

Wibaux Public Schools K-6 Student Handbook 2023-2024



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 2023-2024
Student Handbook and Student Use Agreement.

Parent/ Guardian Signature _____

Student Signature _____

Date _____

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.

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.

THE SCHOOL DAY

The Wibaux Elementary School Building is open at 7:30 a.m. Students may participate in our breakfast program at this time. The bell, which signals the start of the school day, rings at 8:00 a.m. Classes begin at 8:05 a.m. for all K-6 students. The later start time for grades K-3 will allow more time for students to have breakfast in the cafeteria. Grades 4-6 will be able to choose items from the breakfast cart if they have not had time to go to the cafeteria.

Noon hour dismissal varies because of limited lunchroom seating. Kindergarten children are dismissed for lunch at 10:50 a.m. with other grades following at five to seven minute intervals.

Dismissal time is 3:41, but bus students will be dismissed 3:40. Students are to leave by 3:50 p.m. unless they are part of a recognized activity or working directly with a teacher.

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 is not allowed during school hours.

LUNCH TICKETS AND LUNCHROOM K-12

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

1. Tickets may be purchased by turning money into the Elementary or High School Secretary. Prices are:
 - a. Breakfast meals
 - b. A single meal
 - c. Extra MilkAny 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.
2. Lunch Schedule (approximate times)

Kindergarten	10:50	Third	11:12	Fifth	11:27
First	10:57	Fourth	11:20	Sixth	11:35
Second	11:05				
3. Good table manners are to be observed including sitting until finished eating and no loud talking or commotion. Tables are to be left neat and clean at the end of the meal.
4. Students with sack lunches will eat in the lunchroom.
5. Food will not be taken from the lunchroom.
6. Pop and candy are not permitted in sack lunches or in the lunchroom.
7. For safety and sanitary reasons, the microwave is not for student use.
8. 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.

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 high length, may be worn at any time during the school year.
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.
- | <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 |
| 50 F or Higher | Short sleeves, long sleeves |
8. Caps/hats/sweatshirt hoods, etc.: May not be worn in the building.
 9. Shoes must be worn at all times.
 10. Sandals are acceptable for daily wear; however, they must be worn with socks. For special occasions (concerts) sandals may be worn without socks. Flip-flops 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.

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 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 of 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 15 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 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)

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated. *Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.* (See Policy 3226)

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.

ATTENDANCE

Attendance Policy

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build upon each day's learning, and to grow as an individual. (See Wibaux School Policy 3122P)

For students to be successful in school, it is essential they attend school every day and be on time. Research supports attendance as the most important predictor of student success.

Please consult the school district's calendar prior to planning a family trip or vacation during the school year. If a family trip or vacation is planned during the school year, please contact the school in advance.

The following pyramid of interventions will be used to address attendance concerns.

Tier 1

5 days absent/tardy---a letter from a building representative will be sent to the parent(s) or guardian(s) of the student. In addition, detention will be given to the student for a period of 30 minutes after school.

Tier 2

8 days absent/tardy---the parent(s) or guardian(s) of the student will be contacted by the school and a letter from the administrator will be sent to the parent(s) or guardian(s) of the student.

Tier 3

10 days absent/ tardy---a letter will be sent from the building administrator to the parent(s) or guardian(s) of the student to schedule a parent meeting with the administrator(s) and teacher(s). At the meeting, and attendance plan will be developed.

State Law requires:

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class or from required special programs will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

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.

DETENTION

Any school personnel can place a student on 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 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.

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. Student's participation in school activities may be curtailed at the discretion of the principal if absences become excessive unless extenuating circumstances can be documented. Absence without parental knowledge may result in suspension for activities.
7. The office will call parents/guardians to inform them if 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).

ABSENCES

Wibaux Public School recognizes two types of absences, excused and unexcused.

Excused Absences: An excused absence, is any absence caused by illness, a health condition, unforeseen family emergency, prior approved parent activity, or authorized school-approved activity that is reported by a parent/guardian within two days of the absence(s).

Unexcused/Truant Absences: An unexcused absence is any absence which does not meet the criteria of an excused absence, is not communicated to the school by the parents/guardians, or is a result of leaving school without prior notification to the office by the parent/guardian or the student. Upon five (5) absences, the parent/guardian will receive a letter. Upon ten (10) absences, the school staff will request a meeting to give support to the parent/guardian.

Activities or Preplanned 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.*

Absences for school sponsored activities are excused, but students are held responsible for the work missed. A student must attend all his/her scheduled classes in order to participate in an extra curricular activity. Exceptions may be for school related absences or excused absences such as doctor appointments. Obtain prior approval when possible.

Any participant who accumulates excessive absences, as described in the attendance policy, will be suspended from activity participation for a period of time. When a student arrives late or after an absence, the student is required to report directly to the main office and the attendance secretary. All absences and tardiness will be recorded on the report card.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. 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.

Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

GRADES

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 9-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.

SCHOOL MATERIALS AND EQUIPMENT

Textbooks, desks, 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.

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 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 to complete assignments, study, or read. 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.

LOCKERS

Students will be assigned lockers at the beginning of the school term. Lockers are the exclusive property of the Wibaux School District and at no time does the School District relinquish its exclusive control of the lockers. **School authorities may conduct periodic inspections of lockers at any time, without student consent, and without a search warrant.** No students may use a locker for storage of any substances or objects, the possession of which is prohibited or constitutes a threat to the health, welfare, or safety of the occupants of the school building.

GENERAL STUDENT BEHAVIOR: PLEASE REFER TO THE ATTACHED APPENDIX FOR THE POSITIVE BEHAVIOR INTERVENTION AND SUPPORT PLAN.

MEDICATIONS:

Aspirin will not dispensed by the school according to Montana Public Health Regulations. Medical care is the responsibility of parents. First aid will be administered in the school as needed.

The following guidelines on medications are used whenever an elementary aged student requires any medication at school:

- A. **A written permission note must be filled out by the parent/guardian.**
- B. Medication must be clearly labeled and in the original container with the following information: name of student, name of medication, name of physician, amount of medicine needed, and time medicine is needed.
- C. Medication must be kept at the school office, where the student is responsible to come for it, unless other allowances are specified by state law.
- D. The student must be able to dispense the needed amount of medication under supervision.

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 TO STUDENTS

We ask that student learning not be interrupted. Items will be delivered to the office and will be left in the back office and delivered at an appropriate time.

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.

FIRE DRILLS

From time to time fire 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.

CELL PHONE USE

The use of cell phones is not allowed during school hours.

BUILDING SECURITY

All persons visiting the school must first report to the office, principal, or superintendent. This is for anyone delivering items or making contacts with students. It is for the students' safety that school/office personnel know who is in the building.

POLICY ON EMERGENCIES

Parents are required to fill out an emergency card informing the school of procedures to be followed in case of sickness, accident, or early dismissal due to weather. The school uses this information to contact the parent or whoever the parent designates if an emergency situation should arise. Any changes in this procedure should be reported to the school office.

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.

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)

LIBRARY RULES

Wibaux Public Schools have comprehensive libraries. The following general guidelines are for library usage:

1. Books taken from the library must be checked out. Library books will be checked out on the computer. This applies to renewals as well.
2. 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.

3. Through the abuse of library privileges, a student may lose privileges.
4. Magazines and reference books are checked out from the librarian.
5. Procedures for use of the library are available from the librarian.

BUSES

School buses are provided by the school according to law. The school bus is considered an extension of the classroom. For the safety of those who ride the buses, conduct rules are necessary. If a student persists in violating these rules, he/she may have his/her riding privileges suspended. Students should adhere to the following rules:

1. Students are to be at the stop at least three minutes before the scheduled departure/pickup time.
2. Form a quiet, orderly line before entering the bus – no pushing or shoving.
3. Go immediately to a seat and sit down upon entering the bus.
4. Keep arms, hands, head, and all parts of the body inside the bus at all times, never out the window.
5. Never throw objects from the bus window.
6. Students are to remain seated until the bus has stopped.
7. Students are to refrain from loud talking or abusive language. Talk in conversational tones – avoid shouting.
8. Refrain from eating and drinking on regular routes.
9. Keep the aisles clear of books, packages, equipment, and other objects. Keep articles under the seat, in the book rack, or on laps.
10. Sit in an orderly manner in seats. Drivers may assign seats to one or all students.
11. Stay on the bus after boarding until it is time to leave the bus at the scheduled bus stop. Permission to leave the bus before scheduled departure must be obtained from the bus driver.
12. Cross the road at a bus stop only in FRONT of the bus after looking both ways for traffic and only upon a signal from the bus driver indicating that it is safe.
13. Obey any command or suggestion from the bus driver and his/her assistants.
14. Board the bus within five minutes after school dismissal.
15. Students are asked to notify the driver if they do not plan to ride the following run that evening or following morning.
16. In case of discipline problems, students may have riding privileges suspended.
17. 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.
18. 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.

WINTER BUS PROCEDURE

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 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 15 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 One Call either by text or phone call.
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 place on their emergency card a designated home in town where they are to stay in the event the buses cannot run because of inclement weather or other events.
5. To check on bus availability, contact the route driver. If you are unable to contact your driver then call Annie Begger or Jan Huisman. We need to keep our lines open for calls to the drivers, county shops, etc.
6. The decision to send buses home early will be based on parent reports and county road crew advice. Announcements will be made with One Call. 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. Students whose parents usually meet the bus will be returned to town if they are not met and other arrangements are not made with us.
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 TELEPHONES:

Ted Zinda	North	
Melissa Tved	South	406-941-0824
Talitha Williams	Sub	406-590-9890

OTHER PHONES:

Annie Begger	796-2474
Anna Harrell	796-2518
High School	796-2474
Elementary School	796-2518

Your help and cooperation is needed and appreciated.

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.

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 by classes and be courteous to participants of the program.

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. Student who attend extracurricular events are expected to conduct themselves in an orderly, appropriate manner. Students who do not comply will be disciplined.

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.

DRUGS AND ALCOHOL

1. The use or possession of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Wibaux Public School 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 or alcohol will be subject to applicable training rules.

- A. In addition, on the first offense, a student will serve a three 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.

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.

GUN FREE SCHOOLS

POSSESSION OF ILLEGAL OR DANGEROUS WEAPONS ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED EVENTS IS NOT ALLOWED.

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 any weapon onto 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 3310)

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 Jan Huisman, Elementary Principal, 796-2518, 121 F Street North, Wibaux, Montana 59353.

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 qualified for special services. To obtain further information on the various screenings or information regarding the procedures for identification, referral, and assessment, contact the Wibaux School District Superintendent's office at 796-2474.

GRIEVANCES AND PROCEDURES

From time to time, a student or parent feels they have been unjustly treated and want 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 1700 P)

DISCLAIMER

The Wibaux Board of Trustees retain 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 2022-23 school year.