

# **Wibaux Public Schools K-6 Student Handbook 2024-2025**



## **Promoting Excellence in Education**

### **WIBAUX SCHOOL MISSION**

Growing leaders by inspiring one student at a time.

### **VISION STATEMENT**

We believe:

- \*Every person is unique and deserves the opportunity to achieve his/her potential.
- \*Every individual has responsibility for his/her actions and the resulting consequences.
- \*Diversity strengthens individuals and the community.
- \*Learning is an essential lifelong process.

	School Number	
Wibaux High School	796-2474	Annie Begger
Wibaux High School Fax	796-2259	
Wibaux Elementary School	796-2518	Anna Harrell
Wibaux Elementary Fax	796-2635	

# Wibaux Public Schools

## *Student Handbook*

I agree that I have read and understand the 2024-2025 Student Handbook, Locker Room Behavior Compliance and Consequences sheet, and the Internet User Agreement.

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

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

Date \_\_\_\_\_

## Wibaux Public Schools

### CONSENT TO RELEASE PHOTO/IMAGE

During the current school year, your child/children's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a sample project/activity on CD's created by Wibaux Public School for use in workshops and student classrooms
- Posted on a school bulletin board or in classrooms
- Posted on the school website
- Appear on videotape made during a student presentation of their project, or in or videotapes demonstrating computer multimedia in general
- Used in a printed publication such as a newspaper or magazine
- Used in the State of Montana Missing Children Database – If your child goes missing they will pull the current school photo out of our Student Information System to be used.

While your child/children's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

Please sign the release form below and return this sheet to your child's school if you **DO NOT** give permission. Your permission grants us approval to publicize without prior notification and remains in effect until revoked. Thanks!

#### Release Form (please circle one)

\_\_\_\_\_ I/We **Do Not Approve** permission for \_\_\_\_\_'s  
Child/Children's full name  
image/photograph or work to be used as described above.

Parent/Guardian Name \_\_\_\_\_  
Please print clearly

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

Address:

(City, State, Zip Code) \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

#### Release of "Directory Information"

*"Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this*

*handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.*

## LOCKER ROOMS

The locker room is a shared space where students prepare for physical education classes, sports practices, and other activities. It is important to maintain a respectful and positive atmosphere in the locker room to ensure a comfortable environment for all students. Your behavior in the locker room reflects your commitment to creating a welcoming community and upholding the values of our school. Here are some guidelines to follow:

1. **Respect for Others:** Treat your fellow students, coaches, and staff members with respect at all times. Use appropriate language and avoid any form of bullying, teasing, or harassment. Remember that everyone is entitled to their privacy and personal space.
2. **Personal Hygiene:** Maintaining personal hygiene is essential. Showering after physical activities is encouraged to prevent odor and maintain a healthy environment. Use deodorant and wear clean clothes to contribute to a pleasant atmosphere.
3. **Timeliness:** Be punctual when using the locker room before and after activities. Respect the time constraints of your classmates and teammates by minimizing the time you spend in the locker room to ensure everyone has ample time to change and prepare.
4. **Sharing and Cooperation:** Share locker room space, benches, and facilities cooperatively. Avoid taking up more space than necessary and be considerate of others' needs. Keep the common areas organized and clean.
5. **Personal Belongings:** Use lockers to store your belongings during activities. Secure your locker properly and avoid bringing valuable items to the locker room. The school is not responsible for lost or stolen items.
6. **Cell Phone Usage:** Cell phones and electronic devices are not permitted in the locker room. These distractions can disrupt the atmosphere and compromise privacy. They will be collected before entering a locker room and will be returned when the student is finished in the locker room.
7. **Safety:** Prioritize safety at all times. Refrain from engaging in horseplay, running, or any behavior that could lead to accidents or injuries.
8. **Cleanliness:** Keep the locker room clean by disposing of trash properly and reporting any maintenance issues to the school staff. Do your part to maintain a tidy and welcoming environment.
9. By adhering to these locker room behavior guidelines, you contribute to a positive and respectful atmosphere that reflects the values of our school. Your actions in the locker room exemplify your commitment to creating a supportive community for all students.

**Compliance and Consequences:** Failure to comply with this policy may result in disciplinary actions as outlined in the school's code of conduct. Consequences may include, but are not limited to, verbal warnings, temporary suspension from locker room privileges, parental notification, and meetings with school administration.

**Right to Alternative Arrangements:** If a student's parent or guardian expresses concerns about the student's participation in locker room activities, the school acknowledges the right of the parent or guardian to request alternative arrangements. This may include changing in a private area or making other accommodations to ensure the student's comfort and well-being.

### **Staff Responsibilities for Locker Rooms**

Staff play a crucial role in ensuring a safe, respectful, and organized environment within the locker rooms. Staff supervise locker room activities, promoting positive behavior, and upholding the standards set by the school. This includes monitoring adherence to locker room guidelines, addressing any misconduct promptly, and fostering an atmosphere where students

feel comfortable and supported. Staff are responsible for collecting and safely storing cell phones during locker room periods to maintain focus and minimize distractions.

General supervision is the supervision of student-athletes for a reasonable time before and after athletic activity. Specific supervision is the supervision of student-athletes while engaged in the activity. While students are using the locker room, coaches may perform general supervision by remaining near the locker room area but not inside the locker room changing area as that could be an invasion of privacy for students and leave coaches open to unwanted liability.

Students and staff will demonstrate the dedication to maintaining a locker room environment that is safe, welcoming, and conducive to positive interactions for all students.

## **Wibaux Public School Parents/Guardians/Students Internet Permission Form and One to One Technology Use Agreement**

As part of the school's education program we offer pupils supervised access to the Internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognizes the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

At Wibaux Public School we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child that is in grades 5-12. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Wibaux Public School students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

Please read the Acceptable Use Policy (AUP) carefully, let us know of any questions, and then sign below to indicate that you've read the AUP and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. This may hinder your child's ability to utilize technology and impact their education experience leaving them struggling to complete assignments and unable to collaborate through technology with peers and teachers.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy. Having read the terms of our school's Acceptable Use Policy, you may want to take a moment to consider how the Internet is

used in your own home, and see if there is any way you could make it safer for your own family.

I give permission for Wibaux Public School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the AUP.

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

# Wibaux Public Schools

## 2024-2025

Trustees	Bus Drivers
Begger, Carly	Harris, Tim – Town Route
Dale, Kelly	Tvedt, Missy – South Route
Miske, Dalton	Zinda, Ted – North Route
Peplinski, Dale	
Wirtzfeld, Josh	
Administration	Classified Staff
Begger, Annie – Superintendent/9/12 Principal	Begger, Alicia – District/HS Secretary
Harrell, Anna – K-6 Principal	Zeimer, Tara – Elementary Secretary
Mannetter, Prairie – Clerk	Austby, Todd – Head Maintenance
	Nelson, Sandy – Maintenance Staff
	Johnson, Mariah – Maintenance Staff
Certified Staff	Barnaby, Rona – Head Cook
Bakken, Natalie – Grade 1	Williams, Talitha – Assistant Cook/Bus driver
Barthel, MaryAlice – Business Ed./Computer/English	Wiedner, Jan – Dishwasher
Cameron, Alex – JH Teacher	Amsler, Jill – Para-educator
Esplin, Jessica – Elementary/HS SPED	Arnold, Samantha – Para-educator
Garneau, Patrick – Kindergarten	Chaffee, Katelyn – Para-educator
Hillard, Michelle – Grade 5	Harrell, Allyssa – Para-educator
Harrell, Corrina – Music K-12	Peplinski, Lindsay – Para-educator
Harrison, Sandra – K-12 Librarian/HS Social Studies	Quintus, Kris – Para-educator
Helvik, Natalie – Grade 4	Miceli, TC – Technology Coordinator
Johns, Colton – HS Math/AD	
Miske, Dara – Title I	
Piesik, Pamela – 7-12 Science	
Rising, Carol – Grade 6	
Smith, Carmen – Grade 3	
Sokoloski, LaNee – Grade 2	



## **DISCLAIMER**

The Wibaux Board of Trustees retain the right to revise (modify, add, or delete) the contents of this handbook as needed, due to unforeseen circumstances or policy changes that occur during the 2024-2025 school year.

## **PARENT-VISITOR CODE OF CONDUCT**

Wibaux Public School is proud and fortunate to have supportive and friendly parents or guardians and other adults who help model appropriate behavior so all children can be successful at school and in the community. It is important that students see people who can work together as this is a life skill we want them to develop to be healthy, productive citizens. Education of our children is a partnership with parents and others in our community.

## **GRIEVANCES AND DUE PROCESS**

From time to time a student or parent feels they have been unjustly treated and wants to make a complaint. An aggrieved party must follow the District's Uniform Grievance Procedure. A copy of the complaint form is available in the District office. (See Wibaux School District Policy 1700P)

## **EQUAL EDUCATION AND EMPLOYMENT POLICY**

As provided in the Constitution of the State of Montana, the Wibaux Public Schools, District No. 6, is committed to equality of educational opportunity. The District is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, and employment assistance, extra-curricular and other related activities.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical, or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Annie Begger, Superintendent, or Anna Harrell, 796-2518 Title IX/Section 504 Coordinator, 121 F ST. North, Wibaux, Montana 59353, Phone: 796-2474.

## **SECTION 504 COMPLIANCE**

The Wibaux Public Schools guarantee a free appropriate public education to all children with disabilities, from age 3 through high school. Special education and support services are available to all eligible students, whether enrolled in a public school or private school within district boundaries. Various screenings are conducted throughout the school year in order to locate those who may be in need of special services. To obtain further information on the various screenings or information regarding the procedures for identification, referrals, and assessment, contact the Wibaux School District Superintendent's office at 796-2474.

We, as caring adults, believe we should:

- Respect school staff and what they are doing to help our children learn;

- Ask the school for help if we don't understand something happening at school or want more detail;
- Respect teaching time by not disrupting class or areas of the school during school hours;
- Set a good example by displaying appropriate behavior, respectful language, a moderate tone, and an even temper;
- Work to resolve school issues and conflicts in a constructive manner with open dialogue;
- Ask the school for their view of any incidents to determine if it is the same as the child's view before taking matters further (*ask before you act-see chain of command below*);
- Follow the proper "chain of command" when addressing a school issue.
  - Reports of concern would normally be made directly to the teacher. If the response is not satisfactory or it's not a classroom issue,
  - the chain of command moves to the Principal,
  - then the Superintendent, and
  - Finally the Board of Trustees;
- Refrain from questioning decisions made by the school in front of children or other parents or school visitors as these are private matters;
- Refrain from criticizing or demeaning a child or parent about something that may have happened with another child;
- Refrain from criticizing the school, staff, students, other parents, etc. on the school premises or on school or personal social networking sites like Facebook or Twitter.

School staff, parents, visitors and students can work together to provide a safe, respectful school environment.

## **STUDENT SCHOOL DAY**

### **ASSEMBLIES**

Students are required to attend all assemblies unless there have been discipline problems or they are approved not to attend by the administration. Students should sit, with advisors, in classes and be courteous to participants of the program.

### **ATTENDANCE POLICY**

There is a direct relationship between school attendance and grades, citizenship and success in school. Classroom learning experiences are a meaningful and essential part of the educational system. The time in a classroom is a student's opportunity for interaction and exchange of ideas with participation with teachers and other students.

Students will be allowed 6 absences per semester with a total of 12 days for the school year.

After 12 days, any student not showing proficiency (C) in an academic area will be expected to attend proficiency hour until such time that the student shows proficiency in the academic area(s).

After 12 days, the student will forfeit their ability to participate in school sponsored activities until a meeting has been held between the student, parents and administrators.

After 15 days of absences, the parent and student will meet with the Administration team to create a plan to support increasing the student's attendance.

Absences that will not count towards the 12 day rule:

School Related /Authorized Absence - A school related absence is any absence which is authorized for the purpose of a school sanctioned activity or other extraordinary circumstance. This absence will be requested by a teacher, coach, or advisor with prior permission and reviewed by the administration. School related absences need to be verified at the time of the absence. Pre-release work and/or make-up work is required. School related absences do not count toward the 12 day absence policy.

Absence Situations

- A. For extended medical issues, the parent must consult with the principal for a possible 504 as Medical Absences count towards the 12 days. Documentation from the medical provider needs to be turned in within 2 working days of the recorded absence.
- B. Please consult the school district's calendar prior to planning a family trip or vacation during the school year. All days used for the vacation do count towards the 12 days. If a family trip or vacation is planned during the school year, please contact the school in advance to make arrangements for class time that will be missed.
- C. Students who participate in school-sponsored activities MUST be in attendance for the immediate half-day prior to that activity. Students are not to compete in an after-school activity (practices included) if they did not attend their afternoon classes and a morning absence must not be unexcused. The only exception to the above would be a pre-arrangement made with administration.

Wibaux Public School's attendance follows Montana State School Law MCA 20-5-101-102 & 102. Any parent or guardian who is responsible for the care of a child who is 7 years of age or older prior to the first day of school in any school fiscal year shall cause the child to attend the school in which he or she is enrolled for the school term and each school day therein unless the student is excused.

### **ATTENDANCE PROCEDURES**

Deciding which absences are necessary and which are not necessary often becomes a matter of controversy; parental judgment will be respected in most cases. The school will accept no responsibility for these parental decisions as long as they are in accordance with the law.

However, the following rules apply:

1. Parents are requested to call the school office between 8:20 a.m. and 8:45 a.m. to report a student who will be absent that day due to illness or other unforeseen events. The purpose is to verify parent knowledge of the absence and in the case of illness, initiate make-up work procedures.
2. School officials shall attempt to contact the parents of absent students the day of the absence if the parents have not telephoned the school office. If the school is not able to contact the

parents, the parents are requested to notify the school of the student's absence to allow make-up work to be given. This is to ensure the safety and welfare of the student and to comply with the law (MCA 55-2-507).

3. Absences known about in advance should be excused in advance. This is done by sending a note requesting the absence. Assignments should be obtained in advance as well.
4. All attendance business will be transacted at the school office. When returning from an absence, unless a school sponsored activity, **students must** have a written excuse that contains:
  - Student's name
  - Statement of reason for absence
  - Date(s) of absence (example: Monday afternoon, Dec. 20, 20\_\_)
  - Signature of parent or guardian
5. Students will not be allowed to leave school during the school day without a written request from the parent or a direct release to the parent who comes to get the student at school. Students will be signed out at the office before leaving the building.
6. Absence without parental knowledge may result in suspension for activities.
7. The office will call parents/guardians to inform them of their student's absence if the school has not been previously notified by parent/guardian. This is to ensure the safety and welfare of the student and to comply with the law (MCA 55-2-507).

### **ACTIVITIES OR PLANNED ABSENCES**

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed upon return. Failing grades may be given (at the discretion of the teacher AND the administration) for work missed due to an absence. *Make-up work is to be done at home. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.*

### **SCHOOL MATERIALS AND EQUIPMENT (REFER TO POLICY 3520)**

Textbooks, desks, chromebooks, technology devices, and school materials used in the classroom are on temporary loan to students from the school. Students are expected to care for them. Charges will be assessed for any lost, abused, stolen, or damage beyond normal wear.

### **DAMAGE TO SCHOOL PROPERTY**

When a pupil defaces or damages school property, the pupil's parent(s)/guardian(s) is/are liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of any damage (MCA 20-5-201).

### **DISCIPLINE AND STUDENT CONDUCT**

#### ***Authority***

Students shall comply with the policies of trustees and the rules and regulations of the school.

Any staff member of Wibaux Public School District #6 has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to, from and during school, lunch,

recess, intermission, and at all school-related activities both on the school premises and at the traveling site of the activity. (MCA 20-5-201)

### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying, harassment, intimidation, or hazing by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”). (See Policy 3226)

### **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

The District encourages parental and student support in its efforts to address and prevent sexual Harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or Annie Begger who serves as the District Title IX coordinator for students.

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

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

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

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

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

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

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. (See Wibaux School District Policy 1700 and 3225)

### ***General Student Behavior***

The school is a place where learning is to take place. In order to promote a good learning atmosphere, the following rules will apply:

1. Students will conduct themselves in a quiet, orderly manner at all times. This means no running in the halls, pushing, yelling, fighting, etc.
2. K-6 doors open at 7:30 a.m. Students are to exit the building by 3:50 p.m. unless part of a recognized activity and/or working directly with a staff member.
3. Be courteous and mannerly at all times. Respect the rights of others.
4. Students will remain in class until the teacher dismisses them; regardless of the bell.
5. Students are expected to obey teachers' and administrators' suggestions at all times. If students feel that they have been unfairly treated, follow the grievance procedure. (Refer to Policy No. 3215)
6. Students are expected to properly care for their own property and that of the school. Individual students or groups who willfully damage school property will be subject to strong disciplinary measures.
7. Cheating is most damaging to the cheater. However, in all fairness to classmates, anyone caught cheating will be disciplined.
8. Inappropriate behavior will not be tolerated. Disciplinary action will be taken according to the severity of the inappropriate behavior as well as the number of incidents documented. Students will be informed of the inappropriate behavior by the teacher verbally and in writing and visited with about improving the behavior. The student will be issued consequences as listed under office referrals as deemed necessary. If a teacher determines, after consulting with the administrator, that a student is too disruptive to remain in class, the student will be removed. If two teachers request this action, the student may be suspended.
9. Detention may be given to students for inappropriate conduct. If a student misses detention, it will be considered truancy and the detention will be doubled. **Detention will be served at the convenience of the school district, not the student.**
10. Tardiness is usually avoidable. Excessive tardiness will be referred to the administration for disciplinary action.
11. The use, distribution, and/or possession of alcoholic beverages, tobacco, nicotine products, or illegal substances on school property are prohibited. This includes athletic and other events, (home and away), dances, banquets, etc.

12. Public displays of affection cause embarrassment to other students, teachers, and visitors, therefore are prohibited.
13. On all school activities where school transportation (bus or car) is provided, only screw top, unopened beverage containers will be allowed. Laser lights and other items that can cause distraction are not allowed in school transportation or at any school activity.
14. Swearing and the use of bad language or vulgar gestures is forbidden.

## **DISCIPLINE FOR OFFICE REFERRALS**

The following chart provides information on specific behaviors and the progression of discipline.

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
1.1 Disrespectful	2.1 Insubordination	3.1 Fighting
1.2 Inappropriate Hallway Behavior	2.2 Dress Code Violation	3.2 Assault
1.3 Inappropriate Language	2.3 Cheating	3.3 Possession of Weapon
1.4 Disrupting Class	2.4 Inappropriate use of Cell Phone or Technology	3.4 Possession or Consumption of Prohibited Material
1.6 Tardy	2.5 Accessing Inappropriate material online	3.5 Sexual Assault
1.7 Cell Phone Violation	2.6 Violation of Technology Agreement	3.6 Arson
1.8 Other	2.7 Destroying or misuse of school property	3.7 Terroristic Threats
	2.8 Bullying	3.8 Intent to sell and use controlled substances
	2.9 Theft	3.9 Severe Physical Assault
	2.10 Other	3.10 Other
<b>Behavior examples: Level Response Options</b>		
Handled with redirection	Detention	OSS
Students fill out a think sheet	ISS	Expulsion
3 infractions in Level 1 = 30 min detention	OSS	

This chart does not encompass all potential behaviors we may have to address with our students. Rather, this is an outline to be used in helping to determine how to address common inappropriate behaviors.

### **DETENTION**

Any school personnel can place a student in detention. All K-6 detentions are to be served Tuesday right after school. The Elementary Principal will notify parent/guardian at least 24-48 hours before the time the detention is to be served. Detention time is to be used as a study hall. If students do not come prepared to study, assignments will be provided for them.

### **SUSPENSION**

A suspension may be an in-school or and out-of-school placement. Students are not allowed on school grounds at any time during an out-of-school suspension. Students are not allowed to

participate in any school activities on the day of any suspension with the exception of performing in choir and band concerts as these performances are a required part of the curriculum. Students are provided with missed class work during all suspensions and are required to make up that work for credit. A student returning from suspension shall submit all assignments and/or be ready to take make-up quizzes and exams upon return to class. Full credit may be granted.

**LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL:** A student may be expelled only by the Board of Trustees. If the violation of school regulations is of a serious enough nature, the student will be sent home after the parents/guardians, or persons in charge have been notified of the intent to expel. The parents/guardians, or persons in charge and the student may request a hearing with the Principal and Superintendent of Schools, or his/her designee. If the student is not reinstated after the hearing with the Principal and the Superintendent of Schools, or his/her designee, the principal will request in writing to the Board of Trustees, through the Superintendent of Schools, that the student be expelled. A copy of the letter requesting expulsion of the student will be sent to the parents/guardians, or persons in charge may request a hearing at the next regularly scheduled meeting of the Board of Trustees. The Board, after the hearing with the student and parents/guardians, or persons in charge, will act upon the request of the Principal to expel. If a hearing is not requested and a letter requesting a student expulsion is presented to the Board, the Board will act upon the request. Policy 3300-3300P

Continued classroom disruptions or habitual disciplinary referrals to the office may result in the student being removed from that class for the remainder of the semester, loss of credit and/or possible expulsion.

A parent conference may be requested after any occurrence.

Students will be ineligible to practice or participate in **any** extracurricular activities during a suspension. A conduct **F** can also be administered for a period of time as set by the administration.

The administration may refer students to the school counselor or a community resource at any time. The disciplinary steps set forth ARE GUIDELINES ONLY and students are expressly advised that the administration and/or Board of Trustees may, depending upon the nature of the student's misconduct involved, deviate from or otherwise modify those steps and immediately proceed to more severe disciplinary consequences such as, short and/or long-term suspension or expulsion.

Any student may be disciplined for misconduct as determined by the administration and/or Board. Student discipline will conform to the Board Policy. (See Policy 3310)

### **SCHOOL SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may search a student, student locker, desks, or other school



property, including school buses, under the conditions outlined below, and may seize illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. (See Wibaux School Policy 3231).

### ***Locker/Desk Searches***

Student lockers/desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers/desks. **Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.** Discussion of lockers shall also be included in the Student Handbook. A student's personal belongings (including backpacks, coats, and other clothing) found in the locker will not be searched unless reasonable suspicion exists.

### ***Use of Canines***

The Administration is authorized to utilize canines (dogs) whose reliability and accuracy for sniffing out illegal substances. The canines must be accompanied by a qualified and authorized trainer who will be responsible for dog's actions. An indication by the dog that contraband is present on school property shall be reasonable cause for a further search by school officials.

### ***Procedures***

If a school official has reasonable individual suspicion to believe that contraband is present on a student or in a student's locker, he or she may institute a search. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, or if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students. The District shall report any violation of Montana law to law enforcement officials.

### ***Notice***

Students will be provided notice of the Policy concerning search and seizure. A copy of the policy shall be posted in the Building Administrator's Office.

### **DRUG FREE SCHOOLS (Refer to Policy 3310)**

1. The use or possession of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Wibaux Public Schools students are prohibited from being under the influence of, possessing, using, or distributing illicit drugs and alcohol on the school premises, on the way to or from school, while being transported to school, at any school activity, or at any school related activity.
2. Students who are under the influence of/or possess illicit drugs, alcohol or tobacco will be subject to applicable training rules.

- A. In addition, on the first offense, a student will serve a 3-day in-or out of school suspension, parents/guardians will be notified, a conference with parent/guardians will be held, and law enforcement authorities will be notified.
  - B. On a second offense, a student will be suspended out of school for five days, parents/guardians will be notified, a conference with parents/guardians will be held, and law enforcement authorities will be notified.
  - C. On a third offense, the student will be expelled from school for up to one semester by the Board of Trustees, and law enforcement authorities will be notified.
3. If a student is caught using illicit drugs or alcohol under any of the circumstances mentioned in #1 above, on the first offense the penalties in (B) above will apply. On the second offense the penalties in (C) above will apply.
  4. Any student guilty of distributing illegal drugs or alcohol on the school premises will be expelled from school by the Board of Trustees for a period of up to one year.
  5. Parents are to be given a copy of these rules and consequences annually. Parents and students are hereby notified that compliance with the above standards of conduct is mandatory.

## **GUN FREE SCHOOLS**

### ***Possession of illegal or dangerous weapons on school property or at school sponsored events.***

It is the policy of School District #6, Wibaux County, Montana to provide a safe and secure environment for all students. Accordingly, any student who is determined to have brought a firearm on to school property or to a school sponsored event shall be expelled from school for a period of not less than one year, under the conditions set forth below:

Any alleged violation of this policy shall be immediately reported to the Administration. If, after investigation, the Administration has reason to believe this policy has been violated, he/she shall immediately suspend the student and make recommendation to the Board of Trustees that the student should be expelled. If the Board of Trustees determines that the policy has in fact been violated, they shall expel the student for a minimum period of not less than one year. The Trustees, however, hereby authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. In appropriate circumstances, the Trustees may permanently expel a student under this policy.

In accordance with MCA 20-4-302, 20-4-402, 20-4-403, and 20-5-202 (1), a teacher, a principal, or the superintendent may immediately suspend for good cause, a student who is determined to have brought a firearm/weapon on to school property or to a school sponsored event.

Any decision to change the placement of a student with a disability that may be subject to expulsion under this policy must be made in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. S 1400 et seq.

This policy shall not apply to firearms/weapons brought on to school property with the express permission of the school administration. Some examples are for weapons safety courses,

authorized demonstrations, hunter safety courses, or under other circumstances deemed permissible by the school administration.

For purposes of this policy, a firearm/weapon shall be defined as follows: ANY "FIREARM" as defined by 18 U.S.C. 921, any pellet/BB gun, any knife, or any instrument article or substance that, regardless of its primary function, is readily capable of causing serious injury to people.

The School District shall report any violations of this policy to the local criminal justice and/or juvenile authorities. (See Policy 3311)

### ***Referral and Re-entry***

Referral services will be provided to students when necessary. Re-entry will be subject to Board approval. Students may be required to obtain an evaluation and treatment at their own expense.

### **STUDENT RULES, REGULATIONS, EXPECTATIONS, DRESS AND GROOMING**

Personal appearance and dress of students should be to the good taste and discretion of students and parents. However, certain rules are established. These are:

1. Students will be neat, clean, and appropriately dressed at all times. Tank tops, sleeveless T-shirts, bare midriffs, and torn or carelessly patched pants are not to be worn by any student in the classroom. Loose shorts, with legs 2/3 thigh length, may be worn at any time during the school year if it is weather-appropriate. Shirts without straps or with straps less than two fingers-width are not permitted. Shorts must be fingertip length or longer. Midriffs, torn or carelessly patched pants are not to be worn. Students must dress appropriately for the weather.
  2. No excessively tight, short, or immodest clothing is to be worn by any student. No skins allowed. Leggings and/or tights may be worn with shorts, dresses or skirts that provide coverage finger-tip length front and back.
  3. "See-through" or low-cut clothing that bare or expose private parts of the body are NOT permitted. Exposed private parts include (but not limited to): midriffs/waists/shoulders/back/chests/cleavage.
  4. Sagging pants with the crotch closer to the knees than its intended location cannot be worn. Pants must stay up without assistance---if you have to hold the waistband while walking to keep your pants on, they do not fit.
  5. Pajama pants are not permitted.
  6. Student hair should be neat, clean, well-groomed, and out of the eyes at all times.
  7. Students should dress appropriately for cold weather. During the winter months, this includes caps, gloves, and snow boots. Boots must also be worn for muddy weather.
- | <u>Feels Like Temperature</u> | <u>What the Class Must Wear</u>             |
|-------------------------------|---|
| Lower than 40 F               | Coats                                       |
| 40 F to 49 F                  | Long sleeves or coats and pants (no shorts) |
| 50 F or Higher                | Short sleeves, long sleeves, shorts, pants  |
8. Caps/hats/sweatshirt hoods, etc.: May not be worn in the building.
  9. Shoes must be worn at all times.

10. Sandals with a heel strap are acceptable for daily wear; however, they must be worn with socks. For special occasions (concerts) sandals may be worn without socks. Flip-flops/slides will NOT be permitted.
11. Clothing/Accessories that carry logos or sayings that make references to alcohol, drugs, tobacco, weapons, racism, sexism, and gang related or sexual behavior/insults/or profanity: IS NOT ACCEPTABLE. Students who are improperly dressed will be sent to change their clothes.

### **LIBRARY RULES**

Wibaux Public School has comprehensive libraries. The following general guidelines are for library usage.

1. Librarians shall have full authority in the operation of the library.
2. Books taken out of the library are to be checked out by leaving the card in the designated area or with the librarian.
3. Magazines and reference books are checked out from the librarian.
4. Lost books must be reported to the librarian and the cost of the book will be assessed to the student. Report cards will not be released until costs have been paid. Once the books are paid for, no reimbursement for found books will be made.

### **TELEPHONE USE**

Students will not be called out of classes, except for very important reasons. Messages may be left with the office and if necessary, the student may return the call when convenient. Students will not be allowed to use the telephone to make non-essential calls. The use of cell phones including smart watches is not allowed during school hours.

### **INVITATIONS TO BIRTHDAY PARTIES**

If your child is having a birthday party or sleepover, we ask that you do not send invitations to school. With parent permission, the school is able to provide contact information that parents have consented to. This allows for invitations to be sent by mail or delivered personally outside of the school setting. While we know that all of these acts are done with the best of intentions, there have been numerous instances where children end up fighting and/or crying because of who is or who is not invited to a party. Invariably, some children end up with hurt feelings and the school staff spends time resolving conflicts during learning time.

### **BIRTHDAY TREATS FOR THE CLASS**

Healthy treats are preferred and recommended for birthday treats.

**PLEASE CONTACT YOUR CHILD'S TEACHER IN ADVANCE IF YOU ARE PLANNING TO BRING OR SEND BIRTHDAY TREATS.**

### **DELIVERING ITEMS OR LEAVING MESSAGES**

Always stop at the building office first. Items will be directed to the student's locker, or left at the front desk for later delivery. We ask that student learning not be interrupted.

### **STUDENT VISITATION**

Student visitors in the classroom will generally be discouraged unless that student may be a prospective student for our District. Student visitation will be at the discretion of the Administration.

### **VISITATION**

All visitors are to check in at the school office. The staff members invite you to visit your school any time. Upon the rare occasion (testing dates for example) you may be asked to consider selecting another time for visitation. Out of consideration for all personnel, please try to set up an appointment in advance

### **PLAYGROUND AND ATHLETIC FIELD USE K-6**

Kindergarten through third grade: Use the east playground  
Fourth through sixth grades: Use the west playground.

1. Kindergarten through third grades are to use the south door. Grades four through six use the west door (Exception: bus students arriving or departing.)
2. Students are not permitted to ride bicycles on the school grounds while school is in session. Keep bicycles in the racks provided. Students should lock their bicycles.
3. Standing on swings is dangerous and not permitted on school premises. Swing straight only, not from side to side, do not twist the chains.
4. Tackle football and similar rough games are not permitted.
5. Students should not play in the entrances or immediately adjacent areas.
6. Students are not allowed to throw snowballs, rocks or hard objects.
7. Hard balls may not be used on the playground, only soft playground balls can be used.
8. Students are not to stand on the slides or climb up the slides.
9. No roller blades, skateboards, heelys or snowboards will be allowed.

### **SCHOOL ACTIVITIES**

Wibaux Elementary School activities are for Wibaux Elementary students. This includes academic as well as extra-curricular activities.

Three room parties are allowed per year: Halloween, Christmas, and Valentine's Day.

#### **General Guidelines:**

1. All school activities will be held at school facilities unless authorized by the Superintendent to be held elsewhere. Activities should be scheduled, at least, two weeks in advance. No activities should be held on Sundays or holidays.
2. Activities will be self-supporting whenever possible. The Trustees will consider any deficits.
3. Use and/or possession of alcohol, tobacco, or drugs is strictly prohibited. Violators will be ejected from the party and will be barred from all future parties. All Wibaux Elementary students involved can expect further disciplinary action.
4. Appropriate attire is required. Dress regulations outlined in this Student Handbook apply.
5. Students who attend extracurricular events are expected to conduct themselves in an orderly, appropriate manner. Students who do not comply will be disciplined.

## **ACTIVITIES AND INSURANCE**

Any accident should be reported to the supervising teacher and the office. First aid materials are available from the office. The only insurance coverage provided by Wibaux Public Schools is catastrophic coverage. All athletes must provide a waiver of liability stating that they are insured for injury before they are allowed to participate in Wibaux Public School athletic activities.

## **FINES-FEES-PAYMENTS**

All payments for charges levied by the school are payable to the school office. All persons who make a payment will receive a receipt. Payment by check is encouraged.

## **ENTRANCE & ENROLLMENT**

### **ENTRANCE, DATE, AND AGE (REFER TO POLICY 3110)**

The District requires proof of identity and an immunization record for every child to be admitted to District schools. The District usually will not assign or admit any person who has reached age nineteen (19) on or before September 10 of the year to be enrolled; however, a waiver to this usual practice may be granted.

### **ENTRANCE**

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for children seven (7) years or older). Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. JH Class Requirements- Must pass all core classes (Math, English, Social Studies, Science and Health/PE) and pass 50 percent of elective classes to graduate from 8th grade.

### **FORMS, ENTRANCE**

Registration forms and checklists are available in the District office.

### **PLACEMENT**

It is the goal of Wibaux Public Schools to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

## **STUDENT RECORDS AND TRANSCRIPTS**

A permanent record will be kept on each student. Transcripts of the record will be issued upon written request of the parent to agencies named by the parent. (See Wibaux District Policy 3600 and 3600F)

## **GRADES AND GRADING**

### **GRADES**

K-2nd Grades will be earned according to the following guidelines:

E	Exemplary	Student does more than required in an outstanding manner.
S	Satisfactory	Student does what is required.
N	Needs Improvement	Student does less than required and in a poor manner.
F	Failing	Student does not meet the above standards.

3rd-6th Grades will be earned according to the following guidelines:

A	Superior	Student does more than required in an outstanding manner.
B	Above Average	Student does required work in above average manner.
C	Average	Student does what is required.
D	Below Average	Student does less than required and in a poor manner.
F	Failing	Student does not meet the above standards.

Specific application of the grade guidelines will be left to the individual teachers with the approval of the principal. Grades will not be changed, except in cases of computation and/or recording errors.

An incomplete grade may be awarded in unusual circumstances. It will become an "F" if not made up within the next two-week period.

### **GRADE REPORTS**

Grades shall be issued for all students four times a year at the end of each quarter and semester. Mid-quarter reports will be issued to all students.

### **WIBAUX ELEMENTARY SCHOOL HOMEWORK POLICY**

In order for each student to progress through the grades, he/she must master many sequential skills and concepts. Students learn at different rates. Through varying degrees of drill and exposure to materials, we believe that homework is an essential element in a quality education.

Recognizing the values and importance of homework, we have established the following guidelines:

Kindergarten through Third Grade:

Homework will usually include practicing/studying spellings words and AR reading. Homework shall be an enrichment activity that involves the parents. Such activities will serve to:

1. Reinforce acquired skills and knowledge.
2. Allow the student to “Show Off” acquired skills and knowledge.
3. Give the parents a means to monitor their child’s progress.

Grades Four through Six:

Homework will be those exercises and/or assignments students begin, but do not finish during the school day. Seldom, if ever, will homework consist of an assignment to be done exclusively at home (Not including special interest, make up, or extra credit work.

Students should plan on regularly scheduled homework including practicing/studying spelling words, math practice, and AR reading. Students are encouraged to develop good study and work habits at school and at home. Different students will spend different amounts of time preparing for lessons. If parents have questions regarding homework, they should contact the child’s teacher at school.

## **MEALS**

### **BREAKFAST/ LUNCH PRICES**

	<b>K-6</b>	<b>7-12</b>
Breakfast	\$2.00	\$2.00
Lunch	\$2.50	\$3.00
Extra milk	\$ .30	\$ .30

Meals may be purchased by turning money into either the high school or grade school secretary.

Any amount of money may be deposited toward the school lunch program for your child. Money does not have to be given individually to each child, a family account can be established at the request of a parent and the money can then be shared amongst siblings.

### Lunch Schedule (approximate times)

Kindergarten	10:50	Third	11:20	Fifth	11:27
First	10:55	Fourth	11:25	Sixth	11:30
Second	11:10				

The lunchroom is available to all students provided they exercise proper conduct. The following rules apply:

1. K-6 Students will eat by class or at the discretion of the lunchroom supervisor.
2. Good table manners are to be observed, including sitting until finished eating with no loud talking or commotion. Tables are to be left neat and clean at the end of the meal.



3. Students with sack lunches will eat in the lunchroom unless there is an activity meeting or administrative permission is granted to eat elsewhere.
4. Food will not be taken from the lunchroom.
5. Pop and candy are not permitted in sack lunches or in the lunchroom.
6. For safety and sanitary reasons, the microwave is not for student use.
7. Parents are welcome to occasionally eat lunch with their child/children. Please call the school office prior to 8:45 a.m. if you wish to eat lunch that day.

## Low / Negative Account Balance Reminder

Date: 06/06/2023

Administrator or, Designee

Dear Parent or Guardian,

The balance(s) for the following food service account(s) are

Account #: 00

Patron(s) on account; Administrator or, Designee

Balance as of 06/06/2017: \$0.00

You may deposit money for food service accounts at any school.

Please keep in mind, per school policy, students Kindergarten through Grade 12 can eat only five (5) meals beyond what is paid for until your account is settled.

Free/Reduced Meal applications are available at any school or the District Office if you would like to apply to determine if your household qualifies for this type of assistance. Any application submitted would be for the current school year only. A new application is required each school year for this program.

If you have any questions, please call 406-796-2518

Sincerely,

Tara Zeimer  
Elementary Secretary

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

# MEDICAL

## ACTIVITIES & INSURANCE

Any accident should be reported to the supervising teacher and office. First-Aid materials are available from the office. The only insurance coverage provided by Wibaux County High School is catastrophic coverage. All athletes must provide a waiver of liability stating that they are insured for injury before they are allowed to participate in Wibaux County High School Athletic activities.

## POLICY ON EMERGENCIES

Students who become ill or have accidents while in Wibaux Public School District 6 classrooms are expected to go directly to the office or send for help. The following guidelines apply.

1. No student may leave school without first checking in the office.
2. If an injury or illness is serious and requires transportation to a hospital, a parent or responsible adult will be notified as soon as possible. Notification is to be done by telephone or by adult messenger if no telephone connection is available.
3. Direction from parents should be obtained before sending a child to the hospital. However, if a serious accident occurs and neither the parent nor the emergency contact can be located, the building administration or designee is authorized to make that decision.
4. The school employee in charge will determine whether to call an ambulance or take the child to the hospital.

Emergency care can be provided with the signed forms that are renewed each school year in the opening days of school. The administrator of each school distributes these forms. Local hospitals and doctors cooperate with the schools in meeting emergencies arising from illness and accidents. When authorities determine that children should be sent home because of injury or illness, these rules must be followed:

1. A parent or other responsible adult from the home will be notified and asked to come for the student. Telephone or adult messenger must do this.
2. If no one can be contacted at home, the student must remain at school under observation of a delegated person until the end of classes for that day.

Emergency procedures, such as lock-downs, intruders, bomb threats, etc. shall be addressed during the school year.

## STUDENT MEDICATION (REFER TO POLICY 3416)

1. **Medication will be administered in public schools with written permission of the parent.** Medical care is the responsibility of parents. First aid will be administered in the schools as needed. The following guidelines on medications are used whenever an elementary aged student requires any medication at school or junior-high aged student requires prescription medication at school.
2. **A written permission note must be filled out by the parent/guardian.**
3. Medication must be in a clearly labeled, in the original container with the following information: name of student, name of medication, name of physician, and amount of medicine needed and time medicine is needed.

4. Medication must be kept with the school nurse, where the student is responsible to come for it unless other allowances are specified by state law.
  5. The student must be able to dispense the needed amount of medication under supervision.
  6. Students with a completed Montana Authorization to Carry and Self-Administer Asthma Medication form may carry and self-administer prescribed asthma medication.
- Questions and concerns regarding medication at school should be directed to the School Nurse.

**WIBAUX PUBLIC SCHOOLS ILLNESS POLICY**

Reasons to keep (exclude) sick children from school:

1. The child does not feel well enough to participate comfortably in usual activities, such as with extreme signs of tiredness or fatigue, unexplained irritability, or persistent crying.
2. The child requires more care than the school staff is able to provide without affecting the health and safety of other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.
4. The school must be notified when your child will be absent, as well as given the reason for the absence. The contact numbers are 406-796-2518 for the Elementary and 406-796-2474 for the High School.

The following guidelines apply to students who become ill or have accidents while in Wibaux Public School.

1. Students are expected to go directly to the School Nurse, office, or send for help.
2. No student may leave school without first checking in the office.
3. If an injury or illness is serious and requires transportation to a hospital, a parent or responsible adult will be notified as soon as possible. Notification is to be done by telephone or by adult messenger if no telephone connection is available.
4. Direction from parents should be obtained before sending a child to the hospital. However, if a serious accident occurs and neither the parent nor the emergency contact can be located, the building administration or designee is authorized to make that decision.
5. The school employee in charge will determine whether to call an ambulance or take the child to the hospital.
6. If no one can be contacted at home, the student must remain at school under observation of a delegated person until the end of classes for that day.

Common symptoms and their severity:

	<b>Children should not be at school or in contact with other children if s/he exhibits:</b>	<b>If the child feels well enough, s/he may attend school if s/he exhibits:</b>
<b>Runny nose</b>	Cloudy or yellow/green discharge with congestion or fever	Clear drainage, as with allergies
<b>Cough</b>	Frequent or uncontrollable, producing mucous or accompanied by fever	Infrequent, no mucous and/or child has been on antibiotics for at least 24

		hours before returning to school, no fever
<b>Fever</b>	If temperature is above 100 F or if symptoms of headache or cough accompany any elevated temperature	If temperature is below 100 F for 24 hours without taking a fever-reducing medication and there are no other symptoms
<b>Diarrhea or vomiting</b>	One episode of vomiting/more than one occurrence of diarrhea	Single incident of diarrhea and no other symptoms (i.e. fever, vomiting); must be 24 hrs after the last episode
<b>Body Rash</b>	If accompanied by fever, seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. May return to school when medical provider determines that illness is not communicable.	

The following list gives guidelines for exclusion from school due to illness or communicable disease. Children with minor illness need not be excluded unless one or more of the following exists:

	<b>Expulsion is necessary:</b>	<b>Expulsion not necessary:</b>
<b>Strep Throat/Scarlet Fever</b>	Sore throat, headache, nausea, fever (children do not always have fever or complain of sore throat). The only way to rule out Strep is with a throat culture.	After 24 hours on antibiotics and fever free for 24 hours
<b>“Pink Eye”, Conjunctivitis</b>	Eye is red with complaint of burning or itching; crusty, white, or yellow drainage is occurring	Bacterial conjunctivitis: after 24 hrs on antibiotics Viral conjunctivitis: with a note from the doctor stating the child is no longer contagious
<b>Rash/skin infection</b>	Any child with signs of rash or skin infection not having been evaluated by doctor	Rash free/written release from doctor with date and time of appointment/ after 24 hrs. on antibiotic for skin infection
<b>Chicken Pox</b>	Itching with pink/red spots with blister-type center	Lesions crusted over and dry (usually 6 days), no fever
<b>Flu</b>	Fever/temperature above 100 F with accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting, or diarrhea	After fever free (less than 100 F oral temp) for 24 hrs. without having been given fever reducing medication or release from physician if diagnosed with any type of flu

<b>Cocksackie Virus (hand, foot, and mouth disease)</b>		May attend if able to participate in school, unless the child has mouth sores and is drooling
<b>Fifth's Disease</b>		Child is no longer contagious once rash appears
<b>Head lice or Scabies</b>	Child may return once treatment starts, provided s/he has a doctor's note specifying date and time of appointment	
<b>Hepatitis A</b>	Child must remain home until one (1) week after onset of illness or jaundice and when able to participate in usual activities	
<b>Herpes</b>	If area is oozing and cannot be covered, such as mouth sores	
<b>Impetigo/Staph/MRS A</b>	For 24 hours after treatment starts, provided s/he has a doctor's note specifying date and time of appointment. Wound must be covered with dressing taped on all four sides.	
<b>Ringworm</b>	May return after treatment starts, provided s/he has a doctor's note specifying date and time of appointment	
<b>Roseola</b>	Rash with fever must seek medical advice	Rash and no fever
<b>RSV (Respiratory Syncytial Virus)</b>	If he or she is not well enough to participate in usual activities, seek medical advice.	
<b>Vaccine preventable diseases (Measles, Mumps, Rubella, Pertussis)</b>	Child must stay home until determined not infectious by a healthcare provider, provided s/he has a doctor's note specifying date and time of appointment	

If the child's doctor diagnoses them with a communicable disease, please notify the school so we can notify parents of other students in the classroom if necessary. Communicable diseases include chicken pox, Cocksackie Virus (hand, foot, and mouth disease), croup, pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies.

Return to school will require a doctor's note stating that the communicable disease is no longer contagious, accompanied by a date and time of appointment.

### **ACCESS TO BUILDING—STUDENTS**

Students shall not be in the building before or after school hours or on weekends without adult supervision. Students will be supervised while in the building or on the grounds during school hours.

### **BUSES**

The following guidelines apply:

1. Students are to be at the stop at least three minutes before the scheduled departure time.
2. Students are to remain seated until the bus has stopped.
3. Students are to refrain from loud talking or abusive language.
4. No food or drink will be permitted on regular routes.
5. Students are asked to notify the driver if they do not plan to ride the following run that evening or following morning.
6. Drivers may assign seats to one or all students.
7. In case of discipline problems, students may have riding privileges suspended.
8. Evening buses shall leave five minutes after school dismissal. Students should hurry, in order to not miss the bus or make it late for departure.
9. Students that are not listed as passengers on a route must have a written note signed by a parent/guardian. This note will state that the student has permission to ride the bus and be dropped off at a specified stop. One note at the beginning of the year would suffice for a frequent rider to a location.

### **BUS PROCEDURE--WINTER**

It is Wibaux Public School's goal to run all buses according to published routes and schedules 100% of the time. This is not always possible. We ask that you cooperate in our efforts to ensure your child's safety and convenience.

1. If there are hazardous road conditions and/or weather conditions at your location, please give this information to your bus driver. The best time to call is either the evening before or about fifteen minutes prior to departure time for the driver.
2. For afternoon runs or in case early dismissal may be in order, please call the school during the school day. Be as specific with your information as you can.
3. Buses will be dispatched unless notice to the contrary is given by telephone, text, email, Social media outlets such as Facebook, between 6:45 and 7:30 a.m. for the announcement
4. Please arrange for a place for your children to stay in town if at all possible for the occasions when an afternoon bus cannot run.  
**Students who live outside the city limits are required to notify the office of a designated home in town where they are to stay in the event the buses cannot run because of a weather emergency or other event.**
5. To check on bus availability contact the route driver. If unable to contact your driver, then call Annie Begger or Anna Harrell. We need to keep our lines open for calls to the drivers, radio stations, county shops, etc.
6. The decision to send buses home early will be based on parent reports and county road crew advice. After considering parent and county road crew advice, the decision whether or not to send buses home early will be made by the school administration. Announcements will be made through automated phone calls and social media announcements. Students whose parents usually meet the bus will be returned to town if they are not met and other arrangements are not made.
7. If we choose not to send buses home early, it is our practice to dismiss students to ride home with their parents or drive themselves home at parent request. We cannot accept responsibility for students who ride in private vehicles.
8. If prolonged closure of a route is necessary, contact the school office for suggestions on alternate arrangements.

**Bus Drivers' Telephone Numbers:**

North  
796-2562

Ted Zinda

South  
796-7669

Missy Tvedt

Town  
701-202-7664

Tim Harris

North/Sub  
701-590-9890

Talitha Williams

**SAFETY/FIRE DRILLS**

From time to time safety drills will be held to test the ability of students and school personnel to evacuate the building. During the drills, observe the following:

1. No talking (so directions may be heard).
2. No running or pushing.
3. Leave books in classroom. Do not stop at any locker.
4. Be as orderly as possible.

*Use the Following Exit Plan Posted in the Building you are in*

All persons in the building will exit to a point at least 100 feet from the buildings when the alarm is sounded.

**SCHOOL ACTIVITIES, SPORTS &  
EXTRA-CURRICULAR ACTIVITIES POLICY**

**RECOGNIZED ACTIVITIES**

The following activities are recognized as part of the Wibaux Public School program of activities:

- Basketball (boys & girls)
- Football
- Track (boys & girls)
- Volleyball

No other activities are authorized and will not be conducted unless otherwise approved by the Board and Administration.



All activities will be assigned one or more sponsors with primary responsibility for proper management of the group.

### **STUDENT ACTIVITY FEE**

Students in grades 5-8 will pay an activity fee of \$40, 9-12 \$50, with a cap of \$150 per family.

Students will not be allowed to play or participate in any activity until this fee is paid. This fee will allow students into any sporting activity for the 2024-2025 school year. If this fee is a hardship for your family, please contact the school.

### **All Session passes**

K-4 \$30

Adult \$75

Senior Citizen (65 +) \$30

### ***Citizenship Standards***

1. Students who wish to participate in activities are visible representatives of their activity, team, school and community. They are expected to maintain high standards of conduct in school and during school related travel and events. They are expected to assume the responsibilities of a positive role model. Conduct, which distracts from those expectations, such as chemical use, criminal behavior, classroom disruption, or un-sportsman-like behavior, may result in suspension from participation.
2. Students who are suspended from school may not practice or compete during the period of suspension. Serious classroom discipline problems may result in suspension from activities.
3. The 3 strike rule applies

### **STUDENT ELIGIBILITY STANDARDS FOR EXTRA-CURRICULAR ACTIVITIES**

Students representing Wibaux Public School in inter-school activities and those participating in special activities are expected to set a standard of performance above that which is considered minimal.

The following eligibility standards will be followed and shall not be subject to change during the time that a regular school year is in session.

1. Students who participate in school-sponsored activities **MUST** be in attendance for the immediate half-day prior to the activity. Students are not to compete in an after-school activity if they did not attend their afternoon classes and a morning absence must not be unexcused. The only exception to the above would be a pre-arrangement made with administration.
2. The participant must maintain a passing grade in all classes and receive a passing grade in conduct in all classes to be eligible. A student with one or more failing grades in the same class two consecutive weeks, or two or more failing grades in the same week, will not be allowed to participate in interscholastic competition or events except those scheduled as part of a regular class.
3. Each participant must give evidence of insurance coverage.

4. Each participant must present a signed activity agreement which includes risks of participation.
5. Students participating in an out-of-town activity will travel to the competition by school provided and/or school arranged transportation. At his/her discretion, the building administrator may allow a participating student to ride to an activity with the student's parent or legal guardian, grandparent, or other parents. Advance written permission will be required. Students may return home with their parents if a request to do so is given to the building administrator by the parent before departure from Wibaux or to the coach by the parent at the event. With advance written permission from the parent and the administration's approval, students may ride home with a grandparent or other parents. Under unusual circumstances, and normally requiring parental permission, the administration may allow other travel arrangements which he/she feels are reasonable and justified.
6. On all school activity trips, where school transportation is provided, the only type of beverage containers that will be allowed in the vehicle will be ones with screw tops.
7. Training rules, in addition to those set forth herein, may be determined and enforced by the coach(es) of the activity in consultation with the participants. Coaches, participants, and parents shall be responsible for knowing and enforcing the rules. Each coach shall review rules, infractions, and administer the penalties. Coaches shall be responsible for fair application of the rules and shall be responsible for the membership of their teams. A student may appeal a coach's decision by using the grievance process. If, at any time, the conduct of the participants in an activity reflects badly upon the school and community, the Board reserves the right to deny funding for the activity or discontinue the activity.
8. Participants are expected to follow all rules and regulations of the school. Participation may be denied if the student does not comply. Enforcement of this rule will be at the discretion of the administration.

### **PRE-SEASON RESPONSIBILITIES**

1. Students and their parents are responsible for having the following prior to the first practice of any athletic season. Non-athletic activities may have different or additional requirements.
  - a. Participation and physical forms with all sections completed, including warning statement, insurance information, permission signature, and doctor's physical.
  - b. Emergency Medical Card with all appropriate signatures and information.
  - c. Participation Form

### **TRAVEL REQUIREMENTS**

1. Students must earn trips to higher-level competitions and may not attend advanced meets as spectators. Deviations must be approved by the administration.
2. Students participating in an out-of-town activity will travel to the competition by school provided and/or school arranged transportation.
  - a. At his/her discretion, the building administrator may allow a participating student to ride to an activity with the student's parent or legal guardian, grandparent, or other parents. Advance written permission will be required.

- b. Students may return home with their parents if a request to do so is given to the building administrator by the parent before departure from Wibaux or to the coach by the parent at the event.
  - c. With advance written permission from the parent and the administration's approval, students may ride home with a grandparent or other parents.
  - d. Under unusual circumstances, and normally requiring parental permission, the administration may allow other travel arrangements which he/she feels are reasonable and justified.
3. On all school activity trips, where school transportation is provided, the only type of beverage containers that will be allowed in the vehicle will be ones with screw tops.

### **Training Rules**

1. Training rules, in addition to those set forth herein, may be determined and enforced by the coach(es) of the activity in consultation with the participants. Coaches, participants, and parents shall be responsible for knowing and enforcing the rules. Each coach shall review rules, infractions, and administer the penalties. Coaches shall be responsible for fair application of the rules and shall be responsible for the membership of their teams. A student may appeal a coach's decision by using the grievance process. If, at any time, the conduct of the participants in an activity reflects badly upon the school and community, the Board reserves the right to deny funding for the activity or discontinue the activity.
2. For Grades 5-8 no activities will be scheduled Wednesdays after school

### **✓ Physical Exams**

Physical exams are required for students participating in MHSAA sanctioned sports. The exam is valid for one school year and the MHSAA form must be used. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. Physicals performed before May 1st are not valid for the next school year.

### **✓ Initial Required Number of Practices Rule**

The initial required amount of practices (ten (10) for football, basketball, tennis, soccer, cross country, track and field, softball, wrestling, and swimming and two (2) for golf for each individual must be completed as a comprehensive, regularly scheduled team practice with the full coaching staff present.

### **EQUAL EDUCATION AND EMPLOYMENT POLICY**

As provided in the Constitution of the State of Montana, the Wibaux Public Schools, District No. 6, is committed to equality of educational opportunity. The District is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular, and other related activities.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical, or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Annie Begger, Superintendent, 796-2474 or Anna HarrellJan Huisman, Elementary Principal, 796-2518, 121 F Street North, Wibaux, Montana 59353.

**SCHOOL SONG!!**  
**LONGHORNS – LONGHORNS – FIGHT! SCORE! WIN!**  
**Oh, when the Longhorn team comes out to play**  
**We're going to stand and cheer them all the way!**  
**And when they get that ball and start to score**  
**We're going to stand and cheer and yell forever more.**

**O, Wibaux High is out to win this game**  
**O, Wibaux High is out to win the fame**  
**O, Wibaux High is really here to win, Won't give in,**  
**Wibaux High.**  
**Go, Fight... Go, Fight Win**  
**Let's Go, Fight... Go, Fight Win**  
**W -I-B-A-U-X (4TIMES)**  
**Say W – Say I – Say B – Say A – U – X**  
**WIBAUX!!**

## **POLICIES, FORMS & LETTERS**

**Please see website for recent policies**

**[https://issuu.com/montanaschoolboardsassociation/docs/wibaux\\_k-12\\_schools\\_policy\\_manual?e=16838009/12505822](https://issuu.com/montanaschoolboardsassociation/docs/wibaux_k-12_schools_policy_manual?e=16838009/12505822)**

**d may be obtained in the high school office.**

## WIBAUX SCHOOL DISTRICT INTERNET ACCEPTABLE USE AGREEMENT

**REVISED 5/2019**

*(Please read this document carefully before signing.) The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is available to students and staff in the Wibaux School District. Our goal in providing this service to staff and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. Students and teachers have access to:

- Information and news from institutions and people as well as the opportunity to correspond with these institutions and people.
- Public domain software and graphics of all types for school use.
- Discussion groups on a plethora of topics.
- Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
- Graphical access to the World Wide Web.
- Electronic mail (e-mail) communication with people all over the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Wibaux School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Wibaux Public School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. **If a Wibaux School District user violates any of these provisions, the loss of privileges, disciplinary action, and/or appropriate legal action will occur.**

### **Internet--Terms and Conditions of Use**

**Acceptable Use** – All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The use of your account must be in support of education and research and consistent with the educational objectives of the Wibaux School District. These procedures do not attempt to state all required or proscribed behaviors by users. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

**Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or staff member who receives an account will be part of a discussion with a Wibaux School District staff member pertaining to the proper use of the network.) Wibaux School District staff may request the system administrator to deny, revoke, or suspend specific user accounts. The school administration and the system administrators will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

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

- a. 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;
- b. Unauthorized downloading of software.
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- h. Using another user's account or password without consent;
- i. Posting material authored or created by another, without consent;
- j. Posting anonymous messages;
- k. Arranging a face-to-face meeting with someone only known through emails or the Internet.
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
- n. Using the network while access privileges are suspended or revoked.

**Acceptable Uses** – In accord with this policy students may

- 1) Design and post web pages and other material from school resources.
- 2) Use direct communications such as social networking, IRC (Internet Relay Chat), online chat, or instant messaging with a staff member's permission.
- 3) Use approved email accounts under supervision by or permission from a staff member.
  1. 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.
  2. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  3. Care should be used in drafting messages and in opening attachments.
- 4) Use discussion forums, chat rooms, messaging or other electronic communication forums that have been approved by the school.
- 5) Personal technology devices (cameras, phones) may be used with explicit permission from Wibaux school staff for specific assignments/duties.

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone numbers of students or colleagues.
- e. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private property.

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

**Security** - Security on any computer system is a high priority. If you can identify a security problem on the Internet, you must notify a system administrator or your building principal. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

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

**Charges** – The District assumes no responsibility for any unauthorized charges or fees. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

**Website** – Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with policies and approval processes.

- a. 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 permission.
- b. Students will not disclose publicize personal information.
- c. For each republication 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.
- d. The absence of 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.
- e. The “fair use” rules governing students’ reports in classrooms are less stringent and permit limited use of graphics and text.
- f. Student work may only be published if there is written permission from both the parent/guardian and the student. See the attached permission form.

## Internet Safety

- a. Internet access is limited to only those “acceptable uses,” as detailed in this document. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this document.
- b. Staff member 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 this document.
- c. Each District computer with Internet access has filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
- d. The system administrator and Superintendent shall monitor student Internet access.

## G Suite for Education Notice to Parents and Guardians in grades 7-12

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services:

- Google alerts, Google Cloud Print, Google Earth, Google my maps, Google play, Managed Google play, Material gallery, Scholar profiles, Search and Assistant, YouTube, and Blogger.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:



## What personal information does Google collect?

When creating a student account, Wibaux Public School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

## How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

[Include this section if your school provides access to Additional Services] In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

## Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

## Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Wibaux Public School, G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the building principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

## What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the building principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).

**Consequences** for inappropriate technology use or unacceptable use of the Internet

- A. A student user who violates this policy or a School Board policy is subject to disciplinary action in accordance with applicable disciplinary procedures and consequences outlined in the student handbook.
- B. A Staff member who violates this policy is subject to appropriate disciplinary action up to and including discharge.  
See Wibaux Board Policy 3612 for additional information

# **One to One Technology Use Agreement**

## **Student Responsible Use Policy**

Purpose: Wibaux Public School may provide and assign students a device for use at school as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

### **RESPONSIBILITIES**

The student will:

1. Adhere to these guidelines each time the device is used at school.
2. Charge their 1:1 device at school nightly, starting each day with a full charge.
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the internet content is filtered when the student is at school.
5. Back up important data files regularly.
6. Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
9. Transport computer in sleep mode, with screen closed.
10. Provide their own headphones and/or ear buds as needed for school related work.
11. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
12. Return (including the charger) the device upon transferring out of school or at the end of the year.

### **RESTRICTIONS**

The student will not:

1. Mark, deface or place stickers on the device.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.

6. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt to unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the Wibaux asset tag or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students will apply **common sense** to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- You are responsible for the device and cords. Do not loan any of these items to anyone else.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors or seats.
- Do not stack objects on top of your 1:1 device; leave outside or use near water.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or in climate weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

### **COMPUTER DAMAGES**

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by WCHS up to the full cost of a replacement device.

WCHS reserved the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence includes, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.
  - A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability reason for loss.
  - If the device charger is damaged or lost, the student is responsible for replacing it.
  - Access to WCHS provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the WCHS technology agreements outlined in this document and the Acceptable Use Policy in the Student Handbook.

# Wibaux Public School

121 F Street North, Wibaux, MT 59353-9041

Phone: 406-796-2474

Fax: 406-796-2259

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**Annie Begger, Superintendent/9-12 Principal**  
ambegger@wibauxschool.net

**Prairie Mannetter, Clerk**  
pmannetter@wibauxschool.net  
**Colton Johns, A.D.**  
cjohns@wibauxschool.net

**Anna Harrell, K-6 Principal**  
akharrell@wibauxschool.net  
Phone: (406) 796-2518  
Fax: (406) 796-2635

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July 6, 2023

TO: Parents and Students of Wibaux Public School:

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA certified building inspector. During the inspection, samples were taken from building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and conditions that does NOT pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA certified management planner. The Management Plan includes the inspection and physical assessment reports, the program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours. Annie Begger, Superintendent, is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to ensure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

If you have any questions, please feel free to contact me.

Sincerely,

Annie Begger, Superintendent