

LAMBERT SCHOOL

Student/Parent Handbook

2020-2021



PREFACE

Students and Parents:

On behalf of the Lambert Administration, School Board, Faculty, and Staff, the following handbook has been carefully prepared for and distributed to you. We hope that you take time to read through this handbook with your school-age family members, and that the information helps prepare you for not only the first day of school, but also for the rest of the school year. We look forward to serving our community while providing healthy, productive, and varied learning experiences for our students.

The Lambert School Student Handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

This handbook is driven from day-to-day activity and our District’s Policy Manual. Topics and issues included in the Policy Manual have been researched and discussed at length prior to being deemed “Policy”. These policies certainly assist in allowing our school system to run effectively, but are also changing as new laws and situations arise.

The Student Handbook is designed to be in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. You may find the most current policies on our school website at <http://lps.schoolwires.net/> Go to the resources tab on our Homepage, and select Lambert School Policy Manual on the drop-down menu. Please note that a copy of the **District’s Policy Manual** is also available in the school office.

The Lambert School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

OUR SCHOOL'S MISSION STATEMENT:

Lambert Public Schools will provide a safe, nurturing environment in which teachers challenge students to reach their potential. Teachers will expect students to become competent readers, able to conduct research to acquire the skills necessary to contribute to society. Students will be challenged academically and socially in order to learn those skills necessary to lead a productive life.

OBJECTIVES OF THE LAMBERT SCHOOL:

The basic objectives of the Board of Trustees are to provide every child, legally entitled to attend Lambert School, with equal educational opportunities; that every child is sufficiently skilled in the basic subject areas consistent with her/his individual capability, to be proficient in their use; to provide a curriculum that is as relevant as possible to her/his personal interests and aptitudes; and, to assist her/him in developing into a useful, participating, democratic citizen.

The first and foremost consideration of the Board of Trustees in arriving at all decisions shall be the welfare of the students of the Lambert School. This will take precedence over any and all considerations, personal or otherwise.

PURPOSE OF THE HANDBOOK:

This handbook is written for the purpose of providing information and guidance to students, both new and continuing, and their parents. **It is your responsibility, as a student and parent to become familiar with its contents.** This booklet contains the guidelines for school rules, regulations, and objectives.

It is felt that this handbook will help students, parents, and staff. These rules affect the daily operation of the school. The Board has adopted this handbook as its guideline to the administration or use in daily operation of the school.

Lambert Public Schools—2020-2021 School Personnel (at time of printing)

School Numbers

Lambert Public Schools 774-3333
 Fax 774-3335

Board Members

Position(s)

Extension #

Mrs. Lacey Mullin Chair Person
 Mr. Charles Prevost Vice-Chair Person
 Mrs. Sara Huft
 Mr. Brent Carda
 Mrs. Kathy Helmuth

Office Staff

Mrs. Kara Triplett Superintendent 1103
 Mrs. Nicole Simonsen Principal 2111
 Mrs. Sammie Nelson District Clerk 1105
 Ms. Susan Torgerson District Secretary 1101

School Staff

Mrs. Katie Clausen	Pre-School	2106
Ms. Stephanie Schultz	Kindergarten	2117
Mrs. Raquel Johnson	Grade 1	2116
Mr. Rory Carda	Grade 2	2115
Ms. Vickie Schields	Grade 3	2114
Mrs. Val Frisbie	Grade 4	2110
Mrs. Fleeta Gregory	Grade 5	2104
Mrs. Sheri Pust	Grade 6	2107
Mrs. Becky Carda	7-12 Business	1123
Mrs. Lanett Hill	7-12 English	1113
Mr. Kurt Anderson	7-12 Social Studies	1124
Mrs. Trisha Verschoot	7-12 Agriculture	1115
Mrs. Rebecca Kollman	7-12 Science	1119
Mrs. Herma Watkins	7-12 Math	1127
Mr. Larry Sommerfeld	K-12 PE/Health	1128
Mrs. Laarni Barcena	K – 12 Music	3107
Ms. Necole Killick	Library/7-12 Spanish	1102--Libr; 1120--Span
Mrs. ChrisTina Rehbein	Guidance Counselor/Art	2113--Guid; 1114—Art
Mrs. Valorie Patterson	K-12 Resource/Title I	3104
Ms. Raean Jessen	Para	3104
Mrs. Jodi Carda	Para	3104
Ms. Maddie Patterson	Para	3104
Mr. Chris Cox	I/T	1106
Mrs. Coral Diede	Head Custodian	1108
Mr. Jayson Barcena	Ast. Custodian	1108
Mrs. Leanne Evenson	Head Cook	3115
Mrs. Mary Johnson	Ast Cook	3115
Mr. Shawn Lien	Maintenance	1108

****Extra-Curricular Coaches/Advisors**

Activities Director in Lambert.....	Kara Triplett
Senior Advisors.....	Trish Verschoot
Junior Advisors.....	Kurt Anderson Tina Rehbein
Sophomore Advisors.....	Becky Carda Lanett Hill
Freshmen Advisors.....	Necole Killick Herma Watkins
8th Grade Advisors.....	Larry Sommerfeld Nicole Simonsen
7th Grade Advisors.....	Rebecca Kollman Laarni Barcena
Head Cross Country.....	Cesar Mireles
Ast. Cross Country.....	Carla Smith
Head Volleyball.....	Shasta Senner
Ast. Volleyball.....	Michelle Switzer
JH Volleyball.....	
Ast. JH Volleyball.....	
Head Football.....	Brock Miller
Ast. Football.....	Jim Miller
JH Football.....	Jayson Klemple
Ast. JH Football.....	Trent Lien
Head Boys Basketball.....	Kara Triplett
Ast Boys Basketball.....	Tony Eggert
JH Boys Basketball.....	Nicole Simonsen
Elem Boys Basketball.....	Nicole Simonsen
Head Girls Basketball.....	Jon Barnhart
Ast. Girls Basketball.....	Shasta Senner
JH Girls Basketball.....	
Elem Girls Basketball.....	Jodi Carda
Head Track.....	Larry Sommerfeld
Ast. Track.....	Cesar Mireles
Head JH Track.....	Joe Day Rider
Ast. JH Track.....	Chase Brown
Head Golf.....	Necole Killick
Fall Cheer Coach.....	
Winter Cheer Coach.....	Lanett Hill
BPA Advisor.....	Becky Carda
FFA Advisor.....	Trish Verschoot
Tech Coordinator.....	Becky Carda
Student Council Advisor.....	Nicole Simonsen
National Honor Society Advisor.....	Becky Carda Necole Killick
Band and Choir.....	Laarni Barcena
School Trips.....	Leanne Evenson Mary Johnson
Prom Advisors.....	Leanne Evenson
Annual.....	Becky Carda
Drama.....	Lanett Hill

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⇒ ACADEMIC MISCONDUCT (THIS SECTION WAS ADDED WITH THE COLLABORATION OF OTHER MT SCHOOL HANDBOOKS):

Academic misconduct is a term that includes several behaviors but is not limited to cheating/electronic cheating, plagiarism, forgery, fabrication, theft of school-owned instruction materials/equipment, improper or unauthorized access of computer programs/records, and or other attempts to complete work, obtain grades or credit through dishonest means.

Individual knowledge is best achieved if it is arrived at through one's own effort or through a collaborative effort in which two or more individuals share equally in the acquisition and understanding of the educational material being studied. With respect to academic learning and integrity, the following definitions are provided for clarification:

Cheating is anything that presents someone else's efforts as your own. Cheating, regardless of the form, includes giving or receiving unauthorized aid in academic work such as the use of another student's notes tests or papers; writing down answers a papers are grades; not contributing to the group in collaborative or cooperative group situations; looking at another person's work; or providing another person with answers or completed assignments.

Plagiarism is the use of someone else's works, ideas or data without proper documentation. Students must acknowledge the use of another person's work through proper formatting, and/or referencing someone else's work.

Fabrication is the presentation of written or oral work/statements known by the student to be false.

Unauthorized access is entry into any school owned or operated property, documents, records, or files.

Procedures for dealing with academic misconduct will vary with the infraction. In general, work completed through dishonest means will be taken from the student/s and will be assigned a grade of zero with the student having NO opportunity for making up the work, regardless of the assignment

For cases involving fabrication, a first time offense will result in a grade of a zero with the student having NO opportunity for making up the work, regardless of the assignment. Infractions of fabrication following the first (within that school year), will result in a failing grade (59%) for that quarter in that particular class.

Unauthorized access infractions will be reviewed on a case-by-case basis by the Administration and will normally result in suspension.

**In all academic misconduct cases, a disciplinary report will be completed and turned into the Principal, and a call will be made home to the parents regarding the misconduct. When necessary, a student/parent/teacher/admin meeting may take place.

**Academic misconduct cases and the consequences which may follow will also carry over from class to class throughout the school year.

Please keep in mind, it is the responsibility of the student to clearly understand the expectations of this policy and corresponding consequences. Additionally, students must clearly understand the expectations held in each classroom setting related to testing, completion of daily work, individual and group projects. Instructors are expected to clarify expectations for students, and students are responsible for seeking clarification with instructors when questions arise.

⇒ ACCIDENTS AND INJURIES

In the event of an accident, the primary concern shall be the welfare of the student. The first course of action taken shall be to care for the student, following all first-aid procedures. Once the student has been cared for and it is recognized that she/he is in no immediate danger, the teacher on duty shall escort her/him inside if the student is ambulatory, or shall seek help if not.

Following the emergency care of the student, the teacher shall immediately fill out an accident report and notify the superintendent if this has not already been done. This shall be done for legal and any insurance purposes. It is recommended that the teacher keep a copy of the accident report for their own records.

⇒ ACTIVITY TICKETS

All Lambert students K-12 will be admitted to any Fusion sporting activities free of charge for the 2019-2020 seasons. Other K-12 students may choose to purchase an activity ticket for \$30.00, adults may purchase tickets for \$50.00, and Senior Citizens (60 yrs. of age and older) may purchase activity tickets for \$30.00. This includes all regular season (excluding tournament and play-off games) home basketball, football, and volleyball games. Gate ticket prices are \$5.00 for grades 1-12 and Senior Citizens (60 years of age or older) and \$7.00 for adults. Current board members and their spouses, along with administrators and their spouses, and staff members will be admitted free at the gate.

⇒ ADVISORS

Each 7TH-12TH grade class has been assigned at least one of the faculty to be their advisor. Arrangements for school or class functions should first be cleared through this advisor. It is the advisor's responsibility to secure a cash box if one is needed. Please put in your request for a cash box at least one (1) week in advance of the event. Checks are written by the secretary on Fridays; please plan ahead if you are in need of a check for any reason.

⇒ ATHLETIC PARTICIPATION FEES

No athletic participations fees will be assessed in this year.

⇒ ATTENDANCE

Attendance is so important for student success. When a parent knows their student will be absent, they should contact the office ahead of time in order to let the secretary know, and then the secretary will get in contact with the appropriate classroom teacher to make further arrangements, get assignments, etc. If the absence is unplanned, the parent should contact the school as soon as possible.

Elementary students are encouraged to attend school every day. If a teacher and/or administrator is concerned about an elementary student's consecutive absences, this concern will be brought to the attention of the Principal. An information-gathering phone call will be made to that student's parents by the Principal, followed up by a meeting, if necessary, to arrange for assistance with school work, as well as possible assistance in getting that student back in school. A reminder that truancy laws are in affect for our elementary students (see unexcused absences below)

For 9-12th grade students, in order to graduate from Lambert High School, a student must complete twenty-four (24) credits. JH students also have course achievement requirements. Completion of a course at Lambert High School will be defined as a passing grade of the material and attendance to include not more than ten (10) absences per class, per semester. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

A. A student will be allowed ten (10) absences (discretionary and unexcused) per class, per semester. A warning letter will be sent home when a student reaches 8 absences, and then when he/she reaches the limit of 10. If a student exceeds 10, another letter will be sent home, to include specifications of a meeting, which must be scheduled within 5 school days of the letter being sent, among the student, the student's parents, the Administration, and the Guidance Counselor to formulate an attendance action plan.

During this meeting, Administrators may utilize appropriate measures of action, if they deem it necessary to include but not limited to

- | | |
|---|-----------------------------|
| 1. Student placed on attendance probation | 6. Summer school |
| 2. Loss of class credit | 7. Detention |
| 3. Removal from school activity(ies) | 8. Suspension from school |
| 4. Alternative placement | 9. Retention in grade-level |
| 5. Notification of county attorney or youth probation | |

B. To prevent any misunderstandings, students and parents are advised that there are three categories of absences:

Exempt absences:

These absences will not be counted in the ten allowed per quarter:

1. Illness verified by a Medical Doctor or documentation of another medical-related appointment such as a dentist or optometrist appointment.
2. Under special circumstances, pre-arranged absences may be considered exempt. These are absences which are unusual and don't occur frequently, such as a special family vacation or something of the sort. The parent must contact the principal via phone or written note at least seven days prior to the first day of the possible absences, explaining the situation, and then be

granted permission for their child (children) to be absent. A prearranged form should be picked up at the high school office preferably 48 hours prior to the absence. Failure to return the prearranged form and fill it out correctly may result in the absence counting as unexcused.

3. School-related absences such as field trips, athletics, student council, band, weather-related situations, etc.
4. Death in the family.
5. Extenuating circumstances as determined by the Principal.

Discretionary-to-excused Absences: Absences with the knowledge of parents for reasons other than those listed above. Discretionary absences will include such areas as: illness not verified by a doctor, family trips, work days, vacations, visiting friends or relative, hair or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are deemed as questionable reasons to miss school by the administration. When a parent properly notifies the secretary, these absences will be marked “excused” and the system will be properly updated.

Whether discretionary or exempt, it is the duty of the parent/guardian to notify appropriate school personnel of the absent student’s location. Absences are unexcused until contact from a parent/guardian is received by the office. If contact is not received within two (2) school days, the absences will be recorded as unexcused. The Principal will make the final decision. **For prevention of the spread of illness, the Lambert School supports health standards which suggest ill students stay at home.

Unexcused Absences:

Absence without permission and/or knowledge of parents is called truancy. Section 41-5-103 #21 of Montana law defined “Habitual Truancy” as recorded absences of 10 days or more of unexcused absences in a semester of absences without prior written approval of a parent or guardian. It is the Principal’s duty, as truancy officer, to report habitual truancy to Richland County Juvenile Probation.

Consequences for unexcused absences:

1. 1st unexcused absence—1 day in-school suspension and parent notification
2. 2nd unexcused absence—3 days in-school suspension and parent notification
3. 3rd unexcused absence—1 day OSS (out-of-school suspension), parent notification, and a conference may be scheduled with the administration.
4. Further unexcused absences will follow the step discipline plan as outlined in the handbook.

After an absence: It is the Student’s responsibility to collect any class information issued, assignments/homework given, and/or quizzes and/or tests given in their absence. Each day’s absence will allow two days in order for students to get their makeup work completed and turned in on time.

IE: A student is absent due to sickness on Monday. The student's parent calls the office Monday morning, and the absence is noted by the secretary. The student goes through the day collecting work she has missed from Monday. She must turn her work in and/or make up tests and quizzes, unless otherwise arranged with her instructor(s), on Thursday in order to receive full credit for what she has missed.

B) TARDIES:

For students 7-12, a student is considered tardy when they have missed up to the first ten minutes of a class. Tardies in excess of ten minutes will be considered an absence. Athletes must be aware that for practice/game purposes, arrival at school at 8:13 am or after will constitute an absence. Arrival 10 minutes after the tardy bell to begin the afternoon classes will also be considered an "absence" for that **period of class**. The consequence of the first tardy will be a 10 minute detention to be served during the first 10 minutes of the student's lunch break; any tardies to follow will also be lunch detentions; however, students who accumulate 3 tardies in one quarter will receive a 30 minute after-school detention. Tardies following the 3rd will follow the progressive discipline system as defined on pp 25 **but will not surpass a Level 4 infraction. For clarification, the 4th tardy in a quarter will result in one day of ISS. A 5th tardy in the same quarter would result in another one day ISS.** Teachers will keep a record of student tardies using the schools' student information system. The office will record these and keep track of them, also. Please note that an un-served lunch detention will result in a doubled detention time to be served the next lunch period. If for some reason, the detention for that tardy is still not served, the issue will follow the established discipline sequence, resulting in a one day in-school suspension.

Elementary students who are tardy one time in a semester will receive a warning. All other tardies during that semester by that student will be handled by the Principal and will result in make-up time either during recess, before, or after school, as to be determined. A call home will also be made.

The school will be using a phone call system to verify why a student is not in school if a parent hasn't previously excused them, and may verify notes from home requesting that a student be excused.

A student must have an admittance slip from the Principal or School Secretary to be admitted to class if she/he has been tardy.

⇒ AUTOMOBILES

Students driving cars to school are required to have a driver's license and proof of insurance to be able to park them in the designated parking areas (new north parking lot is for student parking) and leave them there until school is dismissed for the day. If for some reason a student has to use her/his car before school is over for the day, get permission first from the Principal and/or Superintendent to move the car. **No student is to be sitting in a car during noon hour.** No parking in the Handicap parking area unless proper permission is granted.

⇒ CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of Electronic Communication Devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. **Parental permission is necessary for a student to be allowed to use their electronic devices. Please refer to the signature page in order to grant/deny permission on page 59--line K.**

Silent Use

– is the use of Electronic Communication Devices, including Personal Electronic Communication Devices, which make no sound, are inaudible, and are speechless. Examples of Silent Use include texting, electronic messaging, and the use of headphones with the volume not being audible to others. **No device ringing, ringtones, or sound effects are permitted at any time.**

AUTHORITY:

The Lambert School Board of Trustees permits Silent Use of Electronic Communication Devices, including Personal Electronic Communication Devices, by district students during the school day in district buildings, on district property, and while students are attending district-sponsored activities during regular school hours when they are in compliance with this Policy, other district policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of the district.

Students may use their Personal Electronic Communication Devices only if they have written consent from their parent(s)/guardian(s) on a form provided by the district (see appendix). Building level administrators, in consultation with the Superintendent and in compliance with this Policy, other district policies, regulations, rules, and procedures, are authorized to determine the extent of the use of Electronic Communication Devices, including Personal Electronic Communication Devices, within their schools, on the school's property, and while students are attending that school's sponsored activities during regular school hours. For example, use of Electronic Communication Devices, including Personal Electronic Communication Devices, at the elementary grade level may be different than that at the middle school, and/or high school grade levels. **Unless a teacher determines otherwise, Electronic Communication Devices, including Personal Electronic Communication Devices, must be turned off upon entering any instructional area and remain off until the student leaves the instructional area.** Instructional areas include, but are not limited to, classrooms, gymnasiums, practice and athletic fields, field trip locations, cafeteria and music/band rooms.

The district shall have the right to restrict Electronic Communication Devices during school evacuations as necessary, for the safety and security of all individuals. To the extent permitted by law, the district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any Personal Electronic Communication Device brought to school by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to school, school events, or district property. The district will not be responsible for

restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so.

If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by non-owners, the owners of the Personal Electronic Communication Devices are jointly responsible with the non-owner for the misuse and/or violation of district policy, regulations, rules, or procedures.

DELEGATION OF RESPONSIBILITY:

The Superintendent is granted the authority to create and enforce regulation(s), rules, procedures, and forms to accompany this Policy. The Superintendent, and/or designee, shall annually notify students, parent(s)/guardian(s), employees, and Guests about the district's Electronic Communication Device Policy by publishing the Policy in the student handbook, newsletters, posted notices, and/or any other methods. The Superintendent, and/or designee, is responsible for training and retraining administrators and employees who are responsible for the use, supervision, discipline, investigation, confiscation, searching, and/or other matters involving students' Electronic Communication Device, including Personal Electronic Communication Device, use. Students must comply with this Policy, other relevant district policies, regulations, rules and procedures. Students must comply with the guidelines set by the classroom teacher and/or district and building officials for the use of Electronic Communication Devices, including Personal Electronic Communication Devices. Students will be held responsible for their conduct in the use of the Devices and are subject to the consequences provided in the last section of this Policy.

GUIDELINES:

In accordance with this Policy, Electronic Communication Devices, including Personal Electronic Communication Devices, **may be used** in authorized areas or as determined by the school administration as follows:

- a. For educational or instructional purposes.
- b. Before and after school, in the hallways during the passing of classes, also during lunch hour but not in the cafeteria.
- c. When the educational, safety, emergency, medical, or security use of the Electronic Communication Devices, including Personal Communication Devices, by the student is approved by the building principal, or designee, or the student's IEP team. In such cases, the student's use must be supervised by a district professional.

In accordance with this Policy, Electronic Communication Devices, including Personal Electronic Communication Devices, **may not be used** in unauthorized areas or as determined by the school administration as follows:

- a. The Board strictly prohibits possession by students on school grounds, at district-sponsored activities, and on buses or other vehicles provided by the district, any non-district-owned laser pointers, or laser pointer attachments, and any Electronic Communication Devices, including Personal Electronic Communication Devices, that are hazardous or harmful to students, employees, and the district. These include, but not limited to, devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be

authorized by the principal, or designee, or anyone, for students to possess or use such devices.

b. During tests, examinations, and/or assessments, unless the teacher authorizes such use. When Electronic Communication Devices, including Personal Electronic Communication Devices, are not permitted to be used during tests, examinations, and/or assessments they must be stored in closed items such as purses and book bags, and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap.

c. To cheat, engage in unethical conduct, and threaten academic integrity.

d. To access and/or view Internet websites that are blocked by the district. Examples include, but are not limited to, social media sites and "inappropriate matter".

e. To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.

f. In locker rooms, restrooms and dressing rooms, or when students leave their classrooms during the regularly-scheduled class periods.

g. To create, send, share, view, or disseminate sexually explicit, lewd images or video content, as such acts may be a crime under state and/or federal law.

h. To disrupt the educational and learning environment.

Electronic Communication Devices, including Personal Electronic Communication Devices, which violate this Policy, other relevant district policies, regulations, rules, and procedures shall be confiscated and may be turned over to law enforcement personnel or returned to the student's parents or guardians with instructions regarding the future use of such devices on school grounds.

If school officials have reasonable suspicion that this Policy, other relevant district policies, regulations, rules, procedures, and laws have been violated by the student's use of Electronic Communication Devices, including Personal Electronic Communication Devices, the devices may be searched by school officials to the extent permitted by law.

Students should have no expectation of privacy when using the district-owned Electronic Communication Devices and when using the district's Wi-Fi or other service(s). In addition, students should have no expectation of privacy when they use Personal Electronic Communication Devices on the district's Wi-Fi or other service(s). When legally required and/or when in the interest of the student, the student's parent/guardian shall be notified.

If an Electronic Communication Device, including a Personal Electronic Communication Device, is suspected of being stolen, it shall be turned over to law enforcement.

Disciplinary consequences are as follows:

- 1) Failure to abide by this rule will result in confiscation of the device for the day.
- 2) The second offense will cause confiscation for the semester

3) A third, for the year.

Violations of this Policy should be reported to the Principal or Superintendent.

⇒ CHECKING OUT FROM THE SCHOOL/OFFICE

All students leaving the school grounds MUST check out at the office with the Superintendent or Principal in order to be granted permission to leave. A check-out clipboard will be at the office and must be properly completed, to include sign-off by the Superintendent or Principal, prior to leaving the building. However, no student will be allowed to check out of school without a note or prior phone call from their parents, a note from their teacher, or because a parent picks them up in person. Sudden illness and other special circumstances will be dealt with on an individual basis. Students leaving with anyone other than a parent must bring a signed note from their parent. Arrangements for checking out in advance would be greatly appreciated.

Students who leave the school grounds without following the aforementioned procedure will be required to serve 1 hour of detention for the first offense as determined and administered by the office staff. Subsequent offenses will result in notification of parents and in-school suspension.

⇒ CHILDREN WITH DISABILITIES

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

⇒ CLASS OFFICERS

Each class (7th-12th) should select a President, Vice-President, Secretary/Treasurer, and two Representatives to the Student Council from grades 9-12 and one from grades 7-8 during their first class meeting.

⇒ CLASS ORGANIZATIONS

All class meetings will be conducted under complete parliamentary rule with their advisor(s) present. All school organizations and classes will have their funds accounted for in the school office. The secretary and advisor of the class or organization will also keep an account of the fund. No payment from any class fund will be issued unless granted prior approval by the class sponsor. A meeting of class secretary/treasurers and advisors will be held to further explain the procedure. No payments or purchases may be made unless class books are balanced and up-to-date.

⇒ COMMON COURTESY

The following shall be considered “common courtesy” behaviors. These behaviors will be enforced as school policy. Infraction of these rules may result in detention, contracted behavior, or suspension.

1. Removal of hats or caps while in the school building will be enforced. Hats and caps will be removed upon entering the school building in the morning until school is dismissed. Students should not be wearing headgear when participating in and/or attending special after-school functions including games, concerts, banquets, and the like.
2. Snowball throwing among willing or unwilling participants shall not be engaged in, on any school grounds.
3. Staff members shall be addressed by titles as case may be (Mr., Mrs., Miss, etc.)
4. Orderly conduct within the halls will be expected.
5. Students in halls for designated reasons while other classes are in session shall remain appropriately quiet and have an authorized pass.
6. Students shall arrive to class on time with all needed materials
7. Students will be expected to respond to reasonable requests from school adults.
8. Students will be dismissed by teacher and not by the school bell.
9. Students will check out when leaving for any reason during school hours through the office, by completing the log and getting permission and a sign-off from the Principal or Superintendent. Students must check in through the secretary’s office upon returning.
10. Students will be expected to “try” in every class. Continual class disruptions that impede the opportunities for her/him and others to learn will not be tolerated.
11. Students will be expected to respect other people’s property (i.e. stay out of other people's lockers).
12. Students will not be allowed to wear hee-ies or use other such modes of transportation in school.
13. Food or drink (other than water) in a classroom or hallway will need the approval of classroom teacher/administration and in compliance with our school health guidelines.
14. Students will not wear sunglasses in the building unless proven necessary by a physician approved by the administration.

⇒ COMMUNICABLE DISEASES (REFERS TO DISEASES IDENTIFIED IN 37.114.203, ARM, REPORTABLE DISEASE-INCLUDES BUT NOT LIMITED TO CHICKEN POX, MEASLES, LYME DISEASE, PERTUSSIS, PEDICULUS (LICE), RABIES/EXPOSURE, TETANUS, ETC.):

In accordance to Lambert School Policy 3417, Lambert Schools generally deals with and addresses communicable diseases in the following manner:

1. "The Board recognizes that communicable diseases that may afflict students range from common childhood disease, acute and short-term in nature, to chronic, life-threatening disease such as human immunodeficiency virus (HIV) infection. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various

communicable diseases to determine how best to protect the health of both students and staff." (Lines 19-23 of Policy 3417)

2. In all cases, the District will respect a student's right to privacy. The District is required to provide educational services to their students, but may deny attendance to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students (see lines 10-17 of Policy 3417). The District may also exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

3. The following guidelines are in place for parents of an affected child, as well as our school Administration, in order to address/manage a situation of the aforementioned nature:

A. Students who complain of an illness at school will be referred to the Administration and sent home as soon as the parent or emergency medical contact has been notified.

B. Parents who are aware that their child has contracted a communicable disease will promptly notify the Administration, who will, in turn, work with the parent, student, Health and Health Officials, when necessary to determine appropriate measures to be taken to protect student and staff health and safety.

C. The Administrator will work with the Public Health Official to determine if, when, and which additional staff members will need to be notified of the affected student's condition.

D. The Administrator will also work closely with the Public Health Officials to determine if further notification of parents of other children who may have been exposed is necessary. Confidentiality of the affected student will certainly be considered.

E. Upon discretion of the Administrator and advice of a Public Health Official, an affected student may be required to show proof of a doctor's clearance for safe re-admittance into the school environment.

⇒ COMPLAINT PROCEDURE

General Complaints:

A) STEP 1: Address complaints to the individual person first. A personal visit is best, but contact by phone or letter would suffice.

B) STEP II: If after compliance with STEP I, the complaint is not resolved, a conference with the concerned parties and immediate supervisor shall be arranged and held.

C) STEP III: If after compliance with STEP II, the complaint is not addressed, the Board will address the issue at either a special meeting or their next regularly scheduled meeting. Either party has a right to request a closed meeting.

D) A complaint form shall be completed and filed with the Superintendent whenever STEP III is used. Complaint forms are available at the district office.

⇒ COMPUTER USAGE AND LAPTOP POLICY

A) LAMBERT PUBLIC SCHOOLS COMPUTER ACCEPTABLE USE POLICY-- NETWORK, E-MAIL, AND INTERNET

(All information below is also part of a sign-off sheet, located in the appendix of this hand book, to be completed prior to a student being allowed to use the network and internet at school)

Computers and other electronic devices are used to support instruction and to enhance learning. Computer networks allow people to interact with many computers. These networks connect our students, teachers, administrator, and office personnel with each other. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all computers used through the School Districts are used in a responsible, efficient, ethical, and legal manner.

TERMS AND CONDITIONS

Network Etiquette

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

- a. Be polite.
- b. Use appropriate language.
- c. Do not reveal the personal address or phone number of any students or staff members.

Safeguards

Lambert Public Schools will try to block, to the greatest extent possible, access to any Internet material the District deems inappropriate for school use. In addition, the Schools have installed network security software and an Internet filtering appliance, to help filter inappropriate web site addresses and block off all access to chat rooms.

Access

Students must meet three criteria before they may access the Network, E-mail, or Internet material from Lambert Public Schools.

- a. Turn in a signed Acceptable Use Agreement each year.
- b. Obtain teacher or administrator permission prior to each incidence of access.
- c. Work on the Internet only under the direct supervision of a teacher or administrator.

Acceptable Use/Privileges

Student and teacher use must be in support of education and research and be consistent with the educational objectives of Lambert Public Schools.

B) UNACCEPTABLE USES POLICY

1. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to, copyrighted material and threatening or obscene material.
2. Using profanity, obscenity, or other language that may be offensive to other users.
3. Reposting (forwarding) personal communication without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.
6. Changing displays, sounds, etc. from those set by the instructor unless approved by the instructor.
7. Changing computer files that do not belong to the user.
8. Sharing his or her password with anyone.
9. Using a password other than your own.
10. Downloading executable program files to the hard drive from the Internet (i.e. games, computer utilities, etc.)
11. Installing home software programs on a school computer.
12. Using any school computer without permission.
13. Using disks from home without prior authorization and virus check by a faculty member.
14. Playing games on the computer without prior authorization from a faculty member.
15. Bypassing the internet filter appliance.
16. Altering the preset Internet Browser settings.

C) CONSEQUENCES

The Administration and Teachers will deem what is inappropriate use. Their decision is final. Also, the system administrator may close an account at any time as required. Depending on the severity of a situation, administration and faculty of Lambert Public Schools may request the system administrator to deny, revoke, or suspend the Network, E-mail, or Internet privileges of any user. If outside services are required to repair the computer system due to a user's vandalism, the user may be responsible for the costs incurred by the School Districts.

1st Offense- minor infraction-loss of computer use for 30 school days.

2nd Offense- loss of computer use for 60 school days and possible in school suspension.

3rd Offense- loss of computer use for 180 school days which may carry over into the next school year and suspension.

*For any technology violation students will also be expected to dock their personal electronics at the office when they arrive at school until they leave at the end of the day.

Disclaimer - Lambert Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lambert Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Lambert Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. (School Board Policy #3612P)

D) LAPTOP POLICY (from policy manual):

The District recognizes that technology is an essential curricular component of the total program of academic instruction and success of students and staff.

Every High School student will be assigned a laptop for classroom use and to complete assignments and projects outside the school day.

Prior to issuance of a laptop computer, receiving student and their parent/guardians must acknowledge, in writing, their receipt and understanding of the Lambert Public School internet and home use rules. If a parent communicates a desire to restrict access to certain sites or information, the parent's request shall be communicated to school officials, in writing, and the student shall acknowledge the prohibition, and his/her agreement to comply in writing.

Parents must give written consent in order for students to take the laptop home, and adhere to the Lambert Public Schools internet and home use policies. Parents/Guardians must attend an onsite training on laptop use at home before students are able to take the laptops home.

Lambert Public Schools internet and home use policies must be followed at all times. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences.

Laptop Use Rules

1. Laptops will be checked out at the beginning of the day and returned at the end of the day.
 - a. If you aren't able to check them out right at the beginning of the day, you may only check them out **BETWEEN** classes.
 - b. When returning your laptop, put it away correctly. Use your own power source. Failure to do this, may result in losing your laptop for the day.
2. Laptops must be transported or stored during the day **INSIDE** your backpack.
 - a. Failure to do so will result in losing your laptop for the rest of that day.
3. Laptops will remain in your backpack until your classroom teacher gives you permission to use them.
 - a. **EACH** teacher has the right to deny permission to have the laptop used in his/her class.
4. Laptops must be securely stored during the day.
 - a. Hung on the back of a chair
 - b. Put in the locker

5. The laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the laptop at all times.
6. The school will not be responsible for laptops that are left in classrooms, hallways or lockers.
7. The laptop should not be used to – Copy, download, upload, or share copyrighted materials without the owner’s permission. This includes the reproduction of music files (CD’s) and software applications.
8. The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Parents/Guardians will have access to your computer, login and password.
9. Keep your password confidential.
10. Do not mark the laptop in any way with markers, stickers, etc.
11. Realize that the laptop is district property and all content (software, email, internet use) will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
12. Students who are academically ineligible will have their laptops checked to see if the laptop is being utilized for academic purposes.

Home Use Rules

1. Students are responsible for the care of their laptops.
2. Each laptop must be secured in its assigned case while in transit.
3. Do not leave laptops in automobiles. Computers cannot tolerate extremes in temperature.
4. The laptop is to be used by the assigned student only. Parents/guardians will have their student's login and password to the desktop in order to supervise usage at home.
5. Parents/guardians are encouraged to be “nosy” and interact with their student about his/her work on the laptop.
6. If a laptop is stolen, the police and Lambert Public School should be notified immediately, in order for the laptop to be traced and disabled. A police report must be filed, in order for the district to file an insurance claim. If you fail to file a police report, you are responsible for the full value of the computer.
7. If a laptop is lost Lambert Public School must be notified as soon as possible and parents/guardians are responsible for the cost of replacing the laptop. Other costs incurred because of damages that will be the responsibility of the parents/guardians may include but are not limited to: LCD screen replacement, AC power adapter, Battery, CD- ROM drive, Keyboard replacement, LCD front casing, Palm rest casing, backpack

**Students and parents will be asked to sign a consent form (attached in appendix of this handbook) prior to students using computers and/or checking out laptops. (School Board Policy #3700)

**Every high school student (incoming freshmen and new students), will need to have at least one parent attend one mandatory parent meeting, which will coincide with Back-to-school Night in order to receive information about laptop usage, rules, and responsibilities, while also learning

precautions in order to receive full laptop privileges. Other arrangements for those students 9-12 who transfer in the middle of the year will be made on an as need basis. (School Board Policy #3700)

⇒ CORPORAL PUNISHMENT

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

⇒ DANCE OR PARTY PROCEDURES:

7th-12th grade

The organization requesting to sponsor the dance party must gain the approval of the following in the prescribed order: Sponsor, Student Council, and Principal.

Any class or school organization that wishes to sponsor a school dance or party **after school hours** must have at least four (4) adult chaperones who are responsible for the opening, chaperoning, and closure of the event. More chaperones are encouraged. At least two (2) of the chaperones must be staff members and at least two (2) chaperones must be parents or guardians of the students from the organization sponsoring the dance or party. Time for school parties will be 7:30-10:30 pm. School dances will be 9:00-midnight unless altered by the *Principal*. Grades 7-12 may attend all school social functions, except Prom. Students who are in ~~the 7th and~~ 8th grade may attend Prom **ONLY** if they are in attendance with a Lambert High School date.

School parties/dances are for the Lambert Student Body only. If any other student would like to bring a guest, permission must be granted by the Principal. Special allowances may be made by the Principal for certain dances during the course of the year. All guests are to abide by the same rules and regulations as governs the Lambert students. Students who invite guests are responsible for their conduct if they wish to retain their social privileges. Students who invite guests must accompany them to the function and should be present when they are admitted.

Students are not allowed to leave the dance or party and then return later except with permission of the sponsor or administrator in charge. Student will not be admitted into the dance or party more than **a half hour** after the said dance or party has begun.

⇒ DISCIPLINE POLICY

**School Law Provisions:

The revised codes of Montana School Law states that: all pupils who may be attending public schools shall comply with the regulations established in the required course of study and shall submit to the authority of teachers of such schools. Continued and willful disobedience and open defiance of the authority of the teacher and/or administrator shall constitute good cause of expulsion from school.

Every teacher and/or administrator shall have power to hold every pupil to strict accountability in school for any disorderly conduct on the way to or from school, or during intermission or recess and to suspend from school any pupil for good cause. In any disciplinary situation, the parent of the student who has broken a rule will be notified as to the nature of the problem and if any punitive actions are to be taken. Offenses or infractions which are considered extremely serious may result in immediate suspension and possible involvement of the Law Enforcement.

For all other purposes of classification, student discipline will follow the steps outlined below. The list is not all inclusive but should provide a guideline.

A) MINOR INCIDENTS:

Minor classroom incidents will be addressed and handled by the teacher and/or staff involved. An Incident Report will be completed by the teacher/staff member involved, reported to the Principal, and filed in the office in all cases. When deemed necessary by a teacher and/or staff member or in extreme or repetitive cases, the incident(s) will be referred to the Principal (or Superintendent in the Principal's absence). An Incident Report will be completed; at that time, the incident will be handled by the Principal/Superintendent, and, depending on the situation/severity, will follow Level 1, 2, and 3 as follows on p 25.

- Listed some examples of minor incidents: Disorderly conduct.....classroom, lunchroom, halls, etc., bullying (1st time offense), inappropriate dress, inappropriate display of affection, violating bus rules, improper vehicle use on school grounds (driving or parking), continual infractions of common courtesy rules (p 17), continued willful disobedience or open defiance of the authority of school personnel, continued failure on the part of the student to put forth effort appropriate to teacher/staff instruction.
- **Immediate level 3: 1 hour detention for 7-12 students not properly signing out at the office (see Handbook, p 12).**

B) MAJOR INCIDENTS:

Major incidents will be addressed by Administrative personnel and will be subject to the actions in the handbook and school board policy.

- Listed are some examples of major incidents that fall within the Level 4 discipline category: Theft or destruction of property, obscenity...verbal, written, gestures, etc., fighting, harassment, physical and verbal abuse, possession of a weapon (as defined in School Board Policy #3311), possession and/or consumption of tobacco and/or alcohol on school ground/property and/or during a school function.
- Listed are some examples of major incidents that fall within the Level 5 discipline category: Controlled Chemical Possession and/or Use
- Listed are some examples of major incidents that fall within the Level 6 discipline category: Weapon possession (as defined in School Board Policy #3311) with the intent to harm or use, Controlled Chemical Possession and/or Use, intent to sell and/or distribute.

Prog. Discipline Referral	Minimum	Disciplinary Action
1 st Referral	Level 1	*Warning/simple discipline *Parents contacted, if necessary
2 nd Referral	Level 2	*30 min. supervise detention *Parents contacted
3 rd Referral	Level 3	*1 hour supervised detention *Parents contacted
	Level 4	*Student/parent/admin conference *1 to 5 days' suspension, in or out as assigned by the Administration. *Law enforcement will be contacted where applicable.
	Level 5	*Student/parent/admin conference *Student suspended until the Board of Trustees can meet to consider the case and determine proceedings and consequences. *Grade reduction will be determined by the Trustees. *Law enforcement will be contacted when applicable.
	Level 6	*Student/parent/admin conference *Student suspended and referred to the Board of Trustees with a recommendation for expulsion or continued suspension or expulsion. *Law enforcement will be contacted when applicable.

*** When determining the possible consequences after a full and fair investigation has been conducted, the Administration reserves the right to use these guidelines with their discretion, which may include skipping steps in the progressive discipline procedure based on the severity of the infraction.**

C) DEFINITIONS OF POSSIBLE CONSEQUENCES OF DISCIPLINARY ACTIONS:

A **REFERRAL** is a written complaint against a student who has committed an act which is considered inappropriate to school climate or educational goals. A referral may be initiated by a specific infraction or after unsuccessful attempts to correct misbehavior using forms of simple discipline. The written referral will be filed in the student's file for the school year. Copies of all referrals will be mailed to the student's parents; a phone call will also be made. A referral will be completed for any level of disciplinary action (levels 1-6) as listed above.

SIMPLE DISCIPLINE: A minor incident may be handled on sight by a faculty or staff member through the warning step as defined above. This situation may be composed of a wide range of corrective measures taken by school personnel, but is also documented and turned into the Principal. A simple discipline situation may include missed recess time, detention time with the faculty or staff member, staying after school, etc, as decided upon by the teacher/staff member. The Principal may also be involved at the teacher/staff member's request, and the Principal may also impose appropriate corrective measures as necessary.

SUPERVISED DETENTION: Students may be placed in supervised, after-school detention by the teacher or the Administration for an amount of time deemed appropriate for the infraction. Detention issued through the office will be served on Wednesdays in thirty (30) minute units AFTER regular school hours. Detention time will be monitored. No food or drink will be allowed in the detention area. Students will arrive at the detention destination on time, prepared to be quiet, and with homework or an appropriate book to read. Computers will not be allowed during the detention period. If detention rules are broken or a student fails to serve a detention on the Wednesday assigned, the result will be double time. Failure to serve double time will result in suspension.

Parents will be notified of the detention situation, so that arrangements may be made for transportation home after the detention is served. It will be the responsibility of the parent to make those transportation arrangements.

IN-SCHOOL SUSPENSION: will be conducted as follows:

1. Students on in-school suspension will be placed by the Superintendent or Principal.
2. Students will be assigned their regular work plus one extra assignment per class, prepared by and submitted by the teachers to the Principal and prior to the beginning of the student's suspension. The student shall complete these assignments while on the in-school suspension.
3. No talking or sleeping will be allowed. No computer will be allowed unless permission is granted by the Principal and for class assignment purposes, only. No I-pods or electronic devices will be permitted.
4. In-school suspension students will either be taken to lunch by the Principal or Superintendent, or lunch will be brought to the in-school suspension room.
5. The number of days on in-school suspension will be determined by the Principal or the Superintendent.
6. Students will not lose grades on work they missed when on in-school suspension, but must complete and turn in all of the regular assignments and the extra assignments while in suspension in order to receive the credit for the day.

PROBATION:

Certain instances and circumstances may not require punitive action. If this is the judgment of the Administrator, a student may be placed on probation for a period deemed appropriate, which should not exceed four (4) school weeks. Students on probation will be allowed to attend all classes and participate in all activities during the duration of the probation period; however, the student's complete performance and behavior will be evaluated. Any infraction during the probationary period will result in appropriate action.

SUSPENSIONS (out-of-school):

A student may be placed on suspension from one to ten days. Suspension can be imposed for any class, schedule of classes, or activity. The nature of the suspension will be decided by the particular infraction per violation. Suspended students will be excluded from all regular classes, activities, practices, drills, rehearsals, etc. Suspensions will be served out-of-school. An out-of-school suspension results in total exclusion from any school function. Students are responsible for catching up on material they missed during their suspension, but will not receive credit for any graded material given by the instructor of the classes missed during that time.

EXPULSIONS:

Only the Board of Trustees shall have the authority to impose expulsion as a disciplinary remedy where the pupil involved is subject to compulsory attendance laws. The expulsion shall not be longer than one school year.

D) DOUBLE JEOPARDY:

Suspensions or expulsions shall not be imposed as an additional punishment for offenses punishable under the laws of the state except where the offense was committed at a school function or is of such a nature that continuation of the child in school would clearly be detrimental to the welfare, safety, or morals of other pupils. Conversely, students who commit criminal offenses on school premises or at school functions could be remanded to appropriate civil authorities.

E) DRUG, ALCOHOL, AND TOBACCO CONSEQUENCES:

Students found in violation of the alcohol, drug, or tobacco policies for a third (3) consecutive time in a school year will be required to attend four (4) hours of education/counseling dealing with the same. This will be at the expense of the student. This education/counseling must begin within ten (10) days and be completed within forty-five (45) days and valid proof of attendance must be presented to the Principal in order for student to be remitted into school.

F) HEARING PROCEDURE / DUE PROCESS:

Whenever suspension or expulsion is invoked as punishment, the following steps shall be followed to insure protection of student's rights of due process.

1. The student shall be given oral and written notice of the particular infraction warranting the suspension and, if necessary, an explanation of the evidence.
2. The suspended student shall be given the opportunity to answer the charges when possible following the misconduct. In the event the student's presence endangers persons or property, or threatens disruption of the academic process and, thus her/his immediate removal is justified, the opportunity to be heard shall be provided within seventy-two (72) hours of her/his removal, not counting Saturdays or Sundays.
3. Written notice of the suspension shall be sent to the student, parents, guardians, or custodians within 24 hours of the decision to suspend.
4. Any student suspended for longer than ten (10) days or expelled may request and will be granted a hearing before the Board to refute the evidence against her/him or appeal the decision. The hearing will take place when possible after the request is made. The request must be made within ten (10) days of the suspension or expulsion action.
5. The Board will hear the petitioner's arguments or explanation, deliberate, and deliver its decision, in writing, to the parties involved within seventy-two (72) hours of the hearing.
6. The decision of the Board shall be considered final, but may be appealed pursuant to provisions of the court system.

⇒ **DRESS CODE POLICY** (THIS SECTION WAS ADDED WITH THE COLLABORATION OF OTHER MT SCHOOL HANDBOOKS):

Pride in personal appearance and in grooming has always been encouraged at Lambert Schools. Tasteful and appropriate clothing are an expectation for students and staff, as a school environment is considered the students' workplace. Because we wish to maintain this pride and for basic health and grooming considerations, certain minimum standards of dress have been established and will be enforced. Following these simple guidelines will keep students in school or involved in a school-sponsored activity, rather than having them sent home to change. In the event a student may not be able to get home to change, clothing can be provided for them.

- 1) Short shorts, cutoffs, ragged clothing, and excessively revealing clothing as determined by the staff or administration, are not appropriate. No representation (written, pictures, symbols) of alcohol, drugs, tobacco, profanity or crude phrasing (implicit or explicit) will be allowed.
- 2) Some guidelines that apply include 1-inch top straps on shirts, tops and dresses; top clothing that does not reveal midriff, cleavage, or underwear; shorts, skirts and dresses

that pass the finger –tip length (clothing may not be shorter than the fingertips at the side when standing relaxed).

- 3) Health regulations require shoes to be worn at all times. Slippers or pajamas are not appropriate for school.
- 4) Hats, bandanas, caps, visors or other headgear are not to be worn during school hours or at school-sponsored functions.
- 5) Sunglasses are not allowed unless worn for medical reasons.

Exceptions to numbers 3, 4, and 5 may be made by the Administration for special occasions, to include school spirit dress up days, etc.

Staff will refer students to Administration should they be challenged by the student when enforcing any portion of the above-outlined guidelines for student dress and appearance.

⇒ DRIVERS' EDUCATION

Driver's education will be offered once per year (usually in the spring) and during after-school-hours to those who qualify according to the age guideline. More specific information about the drivers' education program will be relayed via the weekly bulletin, school newsletter, and the school web-site, or you may contact the office.

⇒ DRUG-FREE SCHOOL AND FACILITIES

According to state law and in order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, alcohol and drug use is strictly prohibited in all district buildings, grounds, and vehicles, nor may a student, staff, or the general public be under the influence of alcohol or drugs on school property or at a school-sponsored event. Consequences for students who violate this rule are out-lined in our school progressive disciplinary plan. Staff members and/or the general public will be immediately dealt with by the Administration. For Lambert School's purposes, our "drug-free" schools' definition also includes tobacco, other tobacco substitutes, or other harmful substances, which the Administration and/or the Authorities deem potentially dangerous.

⇒ EXTRA-CURRICULAR ACTIVITIES

The following guidelines affect those students who participate in any extra-curricular activities including any sports the school offers, music events, BPA, and/or FFA. These training rules will be enforced from the first day of practice through the final competition in football, basketball, volleyball, track, and golf. They will be enforced for one month prior to and through the final competition in band (festivals), choir (festivals), FFA, BPA, and Missoula Children's Theatre, and any other extracurricular activity. Penalties for violating these training rules are listed in the Handbook.

1) ELIGIBILITY RULES

A. Junior High and High School Eligibility for Extra-Curricular Activities

1. Students participating in extra-curricular activities must be passing all subjects. Eligibility will be determined on Monday of each week by 12:00 Noon. Eligibility will run from Wednesday to Wednesday. Students placed on the ineligible list are not allowed to participate in extra-curricular activities until the next Wednesday regardless if they brought their grade up to a passing level. Students remain ineligible until they are passing all classes. Ineligible students are still expected to practice as usual. Ineligible students will not be allowed to travel to competitive events. Students will be given 1-week grace period one time per year. If a student is ineligible for 6 weeks in a row, they will be ineligible for the remainder of that season. At the end of each quarter students will use their quarter grade to determine eligibility for the first two weeks of the new quarter. All students with D's and F's will be reported to administration and parents.

Students will be placed on the ineligible list if:

a. They have an F grade in any class.

b. They have 3 or more D's in any classes.

If they have 1 or 2 D's in a class they will be placed on the "warning" list. They will still be eligible to participate in extra-curricular activities.

2. Every student will begin anew each fall, with past grades left behind.

3. Band and choir students serving a training rule infraction or being academically ineligible may not participate in Honor Band, Honor Choir, or special groups at Festival if these events fall during the suspension. They will participate in the regular band and regular choir as this is a class.

4. With the exception of the Lambert School eligibility rules listed above, any other MSHA eligibility rules are in effect for any MSHA-sanctioned events

B) TRAINING RULES

Application of Eligibility/Training Rules - The application of the Chemical Use Eligibility Rules shall be in effect from the start of the first practice of the school-sponsored activity until the final contest of that school-sponsored activity is completed.

*Eligibility shall be enforced on the following grade terms:

1. Grades 4-8

2. Grades 9-12

Students/Athletes should be aware that administration can and will conduct bag checks, locker checks, and breathalyzer tests based on reasonable suspicion that the bag or personal item contains items or substances that are not permitted by district or cooperative policy. Persons found in violation of Chemical Use Rules will be subject to the following penalties:

Chemical Use Ineligibility

Prohibited activities include, but are not limited to the following. Use, attempting to use, possessing, purchasing, selling, distributing, or assisting another person in the use, attempted use, possession, purchase, sale, or distribution of tobacco, tobacco products, electronic cigarettes, and/or look-alike drugs, alcohol, controlled substances, other illegal mood-altering and/or performance-enhancing drugs or chemicals or any other substance use to obtain an altered mental state or "high". If it is determined by an Administrator/Coach that an athlete is in possession or is/has been using any illegal chemical at a school event or on school property this behavior may invoke a penalty of immediate suspension from the activity for the remainder of the season, as determined by Administration. Ineligibility will be

1. 1st confirmed violation- no participation in competition or performances for thirty calendar days.

2. 2nd and 3rd confirmed violations-no participation in competition or performances for sixty calendar days.

3. 4th confirmed violation- termination of eligibility in any/all extra-curricular activities for the remainder of junior high or high school, whichever grade term the violations occur in.

The suspended athlete will attend practice (and will ride the practice bus) during the suspension but will not play or ride the activity bus to games or events, nor will the student letter when postseason awards are determined.

Self-Reporting/Honesty Clause:

1st Violation: if the Administration is notified by the student within 3 days of the infraction or if the student admits to the infraction during questioning, the student will serve half the suspension as listed above, so the suspension will be 15 days. The student will offer a formal apology to their team and coach at the next practice.

2nd and 3rd Violation: if the Administration is notified by the student within 3 days of the infraction or if the student admits to the infraction during questioning, the student will serve half the suspension as listed above, so the suspension will be 30 days. The student will offer a formal apology to their team and coach at the next practice.

4th Violation: Termination of eligibility in all co-curricular activities for 1 calendar year.

Penalties for Chemical Use Violations will carry over from year to year. E.g.: A violation during the freshman year is a first violation. During sophomore year another violation is the second offense regardless of whether the athlete self-reports or not, and so on.

If the penalty of a Chemical Use Violation is not fully administered during his/her sports season, the remaining amount of the penalty will be applied to the next interscholastic sports season in which the athlete participates. This implies that the athlete will compete in the next sport for the entire season - no late starts or early completion unless there is a season-ending injury.

If an athlete finds themselves in this situation by misfortune, they must leave the situation immediately and when safe to do so. At that time, they must also let their parents/guardians know. Next, they must contact their coach and/or AD immediately by phone or email, explaining the situation. If the Administration determines it necessary, a meeting may be held to gather and document further information.

Curfew

During the activity season, regular hours will be kept: 10:00 P.M. Sunday through Friday, 12:00 midnight on Saturday. Exceptions to this rule will be made for church or school functions or other activities excused by the coach.

Violation of Curfew and/or Attendance Rules:

First offense: Cannot compete in the next scheduled activity.

Second offense: Cannot compete in the next 3 scheduled activities.

Coaches' Rules

Coaches/supervisors of extra-curricular activities may establish, publish, and enforce additional activity participation guidelines and training rules that must be followed by a student if he/she wishes to participate in that activity. In such cases, the guidelines/contracts must be approved by the Athletic Director and Administration prior to the first day of practice and must be presented to the team and the parents by the Parent's meeting.

Due Process

If a determination is made that a student has violated any training rule policy, the Athletic Director and Administration will make a determination of the consequences according to the policy listed in this handbook. If the consequence involves a suspension of more than 19 days, the AD will notify either the Lambert or Richey School Board Chairperson or in the event of an athletic suspension, the Co-op Board Chairpersons, who will then recommend the discipline to be administered according to the policy listed in this handbook. Also at this time, the student and parent or guardian shall be notified of discipline that will be administered to the athlete, and a Training Rule Report Form will be completed and filed.

A training rule violation is verified when the cooperative, after an investigation into the allegation, can substantiate the allegation based on the evidence collected. This can be a combination of

1. Admission by the student in question
2. Physical evidence such as surveillance footage or contraband
3. Witness statements

When all of the evidence is considered and the cooperative believes the allegation occurred, it will be considered a verified violation. The student in question will be given the opportunity to provide their account.

⇒ EXTRA-CURRICULAR TRIPS

1. If any type of serious misbehavior occurs, the teacher, coach, or chaperone in charge is required to contact the Principal immediately and work together in accordance with the regulations to address the problem.
2. The above rules and regulations will apply to any trip under school sponsorship.
3. Pupils shall respect the wishes of a competent chaperone found by the advisor and approved by the Administration.
4. Students are under the direct supervision of the teacher or activity director assigned and must seek the permission of the supervisor to leave the activity with their parents. The person in charge will only allow a student to leave if the parent has signed a written release. Students may also be released to another responsible adult (other than their parent) if permission is given by the parent to Lambert School Principal prior to the bus departing Lambert School. Participants **will** travel to the activity with their teammates, coaches, or sponsors unless special permission is granted by the Principal. Otherwise, students will be expected to travel to and from the event in school-provided transportation.
5. If students are found to be in the possession of alcohol, drugs, tobacco, other tobacco substitutes, or other illegal substances, and/or caught shoplifting or involved with other criminal activities the chaperone in charge is to contact law enforcement personnel to handle the situation. Parents will be contacted immediately. They will not continue to be a part of any extracurricular activities occurring on the specific trip i.e. sports, school trips, etc., and the parent(s) of those involved will be responsible for securing and funding immediate travel home. They must work with school officials to inform the school officials of the proceedings home.

STUDENT GUIDELINES FOR OVER-NIGHT TRIPS:

Lambert students who go on overnight trips are encouraged to do so, but all involved must remember that the group going is still under school rules and consequences. The group represents the Lambert school, and any trip of this nature is considered an extension of our Lambert School classroom. To ensure safety and promote a positive experience, the following guidelines have been put in place. All those involved in the overnight trip will adhere to the following guidelines and consequences, along with any school rules (as stated in the Student Handbook) which apply.

1. Understand that your bags may be checked prior to departure and at any time during the trip, as well as your rooms.
2. Your chaperone(s) will provide you an itinerary, along with other guidelines they may have for your trip, prior to your departure. These guidelines will be straight-forward and will need to be read and signed-off on prior to your departure. Without proper signatures on this sheet, you will not be allowed to go.

3. There will be no members of the opposite sex in your rooms at any time on the trip, unless the chaperone(s) grants permission and is in the room with you.
4. Absolutely no drugs, alcohol, and/or tobacco or tobacco substitutes of any sort, is permitted anywhere.
5. When hours have been set for the evening, students must adhere to those rules and must stay in their rooms until morning, unless the chaperone(s) grants permission and is with you.
6. Lights out means lights out and that you are sleeping until it's time to wake up for the next morning's activities.
7. If a discipline problem arises, the chaperone has permission to administer consequences as necessary and in compliance with the Student Handbook.

Those who choose to break rules #4-7 in any fashion will be subject to immediate suspension of the activity. Your parents/guardians will be notified and you will be sent home with them immediately upon their arrival. Further consequences will be administered upon your return to school.

If rules #4-7 are broken, and that information is discovered upon return from the trip, the chaperone(s) and Administration will conduct a fair investigation, and consequences will be administered as deemed necessary.

8. In cases of special school-sponsored trips, a contract between the student, the student's parent(s), and the school may be necessary and mandatory prior to the student going on the trip.

⇒ EXTRA HELP

Students that feel they need extra help in some or all of their subjects are urged to get help from the teachers in their respective classes. The teachers will gladly help the students who are having difficulty. If an assignment is not clear or if you do not know how to proceed, ask your teacher to clarify what you are supposed to do.

All students who have a study hall can get help during this time provided they have obtained prior permission from the teacher they are seeking help from; however, any teacher will gladly help you before school, during noon break, or after school. Individual and group study during school will be allowed and is encouraged of students who wish to make use of TV's, DVD's, and library facilities, etc. However, permission must first be granted for such activities.

WIN(What I Need) time is available for extra staff-guided help for those students who need it, or when staff deem it necessary.

⇒ EXTRA SHOES

During snowy, wet, or muddy weather, students who play outside should have a second pair of shoes to change into after entering the building or reporting to their classroom. Going barefoot in the classroom is not acceptable because of health reasons.

⇒ FEES:

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- *Costs for materials for a class project that the student will keep.
- *Personal physical education and athletic equipment and apparel.
- *Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc
- *Voluntarily purchased student accident insurance
- *Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- *Personal apparel used in extra-curricular activities that becomes the property of the student
- *Fees for lost, damaged, or overdue library books.
- *Fees for correspondence courses a student may need to take due to failed courses, which are not able to be worked into a student schedule prior to graduation but are offered tuition free during the regular school year.
- *CD's and/or video DVD projects
- *Printouts of pictures using school printers. A cost breakdown is available at the office or the computer lab. Please contact the school secretary before printing, so she is able to track your printing, and assess and collect the fee due.

Unpaid fees to the district may result in a student's inability to participate in any and/or all extracurricular activities. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made through the Administration.

⇒ FIRE & DISASTER DRILLS

During a drill, walk quickly, without talking, to the exit assigned for your room. Teachers will give complete directions to their classes. Be sure to locate your classmates and stand together with your teacher. Teachers are to be the last one out of the room. Be sure all windows and doors are shut and the lights remain on, if they were on already, when leaving the room. Teachers will take their grade books/registers with them.

⇒ FOOD AND DRINK IN THE CLASSROOM

As a general rule, food and drink are not to be allowed in the classroom; they are to be consumed in the cafeteria during lunchtime. Water in clear plastic bottles is acceptable in the classroom, but no other beverage is allowed by students outside the cafeteria except on special occasions with teacher permission, as stated in "Common courtesy" sections on page 17 of this handbook.

⇒ FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT

***Notification of Rights for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education-records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The School's directory information public notice, as required by § 99.37 of the FERPA is a part of this handbook.

⇒ GRADES, GRADING, TESTING, AND GRADUATION AND PROMOTION REQUIREMENTS

A) ACADEMIC COUNSELING:

Students and parents are encouraged to talk with a school counselor, teacher, or to learn about course offerings and the graduation requirements of various programs. Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can help students find the information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships. A parental meeting will be set up for parents of Juniors and Seniors to keep them up-to-date on scholarships, college application, financial aid information, and graduation plans.

B) REQUIREMENTS FOR GRADUATION FROM LAMBERT HIGH SCHOOL:

1. The State Department of Education's requirements for graduations, as enacted by the State Board of Education, and Lambert School Board's requirements, as enacted by the Board, and periodically updated as seen in the best interest of student, are as follows:

- A. Four credits of English
- B. Three credits of Mathematics**
- C. Two credits of Science
- D. One and one half credits of Physical Education and Health
- E. Three credits of History and Social Studies
 - 1. One credit of American (U.S.) Government
 - 2. One credit of American (U.S.) History
 - 3. One credit of World History
- F. One semester (1/2 credit) of Speech
- G. One credit of Fine Arts (Music, Art, Drama)
- H. Two credits of Practical Arts (Agriculture Ed, Business Ed.) to include:
 - 1. One credit of Computer Applications (Approved by Lambert School Board in 2000)
- I. 6 ½ credits of Electives
- J. One Semester (1/2 credit) of Career Education (Approved by Lambert School Board in 2005)

**Beginning in 2017-18, math classes will revert back to the traditional high school course offerings to include but not limited to Pre-Algebra (if necessary for incoming freshmen), Algebra I, Geometry, Algebra II, Advanced Math, Calculus, and/or other math courses, on an as-needed basis.

2. Upon completion of 7th or 8th grade, if a student has earned a 59% or below (averaging the 4 quarter scores) in two or more Core classes (math, English, social studies, and/or science), that student may not be allowed to be promoted to the succeeding grade.
3. Twenty-four units of credit are required for graduation. As established by state accreditation standards a unit of credit is defined as the equivalent of at least 225 minutes per week for one year. Partial credits will be earned on a pro-rata basis.
4. Regular report cards will be issued as soon as possible following the conclusion of each quarter. Report cards will be given to the parents at Parent Teacher conferences following the first quarter and the third quarter.
5. All students must attend four years of high school if they wish to graduate. Students who are attending five years may attend only the classes they need, with each case considered by the Board of Trustees on an individual basis.
6. All students must carry a minimum of seven subjects in an eight period day. No student shall be allowed more than one study hall per day.
7. Others:
 - A. Students in the 11th and 12th grade who have a B (3.0) or better mark average are encouraged to carry five solid subjects.
 - B. To register as a Sophomore, a student must have earned a minimum of five (5) solid units (or required classes) of credit as a Freshman.
 - C. To register as a Junior requires a minimum of ten (10) solid units (or required classes) of credit.
 - D. To register as a Senior, you must have earned a minimum of sixteen (16) solid units (core required classes) of credit.
 - E. All students in grades seven through twelve are required to take semester examinations. (Except qualifying seniors in the 8th semester)
 - F. Students seeking credit recovery for failed required classes for graduation may re-take those classes through Montana Digital Academy, the Oddysey program, or during the regularly-scheduled class offered at the Lambert School, with scheduling assistance from the Guidance Counselor and approval by the Administration. Other courses may also be available, and if approved by the Administration, acceptable, but the cost of those will be not be the responsibility of the District.
 - F. The Principal will prepare a list as to when each semester test will be given.
 - G. High School students may make class changes according to current policy. Permission from the instructor must be obtained, along with the proper paperwork

from the counselor, completed with the appropriate signatures, and turned in by the policy deadline. All students are encouraged to remain in a solid class all year. (School Board Policy #2410P2)

C) HONOR ROLL AND GPA

Lambert Schools supports 2 honor roll awards. Students maintaining a 4.0-3.50 will earn an “A” Honor Roll Achievement, while students earning a 3.49-3.0 will achieve our “B” honor roll status. One-half and one-quarter credit classes will be weighted accordingly, and all graded classes will be used in the computation of the students G.P.A. GPAs will be figured to the nearest one hundredth (.00).

Class standing will be determined by ranking grade point averages. The final grade point average will be arrived at by using the average of all classes in which a student is enrolled.

It is recognized that other schools may have established grading systems that are different from the one used by the Lambert School District. In order to address any possible differences, the counselor will review the transcript(s) of all incoming transfer students for the purpose of determining her/his class standing. This proposal will be presented to the school board and superintendent as a recommendation for their approval before becoming a part of the student’s official record. A legal opinion shall be requested should the counselor’s recommendation not be approved. The final standings will be determined using all eight semesters and those graduating with less than eight semesters (or less than the required 24 credits) must receive approval from the Board in order for their status to be the same as those graduating with eight semesters.

It should be noted that an individual student’s final class ranking cannot be officially determined until all credits are completed and identified. Any class rankings that are determined previous to the completion of all graduation requirements may vary from the final class ranking. Those students who do not complete the full graduation requirements will not be officially ranked. The school board does reserve the right to review individual requests outside of board policy in granting credits to fulfill graduation requirements. (School Board Policy #2410P1)

D) PREREQUISITES FOR HIGH SCHOOL CLASSES

1. Chemistry - Algebra and Biology
2. Advanced Math - Algebra II
3. Geometry - Algebra
4. Algebra II - Algebra I
5. Adv. Biology - Biology
6. Physics - Algebra II
7. Must be a junior or senior to take sociology
8. Physiology/Anatomy-Biology
9. Advanced Ag-Ed—must be a senior
10. Teaching Assistant--must be a sophomore, junior, or senior

Most classes are offered on a year-long basis, while others are semester based. Students will be allowed to drop a full-year class after one semester only if a suitable replacement class can be substituted.

E) PROGRESS REPORTS

Teachers will send progress reports on all students around mid-quarter. Parents are encouraged to monitor their student(s) progress more often using our PowerSchool system.

F) SCALE

In order to build consistency in the academic evaluation of students, the Board of Trustees has adopted the following grade scale in August, 2011:

A+	100-97	4.0
A	96-93	4.0
A-	92-90	4.0
B+	89-87	3.0
B	86-83	3.0
B-	82-80	3.0
C+	79-77	2.0
C	76-73	2.0
C-	72-70	2.0
D+	69-67	1.0
D	66-63	1.0
D-	62-60	1.0
F	59 and below	.0

**On at least a weekly basis, teachers will offer students opportunities in each class to earn points through participation, assignments, test, quizzes, projects, etc, in order to give students chances each week to raise and/or lower their grades. Teachers will correct and record grades at least on a weekly basis, and will update their PowerSchool grade book by Monday's at noon. Exceptions are allowable for larger projects, which may take longer to grade.

G) SENIOR HONORS AND CLASS RANK

The Valedictorian and Salutatorian will be chosen from the senior class at the end of the seventh (7th) semester. A senior must have attended an accredited high school for at least three years and Lambert High School for at least three (3) quarters prior to the 7th semester cut-off date. GPAs will be figured to the nearest hundredth (.00). The two (2) seniors with the highest GPAs will be awarded these honors. If the two (2) or more top seniors' averages are tied (to nearest .00) at the end of the seventh (7th) semester, then co-valedictorians will be named and there will be no salutatorian. If there are two or more potential salutatorians with GPAs tied (to nearest .00) of each other at the end of the seventh (7th) semester, then 1 valedictorian and 2 (+) co-salutatorians will be named. To qualify for valedictorian and salutatorian, the senior must have completed the College Preparatory Program as outlined by the Montana Board of Regents and additional LHS requirements. That program and requirements are as follows:

4 1/2 years (units) of English/speech
3 years (units) of Math - Must include: 1 year of Algebra I

- 1 year of Algebra II
- 1 year of Geometry
- 3 years (units) of Social Studies - Must include:
 - Geography/Hist. of the Regions
 - Global Studies (World History)
 - U.S. History
 - 1 Third Year Course (Gov't)
- 3 years (units) of Science - Must be chosen from:
 - Physical Science
 - Biology
 - And one of the following:
 - Chemistry
 - Physics
 - Advanced Biology
 - Anatomy & Physiology
- 2 years (units) of approved electives
 - foreign language
 - computer science
 - visual and performing arts
 - vocational education units which meet the OPI guidelines

To implement the recommended College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education hereby adopts the following procedures, effective for students graduating from high school in 1988 and later:

1. Only persons who have completed the College Preparatory Program shall be eligible for
 - a. Regents High School Honor Scholarship
 - b. Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement. In unusual circumstances, this provision may be waived for students who have been graduated from high school for more than two years.
2. In awarding scholarships based on academic achievement, special considerations should be given to persons who have completed available academic solids beyond those specified in the CPP. Honors and advanced placement courses should be given extra weighing. (School Board Policy #2410P1)

H. Montana Scholarships Available to Montana Seniors, to possibly include the MUS Honor Scholarship, the Board of Regent’s Scholarship, the Governor’s "Best and Brightest Scholarships”, HS Merit Scholarships, and Need-based Scholarships:

Students interested in these Montana Scholarships are encouraged to visit the website (<https://mus.edu/prepare/pay/scholarships>) for more specific information, including requirements for application, as the requirements will also outline Montana’s “Rigorous Core Requirements” for HS

credits necessary for scholarship consideration. Incoming freshmen and other students are encouraged to visit with the Guidance Counselor, as well, in preparation for application.

NCAA ELIGIBILITY: If you/your student has plans to attend and compete in NCAA Division I, II, or III athletics, their criteria for acceptance varies. Students need to plan ahead to ensure they have taken the necessary classes in order to qualify for NCAA eligibility. Please visit www.ncaa.org for more information and/or any more current updates.

The following chart has been constructed for your convenience, breaking down different standards depending on the route you/your student chooses to take upon graduation:

College Prep Classes:	Rigorous Core Classes:	LHS Graduate Requirements:
Math--3 years Algebra I, II, and Geometry (or the sequential content equivalent, i.e.3 levels of integrate math)	Math--4 years Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II or Integrated Math III (such as Trigonometry, Pre-calculus, Computer math, or course equivalent) <i>All with grades of "C" or better.</i>	Math--3 years Suggested classes: Algebra I, II, and Geometry (or content equivalent) or other math classes offered
English--4 years Written and oral communication skills and literature	English--4 years Written and oral communication skills and literature; Recommendation: a designated college prep composition or research-writing course.	English--4 years Written and oral communication skills and literature (Sr. year includes composition and research writing, along with a 1/2 year of Speech)
Science--2 years Lab sciences: one year must be earth science, biology, chemistry, or physics	Science--3 years Lab sciences: general, physical or earth science, biology, chemistry, or physics	Science--2 years Physical Science Biology (or content equivalent through other courses offered)
Social Studies--3 years Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course	Social Studies--3 years Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course. Recommendation: 1/2 year of other course such as psychology, humanities	Social Studies—3 years World history, American (US) history, American (US) Government
Electives--2 years World language, computer science, visual and performing art, or career/technical education	Electives--3 years 2 years of one world language, and music, fine arts, speech/debate, or career/technical education (such as computer science)	Other required classes: **1 1/2 years of PE/Health **1 year Fine Arts (music, art, drama) **2 years Practice Arts (AgEd, Business Ed) to include 1 year **Computer Apps **1/2 year Career Education *****Electives--6 1/2 credits
NHS Membership Requirements:	LHS graduation requirements, in addition to	
**1 year of foreign language	**and at least 3 years of math and 4 years of science	**or at least 3 years of science and 4 years of math

I) TESTS – CLASS AND SEMESTER

In order to prepare students for the future, all 7-12 students will be required to take semester exams as well as those periodically scheduled in the individual classes. Semester exams will count as 20% of the final semester grade and will be given during scheduled dates at the end of each semester.

For the 8th semester only, any senior with at least a B average in any given class, no tardies, and less than 6 absences (excluding exempt absences) during that final semester may waive the final test in that class. The student must still go to that class and bring work to do or a book to read. Any disruptive behavior will cause them to be responsible for taking the final test.

J) TESTS-CRT, S-BAC, PSAT, and ASVAB

Students in grades 3, 8 & 10 will participate in the MontCAS Criterion Reference Test in Science, as required by the Montana Department of Public Instruction. Students in grades 3-8 & 11 will participate in the S-BAC tests in Math and English-Language Arts, in alignment with Montana's adoption of the Common Core Standards.

Students in Grade 11 will participate in ASVAB test, and, by request, then, if they choose, they may take the P-SAT (please contact Guidance Counselor if interested).

K) D/F List

As stated in our eligibility policy for 7-12th grade students, faculty members will turn in weekly grades to the Principal each Monday at noon. In order to encourage higher student achievement, all students earning a "D" and/or "F" in a class(es) will be notified of their below average grade(s). Those students who fit into the "ineligible" status for the week (Wednesday to Wednesday) will be not only ineligible for that week's school-sponsored activities, but will also lose off-campus privileges at lunch time for that week, as well.

⇒ GUN-FREE SCHOOLS ACT OF 1994-HB 167 FROM THE 1995 MONTANA LEGISLATURE

1. A teacher, a Superintendent, or an Administrative Assistant shall suspend immediately a student who is determined to have brought a firearm to school.
2. All schools shall adopt a policy requiring the expulsion of a student who is determined to have brought a firearm to school. The policy must also refer the matter to the appropriate law enforcement agency.
3. A student who is determined to have brought a firearm to school must be expelled from school for a period of not less than one full year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.

4. Nothing in the law prevents a school district from offering instructional activities related to firearms or allowing a firearm to be brought to school for instructional activities sanctioned by the district.

HAZING/HARASSMENT/INTIMIDATION/ BULLYING/MENACING

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated toward any person on the basis of age, race, color, creed, national origin, sex, ancestry, disability, or marital status.

Definitions:

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written, or physical nature.
5. "Bullying" means any act that is used to treat abusively or to intimidate through language or behavior.
6. "Intimidation" includes, but is not limited to, any threat or act intended to tamper with, damage, or interfere with another's property, cause inconvenience, subject another to offensive physical contact, or inflict serious physical injury.
7. "Menacing" is to act in a threatening manner.

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 feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in

violation of this policy is encouraged to immediately report her/his concerns to the Principal or the Superintendent, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

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 the 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. Individuals may also be referred to law enforcement officials.

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as serious offense and will result in disciplinary action or other appropriate sanctions.

The shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed. (School Board Policy #3226)

⇒ HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to the students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes. Daily maximum guidelines per student are as follows:

- primary grades—10 to 20 minutes daily (K-3)
- intermediate grades—20 to 45 minutes daily (4-6)
- junior high—45 to 60 minutes daily (7-8)
- high school—60-90 minutes daily (9-12)

There will be no homework on Friday nights or days prior to a holiday. The policies above do not apply to unfinished class work, assignments, or time spent studying for tests. (School Board Policy #2430)

⇒ HOT LUNCH/BREAKFAST

Staff members are to encourage good eating habits and good manners in the lunch room. Violators will be excused from participating in the hot lunch program. The charge for the hot lunch will be as follows: milk purchased without meals \$0.25/carton; grades K-6, \$1.00/ meal; and grades 7-12, \$1.25/meal; free & reduced, \$.40/meal, adults \$1.75/meal; others \$5.00/meal. All will be allowed 2 milks with meal and will be charged an additional \$.25/carton after that. Prices on all meals are subject to Board action. Free breakfast is provided to students and staff from 7:40-7:55 in the cafeteria.

All lunch balances are expected to remain current. Notices will be sent via text, phone, email, mail, etc. to any negative balance lunch accounts. Should a negative balance of **\$25 be attained, the lunch balance will need to be paid in full or a payment plan arranged with administration to make the account current.

⇒ IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate for that. For medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, pertussis, rebeola (measles), rubella, mumps, poliomyelitis, varicella (chicken pox) and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District. (School Laws of Montana 20-5-403)

If the student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating the immunization conflict with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificated signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. (School Laws of Montana 20-5-405 Medical or religious exemption)

See appendix of this handbook for more information and for the required sign-off sheet for students.

⇒ INCLEMENT WEATHER

In case of inclement weather, where it may be doubtful if school will be in operation, notice of the closing of school will be announced over 660 AM-KEYZ Radio station in Williston. Other area radio and TV stations may also be called about the closing of school. Attempts will be made by the office to contact all parents via text message, and the school website will also be updated.

In case school is in session or any other emergency should arise, listen to the above stated stations, and check school website.

⇒ INFORMATION DISTRIBUTION

Throughout the course of the school year, the school system will inform parents and the public of school events and changes, as accurately and as timely as possible. School newsletters with updates, classroom information, calendars, and other events will be distributed near the beginning of each month. Weekly bulletins will be distributed to students and available to the public on Fridays and will list upcoming events, as known at that time, for the week to follow, to begin the school year. Information will also be distributed through social media, specifically Facebook, as well as the school webpage.

For the most current school information, updates, and changes, along with individual staff and class information (lesson plans, etc.), please visit our school's website at <http://lps.schoolwires.net>

When changes occur on our schedule, and they are then made available on our school's website, those parents/persons who have given their cell phone numbers will also be sent a text message.

Another mode of communication used at Lambert School is our school's Power School used for inter-staff communication and student daily attendance, lunch count, and grading purposes. Parents and/or students interested in checking their students grade status or other office-related interests may do so by visiting our Power School site and logging on using their student password, which will be distributed to each family at the beginning of the school year. Please note, there will be a link on our school web-site to our Power School site, too.

Please also note that changes will occur, and as they do, please be aware and check your text messages and/or the school website for the most immediate important notices, changes, and updates. It's also important to check with your student(s) daily (elementary families may find it helpful to check backpacks each evening) to assist in keeping your family informed as best as possible. Feel free to call the office if you have any questions regarding scheduling and/or changes.

⇒ INITIATION

Freshman initiation practices will be limited to the painting of the “L” during Homecoming week or at another time in the fall as determined by the freshmen advisor(s). Class Advisors must be present. Hazing of the freshman will not be allowed. (see “hazing/harassment” section of this handbook).

⇒ OFFICE MACHINES

Any machines in the Secretary’s, Superintendent’s, Clerk’s offices, copy room, and Teachers’ lounge are to be used by school personnel only. These machines are to remain in their official locations at all times.

⇒ MEDICATIONS – SELF ADMINISTERED

HB 396 allows students to carry and self-administer prescribed asthma medication provided the parent/guardians complete and return the signature page at the back of this handbook. The law limits the permission for self-administration to the school year in which the permission is granted. Permission must be renewed for each subsequent school year.

⇒ PARENTAL INVOLVEMENT

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student’s parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to

1. Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook with his or her child and sign and return the acknowledgment(s) for and the directory information notice by the first day of school. A parent with questions is encouraged to contact the school.
3. Become familiar with all of the child’s school activities and with the academic programs, including special programs offered in the District. Discuss with the staff any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child’s academic progress and contact teachers as needed.
4. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or any staff, please email the staff or call the school.

A teacher will usually arrange to return the call or meet with the parent during his or her Prep Period or at a mutually convenient time before or after school.

5. Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.

6. Become a school volunteer.

7. Offer to serve as a parent representative on the District-level planning committees formulating educational goals and plans to improve student achievement.

8. If the need arises, follow the appropriate chain of command when addressing situations: staff member(s), Activities' Director, Principal, Superintendent, Board of Education.

⇒ PASSES

All passes to leave a classroom will be written by the teacher who is in charge of the student. It must be initialed by the teacher in charge of where the student is going. Passes will be returned to the original teacher. Special hallway/bathroom passes may be available in some classes, however, students must ask and gain permission before those passes may be used.

No student is to be out of a room without a pass. Only one hall pass may be issued at one time to the lockers and/or restroom. Students may not take cell phones with them without special permission by the teacher in charge of that classroom.

⇒ PERSONAL PROPERTY

Any valuable or property a student may want safe-guarded should be given to her/his teacher, advisor, or coach for safekeeping. The school or its employees are not responsible for any individual's property lost, stolen, broken, or destroyed.

⇒ PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or mediation during any school activity.

⇒ PRE-KINDERGARTEN

Our school provides pre-K, free of charge, for those students meeting the age requirement (four years old by September 12) and residing in the District. Students attending pre-school, as well as their parents and care-givers must abide by these guidelines listed below. If continued issues arise with respect to these guidelines, a meeting of the pre-school teacher, Administration, and parent(s)

may be necessary. Consequences of non-compliance will be left up to the discretion of the Administration.

1. Class starts at 8 am and ends at 11 am. Please drop PRESCHOOLER off at the FRONT office door earlier, as we will all meet in the classroom and then go to the cafeteria to share breakfast together at 7:50. There are to be no exceptions to this rules, as we are responsible for the safe monitoring of each child!

2) IF it is 7:50 am or later it is your responsibility to escort your child to the cafeteria. Even if you see the teacher in the hall or at the classroom door, please assist your child in catching up with the group, as it is quite disruptive to ask other students to wait for your child to catch up.

2) Please **NOTE**, if the buses are not running due to the weather, there will also be **NO** preschool that day, even if you live in town.

3) Absolutely **NO** flip flops...they are an issue when we are walking in line, on the playground or in the gym, we want to keep their little feet free of injury.

4) Please inform any other people who are dropping off/picking up your child of these rules prior to them doing so.

⇒ PROTECTION OF PUPIL RIGHTS AMENDMENT

Notification of Rights for Elementary and Secondary Schools

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- * Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- * Receive notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

* Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

*These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Lambert School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lambert Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Lambert Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Lambert Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

*Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. SW
Washington, D.C. 20202-5901

⇒ SAFETY

A) ACCIDENT PREVENTION:

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should

1. Avoid conduct that is likely to put the student or other students at risk.
2. Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the Administration, teachers, staff members, or bus drivers.
3. Remain alert to and promptly report safety hazards, such as intruders on campus.

4. Know emergency evacuation routes and signals.
5. Follow immediately in the instructions of Administration, teachers, staff members, or bus drivers who are overseeing the welfare of students.

B) ACCIDENT INSURANCE:

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office. This insurance information will be made available to parents at the beginning of the school year, or whenever requested.

C) EMERGENCY MEDICAL TREATMENT AND INFORMATION:

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore parents are asked each year to complete an emergency care consent form and return it to the school promptly. Parents should keep emergency care information up to day (name of doctor, emergency phone numbers, allergies, etc.) Please contact the office to update any information.

D) EMERGENCY SCHOOL-CLOSING INFORMATION:

In emergency cases (due to weather, water problems, etc.), it may be necessary to close down school once it is in session. At that time, parents will be notified via a text message and/or phone call home and/or to parent's workplaces, and information will be distributed to radio and television stations. The school web-site will also be updated.

⇒ **SCHOOL HOURS**

School is in session Monday through Thursday from 8:00 A.M. - 3:12 P.M. in grades K-12. School is in session on Fridays from 8:00 A.M. – 2:15 P.M. Parents will be notified about early-outs and other schedule changes as needed. Buses will arrive about 7:45 A.M. and depart after school at 3:16 P.M. Free breakfast will be served in the cafeteria from 7:40-7:55. Students wanting to eat breakfast may arrive at 7:40; those not eating breakfast should not come to school before 7:55 am. Students driving to school must park in the new north parking lot.

Teachers shall be in the school building from at least 20 minutes before the first classroom bell until 20 minutes after the last classroom bell.

⇒ **SCHOOL TELEPHONES**

The telephone numbers of the Lambert School are: 774-3333 office and 774-3335 FAX. All classrooms and offices are also equipped with phones. In order to access a room, dial 774-3333, wait for instruction, and then dial the proper extension number. A staff member may or may not

be available for conversation. Please leave a voice message if you do not get through to whom you wish to speak.

The school telephone is for school business only. Students are to use the phone by the Main Office only with staff permission and in case of medical emergency. Office personnel will take messages for students and notify them as soon as possible.

Students WILL NOT be called out of class to answer the telephone.

The pay telephone and student telephone may be used before school begins, at lunch break, or after school whenever possible. It may be used during the break between classes, but those students who are late to class because of telephone use will receive an unexcused tardy. No telephone calls will be made by students unless they first get permission from the superintendent, clerk, or secretary

Classes or organizations must use their assigned student numbers, and the cost will be deducted from the class or organization accounts at the end of each month. Unauthorized use of phone code numbers will result in paying for the charges and serving detention.

⇒ **SEXUAL HARASSMENT**

Sexual harassment is NOT ACCEPTABLE OR ALLOWABLE. Flirting and sexual harassment are not the same. Flirting is behavior that is wanted by both parties. Sexual harassment is NOT wanted. Flirting can go both ways. Sexual harassment is one-side and of a sexual nature, and

1. Is VERBAL—like teasing or sexual jokes, telephone calls, singing sexually explicit lyrics, sexual propositions, rumors.
2. Is PHYSICAL—like touching or grabbing, “wedgies” or “panting”, blocking the doorway, pressing up against someone.
3. Is GESTURES—like suggestive lip licking and tongue movement, mimicking sexual activity, staring.
4. Is WRITTEN— like notes, letters, emails, sign on lockers of walls or bathroom stalls.
5. Is ILLEGAL! And is prohibited at school. Board policy provides a remedy for students who believe they have been sexually harassed.

⇒ **STUDY HALL GUIDELINES**

The purpose of a study hall for our 7-12th grade students is to provide a time for quiet and productive studying. One study hall per day is allowed per student, unless otherwise specified in an IEP. Study hall will be an option offered throughout the daily schedule, as it fits and is beneficial. Please remember that participating in a study hall is a privilege and that guidelines below are put in place to create a comfortable and acceptable study atmosphere:

1. Students will bring all necessary books, writing utensils, etc. with them to study hall each day. If a student has no homework on any given day, they must bring in a novel to read or something else which is acceptable to the study hall facilitator.
2. Students may work together quietly, providing they do not disturb other students trying to work. Permission must be granted by the study hall facilitator, however. Students talking

about subjects other than schoolwork will be isolated and could possibly lose study hall privileges.

3. Only one student at a time may use the study hall pass. Students will go to and return directly from their destination. Students will be allowed passes to the library only when the librarian is available for supervision.
4. If a student needs to be in another classroom during the course of the study hall, the student must obtain permission and a written pass from the teacher of the classroom where the student intends to go. **STUDENTS**—you must plan ahead in order for this to happen, and you must present your study hall facilitator with this pass at the beginning of your study period in order to ensure that you will be allowed to leave your study hall.
5. **PLAYING NON-EDUCATIONAL GAMES**, on the computer or otherwise, **will not be allowed** in study hall. Music may be allowed (general and/or individual) upon discretion of the study hall facilitator.
6. Food and drink are not allowed in study hall, unless special permission is granted by the study hall facilitator.
7. All other instances and circumstances will be dealt with at the discretion of the supervising facilitator.
8. Facilitators may choose **NOT** to allow students to talk at all during study hall.

⇒ TEXTBOOKS/OTHER SCHOOL PROPERTY

Textbooks and other school properties are furnished by the school district and are issued at the beginning of each year and throughout. Students who lose or damage a book or other property while it is checked out to them will be expected to pay for the cost of replacement.

⇒ TRANSPORTATION

It is your responsibility to inform yourself of the contents of the **following** regulations. They will be enforced. In addition, those who are not regular passengers will not be allowed to ride any bus without first getting permission of the bus driver and the office.

THE SCHOOL DISTRICT RESERVES THE RIGHT TO DENY BUS RIDING PRIVILEGES TO ANYONE NOT OBEYING THE REGULATIONS.

A) SCHOOL BUS REGULATIONS PREVIOUS TO LOADING (On the road and at school)

1. **Be on time** at the school bus stops - Keep the bus on schedule. All students from one family must be at the stop on time.
2. Safety should never be sacrificed to the maintenance of the schedule. When unforeseen circumstances or conditions, such as unusual weather or road conditions, cause the bus to

become off schedule, the driver should never try to make up time by driving at a speed she/he would not ordinarily consider to be safe.

3. Stay off the road at all times while waiting for the bus. Bus riders will conduct themselves in a safe manner while waiting.
4. Be careful in approaching bus stops.
5. Wait until the bus comes to a complete stop before attempting to enter.
6. Bus riders are not permitted to move towards the bus at the school loading zone until the buses have been brought to a complete stop.
7. Buses should stop only at designated loading places approved by school authorities. Exceptions will be made only in cases of emergency.
8. The driver should never permit a child to leave the bus except at her/his regular stop unless requested to do so by written permission to the school administrator signed by the parent or legal guardian of the child in question.
9. The bus drivers should always be on time at her/his loading position and should be on hand continuously while the bus is being loaded and unloaded.

WHILE ON THE BUS:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking, laughing, or unnecessary confusion may divert the driver's attention and could result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home.
5. Parents who visit may ride with prior approval from administrator and driver.
6. Remain in your seats at all times.
7. If bus drivers so desire, they may assign seats in order to eliminate disorder and disruptive behavior.
8. Bus routes cannot be approved to drive up to the house of each patron to pick up the children. Bus transportation is a group service and not an individual taxi service. Many private roads do not provide safe routes for heavily loaded buses. Moreover, the occurrence of accidents on private roads can give rise to complex problems in connections with liability related to personal injuries, property damage, etc. The law contemplates that children can be expected to walk a mile and one half to get on the bus if necessary. (Section 75-3407, paragraph e,o,n,r 1947)

IMPORTANT
STUDENT/PARENT/
SCHOOL
INFORMATION WHICH
REQUIRE PERMISSION
AND SIGNATURES

**(TO BE COMPLETED AND RETURNED ON OR
BEFORE THE FIRST DAY OF SCHOOL FOR
EACH STUDENT ATTENDING.**

**Please read, complete and submit the signature
page(s), found on page 61, along with the Participation
Forms on pages 62-63.)**

(Please read all sections carefully before signing sign-off sheet, found on page 61. In addition, the participation form found on pages 62-63, must be submitted for each student attending Lambert Public School).

A. ACCEPTABLE USE AGREEMENT--LAMBERT PUBLIC SCHOOLS
ACCEPTABLE USE POLICY--NETWORK, E-MAIL, AND INTERNET

Computers are used to support instruction and to enhance learning. Computer networks allow people to interact with many computers. These networks connect our students, teachers, administrator, and office personnel with each other. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all computers used through the School Districts are used in a responsible, efficient, ethical, and legal manner.

TERMS AND CONDITIONS

Network Etiquette

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

- a. Be polite.
- b. Use appropriate language.
- c. Do not reveal the personal address or phone number of any students or staff members.

Safeguards

Lambert Public Schools will try to block, to the greatest extent possible, access to any Internet material the District deems inappropriate for school use. In addition, the Schools have installed network security software and an Internet filtering appliance, to help filter inappropriate web site addresses and block off all access to chat rooms.

Access

Students must meet three criteria before they may access the Network, E-mail, or Internet material from Lambert Public Schools.

- a. Turn in a signed Acceptable Use Agreement each year.
- b. Obtain teacher or administrator permission prior to each incidence of access.
- c. Work on the Internet only under the direct supervision of a teacher or administrator.

Acceptable Use/Privileges

Student and teacher use must be in support of education and research and be consistent with the educational objectives of Lambert Public Schools.

1. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to, copyrighted material and threatening or obscene material.

2. Using profanity, obscenity, or other language that may be offensive to other users.
3. Reposting (forwarding) personal communication without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.
6. Changing displays, sounds, etc. from those set by the instructor unless approved by the instructor.
7. Changing computer files that do not belong to the user.
8. Sharing his or her password with anyone.
9. Using a password other than your own.
10. Downloading executable program files to the hard drive from the Internet (i.e. games, computer utilities, etc.)
11. Installing home software programs on a school computer.
12. Using any school computer without permission.
13. Using disks from home without prior authorization and virus check by a faculty member.
14. Playing games on the computer without prior authorization from a faculty member.
15. Bypassing the internet filter appliance.
16. Altering the preset Internet Browser settings.

CONSEQUENCES

The Superintendent, Principal, and Teachers will deem what is inappropriate use. Their decision is final. Also, the system administrator may close an account at any time as required. Depending on the severity of a situation, administration and faculty of Lambert Public Schools may request the system administrator to deny, revoke, or suspend the Network, E-mail, or Internet privileges of any user. If outside services are required to repair the computer system due to a user's vandalism, the user may also be responsible for the costs incurred by the School Districts.

- 1st Offense- minor infraction-loss of computer use for 30 school days.
- 2nd Offense- loss of computer use for 60 school days and possible in school suspension.
- 3rd Offense- loss of computer use for 180 school days which may carry over into the next school year and suspension.

Disclaimer - Lambert Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lambert Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Lambert Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. (School Board Policy #3612P)

**I have read the Acceptable Use document and understand the conditions for accessing the Network, E-mail, and Internet at Lambert Public Schools. I further understand that violation of the regulations may mean the revocation of my computer privileges. (Student signature agrees to this portion).

As the parent or guardian of this student, I understand that the access to Lambert Public Schools' Network, E-mail, and Internet is designed for educational purposes and access may be suspended for misuse of the Network, E-mail, or Internet. I further understand that it is impossible for Lambert Public Schools to restrict access on the Internet to all controversial materials. My signing this agreement indicates I agree to the terms and conditions of this agreement and that I will not hold Lambert Public Schools nor its staff, administration, or Board of Trustees responsible for materials this student may acquire on the Internet. (School Board Policy #3612F) (Parent signature agrees to this portion)

B. ADMINISTERING MEDICATION

Any medication my son/daughter brings to school will be given to office personnel to store in a designated location. I will allow my son/daughter to self-administer over the counter Tylenol/ Ibuprofen/Midol--or similar medication, and/or prescription medication as prescribed by a doctor which they will take in the office under supervision. **Please provide a Doctor's note with information regarding medication dosage, so the office may supervise the self-administration, as necessary.**

C. SNOW HOME

If my child cannot get home in the event of a storm, **I have contacted the following person(s)** and my child is to stay with them:

D. PERMISSION TO GO TO LIONS DEN AT NOON (Grades 7-12)

I give my permission for the named student to leave the school at noon to eat/obtain lunch at the Lion's Den.

E. PERMISSION TO GO HOME AT NOON (Grades 7-12)

I give my permission for the above named student to leave the school at noon to eat/obtain lunch at the home.

F. RELEASE TO PRINT STUDENT'S NAME:

This release is necessary so that we can list your child on sports programs, honor rolls, newsletters and newspaper articles, etc.

G. RELEASE OF STUDENT'S RECORDS

Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be returned to the school office within ten (10) school days of the time this handbook was given to my child.

Directory information ordinarily includes:

student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight of members of football teams, height of members of athletic teams, photographs, dates of attendance, awards received in school, most recent previous school attended, acknowledgements in information posted on Facebook, twitter, or the newsletter posted on the school webpage.

In exercising my right to limit release of this information, I have **listed on the signature page** the items of directory information listed above that I wish the District to **withhold** about my child.

H. READ/UNDERSTAND ELECTION DEVICE INFO/GRANT PERMISSION (P13)

The student and parent have read and understand this information and, as the parent, grant permission for my student to use electronic devices, as outlined on page 13 of the Handbook.

I. LAMBERT PUBLIC SCHOOLS HANDBOOK

Students will abide by all guidelines in this handbook. Signature indicates this statement.

J. COMPLETE AND ATTACH THE STUDENT PARTICIPATION FORM

Please complete one form/each student attending our school. Attach the form(s) to the back of the Signature Page or drop it off at the Main Office, on or before the first day of school.

Seventh-Twelfth grade students, please note, by signing this form, you are also committing to our Training Rule Policy as outlined, beginning on page 30 of this handbook.

LAMBERT PUBLIC SCHOOLS--PARENT/STUDENT SIGNATURE PAGES

For your convenience, this form may also be found on our school website, under the Resources tab!

In order to reduce paperwork on both the family’s part and the school office, we are using the following page which warrant your signatures. Please note that this particular signature page **for each student** still must be completed and signed, but that you may now simply read through the descriptive information in this Handbook and then refer back to this page **only** to complete. Just fill out all highlighted areas, checking the “yes” or “no” column for each section, and sign once at the bottom of this page (again, one per student attending school. You may then return **only this sheet/student to the school office on or before to the first day of school. Also, a participation form (p 62/63) for EACH K-12 student must be completed. It is used for all Lambert School Activities.**

(PLEASE PRINT)

STUDENT’S NAME: _____ STUDENTS’S GRADE: _____

PARENTS’ NAMES: _____

SIGN-OFF CATEGORY	YES?	NO?	COMMENTS.....
A) Acceptable Use Agreement (see page 55)			
B) Administering Medications (see page 58)			

**Please attach the statement from the doctor including necessary self-administering information

C) Snow Home (see page 58)

Name of responsible party at Snow Home: _____ Phone: _____

D) (7-12 th only) Permission to go to Den for lunch? (p 58)			
E. (7-12 th only) Permission to go home for lunch? (p 58)			
F. Release to print student’s name on programs, etc (p 58)			
G. Release of student’s records (p 60)			

Please list the part(s) you DO NOT want released: _____

H. Understand electronic device info (p13 & 60)/grant permission			
I. Read/understand the Student/Parent Handbook (p 60)			
J. Complete and attach Student Participation form (p63) for each student			

**We have read through and completed the information in the sections listed above, and/or marked “yes” or “no” indicating our permission for those categories. Our signatures below verify those preferences.

Parent(s)’ signatures: _____ Date: _____

_____ Date: _____

Student’s signature: _____ Date: _____

For your convenience, this form may also be found on our school website, under the Resources tab!

I. Student Athlete and Student Activities Participation Form

LAMBERT PUBLIC SCHOOL

TO BE RETURNED ON OR BEFORE THE FIRST DAY OF SCHOOL TO THE LAMBERT SCHOOL OFFICE

NAME: _____
(Last) (First) (MI)

BIRTHDATE: _____ ETHNICITY: _____ YEAR IN SCHOOL: _____

PRIMARY PARENT(S)/GUARDIAN: _____ PHONE:(H) _____

(W) _____ Cell: _____ Email: _____ Physical ad: _____

Mailing ad (if different from physical) : _____ CITY: _____ STATE: ____ ZIP: _____

OTHER PARENT(S)/GUARDIAN (IF NEEDED): _____ PHONE:(H) _____

(W) _____ Cell: _____ Email: _____ Physical ad: _____

Mailing ad (if different from physical) : _____ CITY: _____ STATE: ____ ZIP: _____

**In case of emergency and the parent cannot be reached, the following person(s) is authorized to act on our behalf.

EMERGENCY CONTACT: _____ CONTACT PHONE: _____

ACTIVITY PERMISSION: (Parent/Guardian and Student *initial* the applicable activities.)

_____ Basketball _____ FFA _____ Golf _____ Track _____ BPA _____ School approved field trips

_____ Band/Choir _____ Cheerleading _____ Football _____ Volleyball _____ Cross Country

PARTICIPATION WARNING:

I/We give our permission for _____ (Student) to participate in organized inter and intra-scholastic athletics/activities, realizing that such activity involves the potential for injury which is inherent in all sports. I/We acknowledge that even with competent coaching/advising, the use of appropriate protective equipment and strict enforcement/observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. Because of the dangers of participating in the above sports/activities, I recognize the importance of following coaches/advisors instructions regarding playing techniques, training and other team rules, etc... and I agree to obey such instruction.

PARENT/GUARDIAN STATEMENT:

I/We hereby certify and affirm that I/we are parent(s)/legal guardian(s) of _____ (Student). I/We understand and have read this warning and am cognizant of its terms. I/We understand that all sports/activities can involve many risks of injury including, but not limited to, those risks indicated. I/We hereby assume all risks of playing or practicing to play/participate for the above named student.

WAIVER OF LIABILITY:

I/We further release and waive, and agree to indemnify, hold harmless or reimburse the school district, and the individual members, agents, employees and representatives thereof, as well as sport/activity supervisors and coaches, from and against any claim which the above named student, I/we, and/or other parent(s) or guardian(s), and sibling, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or in connection with the participation by the above named student. I/We understand by signing this warning, agreement to obey instructions, and assumptions of risk, I/we are waiving all rights that the above named student, I/we, or any other person may have to any compensation for any physical injury that may result from participation by the above named student.

EQUIPMENT RESPONSIBILITY:

I/We agree to be responsible for the safe return or replacement of all athletic and/or activity equipment issued by the school to the above named student.

TRAINING RULES:

I understand that the Lambert School and Fusion athletic co-op have a Training Rules Policy that prohibits certain actions by me from the first day of practice to and including the last day of the season. I have read the policy (in the Student Handbook) and understand my expectations as a participant. Participation is a privilege, not a right!

EMERGENCY MEDICAL INFORMATION:

If emergency service involving medical action or treatment is required and the parent(s) or guardian(s) cannot be contacted, I/we hereby consent for the student named on the front page of this information sheet to be given emergency medical care of the doctor or hospital selected by the school.

NAME OF FAMILY PHYSICIAN: _____ PHONE: _____

Please list any medications, allergies, medical problems, and/or medical concerns of which the coach/advisor should be aware:

INSURANCE:

I/We understand that Lambert Public School and Fusion Athletics does not carry a medical insurance policy which covers participants in athletics/activities. *(Please check one below.)*

____ I/We understand that my son/daughter is covered by our family medical policy with the listed company.

(Name of Insurance Company)

____ I/We understand that my son/daughter is not covered by a medical policy and I am responsible for the payment of medical bills that are incurred.

OUT OF TOWN TRAVEL:

I/We understand that the student is a member of a school group and he/she must be encouraged to travel to and from that activity on transportation provided by the school...which may be required.

The exception to this rule may be a student traveling home with a parent/guardian in which case the parent/guardian must *personally* contact the coach/advisor of the activity and sign a parental/guardian release which indicates you assume liability of your student(s). I/We understand that should a student violate any of the school travel rules (in the Student Handbook), the parent/guardian and the superintendent and/or AD, will be notified and the student will either be held for the parent(s)/guardian(s) arrival or be sent home at the parent(s)/guardian(s) expense by the most reasonable means of transportation; or turned over to local authorities if criminal in nature.

I/WE HAVE READ, UNDERSTAND, AND AGREE TO THE INFORMATION CONTAINED IN THIS AGREEMENT AND WILL ABIDE BY THE CONTENTS OF THIS DOCUMENT.

SIGNED: _____ DATE: _____
(Parent/Guardian)

SIGNED: _____ DATE: _____
(Parent/Guardian)

SIGNED: _____ DATE: _____
(Student Participant)