

# **Denton Student Handbook**



**2023 – 2024**

# **TROJAN CODE OF CONDUCT**

**I AM RESPECTFUL**

**I AM RESPONSIBLE**

**I AM SAFE**

**I AM PREPARED**

## **THE FOUR P'S**

**PROMPT**

**POLITE**

**PREPARED**

**PARTICIPATE**

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## **PHILOSOPHY OF EDUCATION**

An educated, mentally and physically healthy individual is the goal of the Denton School District. Our duty is to contribute to the development of such individuals. The obligation of the Denton School community and its professional teaching and support staff is to provide a social and learning environment and processes that contribute to the development and growth of an enlightened citizenry.

Further, every school must allow for the development of each student to his or her highest potential as an educated human being. If personal growth is to take place, each student must be helped to become aware of the value of:

Computation, written, oral, and reading communication skills. The world of science and the fundamentals of scientific inquiry. Historical perspective, cultural relativity, and the relationship of philosophy to learning. The world of work and the work ethic. The relationship between physical condition and mental well-being. The arts, as an expression of human spirit, joy, and communication. Ability to think critically and solve problems. Intellectual curiosity in matters of things, peoples, and ideas. The best forms of learning, which is those where learning is self-motivated, exciting, and fun. Taking responsibility for thoughts and actions because life itself is a commitment to involvement.

Success in this effort cannot be attained without a shared appreciation of the school's philosophy which reflects the values of the community, parents, teachers, administrators, and the students themselves who ultimately, must want to be in school. Accordingly, students, teachers, administrators, parents, and community members, should be encouraged to explore and develop curricula, styles and forms of learning, social activities, and guidance and counseling services, that lend themselves to a more dynamic, cohesive, complimentary, and productive learning atmosphere and experience.

## **ALL VISITORS MUST FIRST CHECK IN WITH THE MAIN OFFICE!**

Classes begin at 8:00 A.M. and continue until 3:39 p.m. Monday through Thursday.

### Monday – Thursday

Period 1 8:00 – 9:00  
Period 2 9:03 – 10:03  
Period 3 10:06 – 11:06  
Period 4 11:09 – 12:09  
LUNCH 12:09 – 12:30  
Period 5 12:33 – 1:33  
Period 6 1:36 – 2:36  
Period 7 2:39 – 3:39

### SCHOOL LUNCH TIMES

#### Monday – Thursday

11:35 – 12:00 K-1  
11:40 – 12:00 2-3  
11:40 – 12:00 4-6  
12:09 – 12:30 7-12

### **SCHOOL MEAL PRICES**

Student breakfasts are available for \$2.50 for K-12 students.

Student hot lunches are available for the following:

K-6 \$3 per meal                      7-12 \$3 per meal

Unused meal ticket balances at the end of the school year are carried over to the following year, unless the parent requests otherwise.

### **SCHOOL MEAL CHARGES**

We understand there may be a time when your child may have to charge his or her lunch. In order to comply with Federal regulations such charging cannot exceed 10 days. Unfortunately we will not be able to allow your child to continue to have a school prepared meal once she or he has accumulated the maximum 10 charges. The school secretary will notify parents when their child/children have charged 5 times.

### **FREE AND REDUCED MEALS**

Free and reduced meals are available for students whose families qualify. In order to determine who qualifies for a free or reduced lunch, parents or guardians must complete and return the application for free and reduced meals. The application may be picked up at the school office. We cannot allow a child to begin receiving a free or reduced meal until the form has been completed and approved by the Superintendent. If you have any questions or wish to receive an application, please contact Summer Allen School Secretary, 567-2270 or Mr. Sparks, Principal, 567-2270 ext. 102.

### **POP/JUICE MACHINES**

All students are not allowed to bring pop/juice into a classroom or restricted area without staff approval. K-6 students are not allowed to purchase pop or juice from the vending machines until after school hours.

### **OPEN CAMPUS**

Open Campus privileges means that a high school student may leave campus during the lunch break. If, however, a student drives dangerously, does not obey basic traffic rules, and/or spins gravel on school grounds, they will immediately lose driving privileges during the lunch break for 20 school days.

Students leaving during the lunch break are being allowed a privilege and high school students' grades 9-12 will need to meet requirements set forth for open campus, and students K-8 must have written approval from a legal guardian in order to leave campus for lunch. Violations of policy rules could result in disciplinary consequences and loss of the privilege for 20 school days.

It is our belief that high school students should be responsible for both their behavior and driving during the course of the day; including parking lots and lunch break. Students are to remain on campus during scheduled classes unless they have written permission from their parent/guardian or administration. With such permission students must sign out at the office when they leave and sign in upon returning to school.

## **CELL PHONE & PORTABLE ELECTRONIC DEVICE POLICY**

Students are prohibited from using cell phones and all unapproved portable electronic devices including electronic ear buds and smart watches during class time for non-instructional use. Students may carry these devices while on school trips/activities at the discretion of the supervisor or coach.

- 1<sup>st</sup> Violation: Device will be confiscated and parent/guardian will be notified that student may pick up device at the end of the day.
- 2<sup>nd</sup> Violation: Students will not be allowed to have devices on school grounds for two weeks.
- 3<sup>rd</sup> Violation: Possible in-school suspension for students.

Cell phones or other electronic devices capable of taking pictures or transmitting images are strictly prohibited from all locker room areas and bathrooms.

## **PARENT/GUARDIAN VISITATIONS**

We look forward to your visit to our classrooms and special programs. We want you to know about your child's education program. As a courtesy to your child's teacher(s) and instructional program, please make an appointment for a visit to your child's classroom.

## **CHILD ABUSE/NEGLECT PROCEDURES**

All school employees are required to report any cases of child neglect or abuse to the Division of Child and Family Services (DPHHS). The employee shall immediately notify the superintendent that a report has been made by the employee.

## **GYM FLOOR**

Shoes that have been worn outside may not be worn on the gym floor. Students who ignore this rule will lose gym privileges for two weeks. Second offense will result in loss of gym privileges for ninety days.

## **SCHOOL CLUBS/OTHER ORGANIZATIONS**

Class and club funds are under the supervision of the sponsor. Funds may not be expended without approval of the class, club, or organization and the sponsor. All funds must be deposited in the appropriate student activity fund. Class organizing: Each class is organized for the purpose of conducting business and will have a class sponsor present at all meetings.

1. Student Council: The student council is the governing body of the Associated Student Body and will be composed of representatives from classes, clubs and organizations.
2. National Honor Society: Membership shall be limited to students who qualify for the National Honor Society.
3. Pep Club: The Pep Club is charged with the responsibility to promote school spirit and support school activities.
4. FFA: The Future Farmers of America is the local chapter of the national organization of students working and studying agriculture.
5. Drama Club: Organized to promote literary composition designed for theatrical presentation and speech.
6. BPA: The Business Professionals of America is the local chapter of the national organization studying business.
7. Any activities or organizations not listed above.

### **RUDY SUDEN SCHOLARSHIP**

Graduating students are encouraged to apply for the Rudy Suden Scholarship. For a complete description of the scholarship and to obtain an application form, please see the school counselor.

Deadline for completion of the application form is April 1 of the year in which the student will graduate from Denton High School.

### **FAMILY NIGHT**

There will be no school activities scheduled on Wednesday evenings after 7:30 pm. Only emergency exceptions will be granted and must be cleared with the superintendent with appropriate concerned community organizations. Exceptions to this section include school events held the day before state mandatory teacher's convention (usually the third Thursday and Friday in October).

### **OFFICE TELEPHONE**

School telephones are not to be used by students unless prior approval is granted. Student use should be limited to the main office telephone and may be used only when the student is not in class or has the approval of his/her teacher or as a result of a definite emergency. Students must log all long distance calls and will be responsible for paying for them.

### **LOST AND FOUND**

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

### **COPY MACHINES**

Students are not permitted to use the copy machine located in the teacher's workroom. Students are required to check in the office or have a staff member present when using the machines. Students are not to use the school copy machines for non-school business.

### **MAIN OFFICE**

Students are not allowed behind the office counter without permission. Usage of office equipment by students is prohibited unless prior authorization has been granted by the school secretary, business manager or superintendent.

### **SHOWER AND TOWEL POLICY**

Grades K-3 students will not take showers. It is highly recommended that grades 4-12 take showers after physical education. Students taking showers must bring their own towel and mark it with their name and grade. It is the student's responsibility to wash and dry their own towels. The school will not be responsible for the loss of towels.

### **STUDENT LOCKERS**

Students have been assigned to all lockers. Students are required to keep their lockers and immediate area clean and in excellent condition. Doors are to be closed quietly and under no circumstances are the lockers to be kicked or hit. Fines will be levied for any damage to the locker. Students are responsible for periodically cleaning out their locker and under no circumstances are students to leave material on the hallway floor outside their locker.

Combination locks are permitted on the hallway lockers with the permission of the superintendent. Combination must be recorded in the main office. **Lockers are school property and thus may be inspected at any time!**



## **PURCHASES**

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

## **STUDENT MEDICATIONS**

No medication will be dispensed by the teaching staff to students. All medications must be provided through the main office in compliance with Fergus County Health Nurse regulations.

## **STUDENT COUNCIL**

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

## **CONCESSIONS**

Concessions will be directly managed by the Denton Booster Club. Requests by classes and groups to work concessions at athletic events must be made to the Denton Booster Club.

## **VEHICLES ON SCHOOL PROPERTY**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student and/or registered owner.

Students with cars on campus must drive 15 mph. or slower and not spin circles on campus. Failure to abide will result in:

First offense – detention after school

Second offense – one week suspension of vehicle in parking lot

Third offense – four weeks suspension of vehicle in parking lot and police may be called

## **SENIOR CLASS TRIPS AND FUNDS**

Senior class trip:

1. The senior trip will conclude prior to the second week in May.
2. The chaperones shall be approved by the superintendent, and at least one chaperone will be an employee of the school district.
3. The senior class will provide for the lodging and meals of chaperones and bus drivers.
4. Senior class sponsors are responsible for assisting the students in planning the trip.
5. Seniors will present a detailed itinerary for the trip to the school board and superintendent for approval no later than the January board meeting. The trip must include educational aspects that are clearly identified within the itinerary.

Senior class funds:

1. At least \$200.00 will remain in the senior class student fund to accommodate outstanding senior class debts.
2. All remaining senior class monies may not be given to individual seniors if the class does not attend the senior class trip.
3. Senior class trip monies will be administered by the senior trip chaperone.
4. Remaining senior class funds will be used to provide for a community or school project if not applied to the senior class trip.

### **STUDY HALL REGULATIONS**

In order to assure maximum utilization of study halls by students, please review the following rules:

1. Study hall is a class. Students may not lounge around or bring electronic devices which will cause a disturbance. Class is to be used for studying for class assignments and/or receiving additional assistance in course assignments.
2. Serious group study may be permitted if such activity does not interfere with the rights of other students. Gambling is strictly prohibited.
3. Students may use classroom computer technology for educational purposes only. **Video games** or other forms of entertainment are not allowed.
4. Only one boy and one girl may leave study hall at a time to use the restrooms.
5. Students will not receive a grade for study hall. However, a lack of appropriate utilization of study hall may result in detention.

### **SCHOOL BOARD DRESS POLICY**

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

1. Hair will be clean and well-groomed.
2. Denton School students should dress appropriately for weather conditions. Shorts and skirts may be worn throughout the school year. They must be of reasonable appearance and no shorter than mid-thigh
3. Footwear must be worn at all times during school hours.
4. No sunglasses, hats, or headgear are to be worn in the school building during the school day, regardless of sex or fashion. Hats are to be removed when arriving at the entry to the school. Hats may be worn out of the building when leaving for the day. Hats may be worn in the shop area at the discretion of the shop instructor. Hooded garments may be worn, but hoods may not be worn covering the head in the building/classroom.
5. Shirts exposing shoulders, such as halter tops or tube tops are not acceptable. Straps narrower than three fingers wide shall not be allowed (i.e., such as spaghetti straps). Shirts must be of reasonable length and not exposing midriffs. Pants must be reasonably clean and not exposing skin or undergarments.
6. No clothing advertising alcohol, drugs and/or tobacco may be worn. Clothing with obscene, vulgar or suggestive inscriptions will not be allowed. If a teacher, administrator, or support staff feels that the appearance of a student is disruptive to the learning environment, that student will be required to change clothes.
7. The Superintendent will make final judgment and may request a student to change when the student's clothing is not appropriate, as per board policy 3224.

8. Students participating in school related activities will conform to additional dress standards as established by coach or sponsor.
9. Backpacks should be left in lockers. If your backpack doesn't fit in your locker or you would like to leave it on the bench. Please tell the administration or the backpack will be picked up and put in the administrator's office.

### **FEES, INSURANCE, PHYSICALS**

It is recommended all students participating in interscholastic athletics have insurance coverage. Please contact the school secretary for additional information or application. Parents/guardians are responsible for all premium payments.

Athletes must have a current physical on file in the school office *before* they may participate in any practice or game.

### **EDUCATION FEES**

1. A fee may be assessed for overdue and lost library books.
2. Variable charges for amount of excessive wear or treatment of textbooks, library books, and school issued supplies and equipment. Cost of replacement for school materials lost or destroyed.
3. Material fee for projects other than those required, such as material used in Vo Ag.
4. With permission from the music instructor, students may use school owned instruments. A maintenance fee of \$30.00 per semester will be assessed to all 9-12 grade students, including students playing percussion instruments. The fee must be paid to the school business manager within 10 school days from the day the student is given the instrument. The only exception to the \$30.00 per semester fee requirement would be if the music instructor requests that a student switch from her/his own instrument to a specific school owned instrument. Recorders will be free of charge.
5. School owned percussion instruments may not be taken home by students.

Please cover all textbooks issued to your child that are taken home to insure they maintain their original condition. Fines may be levied for textbooks returned at the end of the school year abused.

### **DANCE POLICY**

The following rules shall be read and understood by a club or organization wishing to hold a dance. It is the responsibility of the sponsor to make certain that dances operate according to the rules set forth as follows:

1. All dances must be approved a minimum of one week in advance by the athletic director or superintendent.
2. A list of confirmed chaperones must be included at the time of requesting a dance.
3. There must be a minimum of three (3) chaperones present at all times. The exception is Homecoming where there must be a minimum of four (4) chaperones present at all times.
4. Sponsors, or their designee from school staff must be present all evening. It is the responsibility of the sponsor to inform chaperones of rules and time they are to be present at the beginning of the dance.
5. Dances held on the night of a ballgame (exception football) will start no earlier than 10:00 pm and will conclude no later than 12:00.
6. Dances held on non-ballgame nights may start at 7:30 pm and will conclude no later than 12:00. Exception to this will be Homecoming.
7. There must be adequate light on the dance floor as determined by the chaperones.
8. Sound levels must be appropriate as determined by the chaperones.

9. Students must remain in the dance area only except to use the bathroom.
10. Doors will be closed one and a half hours after the dance starts, or at 10:00 pm, whichever is earlier. The exception is if the dance starts at 10:00 pm and the doors will close at 10:30 pm. No admission of students will be allowed after those times without written permission from the superintendent. Persons leaving the dance after closing of the doors shall not be readmitted. Chaperones may use discretion regarding allowing students to step outside if conditions in the dance area are such that fresh air is required. If this is necessary, the chaperone will remain outside with the student(s).
11. Junior high students are not allowed to attend the prom under any circumstances.
12. Students wishing to invite a student from another school or someone who is out of school must secure written permission from the superintendent prior to the prom.
13. No intoxicants, controlled substances or tobacco products of any kind are permitted in school facilities and school property. Students caught with illegal substances will be barred from school dances for one calendar year as well as subjected to the provisions of this handbook.

## **STUDENT RECORDS**

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

1. Working with the student
2. 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
3. Compiling statistical data
4. 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 school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with 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 requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Improperly recorded grades may be challenged and parents and students have the right to file a complaint with the U.S.

Department of Education if they believe the District is not in compliance with the law regarding student records. Copies of student records are available. Parents may be denied copies of a student's records for the following:

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.
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 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 principal 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, and 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. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **WITHDRAWALS AND TRANSFERS**

A student who is withdrawing from school must first obtain a withdrawal form from the school secretary or superintendent. Teachers must sign this form to indicate that the student has checked out of their class, or classroom and all textbooks and other materials have been returned. The library and office will also indicate if all books and other related materials have been returned.

### **PERMANENT RECORDS AND CLASS RANK**

Grades earned each semester are entered on the student's permanent record form which becomes a part of the school's permanent records. Members of the graduating class are ranked according to their four year (9-12) grade point average. The graduating senior with the highest seven semester grade point average 3.30 or higher will be valedictorian; the senior next in rank with a grade point average 3.30 or higher will be the salutatorian. If a graduating class has no individuals with a GPA over 3.30 then a valedictorian and salutatorian will not be honored.

Valedictorian and salutatorian must have been in attendance in the Denton High School for a minimum of five semesters.

In the event of a tie for valedictorian and/or salutatorian a student that has taken the greater number of AP courses will be awarded the honor. If no AP courses are offered or there is still a tie, third and fourth quarter grades from the students final semester of high school will be taken into consideration in breaking the tie. If the tie can still not be broken then there may be more than one in each category.

### **GRADING SYSTEM**

Elementary teachers (K-6) may choose to use several different means of reporting student progress. The nature of the reporting instrument will usually determine the reporting system. Grades 7-12 will be calculated and recorded in staff grade books, Infinite Campus, and student report cards for all classes.

**Grading scale:**

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0 - 59	F

Standards and behavior considered when grading:

Daily work/homework	Class participation
Quizzes/tests	Attitude in class
Attendance	Class behavior

Proficiency/Deficiency Notices will be sent to parents or guardians of students experiencing academic difficulties or demonstrating excellent achievement at mid-quarter or at other appropriate times.

**COURSE OF STUDY JUNIOR HIGH STUDENTS****# Required classes****\* classes offered****\*\*classes not currently offered****7<sup>th</sup> Grade**

#English	2 semesters
#Math	2 semesters
#Science	2 semesters
#Social	
Studies	2 semesters
**Art	1 semester
#HE/PE	1 semester
*Vo Ag	1 semester
**Tech	1 semester
*Music	1 semester
**Foreign	1 semester
Language	

**8<sup>th</sup> Grade**

#English	2 semesters
#Math	2 semesters
#Science	2 semesters
#Social	
Studies	2 semesters
**Art	1 semester
#HE/PE	1 semester
*Vo Ag	1 semester
**Tech	1 semester
*Music	1 semester
**Foreign	1 semester
Language	

**8<sup>th</sup> GRADE GRADUATION AND 9<sup>TH</sup> GRADE PLACEMENT**

Graduation from the 8<sup>th</sup> grade requires a student to maintain a final minimum cumulative passing grade of 70% in all subjects. A student failing academically in one or more subjects will be considered for retention in the 8<sup>th</sup> grade or conditional placement in the 9<sup>th</sup> grade.

A conference for evaluation and consideration of retention or conditional placement will include the student, parents or guardian, teachers and superintendent. A student conditionally placed in the 9<sup>th</sup> grade will not be allowed to participate in the 8<sup>th</sup> Grade Graduation program, nor will the student receive a diploma by reason of failing to meet 8<sup>th</sup> grade graduation requirements.

Special education students will be required to meet the same standards for graduation subject to the student's IEP.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

One unit equals two semesters (full year). Candidates for graduation must minimally complete the following requirements (23 units):

- a. English 4 units
- b. Mathematics 3 units
- c. Social Studies 3 units; 4 units recommended (Government or Civics is required)
- d. Science 2 units; 3 units recommended
- e. Health/PE 1 unit
- f. Fine Arts 2 units
- g. Speech ½ unit
- h. Practical Arts 2 units
- Vocational
- i. Electives 5 units
- j. Personal Finance ½ unit

## **RECOMMENDED GRADUATION REQUIREMENTS**

The Denton School Board strongly prefers that students follow the following curriculum to meet graduation requirements:

9 <sup>th</sup> Grade	English – 1 unit
	Earth Science – 1 unit
	Mathematics – 1 unit
	PE/Health – ½ unit (first semester)
	Electives – 3 ½ to 4 ½ units
10 <sup>th</sup> Grade	English – 1 unit
	World History – 1 unit
	Biology – 1 unit
	Mathematics – 1 unit
	PE/Health – ½ unit (first semester)
11 <sup>th</sup> Grade	Electives – 2 ½ to 3 ½ units
	English – 1 unit
	U.S. History – 1 unit
	Physics or Chemistry – 1 unit
	Mathematics – 1 unit
12 <sup>th</sup> Grade	Electives – 3 to 4 units
	English – 1 unit
	Government – 1 unit
	Physics or Chemistry – 1 unit
	Mathematics or
	Accounting – 1 unit
	Electives – 3 to 4 units

Deviation from the above may be waived by the superintendent and/or Board of Trustees for special needs and abilities of individual students. Students may not add a solid class such as physics, chemistry, advanced math, geometry, or algebra at the semester without meeting the prerequisites of the class. The 1<sup>st</sup> and 2<sup>nd</sup> semesters must be taken in consecutive years.

## **JUNIOR HIGH HONOR ROLL**

A student must have a grade point average of 3.30. All classes are calculated for grade point and Honor Roll. Membership in the Junior High Honor Roll does not guarantee membership in the High School National Honor Society.

## **HIGH SCHOOL HONOR ROLL**

A student must have a grade point average of 3.30. All classes are calculated for grade point and Honor Roll. (Membership in the Junior High Honor Roll does not guarantee membership in the High School National Honor Society.)

## **DISTANCE LEARNING**

Please refer to Board Policy #2168.

## **GPA**

Denton High School has adopted the following system (used by most colleges and universities):

A/A-	=	4 points
B+/B/B-	=	3 points
C+/C/C-	=	2 points
D+/D/D-	=	1 point
F	=	0 point

All Advanced Placement (AP) classes will be considered 5.0 point classes for the purpose of computing GPA.

In figuring GPA, add the grade point equivalents for each grade earned and divide this number by the number of classes taken.

## **WORK STUDY**

Seniors are eligible for work study. They will receive a Pass/Fail for the semester or year they are in the program. If non-senior students want to do work study she/he must have applied to the Superintendent for approval

## **DROPPING CLASSES**

7 - 12 grade students may drop a class or change a class within the first week of the semester with superintendent and counselor approval.

## **SPECIAL SERVICES**

The School District offers special services, such as special education, guidance and counseling, Title I Language Arts and Mathematics and speech therapy in an attempt to better meet the individual needs of all students. Teachers are encouraged to become familiar with these services and utilize them, in order to maximize the educational opportunities of all students.

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

1. Parents will receive a written notice when a teacher(s) propose to assess a student's perceived handicapping condition or to significantly change a student's program.



2. Parent's consent will be obtained prior to the initial assessment of a student. Parents will receive a written report of the assessment findings if such assessment is approved by the parents.
3. Consent is required before initial placement. Parents shall be encouraged to participate in the development of the student's IEP if appropriate.

## **ATTENDANCE**

Please be sure to notify the school secretary (567-2270) extension 100, if your child is going to be absent from school. We do this to insure your child's safety to make sure your child is not somewhere between home and school. A parent or guardian note describing the nature of the absence must be turned in to the office the day the student returns to school.

Students are expected to attend all classes on a regular basis. Elementary attendance will be reported in the morning and the afternoon. Junior high and high school attendance will be taken each period. The school secretary will inform the superintendent of any truancy, and she will assign unexcused absences.

Check out procedures for K-6: Parents/guardians will notify the school secretary before removing a student from school. The parent/guardian is responsible to notify who will be picking the student up if it is not the parent/guardian. The student will be released from the classroom to the person specified by the parent/guardian, upon that person's arrival at the school office. A student will not be released to a student under grade seven. Students are to check out in the office when leaving school for any reason. Detention and/or suspension will be assigned for failure to follow this rule.

Students are not to miss a class to take part in another class activity without the permission of the teacher whose class they are missing.

Students are expected to attend all classes on a regular basis. Attendance will be taken each period. The school secretary will inform the superintendent of any truancy, and she will assign unexcused absences.

Students and staff will work together each year on an attendance incentive program to promote school attendance. The incentive program created for each school year will be approved by the board and implemented in time for the start of the school year.

### **Absence Definitions:**

**Excused Absence:** An absence that is excused by the parents/guardian and the school. School sponsored activity participation is also considered to be an excused absence. Field trips, class outings, and other similar school-related activities or functions shall be considered an Excused Absence.

Students will be allowed 10 non-school related absences per period in the junior high and high school and 10 days in the elementary. If a student has seven or more absences in a class, administration will be notifying parents/guardians of their child's absences and how it affects their education. When a student reaches 10 absences the student and parent/guardian will be required to meet with the superintendent to discuss the consequences of missing school and discuss a remedy. If a student accumulates more than 10 absences the student and parent/guardian will receive a letter from the superintendent requiring them to meet with the "Attendance Review Committee" which consists of the superintendent and two faculty members. The purpose of the meeting will be to complete an attendance contract for the student for the remainder of the year. Extenuating circumstances may be taken into consideration by the superintendent when addressing excessive student absences and the need for meeting with the committee.

**Unexcused Absence or Truancy:** An absence that is not excused by the parent or guardian or school. An example would be skipping class.

### **UNEXCUSED TARDIES**

Teachers will keep records of unexcused tardies. A student will be allowed two unexcused tardies per semester, per class. Subsequent unexcused tardies will result in the following:

A student with more than two (2) unexcused tardies per semester, per class will serve a half hour (1/2) detention with the teacher for each unexcused tardy. The detention must be served on the day the tardy was issued with the issuing teacher or with another staff member arranged by the teacher.

### **ATTENDANCE REVIEW COMMITTEE**

The Attendance Review Committee consists of two teachers (appointed by the superintendent) and the superintendent.

The Committee has the authority to:

1. Draft attendance contract
2. Approve an appeal if circumstances warrant.

The Committee will use the following information in their decision:

1. Absences were pre-arranged
2. Absences were medical
3. Absences were family emergency
4. Absences were for bereavement

Decisions made by the Attendance Review Committee may be appealed by the parent through the regular due process procedure.

### **EXCUSED ABSENCE MAKE UP WORK**

All school work assigned during an excused absence must be made up within the same time duration as the absence. Tests announced to the student before the absence may be administered when the student returns to class. If a student knows in advance that they will be absent, the student is responsible for getting the assignments they will be missing from the teacher ahead of time. School work missed as a result of an unexcused absence will result in a zero.

### **CO-CURRICULAR ACTIVITIES**

All school sponsored activities must be cleared through coaches/advisors and the office well in advance of the scheduled time of the activity.

Students are required to remain in the general area in which a co-curricular activity is being conducted.

Students who participate in illegal activities after school hours will be held accountable for their activities by the Board of Trustees if those actions result in a guilty verdict for a misdemeanor or felony. Students who find themselves in this situation will be denied participation in extracurricular activities for the remainder of the semester or the following semester should the court judgment be rendered in the summer. The decision to suspend a student from a co-curricular activity for participation in an illegal activity rests solely with the Board of Trustees.

Elementary students may earn their ability to participate in practice on a daily basis by spending 30 minutes at a time to be scheduled by the teacher in whose class they are ineligible. At the end of the 30 minute period, the teacher shall determine if the student has performed satisfactorily during that time and allow the student to attend practice.

Students who are on the ineligible list may not participate in any competitions during the next available period of ineligibility.

### **CO-CURRICULAR ACTIVITIES PARTICIPATION**

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

1. Students will not steal property from individuals, schools or businesses.
2. Students will not use, possess, sell, or distribute alcohol, tobacco products, or illegal drugs; or abuse prescription or non-prescription drugs. This does not include prescribed drugs under a doctor's supervision when used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly being present at a function or gathering at which a prohibited substance is illegally used.
3. Rumors about student infractions are not grounds for disciplinary action.
4. Disciplinary action will be considered upon report of a violation to the coach, sponsor, activities director or superintendent.
5. No student should be reported unless he or she can be positively identified and a report of circumstances given in the presence of the accused student(s).

It is the responsibility of the coach or sponsor to report all infractions to the activities director and to the superintendent.

Students participating in extracurricular activities within the Denton-Geyser-Stanford co-op are subject to follow the rules and policies implemented by the co-op in the athletic handbook.

The athletic director or superintendent will arrange a meeting with the accused student(s) and their parent(s)/guardian to determine facts and circumstances concerning the alleged violation. The accused student(s) may have representation at this meeting. The person(s) who are making the accusation will also be present at this meeting. The person(s) making the accusation will present their recollection of the violation circumstances. The accused student(s) and/or representative will be provided an opportunity to present their rebuttal. The athletic director and superintendent will make a decision after hearing from all parties.

Any infraction of the rules will result in a fourteen (14) school day suspension from participation. The student will complete an appropriate activity for education or remediation concerning the rule violation. This activity must be approved by the superintendent and counselor.

Appropriate activities for education/remediation may include, but not limited to the following:

1. Counseling by the Fergus County Juvenile Counselor
2. Counseling deemed appropriate by the school counselor and upon approval of the superintendent
3. Writing a paper on the consequences of substance abuse/misuse
4. Reviewing video/cd program(s) and providing a written report to the school counselor
5. An oral presentation to the student body on what the student learned
6. A presentation to the Denton Board of Trustees
7. Other deemed appropriate by the Superintendent and school counselor

The student must continue to practice and earn his/her way back on the team or organization by completing a program set forth by the coach/sponsor that goes beyond the normal requirements of what is expected. The student must understand fourteen school day calendar suspension is a trial period and that any time during the suspension the coach/sponsor can dismiss the student for lack of compliance with the program as outlined by the coach/sponsor. The student is also placed on probation for the remainder of the season and any other affirmed rule violations will be grounds for immediate dismissal. All suspensions from extra-curricular activities

lasting longer than fourteen school days must be approved by the Board of Trustees. Any student dismissed from an activity as the result of a rule violation shall not be eligible to participate in school activities for the remainder of the school year.

A parent/guardian may appeal the decision to the AD and superintendent within five (5) calendar days of receipt of the decision to the Denton Board of Trustees. The Board Chair will determine if the appeal requires a special meeting of the Board of Trustees.

### **CO-CURRICULAR TRIPS**

Written permission is required from parents for any student wishing to make a trip. Sponsors and chaperones will be in charge of students on all trips. A school vehicle will be provided for all student activity trips.

Students participating in co-curricular activities requiring transportation from Denton Schools to another location for activity participation must be transported by school approved vehicles. The usage of vehicles to transport students must be approved by the superintendent or his/her designee. All activity trips will leave at the scheduled time. Students missing the activity bus are required to be driven to the activity location by their parents/guardian in order to participate in the activity. The parent or guardian must report to the coach/sponsor before the student will be allowed to participate. Students who are participating in co-curricular activities and wish to either attend or return with their parents/guardian must have their parent or guardian contact the coach/sponsor. Written permission will be required. The superintendent may waive written permission requirements under certain circumstances.

In the event of inclement weather at an extra-curricular event in Denton, housing will be available to those who cannot drive home. The athletic director, coach, and/or the administration will give directions to the safe-houses for participants, family, and friends that need to stay overnight due to bad weather.

Students attending a trip as a part of the Denton-Geyser-Stanford co-op are subject to follow the rules and regulations of the co-op handbook.

### **OUT OF TOWN TRIPS**

Students are expected to follow all instructions of the chaperone(s). Students may not leave the motel, restaurant, visiting school, or any other place the chaperone may take them without first checking with the chaperone and receiving permission.

Students who choose to separate from the chaperone without permission shall be dealt with severely and a parent or legal guardian will be notified that the student is to return home at the parent or legal guardian's expense in the most timely manner possible:

#### *1<sup>st</sup> Offense:*

1. Suspension 1 – 3 days from school
2. Suspension from participation in all activities of not less than three (3) weeks

#### *2<sup>nd</sup> Offense:*

1. Suspension from all school activities for the remainder of the year
2. In no case shall the exclusion from co-curricular activities have an effect on a student's grade of record.

Students violating the above participation policy at school, during school activities, or on school sponsored trips will also be subject to additional penalties called for under the Conduct and Discipline section of this Handbook. Students attending an overnight trip as a part of the Denton-Geyser-Stanford co-op are subject to follow the rules and policies of the co-op athletic handbook.

#### **GRADES 4/5/6 ELIGIBILITY**

Eligibility for students to participate in co-curricular activities will be checked weekly. Teachers will evaluate student conduct and grades every Tuesday and contact parents/guardians, students and coaches as necessary. Losing eligibility means a student will lose one calendar week of participation in all sports competitions. The following will result in ineligibility:

- a. Any student who has two conducts in one week.
- b. Any student who has one conduct and one class grade below a c (76% or lower).
- c. Any student who has fallen below a C (76% or lower) in two or more classes.
- d. Any student who has fallen below a C (76% or lower) in one class for two consecutive weeks.

A student may earn their ability to participate in practice on a daily basis by spending 30 minutes at a time to be scheduled by the teacher in whose class they are ineligible. At the end of the 30 minute period, the teacher shall determine if the student has performed satisfactorily during that time. If so, the teacher shall provide the student with a written pass, which the student may present to the coach. The written pass will enable the student to participate in practice for that day.

Students who are on the ineligible list may not participate in any competitions during the period ineligibility.

#### **ELIGIBILITY**

The names of students with cumulative averages below 70% (C-) will be placed on an “Ineligible Danger” list each week.

Students with a grade below 69% (D-) in any class will be placed on a probation list for one week. If this grade is not raised in one week’s time, or if the student falls below 69% in another class, the student will become ineligible. When all grades are 65% or above, the student will be removed from the ineligible list. In addition, any student who has more than two detentions in a week will be placed on the ineligible list.

Grades will be checked via infinite campus by 8:00 am on the second day of each school week. The academic week will run from Tuesday 8:00 am to Monday 3:39 pm. The athletic director is responsible for compiling an eligibility report. All parents/guardians will be notified by mail, email, or phone if their child’s name appears on the “in danger”, “probation”, or “ineligible” list.

Students who become ineligible will remain ineligible until the deficiency is removed in the following week’s grading period. End quarter grades will be used to determine eligibility for the first week of the following quarter. Eligibility will not be reported to the athletic director on the second Tuesday of each quarter, allowing teachers to receive and evaluate a sufficient amount of student work before making an eligibility decision. Students who are ineligible to participate will be required to attend practice. Students will not be allowed to travel with their respective school organization or compete during the time of ineligibility. However, students may sit with their team during home games but are not allowed to dress out or participate.

Students who are officially placed in Title I or IDEA programs may have their co-curricular activities eligibility requirements modified. These students must maintain continuous effort and participate in classroom activities. Not completing assignments on time and refusing to work in class will cause the student to be ineligible.

All questions of eligibility not specifically addressed in this section will be referred to the athletic director and superintendent. Final decision will be made after meeting with student, parent/guardian, and a representative (if requested), and the staff member(s) directly involved with the ineligibility. The parents/guardian may appeal a decision to the Denton Board of Trustees.

Students must be in school for a full day prior to an activity or the last day of the week prior to the activity held the following day in order to participate in any co-curricular activity including practices. This may be waived by the athletic director/administration if the student has a medical appointment or a doctor's excuse.

### **PROTECTION OF STUDENT RIGHTS**

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

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

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

### **GRIEVANCE PROCEDURE**

The Denton Public Schools want you to know about a process called the Student Grievance Procedure and highlight how it can be used. The process is used when you feel the school has taken an action against you that is questionable or in violation of your civil rights. The process also covers things such as school discipline, and acts by school staff which discriminate against you due to your race or sex. If you wish to use the grievance procedure, see the Superintendent. The Superintendent will help you use the process. Listed on the following pages are definitions and steps that will help you.

Definitions of Terms:

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

#### **General Steps:**

1. Discuss the issues with the administration or a contact person the administration identifies. It may be easily resolved at this step.
2. If you wish to file a grievance in writing, the school will have a form for you to use. State the exact problem and what you want to happen.

3. Follow the guidelines for the number of days. Sex equity grievances must be concluded in sixty (60) calendar days. All others follow the school day timelines in the handbook.
4. You may request the hearing be held by the Superintendent, or a student grievance committee, composed of a student council officer, appointed by the president, and two staff members, appointed by the Superintendent. If privacy is important to you, choosing the Superintendent as hearing officer is recommended.
5. The issue may be appealed beyond the school level. If you have questions on this or any other part of the process, contact the Superintendent.
6. An appeal involving the Superintendent will go directly to the board.

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

1. All grievances must be instituted within five (5) school days of the alleged act.
2. The involved staff member and student must confer in an attempt to solve the problem.
3. If the above conference does not solve the problem, the person with the grievance will request a conference with the administrator responsible for the area involved in the complaint.
4. If item number 3 does not resolve the problem, the administrator shall schedule a conference with the staff member, the student, and the student's parents/guardians. The administrator will facilitate the conference and the group will attempt to arrive at a satisfactory solution.
5. If a solution is still not acceptable to the grievance, the complaint must be put in writing and submitted to the Grievance Committee within three (3) days.
6. After receipt of the written complaint, the Grievance Committee will schedule a meeting between the grievant and the respondent in order to ascertain all of the facts and arrive at a conclusion and a recommended solution.
7. The decision of the Grievance Committee will be rendered in writing to both parties and the administrator within four (4) days after hearing the complaint.
8. Either party may appeal the Grievance Committee decision to the Superintendent, who will review the committee's decision and make arrangements necessary to carry out step four (4) under "Due Process," hearing of the grievance at the board level.

### **LEARNING MATERIALS REVIEW**

Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing and discuss the complaint with the Superintendent prior to pursuing a formal complaint.

A formal request to remove an item from the school or limit its use must be in writing and will be acted upon by the Superintendent. A spokesperson for each side of the issue will be heard by the Superintendent if requested.

A written decision will be delivered to the complainant within forty (40) school days. Any appeal of this decision must be delivered in writing to the Board within 14 calendar days. The Board will make the final decision on appeals.

Learning materials, for the purpose of this policy, shall be considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

## **LIMITED OPEN FORUM-STUDENT MEETINGS POLICY**

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

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

The picture of those approved groups will not be allowed to appear in the school yearbook (annual). These groups shall not be allowed to decorate windows in the hall nor floats for school parades nor any other public display that may be constructed to represent the school. Membership and participation in these groups will not count as participation points for scholastic letters.

## **STUDENT TO STUDENT HARASSMENT AND/OR SEXUAL HARASSMENT**

Harassment is any conduct, verbal, written, or physical, on or off campus, which has the intent or individual's or group's educational or work performance at Denton School, or which creates an intimidating, hostile, or offensive education, working, or living environment. This includes initiation and hazing. Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age, includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group.

Sexual harassment may take many forms. Sexual assault and request for sexual favors which affect educational or employment decisions constitute sexual harassment.

However, sexual harassment may also consist of unwanted physical contact and request for favors, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature. Non-sexual conduct, such as intimidation, hostility, rudeness, or name-calling can be abusive and therefore harassment.

### *1st Offense*

1-3 days suspension (Parent Notification).

### *2nd Offense*

3-5 day suspension (Parent Notification).

Parent conference required before a student can return to school.

### *3rd Offense*

6-9 days' suspension and/or recommendation to board for expulsion (Parent Notification).

Parent conference required before a student can return to school.



### *Subsequent Offense*

Immediate suspension from school until a due process hearing is provided by the trustees, at which time a recommendation for expulsion from school will be made by the administration to the board.

## **Reporting**

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, or the first level supervisor who is not involved in the alleged harassment. Persons who feel they are being harassed or intimidated should take the following steps:

- Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate.
- DO NOT assume or hope the problem will go away.
- Notify a counselor, the Title IX Coordinator, or an administrator right away. Early reporting assists any investigation.
- Request a copy of the District's sexual harassment policy so that reporting processes are clear.
- Keep notes. Keep a record of dates, times, places witnesses, and description of each incident. Save all notes or records in a safe place.

Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report.

All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others.

Students and staff are encouraged to use the reporting procedure set forth in this policy.

Once a report has been filled with an administrator or Title IX Coordinator, a confidential and expeditious investigation shall begin following the procedures as outlined in the investigation procedure, listed below with strict observance of the specific protections provided above.

## **Confidentiality**

A report of sexual harassment or intimidation, and the investigation are to be kept in the strictest confidentiality for the protection of all parties involved.

The right to privacy will be protected. The District has a compelling interest to provide educational programs in an environment free from sexual discrimination. Sex discrimination includes sexual harassment. Therefore the District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

## **Investigation and Action Procedure**

- After receiving a report of grievance, the Title IX Coordinator shall conduct an investigation and make written recommendation within thirty (30) days to the Superintendent.
- In determining whether alleged conduct constitutes sexual harassment, the coordinator will consider all facts of the allegation, case law, state, and federal laws and regulations, and the District's policy prohibiting sexual harassment and intimidation.
- On receipt of a recommendation from the coordinator that reasonable cause exists to credit the allegations of sexual harassment or intimidation, the Superintendent may take action based on the report/recommendation, or the Superintendent may conduct his or her own investigation into the charges.

- The Superintendent may appoint an outside investigator to conduct the investigation. Such investigation must be completed within thirty (30) days of receipt by the Superintendent of the recommendation from the coordinator.
- Pending an investigation, the Superintendent may take any action necessary to protect the alleged victim, other employees, or students consistent with requirements of applicable regulations and statutes, if any.
- The Superintendent may take such action deemed necessary and appropriate after the completion of the investigation.
- If the Superintendent's action is appealed, the final disposition of the case will be by action of the Board of Trustees.

### **Sanctions**

A substantiated charge against an employee of the District shall subject the employee to disciplinary action in accordance with any appropriate employee contract, up to and including discharge. A substantiated charge against a student shall subject that student to student disciplinary action including suspension, or expulsion, consistent with the District's student discipline policy.

### **Notification**

Notice of the existence of this policy and procedures shall be included in student and staff handbooks annually.

### **Legal References**

Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Montana Constitution Article X, Section 1; Montana Human Rights Act 49-2 MCA; implementing state and federal regulations.

### **THREATS**

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

### **POLICY FOR BULLYING AND INTIMIDATION**

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

### **Definitions**

1. Bullying usually involves an imbalance of power, either in physical size or strength. Bullying is usually repeated over time. Any aggressive behavior that intends to cause harm or distress to another student is by definition bullying.
2. "District" includes district facilities, premises, or non-District property if the student or employee is at any District approved or District related activity such as field trips or athletic events.
3. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental and/or physical health and safety of a student for the purpose of initiation or as a condition for attaining membership in any District sponsored activity. Hazing is strictly prohibited.

4. Bullying, hazing, and/or intimidation are prohibited in electronic form. Any student who uses a computer, cell phone, or any such electronic device in violation will be subject to appropriate disciplinary action.
5. "Intimidation or bullying" means any act that substantially interferes with a student's right to an education which takes place on school property, school transportation, bus stop, or school activities which has the effect of:
  - a. Physically harming a student or damaging a student's property.
  - b. Knowingly placing a student in reasonable fear of physical harm or damage to the student's property
  - c. Creating a hostile educational environment

### **Reporting**

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or believes he/she has been a victim in violation of this policy is encouraged to report his or her concerns to the Superintendent. A student may also report to a teacher or counselor who will be responsible for notifying the Superintendent. Complaints against school administration shall be filed with the Chairman of the Board of Trustees. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

### **Responsibilities**

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff and third parties for the development of administrative regulations including reporting and investigative procedures, as needed.

### **Consequences**

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board of Trustees. Individuals may also be referred to law enforcement.

### **Retaliation and Reprisal**

Retaliation is strictly prohibited against any person who reports or is thought to have reported a violation, files a complaint or otherwise participates in an investigation or inquiry. Retaliation shall be considered a very serious violation of Board policy. Individuals who knowingly make a false report shall be subject to disciplinary action or other appropriate sanctions.

### **BUS RULES**

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

1. Be on time at the designated bus stop.
2. Stay off the road while waiting for the bus.
3. Wait for the bus to come to a complete stop before attempting to get on or off the bus.
4. Keep your head and hands inside the bus at all times.
5. No loud talking.
6. Remain seated while the bus is in motion, and buckled in when seat belts are available.
7. Keep the aisles clear.
8. Absolute quiet when the bus stops at a railroad crossing.
9. In the case of an emergency while on the road, remain seated on the bus unless otherwise directed by the driver.

10. When leaving the bus and crossing the road, cross approximately 10 feet in front of the bus so the driver has a clear view. Look both ways before crossing the road.
11. Riders will not be discharged at a place other than the regular drop off point without permission from a parent/guardian and/or the office or Superintendent.
12. The bus driver is in charge of the bus and may assign seats.
13. Profane language or disruptive conduct will not be tolerated and may result in the loss of the privilege of riding the bus.
14. In severe weather conditions the bus driver is advised to remain at the bus stop three minutes for a parent to pick up the student(s) or until the student has started his or her vehicle. If neither occurs the driver will bring the student back to the school at the end of the regular route.

Willful damage to the bus will result in the payment of damages by the rider.

### **VEHICLE RULES**

All student drivers shall drive and park their vehicle appropriately in the parking lot.

Lunch Break – Driving is for any licensed driver with parental permission. Any high school student may go home for lunch if that is the option agreed upon.

Students driving vehicles to school are to adhere to the following rules:

1. Students are not allowed to sit in vehicles during the school day.
2. Students may not use their vehicle during the school day (8:00-3:39 on school days) without permission from a parent/guardian or school secretary.
3. Students driving in a reckless manner on school grounds may be given detention or if the situation is more serious, a suspension and/or lose Open Campus privileges.
4. When students leave campus, they are expected to behave in a respectable manner. It is our hope that no problems arise, thus causing community members to lodge complaints. Each case will be dealt with individually and could result in the loss of Open Campus privileges.

### **CONDUCT AND DISCIPLINE**

All students will begin the school year with a clean discipline record.

One of the most important lessons education should teach is discipline. While discipline does not appear as a subject, it underlines the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is a key to good conduct and proper consideration for other people.

Students are responsible for most of their behaviors. Misbehavior without consequences is not misbehavior. Lack of discipline prevents formal education from taking place to its fullest extent and all students have a right to an education. Parents have a right to expect their children to be engaged in the educational process while attending school. Since teachers provide instruction, those professionals should not be distracted from doing what is appropriate.

Disciplinary action will not be necessary if everyone adheres to the Trojan Code of Conduct and practices the four P's. Together these are the minimum expectations for students and staff. We are here to learn; therefore, I will do nothing to keep the teacher from teaching and everyone, including myself, from learning. I will cooperate with all school staff. I will respect myself, others and the school environment.

## **MAJOR DISCIPLINE INFRACTIONS**

### **DRUGS AND ALCOHOL**

The actual or attempted sale of, use of, or possession of alcohol, illegal drugs, inhalants, drug paraphernalia, substances designed to look like illegal drugs while under the jurisdiction of the school shall be subject to appropriate disciplinary actions as follows:

#### *1st Offense:*

- Immediate referral to law enforcement.
- Minimum five (5) day suspension.
- Required parent/guardian conference with Superintendent.
- Minimum one (1) hour community service to be served each day of suspension.

#### *2<sup>nd</sup> Offense:*

- Immediate suspension until the next meeting of the Board of Trustees, at which time, the Superintendent may make a recommendation for expulsion.

Please note that drug/alcohol related activities which occur off campus will result in disciplinary action if:

- A student leaves the school grounds during the school day and is involved in activity prohibited by this section and returns to school or a school sponsored activity on the same day.
- The student attends a school sponsored event on or off campus and was involved in an activity prohibited by this section prior to attending or during the event.
- The student came to school for the first time during the school day and was involved in a prohibited activity prior to entering school.

### **FIGHTING**

Fighting is defined as a physical altercation where striking, kicking, shoving, pushing, and/or any other physical violence are used against a person.

#### *1<sup>st</sup> Offense:*

- Parent/guardian notification.
- 1 – 3 days of detention or suspension.
- Parent/guardian conference with Superintendent.
- Counseling required with a counselor or school psychologist.

#### *2<sup>nd</sup> Offense:*

- Parent/guardian notification.
- 3 – 9 days suspension.
- Parent/guardian conference with Superintendent.
- Counseling required with a counselor or school psychologist.
- Law enforcement may be notified.

## **THEFT**

Theft or possession of stolen property or the misuse of stolen property will result in the following disciplinary action:

### *1<sup>st</sup> Offense:*

- Parent/guardian notification.
- 1 – 3 days of detention.
- Parent/guardian conference with Superintendent.
- Restitution.
- Possible recommendation for expulsion.

### *2<sup>nd</sup> Offense:*

- Parent/guardian notification.
- 1 - 3 days suspension.
- Parent/guardian conference with Superintendent.
- Counseling required with a counselor or school psychologist.
- Possible recommendation for expulsion.
- Law enforcement may be notified.

## **PROPERTY DAMAGE**

Willful and permanent damage to school property will result in three detentions and full payment of damages.

## **CHEATING**

The use of work completed by another person and claimed as your own; the act of copying from another person's test and/or quiz; or the act of providing another student's materials the teacher has not authorized for sharing is considered cheating. This includes **plagiarism!**

### *1<sup>st</sup> Offense:*

- Parent/guardian conference required.
- 1 day detention or suspension.

### *2<sup>nd</sup> Offense:*

- Parent/guardian conference required.
- 1-3 days suspension.

If a student is caught cheating on a test/quiz, the student will not be allowed the opportunity to retake the test/quiz. The student will receive a grade of zero percent (0%) for that test/quiz.

If a student is caught cheating on an assignment he student will receive a grade of zero percent (0%) for that assignment.

## **TOBACCO**

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

### *1<sup>st</sup> Offense:*

- Confiscate tobacco products.
- Parent/guardian notification.
- 1 day suspension.
- Notification of law enforcement.

### *2<sup>nd</sup> Offense:*

- Confiscate tobacco products.
- 3 day suspension.
- Parent/guardian conference with Superintendent.
- Notification of law enforcement.

### *Additional offenses:*

- Confiscate tobacco products.
- 3 day suspension.
- Parent/guardian conference with the Superintendent.
- Notification of law enforcement.

## **OBSCENITY/PROFANITY DIRECTED TO A STUDENT**

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

### *1<sup>st</sup> Offense:*

- Parent/guardian notification.
- 1 – 3 days detention or suspension.

### *Additional Offenses:*

- Parent/guardian notification.
- 1-9 days suspension.
- Parent/guardian conference with the Superintendent.

## **OBSCENITY/PROFANITY DIRECTED TO SCHOOL EMPLOYEE**

### *1<sup>st</sup> Offense:*

- Parent/guardian notification.
- 1 – 3 days suspension.
- Parent/guardian conference with the Superintendent.

*2nd Offense:*

- Parent/guardian notification.
- 3-9 days suspension.
- Parent/guardian conference with the Superintendent.

*Additional Offense:*

- Recommendation to Board of Trustees for expulsion.

**DISRUPTIVE BEHAVIOR/WILLFUL DISOBEDIENCE**

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

- a. Warning
- b. If students ignore the warning, the student will be sent to the Superintendent.
- c. Parent/guardian notification.
- d. 1 – 3 days detention.
- e. Subsequent offenses shall follow all of the above except 1- 5 days suspension.
- f. Parent/guardian conference

**WEAPON FREE SCHOOL POLICY**

It is the policy of the Denton Public Schools, No. 84, Fergus County, Montana, to provide a safe and secure environment for all students. Accordingly, any student who is determined to have brought a weapon on school property or to a school sponsored event shall be expelled from school for a period of not less than one year under the conditions set forth as follows.

Any violation of this policy shall be immediately reported to the Superintendent. If, after investigation, the Superintendent has reason to believe this policy has been violated, he/she shall recommend to the Board of Trustees that the student be expelled. If the Board of Trustees determines the policy has been violated, they may expel the student for a minimum of not less than one year. The Trustees may, however, authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.

The Superintendent may immediately suspend a student who is determined to have violated this policy.

Any decision to change the placement of a student with a disability as defined under IDEA must be made in accordance with IDEA.

This policy does not apply to law enforcement personnel. For the purpose of this policy, a "weapon" shall be defined as follows:

1. Any weapon (including a starter gun or pellet gun) which will or is designed to expel or may be modified to expel a projectile by the action of an explosive.
2. The frame of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any instrument, article, or substance that, regardless of its primary function, is readily capable of being used to produce death or serious bodily injury.

The District shall report any violations of this policy to the local criminal justice and/or juvenile authorities.

Eighteen (18) year old or older students who violate this policy will have this reported to the appropriate law enforcement personnel.

Montana Code Annotated 2014, 45-8-361



(b) "weapon" means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, or brass or other metal knuckles. The term also includes any other article or instrument possessed with the purpose to commit a criminal offense.

Students who have baling twine cutter knives must keep their knives in their pockets. Students who inappropriately abuse the baling knife cutter in their possession will be suspended and/or up for expulsion.

### **MINOR DISCIPLINE INFRACTIONS**

These infractions will not be tolerated. Consequences will be left up to the discretion of the staff:

1. Disorderly conduct, i.e. hall misbehavior.
2. Public Display of affection.
3. Minor damage to school property.
4. Other infractions disruptive to a safe learning environment.

### **CLASSROOM REMOVAL RULES**

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

1. The teacher should use their phone and call the office or superintendent for assistance.
2. If the student refuses to leave the classroom, the teacher will call the office and request the Superintendent come to the classroom to get the student.
3. Parents/guardians may be notified or asked to come to the school to discuss the student's current behavior and explore possible alternative approaches to improve the student's attitude and behavior.

### **EXPULSION/SUSPENSION**

Suspension is a serious punishment that may be imposed by the Superintendent and may not exceed ten (10) days. Expulsion is the most serious punishment and is upon recommendation of the Superintendent and can only be imposed by the Board of Trustees.

### **DETENTION**

Detention for disciplinary action will adhere to the following guidelines:

1. Students will start serving detention at the teacher's discretion after the parents have been notified of the detention.
2. Detention is the responsibility of each teacher and administrator issuing the detention.
3. Teachers will be responsible for determining detention assignments and appropriate time limits.
4. Detention assignments and the time duration may be increased at the teacher's discretion for detentions that are not fully covered.
5. Detention takes precedence over all co-curricular activities.

Detention rules:

1. The student is required to work on the specific detention assignment given to him/her by the teacher.
2. Inappropriate talking without permission will result in additional detention.
3. Failure to work on the detention assignment will result in additional detention.
4. Failure to complete the detention assignment by the end of the period will result in additional detention.
5. Failure to be in the assigned room at the assigned time will result in additional detention.
6. Failure to make up these two detentions will result in a one day in-school suspension.
7. Students not in detention are not allowed to be in the detention room. To do so will result in detention.

## **District-Provided Access to Electronic Information, Services, Equipment, and Networks**

The District makes Internet access and interconnected computer systems and equipment available to District students and faculty to promote educational excellence by facilitating resource sharing, innovation, and communication. The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior online. Use of District equipment and electronic networks will be consistent with the curriculum adopted by the District, as well as varied instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials.

### **Acceptable Uses**

**Educational Purposes Only.** All use of the District's equipment and electronic network must be: (1) In support of education and/or research or (2) Legitimate school business purposes. The District reserves the right to monitor, inspect, copy, review, and store all information transmitted or received in connection with such usage.

### **Unacceptable Uses**

1. Uses that violate the law or encourage others to violate the law or District student discipline policy.
2. Use that causes harm to others or damage to their property.
3. Use that jeopardizes the security of student access and of the computer network or other networks on the internet.
4. Uses that are commercial transactions. Students may not sell or buy anything over the internet.

The District is not responsible for any information that may be lost, damaged, or unavailable when using the equipment, network, or for any information that is retrieved or transmitted via the internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its equipment, computer network, and the internet.

Violations of this policy will result in a loss of access and may result in other disciplinary or legal actions.

## **Guidelines for Network Access and Technology Use**

Student access to the Denton School District #84 network, internet connection, and technology equipment is limited only to those students who have a signed Denton School Acceptable Use Policy for the current school year on file with the district. All students with a current form on file will be granted **managed** access to the district's network, internet connection and technology equipment. Each user should understand that managed access means that user accounts are, for reasons of safety and accountability, subject to regular monitoring and inspection.

### **Examples of misuse include but are not limited to.**

1. The use of the system for charitable purposes that have not been approved by the district.
2. The use of the system for non-district commercial purposes or solicitations.

3. The unauthorized downloading, installation, use, storage, or distribution of copyrighted software, school purchased electronic device applications, and/or materials on district computers.
4. Malicious use of the system to develop programs or documents that harass or harm others, to gain access to any computer or computer system to damage the components of the computer or the system be it District owned or otherwise.
5. Any distribution of private or public materials that are inconsistent with the District harassment-free environment policies, or hate mail, discriminatory remarks, or other unwelcome statements and/or compliments or other anti-social items.
6. Use of system access to display, store, or distribute inappropriate or suggestive materials/media. Inappropriate media/materials include, but are not limited to weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures, inappropriate gestures, as well as anything that might be used to intimidate, embarrass, or bully another individual.  
In addition, passwords/pass codes may not be used to prevent access or inspection of a district provided iPad or computer.
7. The use of the system to promote or participate in any activity that is in violation of any state or federal regulation, or that purports to discredit any person, agency, or organization of local, state, or federal government.
8. The revelation of personal information, their own or other, such as home addresses and telephone numbers in areas not consistent with educational purposes. Unauthorized use of chat rooms is prohibited.
9. Meeting people in person that they have contacted on the system without parent/guardian permission.
10. Failure to notify a teacher or administrator whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
11. Accessing violent, socially damaging, or illegal information.
12. Overusing network hard drive space.
13. District user accounts and Apple IDs are intended for the purpose of allowing a single user to gain authorized access to the school's network, user file storage, authorized applications, and technology equipment. Any sharing of passwords or access to a user's account by anyone other than the authorized user is strictly prohibited.
14. All user activity will be managed and monitored by the district to ensure responsible and ethical use of the district's network, internet access, and technology equipment.
15. Users may not attempt to hide inappropriate activity by changing passwords, encrypting communications, or refusing to submit to regular accountability checks.
16. Access to social networking websites, chat rooms, and non-district issued personal email accounts during school hours.

**\*\*NOTE:** These guidelines are intended to promote and ensure the appropriate, supervised use of the district's network, internet connection, and technology equipment.

The following measures have been taken to restrict access by minors to restricted materials deemed harmful to minors:

- The installation and use of filtering and monitoring software
- A board approval of this internet safety and acceptable use policy

### **Consequences**

As stated above, any user who does not comply with the Denton School Acceptable Use Policy will be subject to appropriate disciplinary action as deemed necessary by the faculty/administration.

The responsible use of technology and internet resources is a privilege and is encouraged by the Denton School District to help prepare students to excel in an increasingly technological world. However, continued misuse and violation of these policies will result in the suspension or termination of technology privileges.

In addition to other disciplinary action, students may be held financially responsible for damaged or lost technology equipment or accessories under the student's temporary care.

The district reserves the right to modify this Acceptable Use Policy as necessary.

By signing below I acknowledge that I have read and understood the Denton School Internet Safety and Technology Acceptable Use Policy.

I agree to the terms set forth within this document and wish to be granted access to the Denton School network, internet connection, and technology equipment.

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I have read, understand , and agree to abide by the terms of the Denton School District's policy regarding District-Provided Access to Electronics Information, Service, Equipment and Networks. I also acknowledge that I have read and understood the Denton School Internet Safety and Technology Acceptable Use Policy. I agree to the terms set forth within this document and wish to be granted access to the Denton School network, internet connection and technology equipment.

*Student Signature*

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*Parent/Guardian Signature*

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*Date*\_\_\_\_\_

## Open Campus

**Please sign SECTION A or B with your HIGH SCHOOL student only** and have them sign the same section. This form gives your student the ability to drive during the lunch break with your permission, or states that your student is **NOT** allowed to drive during the lunch break.

### **SECTION A      AGREE TO ALLOW STUDENT TO HAVE OPEN CAMPUS PRIVILEGES**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ agree to Open Campus during the lunch break and will support the school enforcing driving rules contained on page (16) of the Student Handbook

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **Student**

I, \_\_\_\_\_, a \_\_\_\_\_ grade student at Denton High School agree to abide by the driving rules contained on page (16).

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **Sibling Transportation**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_

Give permission for my child (ren)

\_\_\_\_\_ to ride with their brother/sister.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **SECTION B      DO NOT AGREE TO HAVE OPEN CAMPUS PRIVILEGES**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ **DO NOT** agree to Open Campus and want my student to remain on campus for the lunch break. As a parent, I have the option of writing a note making an exception for one day at a time. If this option is chosen, the school, parent, and student are a team.

#### **Student**

I, \_\_\_\_\_, a \_\_\_\_\_ grade student at Denton High School understand the above agreement between my parents/guardian and myself. I realize I fall under Closed Campus Status.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Dear Parent/Guardian/Student:

By signing below you are stating that you have read the Denton Student Handbook. Please sign and return this form no later than **August 25th, 2022**. This is a new version of the Denton Student Handbook and while most sections remain the same from previous editions, there have been some changes made to reflect new policy.

Please call me at 567-2270 (ext. 102) with any comments/questions. If you have more than one child attending Denton you only need to sign one form, but please have each child sign and date this form to indicate they have read the handbook or in the case of younger children have had the appropriate portions of the handbook read to them.

Thanks in advance,

**Mr. Sparks**

Principal

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**Parent/Guardian**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ have read the  
Student Handbook.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Student(s)**

I have read all of the Student Handbook or have had the appropriate sections of the handbook read to me.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Hearing Conservation Program

### Parent Consent Form

Hearing screening is conducted at your child's school as part of the Office of Public Instruction's Hearing Conservation Program. Pure Tone screening is mandated for students in grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing screening recheck list or referred by the school or parent/guardian.

Your child is not in one of the mandated test grades, but has been referred for the following reasons:

- ☐ New to the School
- ☐ Annual Recheck/ Known Hearing Loss
- ☐ Teacher or Parent Referral

If your child is absent, unable to complete the pure tone screening, or does not pass the pure tone screening, they will be referred for a hearing screed. An audiology assistant will be coming to the school for the hearing rescreen and, in addition to the pure tone screening may also conduct one or both of the following: Otoacoustic Emissions Screening, which is a measure of cochlear function that does not requires the child to respond, and/or Immittance Screening, which measures the movement of the eardrum by putting positive and negative pressures in the ear canal.

Parent/Guardian signature gives consent for your child to have hearing screening, conducted during the 2022/2023 school year. This consists of an initial screening and may include a rescreen. Please contact the school if an ear-related medical issue arises and that information will be passed on to the hearing conservation program staff.

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*Parent / Guardian Signature*

*Date*

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*Student Name/Names*

# Student Directory Information Notification

2022/2023

Please sign and return this form to the school within ten (10) days of the receipt of the form *ONLY* if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

\_\_\_\_\_  
**Date**

Dear Parent/Eligible Student

This document informs you of your right to direct the District to withhold the release of student directory information for \_\_\_\_\_.

***Student's Name***

Following is a list of items this District considers student **directory information**.

***If you do NOT want directory information provided to outside sources,  
please check the appropriate box.***

Student's Name		Date / Place of Birth	
Parents'/Guardians' Name		Major Field of Study	
Phone Number		Dates of Attendance	
Address		Enrollment Status	
Gender		Information in relation to school sponsored activities	
Photograph		Academic Awards, Degrees & Honors	
Grade Level		Most Recent Educational Agency or institution attended	

**NOTE:** If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

\_\_\_\_\_  
**Parent / Eligible Student's Signature**

\_\_\_\_\_  
**Date**