

*At the Peak of Excellence!*

OPHIR MIDDLE & LONE PEAK HIGH  
STUDENT-PARENT HANDBOOK  
2020-2021



## Big Sky School District #72 2020-2021 School Calendar

August 2020						
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June 2021						
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July 2021						
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NO SCHOOL K-12

NO SCHOOL K-12 - TEACHERS ONLY

1ST AND LAST DAY OF SCHOOL - JUNE 11TH 12 P.M. DISMISSAL

NO SCHOOL K-3 STUDENTS - K-3 PIR DAY

PARENT TEACHER CONFERENCES 4 PM - 730 PM

JUNE 5TH - LPHS GRADUATION



# Big Sky School District #72

## Mission and Vision

**At the Peak of Excellence in All That We Do!**

**Cultivate, Engage, Empower**

At Big Sky School District, we:

- **Cultivate** each student’s potential
- **Engage** in globally minded education and experiential learning in the Greater Yellowstone Ecosystem
- **Empower** students to lead inspired lives of impact, resilience and authenticity

**Cultivate:**

- Meet each child where he / she is currently
- Provide access to an exceptional experience
- Welcome students and families from all backgrounds, experiences and talents

**Engage:**

- Provide academically challenging and rigorous curriculum and instruction
- IB world school
- Encourage creativity in our students

**Empower:**

- Build confidence
- Value respect, compassion, and accountability

## Administration Directory

Superintendent

Dr. Dustin Shipman, [dshipman@bssd72.org](mailto:dshipman@bssd72.org)

Principal

Dr. Marlo Mitchem, [mmitchem@bssd72.org](mailto:mmitchem@bssd72.org)

Counselor

Ms. Abby Wright, [awright@bssd72.org](mailto:awright@bssd72.org)

Administrative Assistant

Mrs. Kristie Rose, [krose@bssd72.org](mailto:krose@bssd72.org)

We are excited to welcome everyone to Big Sky School District #72 for a new school year. It is our hope that this handbook will answer questions that you may have and serve as an important resource for students, parents, and staff throughout the school year. We look forward to working with you to provide an excellent education for your child. Please call if you should have any questions. Our school office number is (406) 995-4281.

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## Lone Peak High School Alma Mater

*Below the Rocky Mountains high  
Snow-brushed peaks above Big Sky  
Her rhyme and splendor strong and spry  
Our Alma Mater hears our cry*

*Big Horns charging through and through  
together honor you  
With knowledge, friends, and pride in what we do,  
Bright futures, we pursue.*

*We hail to thee!  
The song we sing rings free!  
For the white, blue, and our story true.  
You're always here,  
Forever near,  
Eternally in view!*

Words and Music by Griffin House, LPHS Class of 2015

### Daily Schedule

7:35 a.m.	Zero Hour classes start time
8:00 a.m.	Students may arrive at school
8:30 a.m.	Class begins promptly
11:00-12:45 p.m.	Lunch Hour (staggered lunch/breaks)
2:35 p.m.	Early Dismissal Fridays Only
3:35 p.m.	Dismissal Mon., Tues. Wed., Thurs.

**Arrival at School:** The bus drop off/pick-up area (the southeast door near the Bough Dolan Athletic Complex) is for buses **ONLY**. Drivers are not allowed to drop students off in this loading/unloading area. **ALL students arriving in automobiles should be dropped off/picked up at the main entrance.**

**Bus Pick-Up and Drop-Off:** The bus driver is not permitted to release a student from the normal bus routines or drop-off points without written permission from a parent, indicating the date and the change. It is important to let the driver know beforehand if the child will not need to be picked up for school. In order for the bus driver to drop off a child at a location different from the regular route, the bus driver needs a written note.

During the ski program, no child will be permitted to remain on the mountain after the bus departs, unless the school receives indication on the online paperwork required or by sending a written note from the parent at least 24 hours in advance of the ski day, indicating that the child has permission to remain on the mountain. For the safety of the children, there is a strict procedure that must be followed for student dismissal on the mountain.

**Bus/Cold Weather Conditions:** The school bus will not run when the weather is -20°F or colder at the school. The school bus driver will determine the temperature and call the superintendent and notification of parents will occur. School will still be in session unless the temperature drops to -40°F or colder at the school prior to 7:00 a.m.

**Food Services:** The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Applications are available year-round in the office or online and a person may apply at any time during the school year.

**Lunch Prices are as follows** (all lunches include milk):

Grades	Price
6-12	\$3.85 ((extra entrée \$1.70 w/lunch purchase)
Adults	\$4.10 (extra entrée \$1.70 w/lunch purchase)
Milk:	\$.60

Menus will be posted on the website, copies available in the office, distributed electronically in the newsletter and/or sent home upon request. Cash or checks may be used to make deposits to lunch accounts or use the payment option online by credit card (subject to processing fee). Checks should be made out to Big Sky School District. Students may also purchase a-la-carte items such as granola bars, yogurt, scones, cookies, fruit, etc., for an additional charge.

If a child has a food allergy, it is important to bring a **doctor's note** so that the allergy can be recorded for student safety.

**School Calendar/Newsletters/Website:** The Big Sky School District calendar is included in this handbook and is also posted on our website: [www.bssd72.org](http://www.bssd72.org). Also located on the school website are special events and notices, athletic schedules, and lunchroom menus. Our school website contains most of the information a parent needs to stay current with scheduled events at Ophir Middle School and Lone Peak High School. Friday's weekly BSSD Newsletter will also be posted on the website and emailed to parents. The school also utilizes Big Sky Facebook page, found at <https://www.facebook.com/bssd72.org>.

**ManageBac:** Parents should have an account and password to log on to the school district ManageBac database website. ManageBac can help you to access your child's grades, homework assignments and attendance. Please call or email the school secretary if you have questions regarding ManageBac. There is a link to log on to ManageBac on the Big Sky School District homepage.

**Chain of Command for Addressing Concerns or Complaints:** District staff will endeavor to respond to concerns promptly and equitably. An individual with a concern or complaint is encouraged to first discuss it with the staff member 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. It is hoped that the vast majority of situations can be resolved by discussing matters

informally with the individuals involved. However, if a complaint is not resolved at the informal level described above, the grievant may file a grievance in writing with the principal/superintendent within sixty (60) days of the event or incident or from the date the grievant could reasonably become aware of the occurrence. Policy #1700 outlines the District's Uniform Grievance Procedures. It can be found with other School District Policies on the District's website.

**Pledge of Allegiance:** The recitation of the Pledge of Allegiance will follow the law of the state of Montana (20-7-133). Pledge will be recited daily in grades K-6 and to start the week in grades 7-12.

## Academics

**Entrance:** Proof of identity and residency: birth certificate, immunization records, residency validation and certified transcript are required for students transferring from other schools or from home schooling. The Big Sky School Board has declared open enrollment for non-resident students within the parameters of the law and board policy. The District will accept applications per Policy 3141 which can be found on our website.

**Attendance:** If your child is absent from school, it is important that you call the school office (406) 995-4281 to report the absence. In order to ensure the safety of your child, parents should call the office by **10:00 AM**. Parents will be called if we do not receive a call or note regarding the absence. Notes must be given immediately to the school secretary. Students will be given an admit slip for the classroom. When a student arrives late or after an absence, the student is required to report to the office. All absences and tardies will be recorded in the data base and are a permanent record.

**Attendance is taken on a period by period basis for Middle and High school students.**

Parents will receive a phone call from the office regarding any absence that is not previously excused.

**Attendance Procedures:**

**Absences are recorded as either Unexcused, Excused or Extended Length as follows:**

### *Unexcused*

Any absence that is not cleared as an officially "excused absence" by a parent within 1 school day of the absence. An unexcused absence is any absence for which a parent has not provided the reason the student was absent. Skipped classes are considered unexcused and will result in a disciplinary action and a parent meeting. Three (3) unexcused skipped class absences per class in any

semester will result in loss of credit (high school) in that class. No make-up work provided or accepted for a mark.

A student will only be allowed ten (10) unexcused absences per class, per semester. At LPHS, any unexcused absence beyond that number will mean a loss of credit for those subjects missed. For OMS, students will be required to complete an academic task and/or service learning project as determined by the Principal and OMS teacher team. Students losing credit due to excessive absences may appeal to the Principal and Superintendent. Students must show extenuating circumstances to reinstate credit. An appeal is a request for review of credit and is neither automatic nor guaranteed of replacing loss of credit. The approval or denial of this request lies with the recommendation from the Principal to the District Superintendent who has final discretion.

### *Excused*

An excused absence is one in which the parent has called or emailed the front office the day of the absence and the student is either: 1. sick, 2. attending to a death in the immediate family, or 3. attending a medical/counseling appointment. **A doctor's note is required for a medical appointment and/or sickness excusal. This note must be submitted to the front office within 24 hours of the absence to excuse the student. If a note is not provided, the absence will be recorded as unexcused and will therefore count toward the cap of ten (10) unexcused absences.** An excused absence is short term in nature, as in an absence that cannot be avoided, and is day to day. Students will have one day for each excused absence due to illness, death in the family, or medical appointment, to make up missed work. Juniors and Seniors will be allowed up to 4 days total, not counting toward the cap of 10 allowed unexcused absences, for travels to visit colleges. This type of absence must be approved by the Principal prior to departure, and students should return with a signed college visit form.

School related/sponsored absences are any absences that are a result of the student being absent for school related activities. The student is responsible for missed work and will turn in all missed work within one school day of the return to school. (Example: student misses all afternoon Wednesday due to a school related activity; all school work from Wednesday is due Friday at the beginning of class.)

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school attendance for all class periods after lunch the date of the event or on the last school day prior to the activity if the activity falls on a non-school day. Exceptions may be made by the administration when requested by a parent or legal guardian/custodian.

### ***Extended Length Absences***

Family trips or departures from school which will be longer than the 10 allowable absences per semester will be considered a situation where the district may choose to un-enroll the student. For this situation, teachers will not be required to provide the student with feedback or grades for any of the missed assignments. Students will be expected to pick up where the class currently stands upon the student's re-enrollment and return.

**Notifications on Absences:** Parents will be notified, via email, on unexcused absence number 6. Once 10 unexcused absences are reached in a semester of any type in OMS and LPHS, the parent/s will be required to attend a meeting with the Principal to discuss the process on how to appeal loss of credit (LPHS) and details for the make-up project (OMS).

**Suspensions:** Any student suspended from classes, whether suspended in or out of school, may not attend school activities, to include sports, and may not play in a competition scheduled on the same day as the suspension.

**Tardies:** Any student reporting to class after the start bell will be recorded in ManageBac as tardy. For each 3 tardies recorded in any class, students will receive 1 detention. Once 3 detentions have been assigned, the student will receive an In-School Suspension.

**Student Placement:** Shall be based on successful completion of the curriculum, attendance, performance based on criterion referenced assessment and/or standard achievement testing. A student shall not be promoted based on age or other social reason not related to academic performance. Placement of students, whether promotion or retention, is up to the Superintendent (policy #2421)

### **Student Participation in Non-School Sponsored Activities:**

The Board of Big Sky School District #72 recognizes that student interests are varied and that some of its students attending Big Sky School District Schools (Ophir elementary, Ophir Middle School and Lone Peak High School) participate in non-school sponsored activities that require significant commitment outside of school. The Board also wishes to accommodate the educational needs of all students attending Big Sky School District. Consistent with these purposes, the Board will designate the absence related to a student's participation in non-school sponsored activities recognized by the Board as excused in accordance with the district's procedures. Non-School sponsored organization to which students attending Big Sky School District Schools belong and which seek excusal of participant absences from school shall submit an application to the board to be recognized. Parents of students participating in recognized non-school sponsored activities shall also submit written acknowledgement to the District regarding the student's participation in these activities. Student participants must complete the academic requirements of courses in which

they are enrolled. Please see Appendix D.

**Students with Special Needs:** Parents or teachers who believe a student's lack of academic success is attributable to a learning disability may ask for an evaluation. No child will be formally tested without parent permission or without pre-referral strategies being implemented and documented.

Students receive special education services according to the student's Individualized Education Plan (IEP) and the guidelines set forth under the Individuals with Disabilities Education Act (IDEA). The District is part of the Gallatin/Madison County Special Education Cooperative. Support personnel work with OMS/LPHS to provide student services.

**Grading System:** In grades 6-12, students earn academic letter grades and comments. Formal reports are available at the end of each semester for all grades. Weekly reports are available every Monday. Parents are strongly encouraged to monitor their child's academic performance throughout the school year.

**Grading Scale:** The OMS/LPHS grading scale is below:

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
60-66	D
0-59	F

**LPHS Weighted Credits:** AP (1.25) and IB HL (1.25). All other designated courses will be weighted at 1.0.

**Academic Dishonesty:** Any academic dishonesty will result in consequences per policy as approved by the Board of Trustees. Turnitin.com will be used as a classroom resource, as needed, to check the authenticity of student written work. Please see Appendix B and C for OMS/LPHS Academic Policies.

**Homework:** Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments can not only enhance student achievement, but also develops self-discipline, responsibility and good work habits. Our students should be able to do the homework independently. Specific questions regarding homework should be discussed with the student's teacher.

**Late Work Policy:** All assignments are due on the assigned due date **unless previously discussed with the instructor and an agreed upon new deadline is**

**established.** Late assignments will be graded as follows: (for each excused absence prior to, or on the due date, students will receive one additional day as an extension) One day late will be graded at 50% of the earned score. Two or more days late will not be accepted for a grade.

**End of Semester Assessments:** Students are expected to attend school during final exam periods each semester. **Students not in attendance for final semester exams will not be awarded credit for any exams or projects given at that time.** Only in cases of emergency will accommodations be made.

**Honor Roll:** Students in grades 9-12 are eligible for Honor Roll status at the end of each semester. A student must earn a minimum cumulative grade point average of 3.5 to be placed on the regular honor roll. A student must earn a minimum cumulative grade point average of 3.8 to be placed on the high honor roll.

**LPHS Valedictorian and Salutatorian:** Valedictorian and Salutatorian will be determined at the end of 7 semesters, with the 7<sup>th</sup> semester to be Fall of Senior year, and will be based upon cumulative GPA and administrative review of the students' academic coursework (i.e. advanced coursework). The student with the highest GPA will be designated Valedictorian. The student with the next highest GPA will be designated Salutatorian. Students must be in continual attendance at LPHS the 4 semesters prior to graduation to be considered for the title of Valedictorian or Salutatorian.

**Awards:** Student recognition assemblies, Grade 8 promotion, and LPHS graduation will be held to recognize students at OMS/LPHS for academics, activities, community involvement, and/or other accomplishments.

**Graduation Requirements: Please see Appendix A.**

**Commencement Exercises:** To be eligible to participate in the LPHS graduation ceremony a student must have documentation of completion of all the requirements for graduation. This must be turned in to the school administration on the senior's last week of school. Students must meet graduation requirements prior to **May 21st** to be eligible for graduation ceremonies. Participation in graduation ceremonies is a privilege not a right and may be revoked for disciplinary reasons.

**Transcripts:** Any LPHS student needing a transcript (official copy of grades and course load) for a college application must request one from the front office at least one day prior to needing the transcript. Lone Peak High School uses parchment.com to disseminate official transcripts to colleges and universities. Students needing an official transcript should create an account with that provider and request transcripts via that portal with no fee for current or alumni to use the service.

**Parent/Teacher Conferences: November 10th and 11<sup>th</sup>, 4:00 p.m. – 7:30 p.m.** have been set aside for parent/teacher conferences.

**Parental Involvement:** The Big Sky School District Staff and School Board believe that the best educational result for each student occurs when all three partners are doing their best: the district staff, the student's parents, and the student. To strengthen this partnership parents are urged to:

- Review handbook information with your child, and sign the acknowledgement form included in the handbook.
- Contact the school if questions/concerns arise.
- Become familiar with all of the student's activities and academic programs. Discuss with the counselor or principal any questions.
- Monitor your child's academic progress and contact teachers as needed.
- Encourage your child to put a high priority on education and commit to making the most of the educational opportunities school provides.
- Participate in parental involvement opportunities such as the Big Sky Parent Teacher Organization (BSSD PTO) and Booster Club.
- Volunteer! There are always ways to help enrich learning experiences.

**Field Trips/Activities Off-Campus/Permission Slips:**

The school must have a permission slip signed by the student's parent/guardian before the student may participate in a school activity which takes place off school grounds. At times there might be a cost to the student for the field trip. Parents will receive information specific to the trip during the permission process. Permission slips include an insurance waiver and require contact information for emergencies. Health enhancement classes and some grade levels leave campus for hiking or other curriculum activities. Parents should receive notification from teachers regarding off-campus activities. Student safety is a concern as activities are planned for students.

## Student Conduct & Discipline

**General Principles:** The students at Ophir Middle School/Lone Peak High School are expected to treat and be treated in a way that is conducive to a positive learning environment. The behavior described in this handbook states that respect is to be shown to other students, the staff, and school property. Above all, we are committed to providing a quality education to all students. If one student is affecting the education of others, that behavior deserves to be addressed. Most often, inappropriate behavior problems are handled within the classroom; however, the principal will be involved when it is deemed appropriate. Students are expected to be where they are

supposed to be and on time, respect the rights of others, be responsible, and strive for excellence.

School discipline is directed toward assisting each student in developing self-discipline, the ability to judge the correct course of action in a given situation. It consists of encouragement to act in a positive way as well as progressive consequences, which naturally occur if a student chooses to do otherwise. The school district discipline policies are located on the school website. Parents/Guardians are encouraged to speak to teachers, school staff, and/or administration should questions or concerns arise.

School district staff follow basic rules requiring the behaviors of safety, respect for property and other people, and responsibility. A safe, positive learning environment needs to exist at school and thus there are rules requiring appropriate behaviors.

We focus on proactive strategies versus reactive behaviors. An atmosphere of mutual respect helps teachers to teach and students to learn. Students are taught what behaviors are expected of them and how to think through inappropriate behavior. It is always our hope to keep the student in the classroom, but sometimes students are asked to leave class to discuss their decisions and actions with other staff, including the principal. In general, the consequences will be age appropriate and decided by the classroom teacher, parent and/or administration, depending on the severity of the incident.

**Disciplinary Referrals 6-12:** When a disciplinary referral is made, the students will be given a reasonable opportunity to express their views. If students continue to exhibit inappropriate behaviors after initial consequences have been issued, more severe consequences will be given. Staff members will notify parents if behaviors are of a serious nature. Consequences for behavior infractions may include low level interventions, conferences, parental involvement, loss of privileges, and/or detentions. Students will receive a detention from teachers as a result of a referral. Referrals can be made for inappropriate behaviors, phone misuse, dress code violations etc. Detentions will be served after school from 3:40-4:10. For any detention skipped, a second detention will be added. Upon 3 student discipline referrals, the student will receive an In-School Suspension.

More severe and repetitive infractions may result in immediate in-school suspension, out-of-school suspension, and/or for extreme violations, students may face expulsion. Any action that is illegal will result in the police being notified.

**District Rules & Regulations:** The mission of the District is to assure learning experiences help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. All students who attend the District shall comply with the written policies, rules and

regulations, shall pursue the required course of studies and shall submit to the authority of teachers, principal, and Superintendent.

**Accumulation of Various Offenses:** If a child repeatedly violates school rules, more serious disciplinary action will be taken. (Policy #3300, #3310)

**Playground Conduct:** Students are expected to be kind to others and themselves. Playground rules include the following:

- Watch out for the safety of others and yourself.
- Use the equipment properly.
- One person to a swing at a time and swing forward/back only.
- Stay a safe distance from playground equipment in use.
- Go down the slide in a seated position, no jumping off or climbing up the slide.
- Play fairly and allow others to participate.
- Refrain from throwing snow.
- Bring in equipment after use. If you take it out, bring it in.
- Follow the instructions by the supervisor.
- Follow school rules when playing games.

#### **Lunch Area Conduct**

- Talk quietly; no shouting from table to table.
- Use appropriate table manners.
- Clean up your area.

**Bus Conduct:** Students are expected to follow the same guidelines for behavior on buses as they do in school. Safety is a major concern on buses. The following is a list of student expectations when riding the bus:

- Follow directions of the bus driver.
- Remain properly seated at all times (facing forward, and out of the aisles.)
- Students are not to eat or drink on the bus.
- Keep voices down (no yelling or squealing.)
- Must stay in the bus seat and have seatbelts fastened.
- Keep hands, feet and other objects to yourself.
- Inappropriate language is not acceptable.

Behavior infractions will result in consequences. Students may be assigned a seat in addition to the consequences listed below.

- First warning: the principal will be advised.
- Second warning: the parents/guardians will be notified.
- Third warning: the child is suspended from the bus for a period of time.

**High School Students Leaving Campus: Only 12<sup>th</sup> grade students on Honor Roll** may leave campus during lunch with written parental permission. Students must,



as always, check in and out at the office, even with the permission slip signed, as well as always follow school conduct rules.

**Students of Legal Age:** Every student, 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, pursue the prescribed course of study, and submit to the authority of teachers and others in authority over them. If eighteen-year-old students check themselves out, the parents will still be notified. If the parent will not excuse the check out, it will be marked as unexcused. The only exception is if the student has been emancipated.

**Dress Code:** Students are reminded that their appearance significantly affects the way others respond to them. While matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians, there are minimum standards that shall be observed by all students.

Students are expected to come to school reasonably groomed and dressed in modest clothing to support the learning environment

The following dress/appearances are not allowed at OMS/LPHS as they are considered inappropriate, distracting to the learning environment, and/or a safety hazard:

- Flip-flops with a single toe thong; fully covered feet are required for science lab.
- T-shirts advertising alcohol, tobacco, violence or inappropriate slogans;
- No Halter tops, tank tops with straps less than 1 inch or tops showing navels.
- Undergarments showing.
- Skirts and shorts must be longer than extended hand length.
- Pajamas, swimsuits, and bedroom slippers unless approved for spirit days.
- No excessively “sagging and bagging” clothing will be allowed.
- No hats, hoods or beanies worn in school buildings during school hours. Recess and field trips are an exception to this rule.

Students who are dressed inappropriately will be asked to call home for a change of clothes or wear what the office has available. In all cases, questions regarding appropriateness of dress/appearance shall be at the final discretion of administration. Failure to follow the dress code will result in one warning and the second violation will result in a disciplinary referral.

**Physical/Sexual Behaviors & Inappropriate Language:** Students are reminded that the school is a formal setting, where the work of learning occurs. For this

**reason, the same physically affectionate and sexual behaviors which would be deemed inappropriate in a place of business will not be acceptable on the school campus, bus, or at school activities. Faculty will address conduct of this nature and students will be held accountable for their actions in accordance with school discipline policies.**

For these same reasons, students are also expected to refrain from the use of profane, obscene and indecent speech. A student who curses, voices obscenities or uses language that would be considered indecent or profane at school, on the bus or at a school activity, will face disciplinary action.

The Big Sky School District recognizes that it is necessary that our students learn to be respectful, understanding, and maintain a positive attitude toward others in order to foster an atmosphere which allows optimum learning without distraction. Students are expected to engage in behaviors that are safe, respectful and responsible and are expected to work cooperatively with others.

**Student Conduct Outside of School Hours or Away from School:** The Big Sky School District provides a comprehensive program of educational services. The educational environment must be favorable if students are to take full advantage of these opportunities. Student discipline is essential to a productive and meaningful learning environment.

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the student to corrective action or punishment by the School District. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system (or their families).

Maintaining or posting materials to a website or blog or any other public venue that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extra-curricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

Corrective action or punishment may include but not be limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion from school. Corrective action or punishment will include appropriate due process safeguards as provided for by law and/or School District policy. (Policy 3300)

**Weapons & Confiscation of Inappropriate Property at School:** Items inappropriate for the school setting (laser pen lights and other electronic devices, skateboards,

cigarettes, lighters, matches, noisemakers, knives, etc.) will be confiscated. Students may not bring weapons, facsimiles of weapons, BB or pellet guns, paint ball guns, toys that look like guns, ammunition, knives, etc. on school grounds. Per state law and Board Policy, students will be suspended and risk expulsion if they bring a “weapon to school.” (Policy #3311)

**Cell Phones & Other Electronic Equipment (ALL STUDENTS):** Student possession and use of cellular phones, and other electronic devices (including, but not limited to smart phones, I-Pads, Kindles, etc.) 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 or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person.**

**Students may only use cellular phones and other electronic signaling devices on campus before school begins and after school ends. Students may not use cell phones, earbuds or headphones during scheduled class time unless approved by the teacher for special circumstances.** The administration may regulate the use of cell phones by parents and other adults while they are on school property. The District is not responsible for lost or stolen devices. 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 and supervisory aides. Unauthorized use of such devices may result in disciplinary action.

**Card Playing & Gambling:** Card playing and gambling are not permitted in school unless it is organized by a teacher for instructional purposes.

**Hazing/Harassment/Intimidation/Bullying/Menacing:** The District will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. (Policy #3226) It should be reported promptly to staff.

The district is committed to educating students about appropriate behavior. We are further committed to identifying instances of bullying or harassment in our schools and addressing it. We understand that children, from the youngest elementary students to high school young adults, will experiment with various social behaviors even negative ones. Students can make poor decisions at times. Students who find themselves to be targets and victims of bullying need support and assistance to put an end to the behavior.

Teasing, bullying, name calling and continually annoying another person are examples of what harassment may entail. There is no tolerance for mean behavior that demeans others. Staff will investigate charges of harassment. Students found to engage in harassment, will receive consequences which may include suspension(s) and/or a recommendation for expulsion.

The school guidance program works to assist students and staff in order to meet the emotional and social needs of students. Teachers model appropriate and respectful behavior and provide a first response to inappropriate behavior as it is reported or witnessed. The District is committed to addressing behavior of this nature in proactive ways. In addition, the District is committed to helping students that are targeted by the behavior as well as help “bullies” learn alternative behaviors.

**Sexual Harassment:** It is the policy of Big Sky School District to provide its students/parents and employees with an environment free from sexual harassment. Sexual harassment is unwanted behavior of a sexual nature (either verbal, nonverbal, or physical) and sexual intimidation means unreasonable behavior verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of gender as cited in Title VII of the Civil Rights Act and Montana Human Rights Law. There is zero tolerance within the District for such conduct.

It is helpful for everyone to remember to treat others in the same manner that you would like to be treated. Remember there may be a difference between your intent and the impact of your behavior on others.

**Reporting:** It is not unusual for children to fail to report incidents of bullying, and it is not unusual for parents to sometimes be unsure as to how to respond or whom to contact when an instance of bullying occurs. If you feel that your child is involved in a bullying situation, either as the target or as the bully, you should contact the principal. If you feel that your child has been the target of sexual harassment, you should also contact the principal.

The school counselor can be a resource for students.

## School Security & Student Safety

*We care about where your child is and we worry when students are not in school.*

Please note the following for student safety:

- **The Board utilizes video cameras on District property to ensure health, welfare and safety of all students, staff and visitors and to safeguard district property. (policy #3235)**
- Staff will contact parents when an unexcused student does not arrive at school, so it is imperative that you contact the school office to report your child absent.

- Only parents or individuals identified on the students' emergency contact information card may pick up a child from school. Students will only be released to the adults indicated in Infinite Campus as guardian, unless a written note is received in the morning or faxed with a signature in the early afternoon. If we do not recognize the adult who is picking up your child (possibly a visiting relative or friend), we may ask the person for a photo ID and to sign out your child.
- For the safety of our students, we need to know WHO is in the building at all times. Volunteers (classroom, lunch, etc.), sign in at the office.
- All tardy students must use the main entrance and report to the office so that we know who is at school.
- Parents picking up students at times other than regular dismissal hours must sign the student out at the office. LPHS students, who are leaving the building before the end of the day, must also sign out at the office with parent permission.
- Use the main entrance for parent pick up. Do not drive in the bus zone.
- Students and visitors may only use approved entrances and exits

**Visitors:** Parents and others are welcome to visit OMS/LPHS. For the safety of those within the school, all visitors must first report to the front office and check-in. Visits to individual classrooms during instructional time are not permitted unless it's an emergency or you have an appointment with the teacher. The front office will provide visitors and/or volunteers with a sticker to wear while in the building. Non-enrolled students visiting campus must have prior administrative approval. Students wanting to bring visitors to school for the day need to get prior approval from the principal.

**Emergency Procedures:** If a personal injury occurs to a student, staff members will react as follows:

- Administer first aid
- Notify the parent
- Seek additional medical assistance if necessary.

Big Sky School District has a Crisis Procedure Manual that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of students in the event of a crisis and to see that the children get home safely by walking, riding a bus, or by transportation provided by parents.

It is impossible to foresee all potential emergencies, but the District has researched the most effective way to use our resources to respond immediately to emergencies that cannot be avoided. **In most emergencies your child will remain at school.** In the rare event of an emergency that prohibits re-entry to the school building (such as a broken gas or water main, fire or sudden loss of utilities in bad weather), students and staff will be moved to **Bucks' T-4.**

We ask parents to utilize the following procedure if there are rumors of any school emergency:

1. Turn on your radio or television. We will keep the media accurately informed of any emergency. Channels: NPR (96.3FM) and "Eagle" (104.7 FM).
2. Please do **NOT** telephone the school. We have limited phone lines. The school phone must be used to respond to the emergency.
3. **Please do not come to the school unless requested to pick up your child at school.** Any emergency involving your child's school may mean that emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
  - If, for any reason, school must be evacuated during school hours, students will be taken to and cared for at Buck's T-4 (on Route 191- Gallatin Canyon – 1 miles north of the school).
  - Stay tuned to the radio and television stations for updates, accurate reports and information provided by the school district administration. Reports will include when and where to pick up students.

**Missing School Children:** The school will post the list of missing children, received from the Office of Public Instruction, on a bulletin board accessible to staff. If a staff member suspects that a missing child is enrolled in the school, he/she shall notify the county attorney's office, the Superintendent/Principal, and the sheriff's department.

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

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

**Release of "Directory Information":** Directory information may be given to anyone who requests it, according to federal law. Directory information includes: name, address, email address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most previous school attended. The Big Sky School District provides a directory to all parents containing each student's name, phone number,

address, date of birth, and siblings. **Please let the front office know if you do not** want any information printed in the school directory.

**Lost & Found:** Items in lost and found will be located in the front office. Parents and students are welcome to look through this area for lost items. Clothing and personal items should be clearly marked. Anyone finding lost articles should turn the article into the office. Items marked with the student's name will be returned. On a quarterly basis, items not claimed will be given away to families in the community who are in need or the items will be donated to charity.

**Money & Valuables:** Students should not bring large sums of money or other valuables such as electronic games or devices to school. Loss of these items are not the school's responsibility.

**Care of School Property & Equipment:** School property may be checked out by students and returned in good condition (normal wear and tear is taken into consideration).

Each student will be responsible for textbooks, equipment, technology, and library books checked out by or to him/her.

Parents and students are responsible for replacing any school property that is destroyed or abused by the child.

Except for books, **any school property checked out** by a student will not leave the school grounds unless written permission from the parents is received stating that the parents will take full responsibility for replacing damaged or lost materials and equipment.

**Desks and lockers** are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are responsible for keeping lockers orderly. No offensive material may be displayed on or in a locker. Only school sponsored signs of co-curricular activities are allowed on the lockers. Students are responsible for their own valuables. The school is not responsible for any item left in a classroom, locker, the gym area or any unattended place.

Board approved textbooks and educational materials are provided free of charge for each subject or class. Books must be treated with care. **Any student failing to return a book issued by the school or damaging a book will be charged a replacement cost.**

**Vehicles** parked on school property are under the jurisdiction of the school. Vehicles may be searched at any time there is reasonable suspicion. Students have full responsibility of his/her vehicle and must make certain that it is locked and that keys are not given to others. Students are required to park in designated areas only. If a student fails to park in the designated area, the student

will receive one warning, and any failure to park in the designate area thereafter, will result in the revoking of parking privileges for a designated time.

**Search & Seizure:** The U.S. Supreme Court has ruled that the 4<sup>th</sup> Amendment allows school officials to search students without complying with strict "probable cause" standards imposed by law enforcement. Any student may be searched if there are reasonable grounds for suspecting the search will turn up evidence that the student has violated state/federal law or school rules. A student's person, pockets, handbag, backpack, locker, cars, etc. may be subject to search in the event that there is reasonable suspicion the student may possess anything harmful or illegal.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched. Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

**Restitution: Students are responsible for restitution.** Damaged or stolen items are to be replaced or repaired. Student grades may be withheld until compensation has been received for book damage fees and in cases of destruction of school property or vandalism.

## Student Health

**Emergency Medical Authorization:** In the event that reasonable attempts to contact parents/guardians by the telephone numbers provided by parents have been unsuccessful, parents are required to give consent for Big Sky School District Administration to seek treatment deemed necessary by a licensed physician or dentist. Parents must also give consent for the transfer of the child to Emergency Medical Services and/or Hospital.

**Medication:** All medication must be in its original container and must have a physician's instructions clearly stated. Medication, prescriptions, and over the counter drugs, are kept in the front office in a locked cabinet, except for asthma inhalers and epinephrine pens, and any other specific medication, as explained below (cough drops, aspirin, and throat lozenges are also considered medicine.) Paperwork may be obtained at the office.

Only staff members authorized by the Superintendent may administer medications.

Students with allergies or asthma may be authorized by the superintendent/principal, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. That student is authorized to possess and self-administer medication from the EpiPen or inhaler if:

- A written and signed authorization from the parents or guardians and physician for self-administration of medication, acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication, is placed on file.
- The student has prior written approval of his/her primary health care provider, specifying the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours must be on file.

The authorization to possess and use an EpiPen or asthma inhaler may be limited or revoked by the superintendent. Backup medication will be stored in the office. (Policy #3416 and #3416F)

**“Special Needs”:** Please notify your child’s teacher and the front office staff if your child has a food allergy or other “special needs.” If a child has a physical disability or need, the parents or guardians should inform the school. Teachers should be aware of these special needs. When a child complains of illness during school hours, the parents/guardians are contacted and they determine the action. For use in case of serious accident or illness, up-to-date emergency contact information must be filed at the school for each student. The district contracts with the county health department for school nursing services such as maturation classes. Hearing tests are conducted annually through the Gallatin/Madison Special Education Cooperative.

**Communicable Diseases:** No child who has a communicable disease is allowed to remain in the classroom. **This includes pink eye.** A school staff member will report a communicable disease. A student may return to school following an illness with a communicable disease only after the danger of transmitting the disease to others has passed. If a child’s parent/guardian has signed a religious or personal release from immunizations, the child will be dismissed from school at the outbreak of a communicable disease and will be readmitted when the danger has passed. (Policy #3417)

**Immunizations:** All students 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, before they may enter school.

The immunizations include: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of Health and Human Services. Haemophilus influenza type “b” immunization is required for students under age five (5).

Copies of the child’s immunization record and birth certificate are part of the child’s permanent record. A TDaP (Tetanus, Diphtheria, and Pertussis) is required by prior to entering 7<sup>th</sup> grade. The records must be in the school no later than 30 days of a student transferring from another school.

If a student is not 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 family member. A medical exemption for immunizations is permanent unless changed by a physician. A religious exemption from immunizations must be signed, notarized and renewed every year. A student who is not immunized will be removed from school until 2 weeks after the last outbreak of the disease. (Policy #3413)

**Contact Information:** Parents are asked to update the contact information in the office whenever a change occurs. It is essential that school staff have current phone numbers on file in the event of an emergency.

## Support Programs & Special Classes

**Counseling Program:** Counseling services are available and may include individual or group counseling, in-class activities/units, peer mediation, career and college information and planning, and coordination with outside agencies and resources. As part of the district’s comprehensive counseling program, a counselor will be assigned to the K-5 section and a counselor assigned to the 6-12 section.

The school district has initiated a program partnering with Yellowstone Club Community Foundation and Women in Action to bring a program to the Big Sky School District. This program, developed and supported by **THRIVE**, is **CAP Mentorship** (Child Advancement Project) offering community members the opportunity to share their knowledge, empathy, support and encouragement to students on a one-to-one basis.

**Library:** Students in grades K-12 have library services. The Community library, located in the middle school / high school is also open to the public. Throughout the school year the library produces newsletters regarding special events and activities. Many of these activities are also noted on the website.

**Music:** Students in grades K-12 have music instruction. Music is a scheduled specials class for students. During the school year, there will be several evening events for the students to showcase their talents. In addition, there are enrichment opportunities for students. Information regarding the Big Sky School District Music Program will be communicated to parents through emails and newsletters.

**Health Enhancement (HE):** OMS and LPHS students will be required to take HE during grades 6-10. Students should be prepared to be physically active and have proper attire for activities. When students are on the gym floor, they need to have shoes that are not being worn outside (street shoes). Outside shoes can be wet from recess and/or have rocks, bark, etc. embedded in the soles. Refinishing the gym floor is quite costly and in order to protect the playing surface and thus student safety, we require that students have a pair of athletic shoes at school. The shoes need not be “new.” There are also times when students will be outside and should be dressed for the weather. Please call if you have questions regarding our HE program. Additional information regarding HE will be sent home with your child.

**Title I:** Big Sky School District is part of the State of Montana Elementary and Secondary Education Act Title I Program. This program can provide resources to the District in order to improve teaching and learning for increased achievement based on state and national standards. Title I funds help schools to reach high levels of student achievement, classroom instruction, and building leadership as determined by state and national standards.

## Student Athletics & Activities

**Off-campus Activities:** The Big Sky School District believes in experiential “base place” learning. Throughout the school year, students are afforded opportunities to explore the world in which they live. Service learning projects, outdoor science, snow sports, fishing, hiking, etc. are some of the activities that have been embedded into our learning experiences for students. Expeditions (multiple day trips) are also included at specific grade levels. District school staff members will communicate with parents/guardians in regards to off-campus activities throughout the school year. Field trip permission slips are required for off-campus activities.

**Student Activities:** It is the position of the Big Sky School District that students should have the opportunity for meaningful participation in extra-curricular activities. It is the District’s belief that participation in organized activities can contribute to the all-around development of successful young men and women. The District has

commitment to provide high quality staff, facilities, and resources for all extra-curricular activities offered.

The District believes that participation in extra-curricular activities is a right extended to the students who are willing to make the commitment to adhere to the rules that govern the programs. Participation in extra-curricular activities requires a higher level of responsibility from participants in part due to the potential for off-campus experiences. All persons involved with the extra-curricular program should conduct themselves in a manner which sets a good example for the younger people in the community.

There is an additional handbook for Athletics and Activities. It is available on the District website. Please contact the **Activities/Athletic Coordinator** if you have further questions regarding student participation in athletics.

**Dances (LPHS & OMS):** Dances are for the benefit of our students. People not enrolled at LPHS/OMS will need prior approval of the principal to attend a dance. The OMS/LPHS student who will accompany the visitor must notify the principal prior to the dance. Visiting students also must fill out a permission form and return it to the principal prior to the dance. Approval will not be granted to anyone who is not currently enrolled in high school and they must be in good standing. The administration may check references on people not attending LPHS/OMS to determine eligibility. Participants at the dance may not exit and return. School rules are in effect at all school functions, including dances. Administration may choose to use a breathalyzer to test participants in cases of suspected alcohol use.

**Sportsmanship:** It is expected that all athletes and fans demonstrate good sportsmanship, which is shown by handling both defeat and victory in a gracious and respectful manner. Poor sportsmanship is unacceptable and berating opposing players, using artificial noisemakers, making obscene cheers or gestures, or complaining about officials will be addressed per district guidelines.

**Equal Opportunity:** To comply with Title IX of the Education Amendment of 1972, the District provides equal opportunity in that “No person shall on the basis of sex, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any education program or activity of the Big Sky School District.” In order to answer any questions or complaints concerning the provisions of Title IX (Equal Education, Nondiscrimination and Sex Equity Policy 3210), contact the school office at (406) 995-4281.

**Suspensions:** Students who are suspended from school may not attend after school functions such as dances, sporting events, or other school sponsored activities while on suspension.

**After School Hours/Public Events:** When students are on school grounds, after regular school hours, they are still expected to follow school behavior rules. Any staff member employed by the District may ask a student to leave the school grounds if their conduct is not satisfactory and contact a parent/guardian for transportation. The privilege of attending public events, at school, may be revoked and a law enforcement referral made, should it be warranted.

**Clubs:** Big Sky School District offers our students a number of clubs for students to join on a voluntary basis. More information will be shared with students at the beginning of the school year about how to become involved with the various clubs and their eligibility rules such as enrollment in a departmental course or GPA requirements.

**Parent Pick-Up and Student Safety:** If a parent has not communicated with the school, in writing, regarding a deviation from the student's after school routine, we cannot allow the child to deviate from the normal routine. To permit a student to go home with a friend etc. we must have a written or faxed note with a parent/guardian signature. If you send a note in an email, your email address will serve as a signature. Please note that emails sent to the office may not get to staff members in time for dismissal. Phone calls are not sufficient. We must have a written note and parent signature.

Students will only be released to the adults indicated in Infinite Campus as guardian, unless a written note is received in the morning or faxed with a signature in the early afternoon. If we do not recognize the adult who is picking up your child (possibly a visiting relative or friend), we may ask the person for a photo ID before they sign out your child.

## Internet Access

### **District-Provided Access to Electronic Information, Services, and Networks Procedures Policy #3612P**

**Acceptable Use of Electronic Networks:** All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### **Terms and Conditions:**

**Computer Use:** Students are to use the school computers for educational purposes. Students are to log in with a student ID and log out when done using a device. Violations may result in the suspension of computer privileges.

**Acceptable Use:** Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate school business use.

**Privileges:** The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will report all suspected violations of policy or procedure to the Superintendent, and the Superintendent will make all decisions regarding whether or not a user has violated policy or procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use:** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes, but is not limited to, the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- Using another user's account or password;
- Posting material authored or created by another, without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

**Network Etiquette:** The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail and have a duty to report suspicious or suspect mail to the Superintendent. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

**No Warranties:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification:** The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

**Security:** Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism:** Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges:** The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules:** Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

- For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and the student.

#### **Use of Electronic Mail:**

- The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members on a case-by-case basis in fulfilling their duties and responsibilities and as an education tool.
- The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is



- prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the District's electronic mail system constitutes consent to these regulations.

**Internet Safety:** Internet access is limited to only those "acceptable uses," as detailed in these procedures.

Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent.

The system administrator and principal/administrator shall monitor student Internet access. (See Policy #3612 for additional information).

**Acceptable Use:** *Use of Big Sky School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by Big Sky School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled at Big Sky School District. This guide is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.*

#### **Parent/Guardian Responsibilities:**

- Talk to your children about appropriate and responsible use of the device. Suggested topics for discussion will vary per household, but may include Internet browsing, social media, gaming, time limits, and location of device use.
- Should you want your student to opt out of taking a device home, you will need to work with your building principal to indicate this and understand that your student is still responsible for meeting course requirements.

#### **District/School Responsibilities:**

- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials.

- Provide network data storage areas. These will be treated similarly to school lockers. Big Sky School District reserves the right to review, monitor, and restrict information stored on or transmitted via Big Sky School District-owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help ensure student compliance of the Acceptable Use Agreement.

#### **Student Responsibilities:**

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device/computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions.
- Evaluate all content for accuracy and quality obtained using their device.
- Help Big Sky School District protect our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitor all activity on their account(s).
- If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to a staff person immediately.
- If you witness inappropriate use of a device such as viewing or transmitting materials that are obscene, offensive, threatening, or otherwise intended to harass/demean others you must notify a staff person... A bystander who fails to report may be subject to disciplinary actions.
- Return the device and accessories to the designated collection point for the school at the end of each school year. Students who transfer to an alternative school, withdraw, are suspended, expelled, or terminate enrollment at Big Sky School District for any other reason must return the device and accessories on the date of termination.

#### **Student Activities Strictly Prohibited:**

- Using devices for non-educational purposes during class times.
- Illegal installation or transmission of copyrighted materials.
- Any action violating existing Board policy, administrative rule, or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work.
- Use of personal messaging services during school hours.

- Use of outside data disks or external attachments without prior approval from tech support.
- Changing device settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming/sending mass or inappropriate emails.
- Gaining access to accounts, files, and/or data other than your own.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass/demean others.
- Bypassing Big Sky School District web filter or other security measures through a web proxy or other methods.
- Taking photos/video/audio of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. Photos, video and audio taken with the device are for educational purposes only.

#### **Devices:**

**For students in grades 9-12, we have a BYOD (Bring Your Own Device) policy. High school students may bring and use their own personal laptop instead of a school device for school academic purposes. Students that require a school computer will be issued one.**

#### **Device Care:**

- Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- Device batteries must be charged and ready for school each day.
- Only labels or stickers approved by Big Sky School District administration may be applied to the device.
- Devices must be in a cover at all times.
- Devices that malfunction or are damaged must be reported to tech support as soon as possible. The school district will be responsible for repairing devices that malfunction.

- Devices that are stolen must be reported immediately to Big Sky School District and the Police Department.
- Extreme temperatures (hot and cold) may be harmful to your device. Devices should be stored at room temperature at all times.

#### **Legal Propriety:**

- Comply with trademark and copyright laws and all license agreements.
- Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by Big Sky School District.

**Student Discipline:** *If a student violates any of the user terms and conditions named in this agreement, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement may be involved.*

Please reference the TECHNOLOGY HANDBOOK for more information.

## Handbook Review/Acknowledgement

I have reviewed a copy of the Big Sky School District #72 Student/Parent Teacher Handbook for the 2020-2021 school year. I understand that the handbook contains information that my child(ren) and I may need during the school year. I understand that all students will be held accountable for their actions and behavior and will be subject to the disciplinary consequences outlined herein and in Board Policies.

Parent/Legal Guardian (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Student's signature \_\_\_\_\_

## Appendix A: Graduation Requirements starting with Class of 2021

### LPHS Honors Diploma/IB Diploma Requirements\*

Subject	Credits Earned
English	4 (2 must be IB course credits)
Math (no Pre-Algebra)	4 (2 must be IB course credits)
Social Studies	4 (2 must be IB course credits)
Science	4 (2 must be IB course credits)
World Language	2 (2 must be IB course credits)
IB Theory of Knowledge	1
IB CAS	2
IB Extended Essay	1
IB Group 6 Course	2
Art	1
Music	1
Health Enhancement	1
CTE	1
<b>Total</b>	<b>28 Credits</b>

\*In addition, all IB Diploma Program requirements must be met. If a student completes an IB SL course in one year in social studies and/or science, they do not need 2 IB course credits in that subject.

### LPHS Standard Diploma Requirements

Subject	Credits Earned
English	4 (2 must be IB course credits)
Math (no Pre-Algebra)	4 (2 must be IB course credits)
Social Studies	4 (1 must be IB course credits)
Science	4 (1 must be IB course credits)
World Language	2 (Not IB required)
IB CAS	2
IB Group 6 Course	2
Art	1
Music	1
Health Enhancement	1
CTE	1
ToK/or Elective	1
<b>Total</b>	<b>27 Credits</b>

## LPHS Essential Diploma Requirements

<b>Subject</b>	<b>Credits Earned</b>
English	4 ( <i>1 must be IB course credit</i> )
Math (no Pre-Algebra)	3
Social Studies	3 ( <i>1 social studies or science course must be IB course credit</i> )
Science	3 ( <i>1 social studies or science course must be IB course credit</i> )
World Language	1
IB CAS	2
IB Group 6 Course	1
Art	1
Music	1
Health Enhancement	1
CTE	1
Work/Study	1
General Elective	1
IB Course Elective	1
<b>Total</b>	<b>24 Credits</b>

## APPENDIX B: OMS Academic Honesty Policy

### OPHIR MIDDLE SCHOOL ACADEMIC HONESTY POLICY

Academic honesty is fundamental to our school values and our individual and collective pursuit of knowledge. In a concept-based, inquiry-driven educational environment, access to a wide range of information is essential in order to construct knowledge and acquire understanding. To this end, Ophir Middle School purposefully promotes academic integrity by teaching students about the merits and laws surrounding intellectual property, by standardizing a referencing system across all grades and subjects, and by scaffolding students in age-appropriate lessons and assessments on academic honesty, research skills, and referencing. This policy applies to online virtual environments as well as normal school in the building.

#### ACADEMIC MISCONDUCT

The most common forms of academic misconduct include the following:

1. **Plagiarism:** the intentional or unintentional use of another's ideas or work without giving proper credit with MLA in-text citation and/or a bibliography.
2. **Collusion:** copying another student's work or allowing your work to be copied by another student.
3. **Cheating on a Test:** speaking to another student during a test, using unauthorized notes/books/etc. on a test, or looking at another student's work during a test.
4. **Summary Books:** using summary books or websites like Spark Notes for assignments instead of the original text in a English assignment or test.
5. **Google Translate:** using Google translate for a 2nd language assessment unless explicitly permitted by the teacher.
6. **Sharing Test Information:** sharing test or quiz information with a student that has not yet taken the test.

#### STUDENT RESPONSIBILITIES

The student is responsible for submitting authentic and academically honest work, identifying the work and ideas of others using the **Modern Language Association (MLA)** referencing system. In order to adhere to the principle of academic honesty, an Ophir Middle School student is expected to:

- Review the Academic Honesty Policy regularly.
- Be principled when completing all school work.
- Reference the work of others using the MLA referencing system in all school assessments, including but not limited to, graphs, diagrams, charts, pictures, videos, interviews, magazines, periodicals, books, websites, newspapers, and textbooks. The following website is a good source to assist with MLA referencing: [OWL Purdue MLA](#)
- Ask questions and seek feedback on his/her understanding of the MLA referencing system.
- Submit major school assessments to **Turnitin.com**.

#### TEACHER RESPONSIBILITIES

All Ophir Middle School teachers work together to promote and ensure academic honesty in all learning activities and assessments by teaching and modeling research skills and MLA referencing. Ophir Middle School teachers are expected to:

- Uphold the Academic Honesty Policy when administering all forms of assessment.
- Promote a culture of academic honesty.
- Develop lessons and provide instruction and support on research skills.
- Scaffold the research process by providing stages and/or a timeline for specific tasks.
- Give students exemplar work with examples of correct citations.
- Provide students with regular feedback on formative assessments.
- Review **Turnitin.com originality reports**.
- Follow MLA conventions on classroom materials.
- Investigate promptly any instances of suspected malpractice by reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, speaking with the student, etc.
- Report suspected instances of academic malpractice to the Principal.

## SCHOOL ADMINISTRATION RESPONSIBILITIES

The Ophir Middle School pedagogical leadership team is responsible for creating, implementing, and reviewing the Academic Honesty Policy. The leadership team is expected to:

- Inform students, parents, and teachers about the Academic Honesty Policy at school events and via media sources, including but not limited to, staff meetings, parent evenings, student tutorials, and school websites.
- Promote a school culture of academic honesty.
- Investigate promptly all instances of suspected malpractice by speaking with the teacher and/or student, reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, etc.
- Review the Academic Honesty Policy annually with the BSSD School Board.

## PARENT/GUARDIAN ROLE

Ophir Middle School parents/guardians play an important role in supporting the Academic Honesty Policy. Parents/guardians can support this policy by:

- Providing a quiet place for their student to work on school assessments.
- Encouraging their student to plan ahead their assignments with a weekly and monthly calendar.
- Reviewing the Academic Honesty Policy with their student.

## CONSEQUENCES FOR ACADEMIC MISCONDUCT

In general, Ophir Middle School students will face consequences for academic misconduct on major school assessments. Utilizing a progressive discipline approach, the severity of the consequence increases with each instance of academic misconduct, as shown in the following chart.

Violation	Consequence
1st Violation	Failing grade on the assessment Opportunity to redo assessment for a grade Parent notification (letter/email) by teacher/principal copied Student meeting with the teacher
2nd Violation	Failing grade on the assessment Opportunity to redo assessment for feedback only Parent notification (letter/email) by teacher/principal copied Student/Parent meeting with the teacher
3rd Violation	Failing grade on the assessment No opportunity to redo the assessment Detention Parent notification (letter/email) by principal Student/Parent meeting with the Principal
4th Violation	Failing grade on the assessment No opportunity to redo the assessment In-School suspension Parent notification (letter/email) by principal Student/Parent meeting with the Principal

## APPENDIX C: LPHS Academic Honesty Policy

### LONE PEAK HIGH SCHOOL ACADEMIC HONESTY POLICY

Academic honesty is fundamental to our school values and our individual and collective pursuit of knowledge. In a concept-based, inquiry-driven educational environment, access to a wide range of information is essential in order to construct knowledge and acquire understanding. To this end, Lone Peak High School purposefully promotes academic integrity by teaching students about the merits and laws surrounding intellectual property, by standardizing a referencing system across all grades and subjects, and by scaffolding students in age-appropriate lessons and assessments on academic honesty, research skills, and referencing. This policy applies to online virtual environments as well as normal school in the building.

#### ACADEMIC MISCONDUCT

The most common forms of academic misconduct include the following:

**Lack of referencing in school assessments and IB DP assessments:** Students submit work for school assessments and IB DP assessments in a variety of media that may include audio-visual material, text, graphs, images and/or data published in print or electronic sources. If a student uses the work or ideas of another person, the student must acknowledge the source using a standard style of referencing in a consistent manner.

**Too much assistance and collusion:** Although group work is a key element in components of certain subjects, students are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred.

However, there are other ways in which a student may be in breach of regulations. For example, if he or she:

- Duplicates work to meet the requirements of more than one assessment component
- Fabricates data for an assignment
- Takes unauthorized material into an examination room
- Disrupts an examination by an act of misconduct, such as distracting another student or creating a disturbance
- Exchanges, supports, or attempts to support the passing on of information that is or could be related to the examination
- Fails to comply with the instructions of the invigilator or other members of the school's staff responsible for the conduct of the examination
- Impersonates another student
- Uses Google Translate for a 2<sup>nd</sup> language assessment unless explicitly permitted by the teacher
- Uses summary books or websites like Spark Notes for assessments instead of the original text
- Steals examination papers
- Discloses or discusses the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

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#### STUDENT RESPONSIBILITIES

The student is responsible for submitting authentic and academically honest work, identifying the work and ideas of others using the **Modern Language Association (MLA)** referencing system. In order to adhere to the principle of academic honesty, a Lone Peak High School student is expected to:

- Review the Academic Honesty Policy regularly.
- Adhere to the principle of academic honesty in all forms of assessments (formative and summative, IB DP and school-based assessments).
- Plan projects and research accordingly in order to avoid procrastination on major school assessments and IB DP assessments. Completing work at the last minute can increase the likelihood of plagiarism, intentional or not.
- Reference the work of others using the MLA referencing system in all school and IB DP assessments, including but not limited to, graphs, diagrams, charts, pictures, videos, interviews, magazines, periodicals, books, websites, newspapers, and textbooks. The following website is a good source to assist with MLA referencing: [OWL Purdue MLA](#)
- Cite all electronic sources with the URL and the Date ACCESSED.
- Ask questions and seek feedback on his/her understanding of the MLA referencing system.
- Submit major school and IB DP assessments to **Turnitin.com**.
- **Sign a declaration of originality** upon the submission of major school assessments and IB DP assessments.



## TEACHER RESPONSIBILITIES

All Lone Peak High School teachers work together to promote and ensure academic honesty in all learning activities and assessments by teaching and modeling research skills and MLA referencing. Lone Peak High School teachers are expected to:

- Uphold the Academic Honesty Policy when administering all forms of assessment (formative and summative, IB DP and school-based assessments).
- Promote a culture of academic honesty.
- Develop lessons and provide instruction and support on research skills.
- Scaffold the research process by providing stages and/or a timeline for specific tasks.
- Give students exemplar work with examples of correct citations.
- Provide students with regular feedback on formative assessments.
- Review **Turnitin.com originality reports**.
- Follow MLA conventions on classroom materials.
- Investigate promptly any instances of suspected malpractice by reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, speaking with the student, etc.
- Report suspected instances of academic malpractice to the IB Curriculum Coordinator and the Principal.

## IB DP COORDINATOR AND/OR SCHOOL ADMINISTRATION RESPONSIBILITIES

The Lone Peak High School pedagogical leadership team is responsible for creating, implementing, and reviewing the Academic Honesty Policy. The leadership team is expected to:

- Inform students, parents, and teachers about the Academic Honesty Policy at school events and via media sources, including but not limited to, staff meetings, parent evenings, student tutorials, and school websites.
- Know the rules and procedures that govern the IB Diploma Program.
- Promote a school culture of academic honesty.
- Investigate promptly all instances of suspected malpractice by speaking with the teacher and/or student, reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, etc.
- Report instances of academic malpractice to the IBO if found on IB DP assessments.
- Review the Academic Honesty Policy annually with the BSSD School Board.

## PARENT/GUARDIAN ROLE

Lone Peak High School parents/guardians play an important role in supporting the Academic Honesty Policy. Parents/Guardians can support this policy by:

- Providing a quiet place for their student to work on school assessments and IB DP assessments.
- Encouraging their student to plan ahead their assignments with a weekly and monthly calendar.
- Reviewing the Academic Honesty Policy with their student.

## CONSEQUENCES FOR ACADEMIC MISCONDUCT

In general, Lone Peak High School students will face consequences for academic misconduct on major school assessments and IB DP assessments. Utilizing a progressive discipline approach, the severity of the consequence increases with each instance of academic misconduct, as shown in the following chart.

Violation	Consequence
1st Violation	Failing grade on the assessment Opportunity to redo assessment for a grade Parent notification (letter/email) by teacher/IB DP Coordinator copied Student meeting with IB DP Coordinator
2nd Violation	Failing grade on the assessment Opportunity to redo assessment for feedback only In-school suspension Parent notification (letter/email) by DP Coordinator/Principal copied Student/Parent meeting with Principal
3rd Violation	Failing grade for the current grading period

	No opportunity to redo the assessment In-school suspension Parent notification (letter/email) by Principal Student/Parent meeting with IB DP Coordinator and Principal
4th Violation	Failing grade for the current semester No opportunity to redo the assessment Parent notification (letter/email) by Principal Out-of-school suspension Student/Parent meeting with Principal, IB DP Coordinator, and Superintendent
5th Violation	The issue is brought to the attention of the School Board in a closed session. The BSSD School Board determines the extent of the student suspension.

**\*NOTE:** Some IB DP assessments can only be done once. If malpractice is found after an investigation on such assessments, the work will not be submitted to the IBO. As a result, a course grade will not be awarded by the IBO.

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**APPENDIX D: Non – School Sponsored Activity Parent / Guardian Consent Form**



Non – School Sponsored Activity Parent / Guardian Consent Form

Student Information:

Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent / Guardian Information:

Parent / Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Big Sky School District recognized Organization which student is a member / participant:

\_\_\_\_\_

Explanation of student's participation and organization's expectations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Courses for the 20\_\_ - 20\_\_ School Year:

Course	Teacher

**By Signing this form, my child and I acknowledge and agree to the following:**

- My child will complete all requirements for courses in which the student is enrolled.
- My child will maintain academic eligibility requirements as outlined in the Big Sky School District Activities Handbook.
- My child and I will notify the school in advance regarding activity related absences. Absences not related to participation in the non-school sponsored activity are subject to the District's policy regarding absences and will not be excused unless otherwise meeting excusal conditions.
- My child will turn in work in advance of non- school sponsored activity related absences or within five (5) school days of returning to school from the non-school sponsored activity. Tests will be completed prior to the non-school sponsored activity absence or within five (5) school days of returning to school. Students are encouraged and responsible to send in course work and communicate with teacher(s) through email and other online resources.
- My child and I will regularly communicate with the District and Teachers regarding my child's absences and work completion.
- If my child fails to satisfy the requirements of courses in which he or she is enrolled or fails to will maintain academic eligibility requirements as outlined in the Big Sky School District Activities Handbook, the privilege of excusal or absences for non-school sponsored activity participation will be revoked.
- I am responsible for all transportation and costs relating to my child's participation in a non-school sponsored activity and the district is not responsible for any costs related to my child's participation.
- The District is not obligated to agree to excusal of my child's absences if my child's needs require regular attendance.
- The District is not responsible for providing tutoring for my child to enable he or she to participate in the non-school sponsored activity. If my child requires tutoring or other support while absent from school to participate in a non-school sponsored activity, I am solely responsible for arranging and paying the costs associated related to this.
- My child's participation in the non-school sponsored activity is voluntary and not required or mandated by the district.
- The Board of Trustees has the sole right to recognize the non-school sponsored organization in which my child participated and has the right to revoke recognition at its discretion.

Parent / Guardian Signature:

Date:

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