications, Fluoride Program, Insurance, Student Storage, Pictures, Lunchroom, Textbooks, & Supplies, Parent/Teacher Organization	
<b>Discipline</b>	<b>25-27</b>
Rules and Regulations, Discipline Referrals	
<b>School Facilities</b>	<b>28</b>
Parking, Playground, and Community Use of Facilities	
<b>Appendices</b>	<b>29-30</b>
Technology Policy, Grievance Procedures, Transportation (bussing), Directory Information regarding students and Parking Map.	

**Calendar available on the school website or a printed version at the office.**

# West Valley School Board

Stephanie Nadasi  
Wendy Field  
Cory Hill  
Jane Wheeler  
Tadius Lisowski

Chairperson  
Vice Chairperson  
Board Member  
Board Member  
Board Member

The School Board holds its regular meetings on the second Monday of every month at 5:00 P.M. We encourage parents and patrons to attend the open School Board meetings. Meetings are held at the school.

## West Valley School Staff

### Administration

Cal Ketchum  
Richard Gross  
Tina Blair

Superintendent  
Elementary Principal, (K-4)  
Middle School Principal, (5-8)

### Middle School Teachers

Kenn Besaw, Erin Grieco, Kathryn Jentz  
Tara Measure  
Becky Davis  
Marycaye Dover  
Brinn Romagnuolo  
Claudia Anderson  
Vonnie McDonald  
David Baker  
Matt Honcoop  
Gretchen Wick  
Tyson Hubbard  
Gena Wilson  
Teri Dierenfield  
Molly Roe  
Jaime Jones  
Angie Stinchfield  
Clay Keller, John Chisholm  
Renell Wilson, Nikki Williams  
Melissa Smith

5th Grade  
5th Physical Education/ Health  
5th Music  
6th Science/Engineering Design  
6<sup>th</sup> Math/Spanish/Math Intervention  
6<sup>th</sup> Social Studies/ Keyboarding/Coding  
6<sup>th</sup> English/Literature  
7<sup>th</sup> & 8<sup>th</sup> Social Studies  
7<sup>th</sup> & 8<sup>th</sup> Science  
7<sup>th</sup> English/Literature  
7<sup>th</sup> & 8<sup>th</sup> Math  
6<sup>th</sup> & 8<sup>th</sup> ELA/ Literature  
6-8 Math/ELA/Special Education  
Life Skills/Special Education  
6-8 Band/ Choir  
6-8 Art  
6-8 Physical Education/ Health  
Library  
Academic Support/Title 1

## Student Support

Crystal Thurman  
Heidi Raab  
Laura Hutton

Guidance Counselor  
School Psychologist  
Speech and Language

## Office

Laura Cox  
Sherie Leese  
Michelle Hensley

District Secretary/Enrollment/Sub Clerk  
Office Aide/Lunch Accounts  
Assistant Secretary/Attendance

## Compliance With Federal Mandates

To ensure that all eligible students and patrons of West Valley School District #1 receive equal opportunity in a nondiscriminatory manner, West Valley School recognizes and shall abide by all current federal mandates.

- 1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination of students on the basis of race, color, or natural origin:
- 2) Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex:
- 3) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap:
- 4) American With Disabilities Act of 1970

## Middle School Hours

Schedule	Start	Release
Regular Day	8:15	3:15
Early Release	8:15	1:00
Late Start	8:45	3:15

**\*NOTE: Direct school ground supervision does not begin until 8:00 A.M. and ends at 3:30 P.M. Students should not arrive on campus before supervision is provided.**

### 5th Grade Schedule

8:00 - 8:15	Breakfast
8:15 - 9:05	Instructional Block
9:05 - 9:45	Library/Computer Lab/Music/P.E. Health
9:45 - 11:00	Instructional Block
11:00-11:30	Lunch/Recess
11:30 - 2:00	Instructional Block
2:05- 2:20	Recess
2:20 - 3:15	Instructional Block

### 6th/7th/8th Grade Schedule

Period 1 (Homeroom)	8:15 - 9:05
Period 2	9:08 - 9:53
Period 3	9:56 - 10:41
Period 4	10:44 - 11:29
Lunch/Recess	11:29-11:59 (grades 6/7) 12:17-12:47 (grade 8)
Period 5	11:32-12:17 (grade 8) 12:02-12:47 (grades 6/7)
Period 6	12:50-1:35
Period 7	1:38-2:23
<input type="checkbox"/> Period 8	2:26-3:15

# Academic Progress

## Student Grade Reports

Grade reports are issued three (3) times per year. Mid-terms or progress reports are sent home to inform the parent(s) of their student's progress. Parents can also access their student's (6-8) course information online throughout the school year by logging into the Infinite Campus portal. Letter grades are based on earned percentages or on proficiency/mastery of a task or skill:

### 5th Grade

Letter Grade	Descriptor	Percentage
E	Excellent/Advanced	90-100
S	Satisfactory/Proficient	75-89
NI	Needs Improvement/Nearing Proficient	60-74
U	Unsatisfactory/Novice	0-59
IE	Insufficient Evidence	0
P/F	Pass/Fail	

### 6th-8th Grades

Letter Grade	Percentage	Letter Grade	Percentage
A+	97-100	C-	70-72
A	93-96	D+	67-69
A-	90-92	D	63-66
B+	87-89	D-	60-62
B	83-86	F	0-59
B-	80-82	IE	Insufficient Evidence
C+	77-79	P	Pass
C	73-76	F	Fail

## Curriculum

Curricular content is guided by the Montana Office of Public Instruction. Information on academic standards, benchmarks, and performance indicators is available at <http://opi.mt.gov/Curriculum/Index.html>

## Assessments, State and Benchmark

Per the Administrative Rules of Montana *all* students shall participate in the state-level assessments. Montana does not have an “opt out” provision.

Test	Window	
STAR (Math and Reading)	Trimester	*monitors growth and guides current instruction
SBAC (Math and Reading)	Spring Semester	*State-level, grade-level assessment. Provides information on student and schoolwide success and areas needing improvement.
CRT (Science)	Spring Semester	*Statewide grade-level assessment

## Homework and Daily Assignments

Students are responsible for the work that is assigned in class. All assigned work is due and is not considered as optional. Teachers will explain the requirements for daily assignments. Parents should contact teachers with questions regarding assignments and learning expectations. Students who do not complete daily work upon request may be considered insubordinate.

Students who are absent are responsible for contacting their teachers regarding missed work. Homework may be requested by parents from the office after an extended absence of two or more days. Materials may be picked up in the office after school. Requests for homework assignments should be made in the morning. Homework will NOT be gathered for one day absences.

If you are planning for an extended absence, please contact teachers ahead of time. Some assignments may be prepared in advance with adequate notice. Many learning experiences are closely tied to student progress and are fluid, or cannot be duplicated outside the classroom environment. Therefore, not every assignment will be available in advance. School attendance is important to success in the curriculum.



## **Multi-Tiered System of Support: MTSS**

MTSS is an integrated multi-tiered system of Instruction, assessment and intervention designed to meet the academic achievement and behavioral needs of all students. In the 18/19 school year all 6th-8th students will participate in an academic support course in which intervention or advanced skills may be taught.

An Intervention Assistance Team (IAT) meets regularly to make data-based decisions to aid students academically and/or behaviorally. The team **may** include an appointed school board member, administration, teachers, parents, and the school guidance counselor.

The team goals are to:

- Provide structural support and assistance to teachers in identifying and meeting student needs within the classroom.
- Collaborate and consider alternatives for addressing student needs.
- Advise the implementation of modified educational plans.
- Assist in implementing the discipline policy of West Valley School.
- Review data (including grades, universal screening levels, progress monitoring, and state assessments) to determine if accommodations, intervention courses, or further testing would benefit the student.
- Notify parents of students who participate in intervention or Title Programs of instructional strategies and general education services that will be provided.

## **Title I**

Title I is a federally funded program that is designed to assist students who are having difficulty in language and/or math. Students receive assistance on a one-to-one or small group basis. This program supplements their regular classroom instruction.

## **IDEA (Public Law 94-142)**

This directs all public schools to provide an appropriate education for students who are handicapped or are otherwise learning disabled. Questions relative to West Valley's modified educational plans for handicapped and/or learning disabled students may be directed to Mr. Cal Ketchum (Superintendent), Mr. Richard Gross (K-4 Principal), Mrs. Tina Blair (Middle School Principal) or Mrs. Thurman (Student Services Coordinator).

\*\* Specialized services are contracted through the Flathead IDEA Cooperative. Many students are screened to detect problems. Staff includes a school psychologist, an early childhood teacher, and a speech therapist.

# Attendance Policy

Regular and punctual attendance is essential for the optimum growth and development of students. The Montana Compulsory Attendance **Law** supports this claim. A direct relationship between good attendance and success in school has been clearly established. Therefore we believe that it is the responsibility of the parent(s) or guardian(s) to make sure their student is in school on a regular basis. When a student must be absent for illness or other unforeseeable emergencies, parents must inform the school of the student's absence by 9:00 A.M. If a student is not present and the parent has not notified the school of the absence; the school has a state mandated responsibility to make phone contact with the home to determine the student's status.

**\*Please note it is important that phone contact and/or a written note by a parent/guardian must be received no later than the day of their return. If after 3 days, the secretary has received no note or phone call, the absence becomes unexcused. A student with accumulated unexcused absences may be detained from field trips and other activities in order for work to be completed.**

## Excused Absences

Absences whereby a student returns to school after being absent and the student is accompanied by a **WRITTEN EXCUSE, SIGNED AND DATED BY A PARENT/GUARDIAN, OR A PHONE CALL** within (2) two days upon return to school. The written excuse or phone call must contain the days absent and the **REASON(s)** for being absent. The school secretary will then issue an admittance slip for the time missed.

Excused absences are categorized as follows:

- illness
- participation in school activities
- bereavement
- verifiable family emergencies
- necessary absences approved by the parent
- medical appointments which absolutely cannot be scheduled outside of the school day.

Disciplinary Action may ensue for continuous excused absences or tardiness.

## Make - Up Work

An excused absence is the only "valid" reason for not turning in assignments when due, therefore:

- 1) Students have ONE (1) day for each day absent to turn in assignments. Not to exceed 5 school days.
- 2) It is the responsibility of the student to obtain the assignments that were missed.

## Unexcused Absences

Absences whereby a student does not have a note from the parent/guardian and/or a legitimate reason for being absent. In the event the administration determines an absence unnecessary, the absence will be considered unexcused. An unexcused absence is considered skipping school and may be dealt with through the West Valley Discipline System.

### **Excessive/Chronic Absences**

Excessive absences will be investigated by the administration and may result in loss of credit, referral to the SST (Student Support Team), or referred out to the Truancy Officer. (Truancy, MCA 20-5-1060). Excessive tardies and absences may also result in lost field trips, extracurricular opportunities, and other important functions that require a responsible and present student.

### **Leaving School During School Hours**

**If your child leaves the school during the school day, the parent must come to the office to pick up the student and sign him/her out of the building.** We cannot release a child to a person other than the legal guardian without prior communication from the parent. **\*Teachers will not release a student from class to anyone but a staff member.\***

### **Tardies**

All students who arrive late to school must report to the office to receive a pass to their classroom. Communication from the parent (that A.M.) to the office will be required for your tardiness to be excused.

Class period tardies are also noted in the school data system by the teacher. All students are expected to be in class on time.

- 1) Students are considered to be tardy when they enter the classroom after the tardy bell rings. Students receiving their third tardy in a class may be given a consequence, as per teacher policy.
- 2) Students are considered unexcused upon entering their class late unless they present a pass signed by a staff member.
- 3) The continually tardy student will be referred to the administration for resolution and may necessitate a meeting of the parent(s) with the administration and/or Student Support Team.
- 4) Disciplinary action may occur and may result in lost field trips, extracurricular opportunities, and other important functions that require a responsible and present student.

## Student Activities

Extracurricular activities are an important part of a child's education. The Board supports student activities to the extent that they have the resources and encourage the students to participate in these activities. The school could require proof of insurance and the signing of a parental or guardian consent form.

### Participation/Eligibility

Participation in extracurricular activities may be denied at the request of the teacher, coaches, sponsors, and administration if it is perceived to interfere with academic progress or as a consequence of behavioral problems. Extra-curricular activities are a privilege, not a right.

At any time during the season of a particular sport or activity, if a player is deemed to be failing in any of his/her classes, the student shall be suspended from participating in games or activities for a minimum of 5 full school days. After the 5 days have elapsed, if the player has brought his/her grade up to passing, the player shall be reinstated ONLY as long as he/she is continuing to pass all classes. If the player slips backward and is failing again in any class, the 5 day minimum suspension shall repeat itself until he/she is passing the particular class. Students may be removed from practice or the activity if they habitually exhibit poor citizenship, responsibility or engage in acts of unsportsmanlike conduct.

**Student eligibility for games, meets or activities will be determined by a weekly survey of academic progress/behavioral problems.** Ineligibility involves games or meets only; participants may still practice but are ineligible to play or travel until academic/behavioral deficiencies are removed. Removal from extracurricular activities may also occur due to poor behavior or attendance in school that results in the issuance of a disciplinary referral, or behavioral referral, or any other major infraction. Complete removal from the team for the season or other consequences may be applied by the administration.

Students that are absent for the school day will NOT be eligible to participate in school sponsored activities that day.

## Athletics

The following inter-school sports are offered at WV and are dependent upon resources available:

Sport	Grades	Cost	
Cross Country/Track	K-8	\$25 Per Student	*Covered by other Athletic fees
Girls' Basketball	5-8	\$75 per student	**
Boys' Basketball	5-8	\$75 per student	**
Girls' Volleyball	7-8	\$75 per student	**
Boys' Football	7-8	\$100 per student	**

- \*\* Athletes playing multiple sports pay just one \$75.00 fee per year. If including football, the cost is \$100.00 per year one time fee for the other sports too.
- \*\*Student participating in Cross Country pay \$25.00 each, if they have not played other sports.

## Activities

The following Activities may be presented at West Valley Middle School each school year:

- Holiday/Seasonal Performances
- Assemblies
- Author visits
- Grade level field trips
- Missoula Children's Theatre
- Student Ambassadors
- Yearbook
- Science Fair
- Math Competition

In order to be eligible to participate in school sponsored activities, students must make reasonable academic progress in school and demonstrate proper school behavior.

# **Student Behavior, Citizenship, Expectations**

Student behavior should reflect the high standards of citizenship that is an expectation of a healthy democratic society. West Valley students will be expected to respect constituted authority, state laws, school policies and regulations, maintain high standards of courtesy, refrain from profanity, vulgarity, defacing and/or destruction of private/public property, harassment, intimidation, bullying, taunting, and conduct of the nature that disturbs the intended peaceful learning environment for others.

## **Appropriate Dress**

In the interest of health, sanitation, safety, or matters that impact school climate, staff members may request modification of dress or appearance. Issues of inappropriate dress will generally be referred to the school counselor. If a student's appearance disrupts or detracts from the teaching or learning process, that student will be required to make a modification if they are to remain in class. Parents may be requested to bring clothing to the school for the student to conform to the dress code. In the interest of an effective educational environment, fulfilling federal and state mandates, and the promotion of healthy attitudes West Valley School has developed the following guidelines:

- Students will not be allowed to attend school without shoes
- Shirts must be worn. No bare midribs/torsos/shoulders, tank tops, thin straps or large armholes allowed.
- Clothing that promotes or symbolizes alcohol/drug use, tobacco slogans, violence, sexism, racism, sexual behavior, or profanity will not be permitted at school or school sponsored functions.
- Shorts, skirts and dresses must be mid-thigh length or longer.
- "Ripped" style jeans and shorts must not have holes above the mid-thigh.
- Pajamas (tops or bottoms) and costumes are not permitted.
- Hats, caps, or other types of head covering worn inside the school building is prohibited unless special circumstances dictate otherwise.
- Undergarments should not be visible at any time.
- In freezing weather, full length sleeves and pants are necessary for outdoor recess.

Dress that is not specifically forbidden is not necessarily acceptable. If in doubt, check with the building administration beforehand. The administration and staff have the responsibility and right to determine individuals being in violation of the dress guidelines. Repeated dress code violations may be considered as insubordination and result in disciplinary consequences for such. We appreciate parent support and guidance of student dress that maintains the WVMS emphasis on academic success and supports our efforts to keep students safe and protected.

## **Bullying**

**Bullying** is negative, often repeated, behavior with the intent to hurt someone physically or emotionally and involves an imbalance of power (physical size, social status) between the aggressor(s) and the target(s). **Cyberbullying** is the use of cell phones, texting, social networking sites, email, or other electronic media to harass, threaten or intimidate someone.

All reports about behavior that may be considered as bullying shall be promptly investigated. Any student who has knowledge of conduct or feels he/she has been a victim of hazing, harassment, intimidation, or bullying, is requested to immediately report his/her concerns to an adult at school (teacher, counselor, principal) and an adult at home. This report may be made anonymously.

## **Hall Pass**

Students who are tardy in the morning must get a pass at the office before entering class.

## **Responsible Hallway Behavior**

It is a high priority to have a safe and secure environment for all members of the student body, staff, and visitors. The conduct and orderly movement of the school population within the hallways is vital to realizing this goal. Middle Schoolers will enter and exit through the West Doors in the locker area or the front door. Gyms will not be used for walkthrough. The hallways of West Valley will be a safe and quiet environment where people interact with courtesy and respect.

### **What it looks like:**

- Face the direction you are walking.
- Walk on the right hand side.
- Hands to yourself.

### **What it sounds like:**

- Voice level will be at a level “1” or lowered.
- Students with lockers will **put all belongings inside lockers** and close them quietly.

## **Cell Phones, Tablets, and Other Electronic Equipment**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the following circumstances: **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 cell phones on campus before the first bell and after the final bell.

- All personal electronic devices, including cell phones, will be turned off and stored in lockers during the school day.
- On a limited basis, teachers may allow BYOD (bring your own device) for supervised situations.
- When you use your own device, Acceptable Use Policy rules apply.
- Unauthorized devices will be confiscated and returned to a parent/guardian.
- The school is not responsible for stolen or lost items.

Unauthorized use of personal devices may disrupt the learning environment. Unauthorized use is grounds for confiscation of the device by school staff. Confiscated items will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

## **Lockers/Storage**

6th through 8th graders are issued a locker. It is the student's responsibility to see that the locker is orderly and clean.

**The door of the locker must be completely closed when student is not present.**

- WMVS will not be responsible or liable for lost or stolen property.
- Lockers are school property and school administrators may search lockers at any time.
- Only school issued locks will be used on the lockers. *Any others will be removed and discarded.*
- Some short term decorations are acceptable but should be appropriate for school. No stickers!
- Band instruments that do not fit in a locker must be stored in the music room.
- For safety reasons, do not place anything on top of the lockers.
- The only area for student items in the hallways is IN a locker. Books, backpacks, and other items will not be placed on the floor outside classrooms, between lockers or on the stairs.
- Tampering with another student's lock or locker will be cause for discipline.
- Students will only use the locker that is assigned to them. No trading!
- Backpacks are not allowed in the classrooms.

PE Lockers: Locker room is for day use only. Students will bring PE clothes with them to class and return them to their main locker when class is completed. No items will be left in the locker room. No locks allowed.

Students are encouraged to get study materials each morning and materials needed for afternoon classes during the lunch period. No one should leave class to go to their storage area during class except with permission.

The best policy is to leave valuables at home. Coats and other personal belongings should be marked with identification.



## Lost and Found

In order to assist students who have lost articles, we have a lost and found area located near the lunchroom. This is the first place to check for or bring a lost item. Textbooks may be brought to the office and/or the library.

We encourage parents and students to check the lost and found on a regular basis, as we send items not claimed to a charity on the day of our monthly Board meeting. The school cannot assume responsibility for student's losses. Please mark all items such as jackets, coats, lunch boxes, etc.

## Pets

Students and Parents should not bring pets of any type to school unless approved in advance by the classroom teacher. The pet must be contained in an appropriate cage or container. Parents should be sure that a family pet does not follow their child to school, as the County animal warden will need to be called to remove the animal from school property.

## Telephone Use

The school phone is for school business. It is necessary that the lines remain open for emergencies and incoming calls. The students may use the office phones to call home with staff permission. Students will not be called out of class for telephone calls except in the cases of emergency. Messages can be given to the office staff to be delivered to the students at the earliest convenience. Students will not be excused from class to make personal calls.

## Bicycles

Students are encouraged to ride bicycles to school on nice days. All safety precautions should be reviewed and followed. Students who ride their bikes to school are encouraged to lock them. The school cannot be responsible for lost or stolen bikes. **Bikes are not to be ridden on the school grounds and must be parked in the designated area.** Bike riders are to leave the school grounds immediately upon dismissal.

## Student Sales

Students are not to sell items at school for profit unless the principal grants permission. All money-making projects at West Valley School must have this approval and organizations are not permitted to have students sell goods or operate any concessions without this approval. **Private enterprises are not to use school grounds to sell their goods without administrative approval.**

## Emergency Drills

Emergency drills at regular intervals are required by law and are important for safety reasons. A continuous fire alarm will ring. All students will leave the room in single file following the route described by their teacher. There shall be no running, talking, or scuffling in the lines during ANY PART of the fire drill, either leaving, outside of, or returning to the building. EVERYONE IS TO BE EVACUATED. An orderly return will begin when the all-clear bell is rung.

LockDown drills are a means of securing a safe environment for students and staff. Students remain in their classroom until an “all clear” signal has been given.

## Assemblies

- Be on time; enter quietly and orderly; students will sit with their classroom teachers.
- Give courteous attention to the speaker or student leader throughout the entire program.
- Know when to give a polite clap or an enthusiastic holler.
- Students failing to be courteous and attentive at an assembly may be assigned to an alternative setting.
- Access and leave the bleachers by using the stairs, do not walk on the seats.

## Dances/Socials

These activities are open to West Valley 6th, 7th, and 8th grade students only. There will be a maximum of four (4) dances during the course of the school year. All sponsors must turn in a program outline for principal approval one (1) week prior to the scheduled activity. The activity can be no longer than two (2) hours and must be finished by 9:00 PM. All music is to be previewed by the Student Council Coordinator and/or chaperoning staff 2 days in advance of the activity. The following rules apply:

- Students who leave the dance and exit the building will not be allowed back into the dance.
- Students who leave the dance early and/or are asked to leave will call home to notify the parent(s).
- Students who play unapproved music will be asked to leave and will not participate in the next dance.
- Inappropriate behavior will be handled according to school discipline policies.
- A chaperone may stop any activity at any time he/she deems it necessary to do so.
- All bags and extra clothing will be stored appropriately.
- School activities are open to current West Valley students only.
- There must be daylight between dance partners, with no hand placement below the waist.
- No Public Displays of Affection (PDA) allowed. (kissing, etc.)
- School issued (signed) parental permission slips will be required to attend all dances.
- Student dress must be appropriate and meet dress code requirements.
- All other school rules apply accordingly.

## Meal Time

A purchased Breakfast is served before school. Hot lunch and milk is available for purchase midday. The office staff collects lunch money or parents may deposit to the account online. **Checks should be made to West Valley School.** Applications for free or reduced lunch prices are available in the office. All payment methods result in the same procedures in the lunch line. Students give an ID number at check out. Students are responsible to use only their own ID number for making purchases.

- Students eat in the Commons or cafeteria area at a table.
- Students are responsible for maintaining a healthy environment.
- For your safety, do not share food from home.
- When you have finished eating, wipe your table areas, remove trash or recyclables, and return your tray and utensils.
- If you need to work with a teacher, obtain a pass from that teacher *before* lunch.

## Lunch Recess Activities

During the Middle School lunch recess there may be indoor activities or study space available to students. Mr. Chisholm will supervise intramural games/sports and open gym times. Occasionally, the library is open during lunch. Access to these activities may be limited by the host teacher and is a privilege that can be revoked.

## Lunch Recess Detention

Students may be assigned to a lunch detention as a consequence for repeated level one behaviors or a single higher level infraction. This time is to be served in a supervised room. Students who are assigned to lunch detention will be required to bring their lunch with them and will remain in detention for the combined lunch/recess. The assigning teacher will notify parents.

## School Bus Rules and Expectations

Student behavior on a school bus is extremely important for the safety of everyone aboard. School rules apply to the bus. Drivers of each bus can assign seats and set rules as needed. Misbehaviors on the bus will be dealt with very seriously and will be reported to the principal, who may then take the following action:

**1st offense** - verbal warning -The student will be warned and a notice or phone call will be made to the parents.

**2nd offense** – 2 – 10 days suspension of bus privileges - The student will be informed of the infraction by the principal and will not be allowed to ride the bus to and from school for a two to ten day period.

**3rd offense** - suspension of bus privileges for the remainder of the school year. The student will be informed of the infraction by the principal and will not be allowed to ride the bus to and from school for

the remainder of the year.

All offenses will be reviewed and determination of consequences set by the administration. This could result in a step being by-passed for a more suitable outcome.

**Major offenses on the school bus may result in immediate suspension from the bus, regardless of the offense number.**

## **Bus Expectations**

### **Loading the Bus:**

1. Approach bus door in single file line
2. One arm-length space between students
3. Enter one step at a time
4. Keep hands, feet and objects to self
5. Voice level 0 – 1
6. Use school appropriate language
7. Ask for help when needed

### **Riding the Bus:**

1. Sit up straight
2. Face forward
3. Keep your bottom on seat and feet on the floor
4. Keep your body and gear completely inside seat area for safety
5. Keep all body parts and objects inside the bus
6. Put all trash in wastebasket
7. Voice level 0 – 1
8. Use school appropriate language
9. Have a friendly conversation
10. Ask for help when needed

### **Unloading our Bus:**

1. Stay seated until bus is completely stopped and the row in front of you goes
2. One arm-length space between students
3. Hands, feet and objects kept to self
4. Normal speed, one step at a time
5. Voice level 0 -2
6. Use school appropriate language
7. Ask For help when needed

## **Eighth Grade History Trip**

History/science trips are an extension of the 8th Grade curriculum. This trip **may** be conducted in the spring of each year for up to three days, or in day trips throughout the year. The trip touches on many historic points of our state. It is important to understand that trustworthiness, responsibility and honesty are important components for involvement in this highly active field trip. In order to pay for the trip, students may earn money through various voluntary sales. The school requires parent/guardian permission to participate in the sales. Details on the sales and the trip are provided to the students. It is important that all students help to raise money for their 8th Grade trip. **This trip is not funded by budget dollars and therefore is subject to cancellation due to lack of funds or support.**

The 8th grade trips are an extension of the classroom and is a privilege for students to attend. Participation is partly determined by appropriate behavior during the current school year, appropriate passing grades and a review of discipline referrals by an administrative team will be used to determine eligibility. Administration has the right to remove anyone that does not show they can handle an extended trip (due in part to grades, behavior or responsibility issues regardless of accumulated referrals). Unexcused absences, inadequate classroom participation, and misbehaviors resulting in multiple detentions or a suspension, could result in the loss of trip. Students not attending the History Trip will continue with school during that time.

## **8th Grade Parent Night**

A review of curriculum and extracurricular events is scheduled in the spring in order to complete registration for 9th grade at Glacier High School. Parents will have an opportunity to visit with the counselors from Glacier High School.

## Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, nonverbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or has the purpose or effect of:
  1. substantially interfering with the student's educational environment
  2. creating an intimidating, hostile, or offensive educational environment
  3. depriving a student of educational aid, benefits, services, opportunities or treatment;
  4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

## Sexual Harassment, Continued

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remedy such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting

discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Legal References: Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.

34 CFR Part 106

Montana Constitution, Article X, § 1

Montana Human Rights Act, § 49-3 -10 1, et seq.,

MCA

## Search and Seizure

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

## School Property and Equipment as well as Personal Effects Effects On School Grounds

School property shall remain under the control of school officials and shall be subject to search. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left on school grounds, without notice or consent of the student. This applies to student vehicles parked on school property. Building Principals may require each student, in return for the privilege of parking on school property, to consent in writing to school searches of his/her vehicle, and personal effects therein, when reasonable suspicion of wrongdoing exists.

School lockers and desks are and shall remain the property of the School District. School authorities can inspect student lockers and desks when they have reason to believe this property is being used to store contraband. Contraband is any substance or objects which is illegal to possess or consume, or any material, which poses a hazard to the safety and order of the schools. Periodic, random, general inspections of school property, announced or unannounced, falls within the discretion of school authorities.

School authorities may request the assistance of law enforcement officials and/or utilize qualified contraband detection agencies to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

## Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating the

law, or the District's policies and guidelines. The search will be conducted in a manner that is reasonably related to the objectives at hand. It will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies, rules or guidelines, 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.

### **Search and Seizure Guidelines**

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

1. The Superintendent, Principal or their designees shall be authorized to conduct any searches or to seize property relative to District policy, and as further provided in this procedure.
  2. If authorized officials have reasonable suspicion to believe that any locker, car, or container of any kind on school premises contains any item or substances, which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the official is authorized to conduct a search of any car or container and to seize any such item or substance. The authorized officials may perform random searches on any locker, car or container of any kind on school premises without notice or consent.
  3. If the authorized official has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a reasonable search of any student and/or his/her personal possessions and to seize any such item or substance.
  4. No student shall hinder, obstruct or prevent any search authorized by this procedure.
  5. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness and the administrator shall make a written record of the time, date and results, and a copy shall be forwarded to the Superintendent as soon as possible.
  6. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
  7. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.
1. Areas to be searched include lockers, hallways, bathrooms, gymnasiums, locker rooms, libraries, classrooms, and possibly other areas including parking lots.
  2. Students may be asked to be present during the search of a locker that has been alerted on if they are in attendance.
  3. The canine handler will be responsible for conducting a reasonable inspection of the locker or area once an alert has been confirmed. The student will be summoned to the area of the alert with a school official present. The canine handler utilizes their interview technique attempting to determine the potential possession of contraband items. The inspection is conducted in the presence of both the student and school official.
  4. If no contraband is found in the alerted-upon area, the canine handler and school official will proceed with inspection of student's personal effects (Ex: book bag), and possible search of the student if reasonable suspicion exists. If no contraband is found, the student will be excused. The school official will inform the parents that nothing had been found though the dog had alerted on the student locker (area).
  5. If contraband is found, any items found are sealed in an evidence bag and reviewed with both the student and school official. Chain of custody for all suspected contraband substances would be maintained at all times. The canine inspection agency may provide field presumptive testing of the suspected substance at the request of the District.
- Any disciplinary or other action taken as a result of the items found will be the responsibility of the School District. School policy for drug-alcohol possession and use, as well as student handbook procedures, will be followed.
- A. Parents will be contacted.
  - B. If illegal drugs or alcohol is found, law enforcement will be notified. Law enforcement will conduct their investigation. School disciplinary procedures will be followed.
  - C. If prescription medication is found, it will be determined if the substance is legal for the student to possess. If yes, current school procedures will be checked. If no, the substance will be treated as contraband.
  - D. If other substances or items are found during the physical search, they will be dealt with by normal school procedures.
6. The use of canine search procedures on campus will be preceded by education programs for students, faculty, and administrators. In addition, a parent/community education program will be provided. The purpose is to establish a solid foundation for implementation of the program, reduce concerns, and provide an initial deterrent impact.

West Valley School believes that everybody is important and is committed to providing an environment whereby a healthy self-concept is nurtured. The following enhances this self-concept:

1. The right to make decisions and have the

maturity to accept the consequences of their decisions, both positive and negative.

2. Exhibiting responsibility in one's school work, relationships with others, and community commitment.
3. Demonstrating self-discipline, good conduct and proper consideration of others.

When a student does not meet these reasonable expectations he/she is liable for punishment, suspension, or expulsion. When a student defaces or damages school property, his parent or guardian shall be liable for the cost of repair and/or replacement upon the complaint of the teacher, principal, or any trustee along with proof of such damage.

### **The West Valley School System**

West Valley School District operates a school system consisting of grades K through 8. The elementary contains grades K-4 and the middle school grades 5-8. West Valley Elementary School District (SD#1) is within the Kalispell High School District (SD#5).

Our 5th grade classes have a homeroom teacher/classroom. The teaching team meets regularly to ensure optimal educational and social outcomes for this group.

The 6th-8th grade students experience a traditional Middle School environment that includes a homeroom, core and elective courses. West Valley offers a variety of exploratory courses every semester. Students gain life-long skills of relating to a variety of personalities and expectations. Learning how to manage a multi-course/instructor schedule can be challenging. The importance of students, school, & parents working together is paramount to the adolescent's success.

### **Registration of Students**

1. All kindergarten students (and first grade students who have not attended school before) must provide the school with a certified birth certificate.
2. Each new student must provide a copy of his/her immunization records before entering school. Immunizations must be updated regularly to comply with state law.
3. By the time students enter the 6th grade they are required to have a 2nd booster of the Measles-Mumps-Rubella immunization. **Students entering 7<sup>th</sup> Grade MUST have proof of a TD within the past 5 years.**
4. Obtain from the school secretary, Mrs. Shelley Mower, a New Student Registration Packet.
5. Transferring 6th/7th/8th graders will make an appointment to see Mrs. Carrie Burnham, Guidance Counselor, for course registration and placement.
6. Enrollment will take place the following school day or when appropriate.

### **Transfer Students**

For placement of students who come to West Valley School from another district or Home School the procedure is as follows:

1. Pre-admission conference with the guidance counselor or principal before entering the

classroom. The student shall begin classes the day after enrollment or when appropriate.

2. Temporary placement based upon (a) most recent report card and test scores, (b) special services records, and (c) information from sending school.
3. Final placement within one (1) month of first day entered. Testing may occur during this period to facilitate proper placement.

### **Transfer or Withdrawal from West Valley**

When a student transfers or withdraws from West Valley School, the parent/guardian should:

1. Notify the school in advance of the student's withdrawal (this ideally should be 5 school days in advance).
2. Provide information for completion of a transfer sheet.
3. Return all school materials.

### **Student Records**

A confidential cumulative record of your child's progress is maintained. The records are open only to professional staff involved with the education of your child. They are also open to the parent.

Parents, be aware that you have the right to request to amend the education records of your child. Student records will be released to another organization or agency or to an individual only upon signed, written, dated request of the parent, except as otherwise provided by law or regulation.

IDEA records, SST records, and Counseling records will be maintained separately.

Directory information (name, address, telephone number, date of birth, dates of attendance) may be made public at the discretion of the school.

### **Teacher Request**

At West valley we believe all of our teachers are qualified and caring teachers. Placement in a class includes consideration of best fit for academic, social and emotional needs. We do not take teacher requests. If you would like to discuss your child's classroom placement please contact the office and a principal will discuss placement with you.

### **Volunteers**

West Valley welcomes volunteers in the educational setting. Parents, community members and other volunteer entities provide supports that are important for the educational process. If interested in volunteering in a classroom or other area of the school please contact the teacher or stop by the front office. Confidentiality for all students is mandatory for the success of our volunteer program. Every effort should be made to keep all school related progress, outcomes and teacher interactions confidential. No volunteer should discuss individual children with people other than the teacher. The administration and teacher will decide where volunteer services are best suited or if needed at all.



## **Student Services**

### **Student Health and Welfare**

#### **School Nurse**

The county public health nurse is the school nurse. Our School Secretary can assist with minor bumps and bruises and assist with directing you to a healthcare provider.

**Illness and Injuries** - A student who becomes ill or injured during the school day must ask for a pass to report to the office. Procedures followed by the office are:

- **Emergency** - There will be an attempt to notify the parents immediately. If the parent(s) cannot be reached, the principal or designated person is authorized to get emergency treatment and/or transport to the nearest medical facility.
- **Non-emergency** - A sick student will be removed from the classroom and put to bed in the sick room. Parents will be notified and asked to pick up their child. No sick or injured student will be sent home unattended.
- **Communicable Disease** - Upon recommendation from the Public Health Officer and/or the pupil's physician, a student with a communicable disease shall not be permitted in school if the transmission of the disease is determined to be sufficient cause to warrant this exclusion.

Be sure that the school has an updated phone number(s) where you may be reached.

#### **Medications Given At School**

##### **Non-prescription Medication**

Parents are required to sign a\* Permission to Dispense Nonprescription Medication\* slip that authorizes school personnel to dispense any non-prescription medication.

##### **Prescription Medication**

The administrative office staff will dispense this medication. Any other authorized dispensing agent must be specified on the consent form. The medication must be in a properly labeled, original pharmaceutical container designating the physician's name and the dosage. Dispensing prescription medication has two procedures:

- For short term (1 week or less) a **Request To Dispense Prescription Medication** form must be filled out and submitted with parent/guardian signature.
- Long term dispensing (more than 1 week) requires a school form, a physician's written order, and parental consent.
- Physician's orders must include the student's name, date, the medication, dosage, and possible side effects.
- An order for an "as needed" prescription must be accompanied by **very specific instructions** from the physician.

Parent/guardian consent form must be current, signed, and specify parent responsibilities regarding supply. **Whenever**

**changes occur - no matter what the duration - a new physician's statement must be filled out and on file before the school will administer new dosages.**

#### **Fluoride Rinse Program**

West Valley provides a Fluoride rinse program for the prevention of tooth decay. We encourage the participation of all students. Please mark the "yes" blank on the permission slip that will be coming within the first week of school if you wish your child to receive this service.

#### **Insurance**

Student insurance can be purchased early in the school year. This is done through the school as a service to you. Notices and forms will be sent home regarding dates and prices.

#### **Pictures**

Individual pictures are taken in the fall and class pictures in the Spring of each year. Notices regarding dates and prices will be sent home at the appropriate times.

#### **Food Services**

All families are encouraged to apply for "Free or Reduced status" by completing an application, which can be obtained at the school office. The process at the lunch line is the same for full pay, free or reduced cost. There is a breakfast and hot lunch program at West Valley. Prices are: **Breakfast @ \$1.25** and **Hot Lunch @ \$2.75 (Student) \$3.75 (Adult)**. Students who bring lunch from home will be able to purchase milk for .35 cents. A student account will be maintained for the purchase of meals or milk. Reminder: Milk by itself is not part of the free and reduced program.

#### **Textbooks**

Students may be supplied with textbooks. The school does not require a deposit but the students are responsible for keeping the books in a neat and clean order, and seeing to it that they are returned in good condition.

The value of each book is determined by its condition when issued. Fines will be assessed according to loss or damage. No report cards will be handed out until book fines and losses are paid.

#### **Supplies**

A list of supplies needed for use by students will be given to your child by his/her teacher and is available at the school office and online. We ask that you get these items as soon as you can so your child will have what he/she needs in the classroom.

We maintain some essential school supplies in the office; students may purchase these items before and after school.

#### **Newsletter**

An electronic newsletter is typically sent out each Friday and contains general information about school events, activities, issues of interest, and classroom news.

#### **Open House**

Early in the year a night is set aside for parents to meet their child's teacher, go over schedules, learn of classroom procedures, and get a brief description of each course.

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

A Conference time is scheduled near the end of the 1st Trimester and on an "As Needed" basis in the late winter to discuss your child's progress. (See school calendar)

### **Visitors to the School**

Visitors are always welcome at West Valley School. **All visitors must stop at the office and sign in.** If you are dropping off an item for your student or need to speak with him/her briefly, please make arrangements with the office staff rather than to interrupt the child's classroom. Please obtain a school visitor pass at the office. Attending school with a WV student requires principal permission.

**\*\*\* PLEASE NOTE\*\*\***

### **ENTRANCE INTO THE SCHOOL BY PARENTS AND VISITORS IS RESTRICTED TO THE FRONT DOOR ONLY!**

Preschool age siblings, relatives, or friends of the students should not be brought to school as visitors, unless proper arrangements have been made *in advance* with the principal.

### **West Valley Parent Organization**

The WVPO is very active and welcomes your participation, talents, and creativity. They support classroom needs and building projects. The meetings are on a monthly basis and held in the school library. Please come and meet your fellow parents, teachers, and administration. The current President is Beth Anderson. The group is on facebook: West Valley PTO.

### **Library**

The library is available to all classes for study and research. Classes are also offered for grades K-5 on specific library & research skills that are instructed by our library specialists. Occasionally there will be an "open library" or guest reading during the Middle School lunch. The procedure for checking out books is as follows:

- Books may be borrowed for 2 weeks and then renewed.
- Students may have only 3 books checked out at a time.
- Students are responsible for all books checked out and will pay for any books that are lost or damaged.
- A fine of 5¢ per day is charged for overdue books.
- Books/ fines that are not returned/paid within 7 days will be referred to the office to be administered through the West Valley Student Discipline plan.
- Library hours are 8:15 AM- 3:30 PM.

### **West Valley Rules and Disciplinary Program**

West Valley recognizes different levels of disciplinary actions that exhibit fairness and consistency. Every effort will be made to work cooperatively with students, parents, teachers, and administration to deal with disciplinary situations without interrupting the educational process of the student, however, there may be times when this is impossible or impractical.

### **Rules and Regulations**

Rules are established and posted for each area of the school where they are applicable and are enforced by all staff members. General rules of conduct are as follows but not limited to:

- Willful disobedience or open defiance of the authority of any teacher or staff member will not be tolerated.
- Harassment of any nature whether it is verbal, physical, or sexual is strictly prohibited and will be dealt with as a severe offense. It is a violation of school policy and civil law and may be reported to the appropriate civil authorities.
- Theft of school or private property may result in disciplinary action and legal proceedings against the offender(s).
- Any violation of civil law occurring on or near West Valley School may be reported to the appropriate authorities.
- All students shall be subject to the school dress code.
- Students are expected to maintain responsible behavior going to and from school, while on school grounds, while representing West Valley, or while attending school-sponsored activities.
- All students will be accountable to the rules of Hallway Conduct, Drug Possession, and Weapons Possession as outlined in this handbook.
- Students are to keep their hands and body parts to themselves and not violate the body space of others, willingly or unwillingly. This includes kissing, sitting on each other's laps, PDA, etc.
- Students will remain in designated areas at all times.
- Students are not to leave the school grounds during lunch or recess
- Students are to leave all bags, backpacks, and coats in their assigned lockers or storage areas upon arrival to school and until dismissed from school (unless approved by their teacher). Bags need to be of an appropriate size to comply with this requirement.
- Electronic cameras or devices will not be used unless their use is authorized by a teacher.
- FIELD TRIPS – Any trip that is arranged by the school that takes students outside of the school property. Students that have disciplinary referrals or behavioral referrals may be removed from field trip activities as deemed by administration.

### **Definition of Terms**

1) **Behavioral Referral** - a notification to the parents that behavior has been referred from the classroom to the office for action. The action to be taken can be minor in nature or move immediately to a Disciplinary Referral.

2) **Disciplinary Referral** - a notification to parents of a major infraction of school regulations and/or policy or multiple minor infractions. The consequences of a Disciplinary Referral are as follows:

- (a) Student may serve detention time as outlined below.
- (b) Student and parent(s) may be required to meet with the West Valley Student Support Team (SST) to be designated by administration when issuing the Disciplinary Referral. Failure to attend may result in additional consequences.
- (c) Student is on probation for the school year regarding any overnight and/or extended field trips. If two (2) or more Disciplinary Referrals are received within the school year the student may NOT be allowed to participate in overnight and/or field trips or otherwise deemed by the administration.
- (d) Student participation in any after school or extracurricular activities following the issuance of a Disciplinary Referral may be withheld.
- (e) Students may be required by Board Policy to construct a quality ESSAY that will discuss the reason(s) for the disciplinary referral and a plan of action to improve those attitudes and behaviors that resulted in the inappropriate action(s) of the student. This project will be supervised by the administration.

### 3) Disciplinary Referral Time Served

For grades K-8 - This is a time the student is assigned to a detention room for a particular task that will be determined in the meeting of the student, parent(s) and administration. Time of this meeting will be set by the administration and noted on the Disciplinary Referral form sent home to the parent(s).

4) **Suspension** - This is a temporary exclusion from the normal school day or school altogether, depending upon whether the suspension is In-School or Out of school. The purpose of a suspension is to remove the student from an untenable position and provide time for the student, school staff, and parents to reach a satisfactory solution to the problem. This is also a time of reflection for the student

The principal or his designee shall have the authority to place a student on suspension. The Administrative Team will determine the length of the suspension.

- (a) **In-School Suspension** - The student is placed in a confined study area for the day or part of the day. He/she may be given the opportunity to obtain assignments for the time they are assigned to in-school suspension. There is a monitor.
- (b) **Out-of-School Suspension** - Students are not allowed to attend school. Parents may be required to meet with the administration before the student is readmitted. Any work missed may be made up at the discretion of the Administrative Team.
- (c)

**\*Any suspension, in school or out of school, will adversely affect trips or extracurricular activities (ie, History Trip, field trips, sports/club participation) where the Administration deems it necessary to exclude the student.**

5) **Expulsion** - a permanent removal from school and school sponsored activities for the remainder of the semester or current school year. The School Board has the authority to expel a student from school. The provision of "Due Process" will be an integral part of any disciplinary action.

(a) **Deferred Expulsion** - A meeting with the Superintendent where a decision is made on readmitting the student or having an expulsion meeting with the Board of Trustees of School District #1. If the student is readmitted he/she is placed on a Deferred Expulsion Contract. Should this contract be broken an expulsion hearing can be scheduled.

(b) **Expulsion Hearing** - Action taken by the Board of Trustees upon the administration recommendation. The Board has options at its disposal, but in most cases with the verification of evidence, an expulsion may be expected.

### Infractions

1) **Tier One/ Minor Infractions** -The minor offenses will be handled by staff members. Each classroom teacher has an established management system including expectations. Some students do not respond to consequences for their inappropriate actions and develop multiple offenses. Students who make it difficult to maintain a productive learning environment for their classmates will be subject to the following:

- a) Student may be referred to the office for minor behavior offenses. The teacher will log minor offenses in an attempt to correct the behavior, including seeking assistance from the student's parents. If behavior does not improve, a cumulative report will be filed with the office, which may result in an issuance of a Behavioral or Disciplinary Referral.

2) **Tier Two & Three Major Infractions** - Major infractions will result in (a minimum) of a Disciplinary Referral. Violation of previously mentioned Rules & Regulations and/ or excessive tardies, disrespect, fighting, swearing, theft, lying, cheating, plagiarism, forgery, vandalism, skipping class, bullying and intimidation, use of alcohol and drugs (SEE BELOW), and other severe infractions deemed worthy of a Disciplinary Referral by the office.

**NOTE:** Students guilty of cheating will receive a zero on that assignment and will be required to complete an alternate assignment, possibly for credit. Teacher and Administration will make a determination of consequences following the discipline rubric.

### Accumulative Disciplinary (Tier 3) Referrals

**First Disciplinary Referral** - Student receives consequences and/or may be suspended/expelled (depending upon the offense).

**Second Disciplinary Referral** - Same as first, may include meeting with school officials and parents/guardians; Student Support Team may become involved as well.

**Third Disciplinary Referral** - Same as the first except the student may face suspension and other disciplinary action and the Student Support Team may become involved.

**Fourth Disciplinary Referral** - Deferred Expulsion Contract is constructed or Expulsion Hearing is scheduled with school board.

In all Disciplinary Referral situations, the administration will conduct an investigation and review individual situations. In any case, the above steps could be forgone due to the severity or act by an individual.

### **Illegal Drugs, Alcohol, Tobacco, and Weapons**

The use or possession illicit drugs, alcohol, tobacco, vape accessories and weapons during school functions and/or on school grounds will result in:

- 1) Referral to the appropriate law enforcement official.
- 2) School disciplinary action that could include immediate suspension and/or expulsion.
- 3) Mandatory participation in a chemical awareness program (See School Policy (Section VIII, Appendix B. and Section X Parts II&V.)

### **Articles Prohibited In School**

Many articles, which are deemed safe, or O.K. outside the school setting become dangerous or unduly distracting in a school setting. Items such as laser lights, knives, guns, chains (wallet, etc.) matches, slingshots, fireworks, pea shooters, skateboards, roller skates/blades, bats, baseballs, squirt guns, etc. will **NOT** be permitted in or on school grounds. Any such items will be impounded and released only to a parent. Any items that may be used to endanger and/or intimidate other students and/or staff fall under this policy. The staff and/or administration will define the nature of the item. Appropriate disciplinary action will follow. If you are questioning any particular item please call the school administration.

Other items such as stereos, electronic items or other fragile or expensive items should not be brought to school unless the teacher requests such an item for educational purposes. The parent is under no obligation to send such items. **\*Personal property is not covered by the school's insurance.**

### **School Facilities**

#### **Parking and Student Pick Up/Drop Off**

West Valley School is located on one of the busiest rural highways in the county, which makes the parking, pick-up and delivery of students, and visitor traffic a crucial component of student safety. It is therefore critical that the guidelines are strictly followed and enforced.

1. The East lot in front of the school is reserved for staff members and visitors. **THIS IS NOT A STUDENT DROP OFF AREA. This is an unsafe practice!**

2. The use of McMannamy Draw for parking and/or student pick-up and delivery is strictly PROHIBITED. The gates in this area are locked and Students climbing over the fence face possible disciplinary action.
3. Students are required to be in front of the school for pick up purposes. Supervision is **NOT** provided in the playground area after school.
4. Parents will **have their children picked up by no later than 3:30 PM.** Supervision of the playground area begins at 8:00 AM and ends at 3:30 PM. Parents are responsible for students outside of this time frame.
5. Extreme conditions may warrant an earlier entrance time (**RED FLAG**).
6. Students are to stay in the playground area until the bell rings and then enter by the appropriate outside door.

**If a RED FLAG is out, this indicates severe weather or poor air quality. The school is open earlier for students to enter the school building.**

### **School closure**

School closure due to inclement weather or any emergency will be announced using local radio stations. B-98 or K-103.9 are good sources for this information. Closures are also noted on the [County Superintendent's website](https://flathead.mt.gov/schools/) <https://flathead.mt.gov/schools/> . Bus routes may be abbreviated.

### **Community Use of School Facilities**

The use of school facilities by local organizations is permitted if that use does not conflict with school activities, is of a public nature, and if the use is not contrary to the laws of the State of Montana.

Due to the increased replacement cost of school equipment and the decreased resources for that replacement, it is imperative that any request of school facilities be made well in advance so that its **Plan of Usage** can be reviewed. A contract may then be developed to clarify the cost and use of the school facilities.

It is the School Board's view that no unauthorized use of school facilities and/or school grounds be permitted. The school ground and facilities are for school use only and trespassers/violators may be referred for arrest and prosecution. A schedule of fees and costs is provided at the office.

### **Video Surveillance**

There is video and audio surveillance inside and outside the school grounds. There are notices posted at the entrance of the school indicating the use of video surveillance. The video surveillance is to be used for health, welfare, and safety of all staff, students and visitors and to safeguard District buildings, grounds and equipment. Video recordings may be used as part of a staff member's personnel record. Policy #3235

## Appendices

### Acceptable Use of Technology Policy

**Technology Devices are for educational use only.** West Valley School District has voice, data, and video electronic communication systems that will allow enriched educational opportunities for our students to communicate, learn, and publish information. These network resources provide students access to electronic resources and are to be used for educational purposes. Communication over the district network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

#### TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of West Valley School District. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, West Valley School District believes that the benefits to students greatly exceed the disadvantages. It is the policy of the West Valley School District to not allow student use of e-mail unless it is deemed educationally necessary by the student's teacher.

#### Appropriate Use of the Internet

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom, on the playground, or at home. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers, parents, or grandmother to see. Should students encounter such material, they should turn off their computer monitor and report to their teacher.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to; instant messaging; download or play games; subscribe to or access listservs; download music files or check, send or receive email unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to yourself or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when used in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
- Do not copy other people's work or intrude into other people's files.

- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.

- Use copy and paste techniques to condense your properly cited research information.

- Do not use the Internet in any way, which disrupts the service or its operation for others.

#### Consequences for Inappropriate Use of the Internet:

Since Internet access is currently a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the appropriate use guidelines.
  - . In or Out of School Suspension
- Continued Internet usage with at school parental supervision.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment.
  - . Any other school consequence deemed appropriate by the administration

#### TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

West Valley School District provides a variety of technology resources that will allow opportunities for students to communicate, learn, and publish information in the electronic age. These resources include computers, calculators, software, scanners, printers, digital cameras, video cameras and more. Students will be required to act appropriately and to use due care when utilizing technology equipment and work areas.

#### Appropriate Use of Networks and Technology Equipment:

Students are responsible for appropriate behavior and care when using District technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove / move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free. Ask for help if you're not sure about your files or disks.

- Do not attempt to gain unauthorized or illegal access to District technology resources or any other technology resources.
- Do not attempt to gain access to the District or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the same procedures outlined in this policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize District technology equipment or software in any way.
- Do not use District resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or a network manager.
- Use is for educational purposes only. Video games, youtube, streaming videos and music, and chatting within documents is by teacher permission only.

**Consequences for Inappropriate Use of Networks or Technology Equipment:**

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the appropriate use guidelines.
- Continued technology resource usage with at school parental supervision.
- Loss of access to District technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment.

**Conclusion**

The West Valley School District staff will exercise reasonable care to ensure that the communication and technology resources and facilities are used in the appropriate manner. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service.

The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

**The West Valley School administration will make the final determination as to what constitutes unacceptable use and their decision is final.  
Uniform Grievance Procedure**

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

**Level 1: Informal**

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

**Level 2: Principal**

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance.

The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the

Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

**Level 3: Superintendent**

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

**Level 4: The Board**

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

**Level 5: County Superintendent**

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.