# *VAUGHN PUBLIC SCHOOL*

# 2023 – 2024

# STUDENT

# HANDBOOK

*The Star of the Sun River Valley*

## STAFF ORGANIZATION

**ADMINISTRATION**

*Loren Dunk, Superintendent*
*Thad Wollan, Principal*
*Wendy Cavill, Business Manager*
*Eudeen Smith, Administrative Assistant*
*Erin Fitzpatrick, Office Staff*

**CERTIFIED STAFF**

*Sarah Ballou, Grade K*

*Austyn Bokma, Grade 1*

*Michelle Neumann, Grade 2*

*Rose Wagner, Grade 3*

*Tara Gray, Grade 4*

*Annsley Pugh, Grade 5*

*Pat Hughes, Grade 6*

*Melissa Werber, Grade 7, 4-8 Band & Choir*

*Kathy Harvey, Grade 8*

*Tammy Buley, K-8 Art, Library*

*Jennifer Henning, K-8 HE/PE, Counselor*

*Tayler Dean, K-8 Special Education & Title*

*Melissa Werber, 4-8 Band & Choir*

*Lily Wahl, 1-8 Hillcrest Colony*

**CLASSIFIED STAFF**

*Brandon Thibert, Maintenance*
*Mike Birky, Custodian, Bus Driver*
*Adam Ayala, Custodian*
*Shirley Sheldon, Paraprofessional*
*Dawn Kleinsasser, Paraprofessional*
*TBD, Paraprofessional*
*TBD, Paraprofessional*
*TBD, Paraprofessional*
*Melanie Campbell, Food Service Director*
*Steven Dvorak, Food Service Assistant*

**BOARD OF TRUSTEES**

*William Smith, Chairperson*
*Judd Brooks, Vice Chairperson*
*Tom Brooks, Trustee*
*Bradley Bechard, Trustee*

# WELCOME

Welcome back to another great year at Vaughn Elementary. As I start my first full year as the district superintendent, I want to wish every student a happy and safe school year. It is my intention to do the best for every student and family who attend our school. If you have any questions or concerns, please stop by my office and introduce yourself and have a visit. I try to be in the building at least two days a week throughout the school year and work from home the other days.
Sincerely
Loren Dunk

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Dear Students, Parents, and Guardians,
I would like to welcome you to either your first year or another year at Vaughn Public School. We have a great staff and school board who strive to create a safe learning environment where your students will work for success. We will work tirelessly to help your child or children succeed throughout the 2023-2024 school year. Students will be held to high expectations and receive the support necessary to help them meet those expectations. Please contact your children's teacher or any of the Vaughn staff if you have any questions.

Sincerely,

Thad Wollan, Principal

C – Care About Others
A – Are Safe
T – Treat Others With Respect
S – Solve Problems Responsibly

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# ACTIVITY & ATHLETIC PASSES

Admissions for all athletic events at Vaughn Public School are as follows:

Under 5 years old …….. Free
5 years – 18 years old……..……$3.00
18 years – 59 years old……..……..$5.00
Senior Citizens (60 and older)……$3.00

# ACTIVITIES PARTICIPATION

Any student participating in activities will be subject to the following:

- ✓ Students will not steal property.
- ✓ Students will not use, possess, sell, or distribute alcohol, tobacco products, or illegal drugs; or abuse prescription or non-prescription drugs. This does not include prescribed drugs under a doctor's supervision when used in the prescribed manner.
- ✓ Disciplinary action will be considered upon report of a violation to the coach, sponsor, activities advisor or superintendent.

It is the responsibility of the coach or sponsor to report all infractions to the Athletic Director. The Athletic Director will arrange a meeting with the accused student(s) and their parent(s)/guardian to determine facts and circumstances concerning the alleged violation. The accused student(s) may have representation at this meeting. The person(s) who are making the accusation will also be present at this meeting. The person(s) making the accusation will present their recollection of the violation circumstances. The accused student(s) and/or representative will be provided an opportunity to present their rebuttal. The Athletic Director will make a decision after hearing from all parties. A parent/guardian may appeal the decision of the Athletic Director to the Principal within five (5) calendar days of receipt of the decision. A parent/guardian may appeal the decision of the Athletic Director to the Superintendent within five (5) calendar days of receipt of the decision. A parent/guardian may appeal the decision of the Superintendent to the Vaughn Board of Trustees within five (5) calendar days. The Board Chair will determine if the appeal requires a special meeting of the Board of Trustees.

# ATTENDANCE

Please be sure to notify the school at (406) 965-2231 no later than 8:10 a.m. if your child is going to be absent from school. We do this to ensure your child's safety to make sure your child is not somewhere between home and school. The school will contact the home no later than 9:00 a.m. if we have not received notification of a student's absence. A parent or guardian note describing the nature of the absence must be turned in to the office the day the student returns to school. Students are expected to attend all classes on a regular basis. For grades 5-8, absences and tardies will be taken at the beginning of each class period.

**Check out procedures for K-8:** Parents/guardians will notify the school before removing a student from school. The parent/guardian is responsible for notifying the staff who will pick the student up if it is not the parent/guardian. The student will be released from the classroom to the person specified by the parent/guardian upon that person's arrival at the school office. Students are to check out in the office when leaving school for **any** reason. Students are not to miss a class to participate in another class activity without the permission of the teacher whose class they are missing.

## EXCUSED ABSENCE

**An absence that is excused by the parents/guardian and the school**. This includes medical, dental appointments, funerals, illness, and trips involving immediate family members. Continuous illness patterns (after four days) may require medical verification with a doctor's note. School-sponsored activity participation is considered an excused absence. Field trips, class outings, and other similar school-related activities or functions shall be considered an Excused Absence. Please note that an Excused Absence **DOES NOT** count toward the ten-day absence rule.

## UNEXCUSED ABSENCE

**An absence that is not excused by the school.** Any absence not excused by guardian will be marked unexcused. Make up work for unexcused absences must be made up the day following the return of the student to class. Please note that an unexcused absence **DOES** count toward the ten-day absence rule.

## TRUANCY

An absence that is not excused by the parent or guardian and school.

## TARDY

School starts at 8:00 a.m. and it is important for the students to be in their classrooms on time. If students are tardy, they need to check in at the office. If tardies become a problem for a student, a meeting may be set up with the teacher, parent/guardian, principal, and/or Superintendent. Appropriate consequences will be agreed upon, and a plan will be created to ensure the student will be at school/class on time.

## UNEXCUSED TARDIES

Teachers will keep records of unexcused tardiness per semester. If unexcused tardies become a problem for a student, a meeting may be set up with the teacher, parent/guardian, principal, and/or Superintendent. Appropriate consequences will be agreed upon, and a plan will be created to ensure the student will be to school/class on time.

## EXCUSED ABSENCE MAKE UP WORK

All schoolwork assigned must be made up within the same time duration as the absence. Tests announced to the student before the absence may be administered when the student returns to class.

## ADVANCED MAKEUP WORK

For preplanned absence, the student should obtain their work from their teacher(s). This will provide extra time for the student to complete work they would otherwise miss.

## MAKEUP WORK

It is the responsibility of the student to get all missed work from their respective teachers. If a test or quiz is missed while out of school, it will be at the discretion of the teacher whether a new test/quiz will be given or the grade will be averaged from the tests of record.

## HABITUAL TRUANCY

When a student reaches absences of nine (9) or more days or 54 or more parts of a day, whichever is less, in one school year, the parent/guardian may be notified by the administration and/or truancy officer

# BULLYING AND INTIMIDATION

The Board will strive to provide a positive and productive learning environment. Bullying and intimidation by students, staff, or third parties are strictly prohibited and shall not be tolerated.

Definitions

1. Bullying usually involves an imbalance of power, in either physical size or strength. Bullying is usually repeated over time. Any aggressive behavior that intends to cause harm or distress to another student is, by definition, bullying.
2. "District" includes district facilities, premises, or non-District property if the student or employee is at any District approved or District related activity such as field trips or athletic events.

3. "Hazing" includes but not limited to any act that recklessly or intentionally endangers the mental and/or physical health and safety of a student for the purpose of initiation or as a condition for attaining membership in any District sponsored activity. Hazing is strictly prohibited.
4. Bullying, hazing, and/or intimidation on District property are prohibited in electronic form. Any student who uses a school computer, cell phone, or any such electronic device in violation will be subject to appropriate disciplinary action.
5. "Intimidation or bullying" means any act that substantially interferes with a student's right to an education which takes place on school property, school transportation, bus stop, or school activities which has the effect of:
    a. Physically harming a student or damaging a student's property
    b. Knowingly placing a student in reasonable fear of physical harm or damage to the student's property
    c. Creating a hostile educational environment

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or believes he/she has been a victim in violation of this policy is encouraged to report his or her concerns to the Principal and or Superintendent. A student may also report to a teacher or counselor who will be responsible for notifying the Principal and or Superintendent. Complaints against school administration shall be filed with the Chairman of the Board of Trustees. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board of Trustees. Individuals may also be referred to law enforcement. Retaliation is strictly 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. Retaliation shall be considered a very serious violation of Board policy. Individuals who knowingly make a false report shall be subject to disciplinary action or other appropriate sanctions.

## BUS RULES

Students not incompliance with bus rules may be referred to the administration for disciplinary action. The following rules apply to students riding the bus:

- ✓ Be on time at the designated bus stop.
- ✓ Stay off the road while waiting for the bus - no horseplay.
- ✓ Wait for the bus to come to a complete stop before attempting to get on or off the bus.
- ✓ Keep your head and hands inside the bus at all times.
- ✓ No loud talking.
- ✓ Remain seated while the bus is in motion.
- ✓ Keep the aisles clear.
- ✓ Absolute quiet when the bus stops at a railroad crossing.
- ✓ In the case of an emergency while on the road, remain seated on the bus unless otherwise directed by the driver.
- ✓ When leaving the bus and crossing the road, cross approximately 10 feet in front of the bus so the driver has a clear view. Look both ways before crossing the road.
- ✓ Riders will not be discharged at a place other than the regular drop-off point without permission from a parent/guardian and/or the office or administration.
- ✓ The bus driver is in charge of the bus and may assign seats.
- ✓ Profane language or disruptive conduct will not be tolerated and may result in the loss of the privilege of riding the bus.
- ✓ Seats belts are to be worn at all times, including activity bus trips.
- ✓ In severe weather conditions, the bus driver is advised to remain at the bus stop for three minutes for a parent to pick up the student(s). If a parent does not show up at the stop, the bus driver will bring the student back to the school at the end of the regular route.
- ✓ Willful damage to the bus will result in the payment of damages by the rider as determined by the administration and possible loss of bus privileges.

**The bus driver for students for misconduct may use the following guidelines:**

- ✓ Warning Consequence = Verbal Warning
- ✓ First Write-Up = Clean garbage off the bus
- ✓ Second Write-Up = Sweep the floor or wipe down the seats (parent notification)
- ✓ Third Write-Up = Morning or afternoon detention (parent notification)
- ✓ Fourth Write-Up = Bus privileges removed for one day. If there are continued write-ups, then the amount of days with lost bus privileges will increase each time (parent notification).

The goals of these rules and consequences are to assist in keeping students safe while riding the bus

## CELL PHONE POLICY

Students are prohibited from using cell phones during school hours unless approved by their teacher. For security purposes, student cell phones are to be turned into designated teacher at the beginning of the school day. Students may carry these devices while on school trips/activities at the discretion of the supervisor or coach. Cell phones or other electronic devices capable of taking pictures or transmitting images are prohibited from locker room areas and bathrooms. Failure to comply may cause confiscation of device. Confiscated devices will be returned to the parent/guardian or student at the discretion of the principal.

## CHILD ABUSE/NEGLECT NOTIFICATION

All school employees are required to report any cases of child neglect or abuse to the Division of Child and Family Services. The employee shall immediately notify the administration that a report has been made by the employee. **(1-866-820-5437)**

## CLASSROOM REMOVAL RULES

Removal from a classroom will be used only after other methods have been tried and are unsuccessful. When a teacher finds it necessary to remove a student from class, the following steps will be taken:

- ✓ If the student refuses to leave the classroom, the teacher will request an administrator come to the classroom to remove the student.
- ✓ A Referral Form will be written up and turned into the office
- ✓ Parents/guardians may be notified or asked to come to the school to discuss the student's current behavior.

## CO-CURRICULAR ACTIVITIES

All athletic activities are governed by the policies of the Vaughn/Simms Co-op.

## DISCIPLINE

One of the most important lessons education should teach is discipline. While discipline does not appear as a subject, it

underlines the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. Students are responsible for their behavior. Lack of discipline prevents formal education from taking place to its fullest extent and all students have a right to an education. Parents have a right to expect their children to be engaged in the educational process while attending school. Since teachers provide instruction, those professionals should not be distracted from doing what is appropriate.

To achieve the best possible learning environment for all students, discipline may occur;

- ✓ On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group
- ✓ Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school
- ✓ Traveling to and from school or a school activity, function or event in a school owned vehicle.
- ✓ Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function on school property or during a school sanctioned event.

Disciplinary action may be taken against any student guilty of disobedience or misconduct.

All classroom teachers will have established classroom rules, procedures, and consequences that will be communicated to students and parents. Teaching staff will attempt to handle disciplinary issues in their classrooms to maximize the amount of instructional time. However, if students distract learning beyond what a teacher feels can be controlled in the classroom, the student will be sent to the Administration for other disciplinary measures.

## DISCIPLINE – CHEATING AND/OR PLAGERISM

The use of work completed by another person and claimed as your own; the act of copying from another person's test and/or quiz; or the act of providing another student's materials the teacher has not authorized for sharing is considered cheating. If a student is caught cheating, the student may receive a grade of zero percent (0%) for that test/quiz/assignment. If a student continues to plagiarize or cheat on assignments, a conference with the parent/guardian will be required to discuss the situation and assign possible consequences.

## TOBACCO

Vaughn School buildings, grounds and vehicles are tobacco free environments. Use and/or possession of any tobacco product on school property or vehicles is strictly prohibited at all times.

## DISCIPLINE - OBSCENITY/PROFANITY DIRECTED TO A STUDENT AND/OR DISTRICT STAFF

Profane and/or obscene language and/or gestures will not be tolerated. This includes spoken or written profanities or gestures. Consequences may include:

- ✓ Parent/guardian notification
- ✓ 1 – 3 days in-school suspension
- ✓ Parent/guardian conference with Administration before re-admission

## DISCIPLINE - DISRUPTIVE BEHAVIOR/DISOBEDIENCE

Disruptive behavior is student conduct which materially and substantially interferes with the education process or with school sponsored activities. Willful disobedience is the refusal to comply with a reasonable request by any employee. If after verbal and/or non-verbal intervention by the employee the student's misbehavior continues, the following consequences may occur:

- ✓ Warning
- ✓ Parent/guardian notification
- ✓ 1 – 3 days detention
- ✓ Subsequent offenses shall follow all of the above except it may include 1- 5 days out-of-school suspension
- ✓ Parent/guardian conference required before re-admission

## DETENTION

Detention for disciplinary action will adhere to the following guidelines:

- ✓ Students will start serving detention at the teacher's discretion after the parents have been notified of the detention. Twenty-four hour (24) notice to parents, unless the parent wants it to take place the day of the behavior.
- ✓ Detention is the responsibility of each teacher and administrator issuing the detention.
- ✓ Teachers will be responsible for determining detention assignments and appropriate time limits.
- ✓ Detention assignments and the time duration may be increased at the teacher's discretion for detentions that are not fully served.
- ✓ Detention takes precedence over all co-curricular activities.

## TIME OUT

Students who frequently have offenses not covered by serious offenses or other offenses of a nature as determined by the Administration may be given an appropriate time out in the ISS room for the offense. This is a reflective need to change what you are doing correction, not a punitive action. Time Outs do not count toward an in-school suspension. Time Outs will be used sparingly but as often as needed. Parents may be contacted about time outs if the teacher or Administration feels it is necessary.

## IN-SCHOOL SUSPENSION

The Administration shall have the authority to place a student in in-school suspension. All in-school suspensions will be served on the date(s) assigned by the Administration. Prior to this suspension, the student shall be informed of the charges and allowed to explain his/her actions. Notice of an in-school suspension will be provided to the parent/guardian. On the day(s) stipulated for in-school suspension, the student will report to the office, and supervision will be provided. It is incumbent upon anyone assigned to in-school suspension to come with textbooks and assignments from teachers for the day. In-school suspension can be as little as one-half day or as long as five days, depending on the offense. On the day(s) of in-school suspension, the student may not participate in extra-curricular activities, including practice.

## OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspension is a serious penalty imposed for serious offenses. During this time, the student may not attend classes or other school functions nor participate in extra-curricular activities or practices. However, the student is still responsible for classwork and assignments. Out-of-school suspension can be as little as one-half day or as many as ten days, depending on the offense.

## EXPULSION

Students recommended for expulsion will be granted a hearing before the Board of Trustees.

## EQUITABLE TREATMENT AND LEVELS OF CONSEQUENCES

Students will be treated appropriately and fairly. Each student will serve detention, in-school suspension or out-of-school suspension, according to the level obtained by each individual student for serious offenses. Equitable treatment does not necessarily mean the same consequences for the same offense. Students who violate school rules will face the consequences in order of severity. Detention is the

lowest form of discipline. The last step is a long-term suspension and recommendation to the Board for expulsion.

## EIGHTH GRADE GRADUATION

Graduation from the eighth grade requires a student to maintain a final minimum cumulative passing grade of 60% in all subjects. Eighth grade students will not be able to participate in the spring field trip if they have any F grades that would be reportable on a report card during the last quarter of the school year. Students may not be able to participate in the graduation ceremony or related activity if they have a grade of "F" as their final grade in any class. The Administration has the option of granting permission to attend the field trip or graduation upon receipt of a recommendation from one or more classroom teachers.

## EXTRA-CURRICULAR ACTIVITIES

| | |
|---|---|
| Band/Choir | Volleyball |
| Football | Wrestling |
| Girls Track | Boys Track |
| Girls Basketball | Boys Basketball |

Please note: Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator may apply in addition to any consequences specified by the organization.

### EXTRA-CURRICULAR GRADING REQUIREMENTS

A student is deemed ineligible if he or she has a failing grade in any class, less than a 2.0 cumulative GPA, or has an incomplete in any subject area. Any exceptional exceptions to these rules will need to be approved by the Athletic Director. Eligibility for athletic and other extra-curricular activities shall be determined on a weekly basis. The list of ineligible students will be turned in to the Athletic Director no later than noon on Monday. Eligibility or ineligibility will begin Tuesday and it shall continue until the next Tuesday. The eligibility rules are in effect for all students in grades 4-8. The first time a student is placed on the ineligible list, he or she will be able to attend and participate in practice and games. Upon the second offense, the student will be able to practice but will not be able to participate in that week's events. If a third week occurs, the student will not be able to practice or play in games that week. For the fourth offense, the student may be dropped from further participation in that sport.

## FAMILY NIGHT

There will be no school activities scheduled on Wednesday evenings after 6:00 p.m., This will allow families to attend community functions together. Any exceptions will be granted by the Administration, and the community will be contacted as soon as possible.

## FIELD TRIPS

Teacher/Staff responsible for field trip will fill out a Field Trip Request Form and turn into the office. Written permission is required from parents for any student wishing to **Deny** going on the field trip. Teachers and chaperones will be in charge of students on all trips. A bus or school van will be provided for all student activity trips unless otherwise approved by the Administration.
School-approved vehicles must transport students participating in co-curricular activities requiring transportation from Vaughn Schools to another location for activity participation. The usage of vehicles to transport students must be approved by the Administration. All activity trips will leave at the scheduled time. Students missing the activity bus will not be allowed to participate in field trip unless previous arrangements have been made. The parent or guardian must report to the coach/sponsor before the student will be allowed to participate. Students who are participating in co-curricular activities and wish to return with their parents/guardian must have their parent or guardian contact the coach/sponsor. Written permission will be required. The Administration may waive written permission requirements under certain circumstances.

## GRADING SYSTEM

Teachers will calculate grades and record in staff grade books, Infinite Campus, and student report cards.

### GRADING GRADES EK-3

| | | | |
|---|---|---|---|
| O | 90 | 100 | Outstanding |
| S | 80 | 89 | Satisfactory |
| I | 65 | 79 | Improving |
| N | 0 | 64 | Needs Improvement |

### GRADING GRADES 4-8

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Advanced | 96.5 | A+ | 93.5 | A | 89.5 | A- |
| Proficient | 86.5 | B+ | 83.5 | B | 79.5 | B- |
| Near Proficient | 76.5 | C+ | 73.5 | C | 69.5 | C- |
| Novice | 66.5 | D+ | 63.5 | D | 59.5 | D- |
| Fail | 59.4 and Below | | F | | | |

Advanced/Novice/Fail Notices will be sent to parents or guardian of students experiencing academic difficulties or demonstrating excellent achievement and at other appropriate times.

## GRIEVANCE PROCEDURE

The Vaughn School wants you to know about a process called the Student Grievance Procedure and highlight how it can be used. The process is used when you feel the school has taken an action that is questionable or in violation of your civil rights. The process also covers things such as school discipline and acts by school staff that discriminate against you due to your race or sex. If you wish to use the grievance procedure, see the Administration. The Administration will help you with the process. Definitions of Terms:

1. Grievance alleged violation of school board policy, administration rules, and regulations, or school administrative policies, as well as past practices and informal procedures.
2. Grievant-one who files a grievance against another person.
3. Respondent-one with whom the grievant can discuss the issue before filing a grievance.

GENERAL STEPS:

1. Discuss the issues with the administration or a contact person the Administration identifies. It may be easily resolved at this step.
2. If you wish to file a grievance in writing, the school will have a form for you to use. State the exact problem and what you want to happen.
3. Follow the guidelines for the number of days. Sex equity grievances must be concluded in sixty (60) calendar days. All others follow the school day timelines in the handbook.
4. You may request a hearing be held by the Principal and/or Superintendent if the grievance is not resolved.
5. The issue may be appealed beyond the school level. If you have questions on this or any other part of the process, contact the Superintendent.

6. An appeal involving the Administration will go directly to the board.

Steps or procedure to be followed by all parties involved in a grievance procedure regarding credit, scheduling, or staff student relationships, including classroom discipline and attendance:

1. All grievances must be instituted within five (5) school days of the alleged act.
2. The involved staff member and student must confer in an attempt to solve the problem.
3. If the above conference does not solve the problem, the person with the grievance will request a conference with the person responsible for the area involved in the complaint.
4. If item number 3 does not resolve the problem, the Principal or Superintendent shall schedule a conference with the staff member, the student, and parents/guardians.

## GYM SHOES

Shoes that are wore outside are not to be worn on the gym floor.

## INSTRUCTION

Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing and discuss the complaint with the staff member before discussing the issue with the Administration prior to pursuing a formal complaint. A formal request to remove an item from the school or limit its use must be in writing and will be acted upon by the Superintendent. The Superintendent if requested will hear a spokesperson for each side of the issue. A written decision will be delivered to the complainant within forty (40) school days. Any appeal of this decision must be delivered in writing to the Board within 14 calendar days. The Board will make the final decision on appeals. Learning materials, for the purpose of this policy, shall be considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

## LIBRARY AND TEXTBOOK FEES

A fee may be assessed for overdue and lost library books. Variable charges for amount of excessive wear or treatment of textbooks, library books, and school issued supplies and equipment may be included in the cost of replacement for school materials lost or destroyed. Fines may be levied for textbooks returned at the end of the school year abused.

## LIMITED OPEN FORUM-STUDENT MEETINGS

The Board will not sanction any student group that meets for religious, political, or philosophical purposes, but will allow such groups to use school facilities for meetings in the open forum as determined by the Administration. The Administration may approve student groups use of facilities to conduct a meeting during the open forum provided that:

1. The meeting will take place during the open forum. The open forum is defined as the lunch period or non-instructional time as determined by the Administration.
2. The meeting is voluntary and student-initiated. The Administration must be assured that students are the ones promoting such activities and that they are participating of their own volition. Only students enrolled in the school may request the meetings.
3. School authorities or district employees do not promote, lead, or participate in such meetings. The Administration may assign personnel to supervise these meetings. This action does not constitute sponsorship by the District of such meetings.
4. The presence of school authorities or district employees or district personnel at any student religious meeting is non-participatory in nature. The presence of school authorities is for the purpose of observation only.
5. The meeting does not in any way interfere with the conduct of regular instructional activities of the school. The education of the students is the prime responsibility of the school; any other activities are secondary. The school may deny facilities to students on the basis that such activities or meetings interfere with the instructional program.
6. Student meetings are not controlled, conducted or directed by person or groups not affiliated with the schools. Such persons may attend student meetings but not on a regular basis. Visitors to the meetings must be approved by the Administration and clearance obtained prior to the meeting.
7. The meeting is open to all students without regard to race, gender, religion, or national origin.

## LOST AND FOUND

Students should report lost articles and turn in found items to the office. Please label as many items as possible that your child brings to school. The school is not responsible for items that may be lost.

## LUNCH

Children are expected to be well mannered and to refrain from pushing, shoving or being boisterous in the lunch room. They may talk quietly to each other while eating. Each child is responsible for his/her place at the table. No trash should be left behind on the table or floor. It is the responsibility of all students to help keep the lunchroom clean. Students are expected to cooperate with the faculty members in charge.

Because Federal Law prohibits the purchase and consumption of non-nutrient sources of food in a lunchroom, the District requests parents not to send pop as a beverage in home-prepared lunches.

## MAIN OFFICE AND COPY MACHINE

Students are not allowed in the office or behind the office counter without permission. Students are not to use school copy machines for non-school business.

## MIDDLE SCHOOL "HIGH HONOR ROLL"

A student must have a minimum grade point average of 3.50. All classes are calculated for the "High Honor Roll".

## MIDDLE SCHOOL "HONOR ROLL"

A student must have a minimum grade point average of 3.00. All classes are calculated for the "Honor Roll".

## OFFICE TELEPHONE USE

School telephones are not to be used by students unless prior approval is granted. Student use should be limited to the main office telephone and may be used only when the student is not in class or has the approval of his/her teacher or as a result of an emergency.

## OUT-OF-TOWN TRIPS

Students are expected to follow all instructions of the chaperone(s). Students may not leave the motel, restaurant, visiting school, or any

other place the chaperone may take them without first checking with chaperone and receiving permission.

In no case shall the exclusion from co-curricular activities have an effect on a student's grade of record. Students must be in school for at least four periods the day of an activity or the last day of the week prior to the activity held the following day in order to participate in any co-curricular activity. This may be waived by the Administration if the student has a medical appointment or a doctor's excuse.

## PLAYGROUND RULES

Playground monitors will be assigned to the playground before school at the time students may arrive as noted in the student handbook and during all scheduled recesses. There will be no monitors after school or at extracurricular activities. All school employees have authority over anyone on the school grounds at any time and all school rules will be enforced. The following expectations must be followed during scheduled recess times:

- ✓ No rough treatment, name-calling or foul language allowed, be careful of others, and always watch where you are going.
- ✓ Wait your turn.
- ✓ Touch football only. No tackling. Touch tag is appropriate, but no pushing, shoving, wrestling, holding other people, or dragging each other by clothes. No, take away games.
- ✓ No tag or chasing games on equipment.
- ✓ Go down slide on your bottom. No running, jumping, or climbing on slides. No putting things down the slides.
- ✓ No double swinging, swing straight, sit on your bottom, and no jumping out of swing.
- ✓ Only one student on each end of the teeter-totter.
- ✓ No hanging from or jumping at basketball nets
- ✓ No playing with sticks and no personal toys on the playground.
- ✓ Play with students one grade above or one grade below your grade.
- ✓ No throwing rocks or snow. You need snow boots to go off the cement.
- ✓ No re-entering the building or leaving play area without permission from an adult

Breaking the rules may result in time on the wall or a walking ticket.

## POP

Students are not allowed to bring pop or an energy drink into a classroom or restricted area without staff approval.

## PROTECTION OF STUDENT RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation, funded in whole or in part by the U.S. Department of Education that concerns:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student or family.
3. Sexual behavior and attitudes.
4. Illegal, antisocial, self-incriminating, and demeaning behavior.
5. Criticism of other individuals with whom the student or the student's family has a close family relationship.
6. Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
7. Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

## PURCHASES BY STUDENTS

Students are not authorized to purchase or charge supplies or materials in the name of the school.

## SCHOOL HOURS

We ask that students arrive no earlier than 7:45 a.m. Teachers arrive at 7:30 a.m. and normally leave at 4:30 p.m.. For security reasons, all doors will be locked during operational hours.

| | |
|---|---|
| Entrance Bell | 7:55 AM |
| Class begins | 8:00 AM |
| Dismissal EK-8 | 4:10 PM |

## SCHOOL CLUBS/OTHER ORGANIZATIONS

All funds earned must be deposited in the appropriate student activity fund.

## SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## SPECIAL SERVICES

The School District offers special services, such as special education, Title I Language Arts, Mathematics, Interventions, and Speech Therapy in an attempt to better meet the individual needs of all students.

Parent Involvement: To facilitate effective home-school cooperation, the following procedures will be followed:

- ✓ Parents will receive a written notice when a teacher(s) propose to assess a student's perceived handicapping condition or to significantly change a student's program.
- ✓ Parent's consent will be obtained prior to the initial assessment of a student. Parents will receive a written report of the assessment findings if such assessment is approved by the parents.
- ✓ Consent is required before initial placement. Parents shall be encouraged to participate in the development of the student's IEP if appropriate.

## STUDENT DRESS POLICY

The Board of Trustees has set the following policy in regard to school dress while attending school or school activities:

- ✓ Hats, caps and other headgear may not be worn in the school building without permission. Hoodies may not cover the head while in school. If this becomes a continuous issue, the student may be required to remove the hoodie and put it in their locker or it may be placed in the office to hold until the of end of day.
- ✓ Vaughn School students should dress appropriately for weather conditions. Shorts and skirts may be worn throughout the school year. With hands and fingers fully extended to full length, fingertips shall not exceed the

length of the skirt or shorts. Pants need to be pulled up to natural waist level at all times.

- ✓ Footwear must be worn at all times during school hours.
- ✓ Shirts exposing shoulders, such as halter tops or tube tops are not acceptable. Straps narrower than three fingers wide shall not be allowed (i.e., such as spaghetti straps). Shirts must be of reasonable length and not exposing mid drifts. Pants must be reasonably clean and not exposing skin or undergarments.
- ✓ No clothing advertising alcohol, drugs, tobacco or vaping may be worn. Clothing with obscene, vulgar or suggestive inscriptions will not be allowed. If a teacher, administrator, or support staff feels the appearance of a student is disruptive to the learning environment, that student will be required to change clothes.
- ✓ The Administration will make final judgment and may request a student to change when the student's clothing is not appropriate.

Students participating in school related activities will conform to additional dress standards as established by the coach or sponsor.

## STUDENT LEADERSHIP

Student Leadership meetings will not be held during regular class periods. However, with prior notice members may be dismissed 10 minutes early to eat lunch.

## STUDENT LOCKERS

Students will be assigned a locker. Students are required to keep their locker and immediate area clean and in excellent condition. Doors are to be closed quietly and under no circumstances are the lockers to be kicked or hit. Students are responsible for periodically cleaning out their locker and under no circumstances are students to leave material on the hallway floor outside their lockers.
**LOCKERS ARE SCHOOL PROPERTY AND MAY BE INSPECTED AT ANY TIME.**

## STUDENT MEDICATIONS

**ALL** medications must be provided through the main office in compliance with Cascade County Health Nurse regulations.

## STUDENT RECORDS

Student school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. The Administration will be the custodian of student records and will maintain a log of individuals who access student files. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents as well as attorneys and consultants, who are:

- ✓ Working with the student
- ✓ Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504
- ✓ Compiling statistical data
- ✓ Investigating or evaluating programs

The parent's or student's right of access to and copies of, student records do not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records. Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Improperly recorded grades may be challenged, and parents and students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. Copies of student records are available. Parents may be denied copies of a student's records for the following:

- ✓ After the student reaches age 18 and is no longer a dependent for tax purposes.
- ✓ When the student is attending an institution of post-secondary education.
- ✓ If the parent fails to follow proper procedures.
- ✓ When the District is given a copy of a court order terminating the parental rights.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the Administration and indicate his or her desire to change the original request. Directory information includes: a 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, dates of attendance, awards received in school, and most recent previous school attended.

## STUDENT HARASSMENT/SEXUAL HARASSMENT

Harassment is any conduct, verbal, written, or physical, on or off campus, which creates an intimidating, hostile, or offensive education, working, or living environment. This includes initiation and hazing. Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age, includes harassment of an individual in terms of a stereotyped group

characteristic, or because of that person's identification with a particular group of students. Sexual harassment may take many forms. Sexual assault and request for sexual favors which affect educational or employment decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact and request for favors, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature. Non-sexual conduct, such as intimidation, hostility, rudeness, or name-calling can be abusive and therefore harassment. Consequences may include:

*1st Offense*
- ✓ 1-3 days suspension (Parent Notification)

*2nd Offense*
- ✓ 3-5 days suspension (Parent Notification) Parent conference required before student can return to school.

*3rd Offense*
- ✓ 6-9 days suspension and/or recommendation to board for expulsion (Parent Notification) Parent conference required before student can return to school.

Students who believe they have been harassed or intimidated should take the following steps:
- ✓ Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate.
- ✓ DO NOT assume or hope the problem will go away.
- ✓ Notify an adult right away. Early reporting assists any investigation.
- ✓ Request a copy of the District's sexual harassment policy so that reporting processes are clear,
- ✓ Keep notes. Keep a record of dates, times, places witnesses, and description of each incident. Save all notes or records in a safe place.

Complaints are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. All students have a responsibility to maintain a positive learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others. Students are encouraged to use the reporting procedure set forth in this policy. Once a report has been filled with the administration, a confidential and expeditious investigation shall begin following the procedures as outlined in the investigation procedure listed below, with strict observance of the specific protections provided above. Sexual harassment or intimidation and the investigation are to be kept in the strictest confidentiality for the protection of all parties involved. The right to privacy will be protected. The District has a compelling interest in providing educational programs in an environment free from sexual discrimination. Sex discrimination includes sexual harassment. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

## THREATS

Students are prohibited from making threatening comments which imply the use of weapons or other items which may be harmful. If a student engages in this kind of activity, they may be suspended from school for a period of time. A parent conference will be required before re-admittance to school. Law enforcement may be called, and the students may be required to attend the next regular school board meeting to explain their actions.

## VISITORS - SAFETY OF STUDENTS AND STAFF

We look forward to your visit to our classrooms and special programs. As a courtesy to your child's teacher(s) and instructional program, please make an appointment for a visit to your child's classroom at least two days in advance. Visitors are asked to enter through the main doors (north side) only. No parent is to go directly to the classroom during school hours without first checking in at the office. Forgotten lunches, books, etc. are to be left at the office and the student will be notified. All visitors will need to obtain a visitors pass from the office and wear it so it is visible until signing out and exiting the building.

## WEAPON FREE SCHOOL POLICY

It is the policy of the Vaughn School to provide a safe and secure environment for all students. Accordingly, any student who is determined to have brought a weapon on school property or to a school sponsored event may be expelled from school for a period of not less than one year under the conditions set forth as follows. This policy does not apply to law enforcement personnel or to Board authorized staff who may carry a concealed weapon per Board Policy (1705).

Any violation of this policy shall be immediately reported to the Superintendent. If, after investigation, the Superintendent has reason to believe this policy has been violated, he/she shall recommend to the Board of Trustees the student be expelled. If the Board of Trustees determines the policy has been violated, they may expel the student for a minimum of not less than one year. The Trustees may, however, authorize the school administration to modify the requirement for the expulsion of a student on a case-by-case basis. The Superintendent may immediately suspend a student who is determined to have violated this policy. Any decision to change the placement of a student with a disability as defined under IDEA must be made in accordance with IDEA. For the purpose of this policy: Any person who possesses, carries, or stores a weapon on school property, as provided below, may be referred to law enforcement for immediate prosecution as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy may also be referred for possible prosecution on the grounds of allowing a minor to possess, carry or store a weapon on school property. School property includes all District owned buildings and grounds, including the parking lot and all school-owned vehicles. Definition of a weapon: Any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but limited to any type of firearm, whether loaded or unloaded. A weapon may be air guns, pellet guns, BB guns, fake (facsimile) weapons, all knives, blades, a sword, a straight razor, a throwing star, nun chucks, explosives, firecrackers, or brass or other metal knuckles, mace or other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building or on school grounds.

## 2023-2024 Vaughn School
## Parent/Guardian Permission Form

## K-8 Students

**Student Name: _____Grade:_____**

This form will remain in force for the 2023-2024 school year. If at any time you would like to make changes, please contact the office at (406) 965-2231.

Parents/Guardian: Please read the Handbook information related to the topics below before completing this form.

Once you have read the information provided please mark your choices, sign the form, remove this page from this handbook and have your child return it to his/her teacher.

**____Yes ____No** I give permission for my child to attend field trips.

**____Yes ____No** I have read and understand the Weapons Policy on page 11.

**____Yes ____No** I have read and understand the attached Technology Use Agreement and my child agrees to abide by the rules described herein.

**____Yes ____No** I give permission to use photos or video of my child in District and School publications (yearbook, letters home, etc.) on the District/School web sites and/or in the news media.

**____Yes ____No** I give permission for my child's work/and or first name to be published on the yearbook, district and/or the school website.

**____Yes ____No** I give permission for the release of directory information as defined by FERPA. Directory information includes name, address, telephone number, gender, grade level, academic awards, student photographs, school activities, and school information. Examples of the use of directory information include requests by the newspaper for honor roll information and student awards.

**____Yes____No** I have read and understand the Student/Parent Handbook.

Parent/Guardian name (Print): _____

Parent/Guardian signature: _____

Date: _____

# VAUGHN SCHOOL

## 2023- 2024 ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Parents/Guardian and Students:

### Statement of Purpose

Vaughn School is pleased to offer our students and guests access to the Internet and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access and use of school computer equipment is a privilege, not a right, and carries with it responsibilities for all involved.

### Terms of Agreement

In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents and students must sign and return the consent form on page 12.

### Student Acceptable Uses

The Vaughn Public Schools provide electronic information, services, and networks for educational purposes. All use must be in support of education and/or research, and in furtherance of the District's stated education goals. Accordingly, regulations for participation by anyone on the Internet shall include but may not be limited to the following:

- ✓ **Access is a privilege,** not a right, and carries with it responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, or bully anyone.
- ✓ **Students are responsible for ALL activity under their electronic accounts.** Students will not share passwords with other users or log in as someone other than themselves. Students will log off devices and/or websites when finished.
- ✓ **Students will use school district-provided devices, networks, and Internet access for educational purposes only.** Uses that promote a commercial enterprise for personal gain through selling or buying over the school's network are strictly prohibited. Uses in regards to political agenda must be in compliance with state law and Board Policy.
- ✓ **Students will protect the privacy of self and others.** Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, or other personal information on the Internet, including such items belonging to other students. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.
- ✓ **The District reserves the right to monitor, inspect, backup, review, and store at any time and without prior notice** any and all usage of the school district network and Internet access and any and all information transmitted or received in connection with such usage. This includes any information stored on the school district network or local electronic devices. All such information files shall be and remain accessible by the Vaughn Schools, and no student shall have any expectation of privacy regarding such information. Students are advised that all material in whatever form in the school district system network may be considered public record pursuant to MCA 2-6-102.
- ✓ **Student photos/student work.** Publishing student pictures and work on websites promotes learning, collaboration, and provides an opportunity to share achievements. If parents/guardians do not want release of student directory information, including photos and school work, Vaughn School must be notified in writing. See page 12 of this handbook.
- ✓ **While the Vaughn School makes every effort to filter inappropriate material, it is possible for a student to gain access to such material.** Inappropriate material is defined as material that violates generally accepted social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters.
- ✓ **It is every student's responsibility to adhere to the copyright laws** of the United States (P.L. 94-553) and the Congressional Guidelines that delineate those laws regarding software, authorship, and copying information.
- ✓ **It is every student's responsibility to treat the physical and digital property of others with respect.** This includes proper treatment of digital devices and other hardware, the network system, and respecting others' electronic files. Students are not to remove, add or modify software, computer hardware or network equipment without prior authorization by the teacher or an IT person (Mr. Wollan or Mrs. Gray).

**Student Responsibilities**

I agree to follow these rules:

- ✓ I will use all computer equipment carefully and not damage, change, or tamper with the hardware, software, settings, or network.
- ✓ I will use the computer and the Internet for schoolwork only.
- ✓ I will use only the programs and websites that are school appropriate.
- ✓ I will print only with my teacher's permission.
- ✓ I will use my own file or my own folder on the student server.
- ✓ I will not view, send, or display inappropriate messages or pictures.
- ✓ I will never use any form of school technology to harass, frighten, haze, or bully anyone.
- ✓ I will be polite and use appropriate language.
- ✓ I will protect my privacy and the privacy of others by not giving out names, addresses, passwords, or other personal information.
- ✓ I will tell a teacher if I read or see something on the computer that is inappropriate or if the computer has been changed in any way.
- ✓ I will obey copyright laws including citing my sources.
- ✓ I will not download programs, music, or apps on school electronic devices.
- ✓ I understand that if I choose not to follow the rules, I may lose my computer privileges and/or other consequences.
- ✓ I will not give my password to anyone. I understand that I am responsible for maintaining password security and if I give my password to anyone, I am solely responsible for misuse of my password.

As the parent/guardian of the student(s) listed below, I hereby give my permission for my daughter/son to participate in the Vaughn Technology Program. We have read and reviewed District Policies 3612, 3612F and 3612P with our son/daughter. We agree any mobile device is strictly on temporary loan from the Vaughn School and is intended for appropriate school use only. We further agree there will be no attempt to alter software or operating system settings. We will maintain the device in an acceptable manner and will protect the device and any accessories from loss or damage. Any violation of District Policy, misuse of device or accessory; any willful damage to the device may result in the termination of access to the device. Appropriate consequences may be initiated and we understand we may be responsible for any cost of repair or replacement.

----------(SIGN & RETURN )----------



**THIS PAGE MUST BE SIGNED AND RETURNED TO THE OFFICE BEFORE STUDENT ACCESS TO THE DISTRICT LAPTOP AND NETWORK WILL BE GRANTED.**

CONDITION OF DEVICE: Excellent - _____ SERIAL NUMBER OF DEVICE**:** _____

**(OFFICE WILL FILL IN CONDITION OF DEVICE AND SERIAL NUMBER OF LAPTOP)**

I understand and will consistently follow the rules.

Student Name (print) _____ Student Signature _____

Grade _____ Date Signed _____

I have read this Acceptable Use Agreement and have discussed it with my child.

Parent/Guardian Name (print) _____ Parent/Guardian Signature _____

Date Signed _____