



2018-2019 Student Handbook

Receipt of Handbook

(Parent/Guardian: Please complete this page and return it to the teacher)

"I have received a copy of the Pleasant Valley School Student Handbook for 2018-2019 and understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____



2018-2019 Student Handbook

To Students and Parents:

The Pleasant Valley School Student Handbook contains information that students and parents are likely to need during the school year. The 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.

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.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

In case of conflict between School Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

District 27 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.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her 16th birthday is required to attend each school day. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122 and 3122P.
- When a student must be absent or tardy from school for any reason, please contact the school at 858-2343 between 8-9 a.m. to notify the teacher of the absence. If a student arrives after 9:30 a.m., it will be considered a half-day absence for the morning. If a student leaves before 2:30 p.m., it is counted as a half-day absence for the afternoon. If a student must be absent from school, the student, upon returning to school, must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. The school should receive notification of each student absence. The failure of a parent/guardian to do so will result in an unexcused absence.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. If a student is going to be absent for an extended period of time, parents/guardians should contact the school to arrange to pick up the child's books and assignments. Please allow 24-hour notice prior to picking up the materials for the teacher to assemble work.
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the teacher so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hansen's Disease	Ringworm of the scalp	Tuberculosis
Campylobacteriosis	Hepatitis	Pinkeye	Whooping Cough (Pertussis)
Chickenpox	Influenza	Rubella (German Measles)	
Chlamydia	Lyme disease	Salmonellosis	
Colorado Tick Fever	Malaria	Scabies	
Diphtheria	Measles (Rubeola)	Shigellosis	
Gastroenteritis	Meningitis	Streptococcal disease	
Giardiasis	Mumps	Syphilis	

BULLYING / HARASSMENT / INTIMIDATION / HAZING

Bullying, harassment, intimidation or hazing by students, staff or third parties is strictly prohibited and will not be tolerated. All complaints about behavior that may violate this policy will be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. See Policy 3226

COMPLAINTS/GRIEVANCES BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Teacher at Pleasant Valley School. If still unresolved, the matter may be referred to the County Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. For further information, refer to Policy #3215.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class with appropriate materials and assignments.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Pleasant Valley School rules and discipline will apply:

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

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.

COUNSELING

Personal Counseling

A school counselor may be available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the teacher at Pleasant Valley School.

***Please note:** The school will not conduct a psychological examination, test or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.*

DISTRIBUTION OF MATERIAL

School Materials

All school materials and publications are under the supervision of the teacher.

Non-School Materials

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. Students are expected to maintain a dress code that demonstrates common sense, self-respect and respect for others. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following guidelines:

1. Shorts/skirts/dresses are to be of mid-thigh length.
2. Hats, bandanas or other headgear are not to be worn in the building. These items are to be removed upon entering the building and hung on the wall coats hooks or kept in a backpack.
3. No coats or jackets are to be worn in the classrooms, unless the teacher uses discretion in their wearing based on climate conditions.
4. Jewelry, clothing or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products or having sexual or vulgar connotations are not allowed.
5. The length of shirts must extend beyond the belt level and the student's midriff must not be visible. Shirts and dresses must fully cover the back and chest area and have adequate shoulder straps. Single strap or spaghetti strap shirts and dresses are not allowed.

EXTRACURRICULAR ACTIVITIES, FEES & SCHOOL SUPPLIES

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, may be expected to provide his or her own pencils, paper, erasers and notebooks; and may be required to pay certain other fees including:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Students are expected to provide their own lunch.

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 to the Pleasant Valley School's District Clerk's Office.

FIELD TRIPS & PERMISSION SLIPS

A completed permission slip is required for student participation on a field trip. Without the signed permission slip, a student will be excluded from the field trip.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Pleasant Valley School Board at a regular Board Meeting.

HEALTH SCREENINGS & COMMUNITY HEALTH CENTER

It is the mission of Flathead City-County Health Department to assure the conditions in which people can be healthy through collaboration, education, promoting stewardship of resources, and providing preventative health services to our community.

The Health Department offers services including:

- Vision and scoliosis screening with referrals for care
- Guidance to parents in obtaining care through public/private facilities
- Referral for financial aid when appropriate

Parents/guardians are encouraged to contact the Health Department at 751-8101 with any questions or concerns. Their website is: www.flatheadhealth.org

The Flathead Community Health Center is located on the 3rd floor of the Flathead City-County Health Department and offers primary and dental care based on a sliding fee scale for income.

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. 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.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. Required immunizations are listed below or visit: <http://dphhs.mt.gov/publichealth/Immunization/SchoolLawUpdate>

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.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present an "Affidavit of Exemption on Religious Grounds from Montana School Immunization Law and Rules" (HES-113) signed by the parent and notarized, stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This form must be renewed yearly.

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

VACCINE	PRESCHOOL¹	KINDERGARTEN - 12TH GRADE
Haemophilus influenza Type B (Hib)	1 dose (given on or after the 1st birthday, unless child is older than 59 mos) ²	None Needed
Diphtheria, Tetanus & Pertussis (DTaP, DT, Td, Tdap)	4 doses	4 doses (one dose must be given on or after 4th birthday) ^{3,4} Plus 1 dose of Tdap (prior to entering 7th grade) ⁶
Polio (IPV or OPV)	3 doses	3 doses (one dose must be given on or after 4th birthday)
Measles, Mumps, and Rubella (MMR)	1 dose (dose must be given on or after 1st birthday)	2 doses (first dose must be given on or after 1st birthday, & spacing between doses is 4 wks)
Varicella "chickenpox" (Var)	1 dose (dose must be given on or after 1st birthday) ⁶	2 doses (first dose must be given on or after 1st birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those 13 years and older) ^{5,6}

¹Per MCA 20-5-402 a preschool is defined as a facility that provides, on a regular basis and as its primary purpose, educational instruction designed for children 5 years of age or younger and that: (a) serves no child under 5 years of age for more than 3 hours a day; and (b) serves no child 5 years of age for more than 6 hours a day.

²Hib vaccine is not recommended for children older than 59 months.

³DT vaccine administered to pupils less than seven years of age is acceptable only if accompanied by a medical exemption that exempts the pupil from pertussis vaccination per ARM 37.114.705.

⁴A pupil 7 years or older who has not completed the DTaP requirement must receive additional doses of Td/Tdap vaccine to reach a minimum of 3 doses of any combination of DTaP, Td, Tdap or DTP per ARM 37.114.705.

⁵While it is not recommended, if a child younger than 13 years receives their second dose of varicella at an interval of 4 weeks or longer, the dose does not need to be repeated.

⁶As of October 1, 2015 pupils are required to have varicella vaccine and all pupils 7th-12th grade must have a Tdap vaccine.

Note: A four day grace period may apply, as appropriate, per the Advisory Committee on Immunization Practice (ACIP) recommendations.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The lead teacher will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The lead teacher ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the teacher considers to be a valid objection.
- The lead teacher ordinarily will be present unless the interviewer raises what the teacher considers to be a valid objection.
- The lead teacher will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the teacher will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The teacher will immediately notify the County Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the teacher considers to be a valid objection to notifying the parents. Because the teacher does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a completed and signed Medication Form from his or her parent, and the medicine in its original, properly labeled container, to the Pleasant Valley School teacher. The Pleasant Valley School teacher will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. [Refer to policy 3416, 3416F, 3416F1]

NEWSLETTER AND WEBSITE

A school newsletter is published monthly. School information is also available on our website at: www.pleasantvalleyschoolmontana.org

The purpose of the newsletter and website is to keep students, parents/guardians and the community informed of the activities and events taking place within the school.

PARENT INVOLVEMENT, RESPONSIBILITIES AND RIGHTS

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 parents/guardians and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- 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.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact the Pleasant Valley School teacher or district clerk.
- 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 principal/teacher any

questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress or meet with the teacher as needed.

- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with the teacher, please call the PVS office at 858-2343 for an appointment. The teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Become a school volunteer. For further information, contact the teacher.

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 meditation during any school activity.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted based on age or other social reason not related to academic performance.

PROTECTION OF STUDENT RIGHTS

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

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

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the lead teacher or designee and according to the building sign-out procedures. Unless the lead teacher has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning or the parent must inform the teacher in person that morning after drop off.

A student who becomes ill during the school day should notify the teacher. The teacher will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents quarterly.

In grades Junior Kindergarten through 8th, achievement shall be reported to parents as:

Junior Kindergarten & Kindergarten:

M = Mastery (90-100)
S = Satisfactory (60-89)
U = Unsatisfactory (0-59)

Grades 1-8:

A = Excellent (90-100)	Excellent work; good use of ability
B = Above Average (80-89)	Above average of the group
C = Average (70-79)	Average level; meets minimum standards
D = Below Average (60-69)	Below Average achievement; barely passing
F = Failure (0-59)	Failure, poor work, does not meet minimum standards
I = Incomplete	Incomplete to date
S = Satisfactory	
P = Progressing	Progressing but achievement below expectations
U = Unsatisfactory	Unsatisfactory; need for improvement

SAFETY

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:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the teacher.
- Remain alert to and promptly report safety hazards, such as intruders or wild animals on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of the teacher or other District employees who are overseeing the welfare of students.

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 or present proof of insurance.

Emergency Medical Treatment and Information

The school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. in the event the student has a medical emergency at school or during a school-related activity and a parent(s) cannot be reached. Therefore, parents are asked each year to complete an Emergency Care Consent Form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information

Please contact Pleasant Valley School at 858-2343 or contact the Flathead County Superintendent of School's Office at 758-5720 or visit: <https://flathead.mt.gov/schools/closures.php>

SCHOOL BOARD ELECTIONS

Pleasant Valley School District #27 holds Trustee Elections each May. If you are interested in running for a seat on the Pleasant Valley School Board, please contact the district clerk for more information or visit: <https://flathead.mt.gov/election/index.php>

Any registered voter who lives within the district may be a candidate. A trustee's term is three years unless appointed to fill an unexpired term. An appointed trustee shall serve until the next regularly-scheduled election. Pleasant Valley School operates with a three-person board.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Storage Areas

Students' desks and storage areas are school property and remain under the control and jurisdiction of the school, even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned areas.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe they may contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3431.

The parent will be notified if any prohibited items are found in the student's desk or storage area.

Drug Detection Dogs

The teacher, School Board or district clerk may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. **Parents who feel their child may qualify for 504 should contact the teacher to initiate an evaluation.** Refer to Board Policy 2162 & 2162P.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

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

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

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

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

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

If the resolution of the complaint by the teacher or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Board of Trustees.

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

For more information about the District's complaint procedure, see Policy 1700.

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the teacher to initiate an evaluation.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

At Pleasant Valley School, the lead teacher is custodian of all records for currently enrolled students. The County Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the teacher to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The lead teacher, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

Daily school bus transportation to and from school is not available to students attending Pleasant Valley School, however, Pupil Transportation Programs are available to students living three or more miles from school. Further information may be obtained by contacting the district clerk.

Pleasant Valley School operates a vehicle for school-related activities. When students ride in a District vehicle, seat belts must be fastened at all times. Misconduct will be punished and school trips may be suspended.

VISITORS

Parents and others are welcome to visit Pleasant Valley School. For the safety of those within the school, all visitors must first report to the clerk's office. Visits to the classroom during instructional time are permitted only with approval of the teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.