



**POPLAR MIDDLE SCHOOL
STUDENT HANDBOOK
2024-2025**

MISSION STATEMENT

The mission of Poplar Middle School in cooperation with parents and community is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.

“WHATEVER IT TAKES WE CAN, WE WILL”

“What starts here, changes the world”

Attendance

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

State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day.
- School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- **Students absent from school one or more periods preceding a school sponsored activity will not be allowed to participate in the activity without permission from the building principal.**
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- When a student is checked out early for a class period the student is marked absent for the entire class period. Parents are therefore encouraged to wait until the end of the school day to pick up their children.[For further information, see policies at 3122 and 3122P]

Tardiness

A student who is tardy to class by more than 10 minutes will be counted absent for the period.
(For further information, see policies at 3122 and 3122P)

Truancy Absence Referral - Procedure*

Truancy is skipping class or school, departing the principal's office, or leaving the school grounds without the proper authorization. Truancies are considered unexcused absences. Class work, and other assignments that are missed because of truancy ***must*** be made up. Repeat occurrences of truancy will be turned over to the tribal truancy officer and the courts. Students with excessive absences in any one class during the semester, excluding school-sponsored activities, will be tracked through the following steps: Students will be notified of their attendance status beginning with the absence in any one class during the semester. ***On the 3rd absence in any quarter, parents/guardians will receive a letter of notification, and a home visit will be conducted.**

****At the FIFTH ABSENCE FOR ANY REASON, law enforcement, Tribal Education and the county attorney will be notified.**

Procedure for Student Check-Out

In order to ensure the safety of all students at Poplar Middles School, the following check-out procedures will be utilized at all times by all parents/guardians/relatives and staff members. In order to check-out a student from school for ANY reason, you must go to the school office and speak with the secretary. If she is not available, please see the building administration.

Out-of-School Suspensions

According to Board Policy (1107.1), students are expected to make up work for absences due to out-of-school suspensions.

Cafeteria Services

The District participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free meals are available for all students regardless of parental financial status. Please return the food service enrollment form to the office as soon as possible.

Communicable Disease Conditions

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

Computer Resources

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

Students and parents should be aware that electronic communication - e-mail - using District computers are not private and may be monitored by District staff. [For additional information, see policy 3612]

Conduct

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

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

Poplars Schools School- Wide Disciplinary Program

The Poplar Middle School faculty and staff believe that all students can achieve success at school. We have developed a school-wide behavior management system, which includes several positive student recognition programs, and student consequence plans.

Poplar School Discipline Procedures

Discipline measures are intended to correct misconduct, prevent its reoccurrence and promote responsible behavior. Hall behavior, common areas, and classroom disruptions will be under the direct supervision of the faculty. Every staff member is to be considered a supervisor of all students. Discipline is divided into two categories with the action to be taken as specified on Appendix A below.

Punitive action may be administered at any point along the Steps to Proper Discipline and may be advanced as deemed appropriate by the building Principal, the Associate Principal or an administrative designee.

Administration Contact with Parents/Guardians

Administration, or their designee, will call and make contact with the student’s parents/guardian to facilitate a sit down meeting at the school with the student, the teacher and the administration to convey the course of administration action moving forward for behavior that disrupts, interferes with the learning process or inhibits others from being able to have a safe environment free of distractions by others and the consequences that will begin to occur.

STEPS TO PROPER DISCIPLINE LOG – APPENDIX A

(08/24)

Poplar Middle School 2019-20

STUDENT: _____ GRADE: _____

TEACHER: _____

STEP 1

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	PERSONS (Signature)
	1.	Sit down meeting to explain expectations of behavior and how student can meet those expectations.		Student: Teacher:
	2.	Sit down meeting to again explain behavior expectations AND contact parent/guardian to report incident. (Phone) (HmSchCo) (US Mail)		Student: Teacher: Parent/Guardian Contact:
	3.	Sit down meeting with parent/guardian, student and administrator if teacher requests administrator’s presence.		Student: Teacher: Parent/Guardian: Administrator:

STEP 2

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	4.	Submit Student Behavior Report to administration for adjudication AND contact guardian. ISS of 1 day for repeated rule violations.		SBR Submitted Parent Guardian Contacted ISS – 1 day Copy of SBR Sent Home
	5.	Submit Student Behavior Report to administration for adjudication. And contact guardian. ISS of 3 days for repeated rule violations.		SBR #2 Submitted Parent/Guardian Contacted ISS – 3 days Copy of SBR #2 Sent Home
	6.	Submit Student Behavior Report to administration for adjudication. And contact guardian. ISS of 5 days for repeated rule violations.		SBR #3 Submitted Parent/Guardian Contacted ISS – 5 days Copy of SBR #3 Sent Home
ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #1			DATE:	

STEP 3

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	7.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 1 day for repeated rule violations.		SBR #4 Submitted
			Parent Guardian Contacted	
			OSS – 1 day	
			Copy of SBR #4 Sent Home	
	8.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 3 days for repeated rule violations.		SBR #5 Submitted
			Parent/Guardian Contacted	
			OSS – 3 days	
			Copy of SBR #5 Sent Home	
	9.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 5 days for repeated rule violations.		SBR #6 Submitted
			Parent/Guardian Contacted	
			OSS – 5 days	
			Copy of SBR #6 Sent Home	

ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #2	DATE:
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STEP 4 – Administrative Educational Intervention

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	1.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 3 days and student placed on behavior contract.		SBR Submitted
			Parent Guardian Contacted	
			OSS – 3 days	
			Copy of SBR Sent Home	
	2.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 5 days and recommendation for expulsion.		SBR #2 Submitted
			Parent/Guardian Contacted	
			OSS – 5 days	
			Recommendation: Expulsion	
	3.	Submit Student Behavior Report to administration for adjudication. And contact guardian. Recommendation for permanent expulsion up to 1 year.		SBR #3 Submitted
			Parent/Guardian Contacted	
			Recommendation: Permanent Expulsion	

In order to be allowed to return to the Poplar School District after an expulsion hearing, an additional hearing must be completed with the board where the student will request readmission. The Board will make the ultimate decision on whether a student may return or continuance of expulsion is warranted.

Minor Offenses

Improper conduct, truancy, improper use of vehicle, use and/or possession of tobacco products, and cussing or swearing toward adult or child, which is verbal assault, will be processed as follows:

First Offense: A disciplinary report will be filed. Parent/guardian will be contacted. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

Second Offense: A disciplinary report will be filed. Parent/guardian will be contacted. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

Third Offense: A disciplinary report will be filed. A conference with the parent/guardian will be scheduled. A plan of action will be outlined, reviewed and enforced along with a referral to counseling services. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

Fourth Offense: The Steps To Proper Discipline will be followed moving forward with all additional behavioral or school rule infractions. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

Major Offenses:

USE AND/OR POSSESSION OF ALCOHOL/DRUGS/INHALANTS OR POSSESSION OF DRUG PARAPHERNALIA, and USE OF TOBACCO

The following rehabilitative steps/consequences will be applied as delineated. Failure to comply with any or all of items A, B, or C will result in a referral to the Board for expulsion. All offenses will warrant a counseling intervention. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or administrative designee.**

First Offense: Any student possessing or under the influence of drugs, alcohol, inhalants, or possession of drug paraphernalia, including but not limited to, pipes, bongs, roach clips, papers, will be given, effective immediately, a three day suspension. A student may appeal the suspension of being under the influence if he/she undergoes a profile 806 urine test within 24 hours and test negative in all areas. Negative urine tests will be at the expense of the School District. A disciplinary report will be sent home to the parent/guardian. Law enforcement will be notified to remove the student. The student will be assigned to counseling for drug and alcohol education. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or administrative designee.**

Second Offense: The student will be given a five- day out-of-school suspension effective immediately. A discipline referral will be filled and a copy will be sent home to the parent/guardian and law enforcement will be notified to remove the student. The student may be referred to the School Board for expulsion from school. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or administrative designee.**

Poplar Middle School is designated as a "**Drug Free and Tobacco Free School Zone**". No one is permitted to use any type of tobacco product at any time while in the school building, in school vehicles (busses, cars, vans), or on the school grounds. Alcohol, drugs, drug paraphernalia and inhalants are not allowed at the school. Anyone possessing these items will immediately be sent to the office and referred to the building principal and/or School Resource Officer. Parents and the local law enforcement agency will be notified by phone and/or in writing.

Guns and Weapons: Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument as a weapon of any kind. In accordance with the Gun-Free Schools Act, 20 USC 3351, violations involving a gun will result in automatic expulsion for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district Superintendent.

Assault: Any student causing a fight, attempting to cause a fight, or threatening a fight to cause physical injury to another person may be recommended for suspension and/or expulsion. No student shall, while on school property or at any school function, behave in a riotous or disorderly manner, or in any way interrupt, molest or disturb individuals or the operation of the school. Violators are subject to punishment by law and may be recommended for suspension and/or expulsion. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or administrative designee.**

Bullying

Any act of intimidation by a student, or group of students, towards another student or staff member will not be tolerated. Severe cases will be dealt with by the principal, in cooperation with the counselor and may result in suspension from school for a minimum of one day. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or administrative designee.**

The Fort Peck Tribes have established the following policy regarding bullying and harassment. Read carefully.

Title VII Section 233 Sec. 233. Intimidation, bullying, harassment.

A person is guilty of bullying or harassment when a person by means of any persistent threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication (as defined in VII CCOJ 408) or threat directed at a person that causes a person physical harm, damages a person's property, or places a person in reasonable fear of harm to the person or the person's property.

This bullying or harassment or intimidation includes retaliation against a victim or witness who reports information about an act of bullying, harassment or intimidation.

(d) Conviction under this Section is a Class B misdemeanor for the first offense and a Class A misdemeanor for the second and subsequent offenses.

If any of the actions listed in subsection (c) result in serious bodily injury, attempted suicide or suicide of the victim, the perpetrator (s) will be charged with a felony.

Montana Code Annotated 2015. 20-5-208

(1) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

(a) causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;

(b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or

(c) substantially and materially disrupts the orderly operation of a school.

(2) The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

20-5-209 Bullying of a student is prohibited

Bullying of a student enrolled in a public K-12 school by another student or an employee is prohibited.

Poplar School Bullying Prevention Strategies:

In order to prevent bullying we encourage our students report the incident immediately. The report can be made to any staff member. The following are behavior expectations that we believe help eliminate bullying:

- Treat everyone respectfully
- Refuse to let others be bullied
- Report bullying to an adult
- Refuse to bully others
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out

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- Report bullying to an adult

Discipline Procedure for Physical Aggression

1st Offense: 1 day Out-of-School Suspension (OSS)

2nd Offense: 2 days Out-of-School Suspension (OSS)

3rd Offense: 5 days Out-of-School Suspension (OSS) - Student will be referred to the school board and recommended for possible expulsion

Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.

Behavior Expectations:

At the Poplar Middle School we believe that the following guidelines will eliminate incidences of violence and harassment:

I am considerate and respectful of myself and others by:

- Giving people space
- Keeping my body (hands and feet) to myself
- Saying kind words

I use respectful language by:

- Giving put-ups/compliments
- Showing politeness
- Using "manner words"

I will prevent bullying in my school by:

- Treating everyone respectfully
- Refusing to bully others
- Refusing to let others be bullied
- Refusing to watch, laugh, or join in when someone is being bullied
- Trying to include everyone in play, especially those who are often left out
- Reporting bullying to an adult

I am in the right place at the right time:

- In the classroom
- In the lunchroom
- Outside before school starts (unless otherwise directed)
- After school, leave the school and playground

I take responsibility for my learning by:

- Doing assignments/homework
- Trying hard
- Listening to others
- Being respectful

I move safely to, from, and on the school grounds by:

- Walking in and around the building
- Being on time for class
- Keeping my hands to myself

I care for school property in a responsible way by:

- Being respectful of the bulletin board, furniture, lights and recess equipment
- Picking up litter in and around the school grounds

Sexual Harassment/Verbal Harassment

Administrative Rules of Montana at 23.9.1003 state that no student shall be subjected to sexual intimidation or harassment by any school employee, or by the effect of any school policy or practice which any employee or agent of the school or the education institution knew or should have reasonably known of the activity, policy, or practice. No student shall be subject to sexual harassment or sexual intimidation by another student on school owned or controlled property or at any school sponsored functions or activities when any agent or employee of the educational institution knew or reasonably should have known of the activity. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

First Offense: The student will be given a three (3) day out-of-school suspension effective immediately and may be expelled from school. A disciplinary referral will be filled out and a copy will be sent home to the parent/guardian. The School Resource Officer (SRO) will be called upon to intervene and remove the student from the school. The student is expected to return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

Second Offense: The student will be given a five (5) day out-of-school suspension effective immediately. The SRO will be called upon to intervene. The parent/guardian will be notified. The student will return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. The student will be referred for a long-term assistance program through the counseling services and will be designed to assist the student in remediation his/her problem. The parent/guardian will be involved in their child's assistance program. Students who continue to display inappropriate conduct will be suspended for an extended period of time and provided with an alternative education setting in the TRALS. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or administrative designee.**

Gang Activity

A gang is defined as a group of two (2) or more persons who associate together and engage in gang related activities:

1. Wear, possess, use, distribute, display, or sell any clothing including but not restricted to hats, bandannas, rags, jewelry, emblem, badge, symbol or item which are evidence of membership in or affiliation with any gang or representative of any gang.
2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or representative of any gang.
3. Engage in any act furthering the interest of any gang or activity including, but not limited to:
 1. Soliciting membership in or affiliation with any gang;
 2. Soliciting any person to pay for protection or threatening any person explicitly, implicitly, with violence or any other illegal or prohibited act;
 3. Painting, writing, or otherwise inscribing gang related graffiti, messages, symbols or signs on school property;
 4. Engaging in violence, extortion or any other criminal act or other violation of school property;
 5. Soliciting any person to engage in violence against any other person.

Action to be Taken

Students found in violation of items #1, #2, and/or #3 of the **Gang and Gang Activity** policy, (1106.303) shall meet with the principal or his/her designee.

1st Offense - A written warning shall be issued to the student. Phone and written notification of the parent/guardian shall occur immediately and the student will be **suspended from school for three days.**

2nd Offense - A second violation of #1 and/or #2 will result in a **five-day suspension from school and a recommendation for expulsion to the Board of Trustees.**

Dress Code

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines: Appropriate attire is expected of all students. Clothing that creates a disturbance or interference to the educational environment will not be allowed.

Inappropriate items include but are not limited to: short shorts, inappropriate skirts and dresses, muscle shirts, half shirts, extremely sagging pants, tank tops, low-cut shirts, shirts with profane or suggestive wording and clothing which allows the exposure of undergarments. Immodest and disruptive dress, the wearing of garments advertising or condoning the use of alcohol, tobacco, drugs, sex, or inappropriate slogans or innuendoes will not be allowed.

Students may wear hats and caps as long as they do not become a distraction or cover the ears. Headbands and bandanas are to be left in lockers during the school day. Students with inappropriate clothing will be sent home to change clothes and their parents notified. Students resisting the request to change into appropriate clothing and/or to remove jackets and head gear may face punitive action as deemed appropriate by the building administration.

Dress for Physical Education Class

Students are required to dress out every day for PE class as directed by the gym teacher. They are responsible to provide their own non-marking court shoes and apparel.

Computer Suspension

The use of District computers, the computer network and their outside networks (e.g., the Internet) is a privilege and a service, not a right. Inappropriate use can result in a cancellation of those privileges for all involved parties. Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. In the case of Level A and Level B offenses, students currently enrolled in Business Education or other computer courses which involves daily use of the computers during class would retain privileges during class period only. All other use would be suspended. In serious ethical violations, all access may be suspended even if course work is jeopardized. In these cases, future enrollment in computer courses or computer-based courses would be questioned and restricted. Furthermore, students and their parents/guardians are liable for any expenses incurred in the school district's efforts to uncover or repair computer or software damages.

Corporal Punishment

1. Corporal punishment- namely, physically punishing a student for an offense - may not be undertaken by teachers or school officials of the District. Physical restraint, however, may be used by school staff members in accordance with the policies and guidelines established by the Board of School Trustees.

2. Teachers and school officials may administer reasonable and necessary physical restraint to eliminate activities disruptive to the learning process and normal function and operation of the school and may administer reasonable and necessary force:

- a. To quell a disturbance.
- b. To obtain possession of weapons and/or other dangerous objects.
- c. To provide adequate self-defense.
- d. To protect persons or property.

3. Parental cooperation is critical in the support of reasonable behavior. To this end school authorities will make every effort to both, notify parents and involve them in discipline concerns and problems.

4. If there are repeated disciplinary problems, it is recommended that the parent and the school authorities meet to decide what additional action shall be taken.

At the discretion of the administrator, a child who has been referred for disciplinary action may not be allowed to return to class until a parent or guardian has had a personal interview with the administrator at the school that the child attends.

Detention

In addition to teaching reading, writing and math, schools teach responsibility and appropriate behavior. Detention is a consequence that teachers or the administration may have to assign to students in case of disruptive behavior, excessive tardiness, etc. Teachers have different lengths of detention ranging from a few minutes to half an hour.

When the principal assigns detention it is usually at lunch or right after school for 30 minutes or more based on the severity of the infraction. Parents will be notified via telephone or note when a child will be detained for more than a few minutes. If there is a conflict, detention can be rescheduled at the request of the parent. Otherwise, the student is expected to keep appointments. Failure to keep designated appointments will result in additional detention and/or out of school suspension.

If a student is assigned to detention, it shall be his/her responsibility to make transportation arrangements.

Tardy, Truancy, and Class Lateness

Tardies occur when the student is late to the beginning of a scheduled class period during the day. At the sole discretion of the classroom teacher the student may be required to make-up the time. The classroom teacher will assign the appropriate detention time and serve the time with the offending student before or after school or during the lunch period as deemed appropriate.

Chronic tardies can be referred to administration following appropriate intervention and documentation, by the classroom teacher, of the students continued non-compliance.

Suspensions

Montana Law Section 20-5-201 (2), states "A pupil who disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district, harms or threatens to harm another person or the person's property, or otherwise violates district policy regarding pupil conduct is subject to punishment, suspension, or expulsion under the provisions of this title. When a pupil defaces or damages school property, the pupil's parent or guardian is liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of any damage."

Fighting, insubordinate acts, vandalism, and continual violations of classroom rules are offenses that will result in out-of-school suspensions. Less significant offenses will generally be handled with in-school suspensions that require the student to sit in a designated area outside of the classroom. As part of the suspension, the student may be isolated over lunch break as well.

The students will be responsible for completing and turning in all class assignments missed during the suspensions. Out-of-school suspension will require that the student remain off school property for the length of the suspension. Students who come back on school grounds during a suspension are subject to arrest for trespassing. The student may not attend or participate in any school functions during the suspension.

In-School Suspensions

Established as a disciplinary procedure, in-school suspension is designed to exclude a student from his/her regular scheduled class through the use of a supervised intervention program.

In-school suspension allows school officials to maintain greater control over students whose disruptive behavior forces their temporary removal from regular classes. It is the school district's hope that careful consideration and judgment will be exercised by all students so as not to become involved in any situation which will result in in-school suspension.

In-school suspension will be used for, but not limited to, the following offenses:

1. Repeated offenses of inappropriate behavior
2. Any other violation of school rules deemed serious enough to warrant in-school suspension

In-School Suspension Procedural Process

1. Be in your seat and be quiet at all times. Remain in your seat at all times sitting up straight, keeping feet and chair on the floor, and facing forward.
2. You must be working on an assignment at all times. Once your assignments have been completed and if all work is finished, you need to read a book. **You may not sleep under any circumstances.**
3. Raise your hand to ask a question, get help with an assignment, or when an assignment has been completed. Talking, making noises, and/or communication with other students or teachers is strictly forbidden.
4. Instructions and/or directions from the ISS teacher will be followed at all times.
5. During lunch you will sit together and not get up to walk around the lunchroom unless the ISS teacher grants you permission. When you have finished your lunch clean up your area and discard any garbage.

STUDENTS WHO DO NOT FOLLOW ISS RULES ARE SUBJECT TO OUT OF SCHOOL SUSPENSION.

Out-of-School Suspensions

Out-of-school suspension shall mean exclusion from school for an offense for a period of not more than ten (10) days. A student who is on out-of-school suspension shall not participate in or attend any extra-curricular activity during the period of the suspension. The student will be banned from being on any school site or district property for the assessed period of time.

Expulsion

(Also outlined above under the topic of SUSPENSIONS)

An Expulsion is the exclusion of a student from school for more than 20 days without the provision of educational services (except in cases involving students with disabilities) adjudicated by the Board of Trustees.

Other Disciplinary measures

The Board of Trustees and/or administration may invoke other disciplinary action as shall be warranted under the particular circumstances. Such action may include expulsion from extra-curricular activities, graduation ceremonies, and school sponsored events and activities.

Searches

The Law permits a school to search a locker, school property, vehicle, or personal property if there is reasonable suspicion the contraband would be found in that area/item. Also, a school can conduct random searches of school property- lockers, desks- but cannot conduct a random search of a student's personal property without reasonable suspicion.

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

Students Desk and Lockers

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked and that the combination is not available to others.

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

The parent will be notified if any prohibited items are found in the student's desk or locker and the matter will be turned over to law enforcement.

Searches of Students:

School authorities may search the student and/or the Student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence will be seized and impounded by school authorities, and disciplinary action will be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

Prohibited Articles

From time to time, problems arise because some students bring articles to school which either create hazards to the safety of others or interfere in the normal operation of the school. Items such as toy guns, water pistols, bean shooters, sling shots, knives, hand balls, BB's, marbles, belt chains, wallet chains, bandannas, gang-related paraphernalia, lighters, radios, cellular phones, wrist games, wrist communicators, walkie-talkies, beepers, and other electronic devices will be confiscated. Skateboards and Roller skates/blades are not to be used in the building. They may be secured in the student's locker. Lighters will be treated as smoking paraphernalia and fall under that disciplinary jurisdiction. Knives will be treated as a weapons offense and could lead to expulsion.

If so requested, these items may be returned directly to the student's parents upon a visit to the school. Note. There are additional school procedures that restrict possession, use, and return of electronic devices and other disallowed items.

Public Display of Affection (PDA)

Friendships are natural and expected during adolescence. However, public demonstrations of affection are certainly out of place in school corridors, classrooms, and assemblies as well as on buses or in any other area within the confines of the School District. An inordinate show of affection is not permitted.

Trespassing

Anyone in school buildings without permission is considered to be trespassing. Anyone caught trespassing on school property will be prosecuted to the fullest extent of the law.

Hall Conduct/lockers

HALLS: Walk - do not run inside the building; Avoid blocking the halls or doorways when you stop to talk with others; Use a conversational tone of voice; No horseplay. Students are not to be in the hallways without a hall pass. Teachers will give students passes for necessary reasons.

LOCKERS: Locker assignments are made for the year. Locker changes can only be made with permission from the principal. Lockers are considered school property. No decals, stickers or writing on or in your locker. Pictures can be taped inside the lockers. Magnetic mirrors, etc. can also be used. Please work to keep your locker area tidy. Guests often come to the school and it can be embarrassing when they trip over your coat and books. Your locker area shouldn't look like your bed room!

Complaints

Parents or students who are concerned about something at school are expected to follow this procedure for getting information or for correcting what they feel is wrong: According to the policy and procedure BP 1700 complaints should be made in accordance with the Uniform Grievance Procedure.

Safety Issues

Every teacher and principal will maintain order and discipline among students. Students who do not comply with reasonable rules may be suspended or expelled. Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be most concerned for the safety and educational welfare of the majority of students. It is the principal's responsibility to take action as necessary to protect students and teachers from dangerous or socially detrimental actions of students. However, there will need to be a finding of misconduct before a student may be suspended/expelled from school and the suspension/expulsion will be in accordance with federal and state law.

Theft and Its' Prevention

The District and the schools are not responsible for the loss, theft, or damage of any personal property belonging to the students, visitors, or employees left or stored on District premises. This also applies to personal vehicles. Anyone who steals will face suspension from school and possible legal action. Stealing is not only unlawful; it is also immature and irresponsible. It is imperative that students leave all valuable items at home.

Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the current counselors. Counselors will see students by appointment or a student may drop by the office to visit with the counselors if they are available.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

Distribution of School Materials

School publications distributed to students include: District Calendar, Student handbook, and student newspaper. All school publications are under the supervision of a teacher, sponsor, and the principal.

Distribution of Non-school Materials

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

Food and Drink

No ENERGY drinks are allowed in the middle school. Another goal is to reduce sugar foods and drinks to help in the battle against diabetes and obesity.

School Policy for Electronic Devices, Skateboards, and other Disallowed Items

Personal listening devices, including cell phones, I-pods, earphones and any other electrical devices must be turned off and out of view during school hours.

1st Offense: Taken away for the day

2nd Offense: Documented and Parents must pick up from office

3rd Offense: Documented and item confiscated for the remainder of the semester

Skate boards and skates will not be allowed on school grounds during the hours of 8:00 a.m. and 5:00 p.m. or during the hours of any activity being held at the school (ball games and/or practices, parent/teacher conferences, extended day program, etc.). Laser lights, lighters, and permanent markers are not allowed on campus at any time and will be confiscated.

Fundraising

Student clubs, classes, outside organizations, staff and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the student councils, and approved by the building principal, at least ten (10) days before the event. Fund Raising Request forms are available in the middle school office.

Except as approved by the superintendent, fund-raising by non-school groups is not permitted on school property.

Grading Guidelines

Grading Percentages:	100-97 = A+	96-93 = A	92-90 = A-
	89 - 87 = B+	86 - 83 = B	82 - 80 = B-
	79 - 77 = C+	76 - 73 = C	72 - 70 = C-
	69 - 67 = D+	66 - 63 = D	62 - 60 = D-
	59 - 00 = F		

An “F” makes you ineligible for Honor Roll.

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As students reach Middle School age, homework becomes an integral part of the learning process. Teachers may give homework to students to aid in the student's educational development. It is the responsibility of the student to complete, and turn in, the homework assigned by their teacher(s). Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: Diphtheria, pertussis, rubella (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza Type B, is required by students under the age of five (5).

The 2015 Montana Legislature revised school immunization requirements for school attendance through the passage of House Bill (HB) 158. The law, signed by the Governor and effective October 1, 2015, requires students attending school be vaccinated against varicella disease (chickenpox) and receive a booster of pertussis vaccine at 7th grade.

We anticipate modeling requirements based upon the Advisory Committee on Immunization Practice (ACIP) recommendations. The information below provides a brief overview of current recommendations and may be useful to answer questions regarding what to expect in the new requirements.

Varicella (Chickenpox) Vaccine

Students in kindergarten through 12th grade will need to have two doses of varicella vaccine. In lieu of receiving the varicella vaccine, we anticipate the rule will allow evidence of immunity to varicella virus. Options will include:

- Laboratory evidence of immunity or laboratory confirmation of disease,
- Diagnosis or verification of a history of varicella disease by a health-care provider (MD, DO, NP, PA)
- Diagnosis or verification of a history of herpes zoster by a health-care provider (MD, DO, NP or PA)

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

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

Note. This statement must be renewed yearly.

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

Note. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy 3413

Law Enforcement

It shall be the policy of the School District to maintain a reasonable, cooperative atmosphere between the school system and law enforcement agencies. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school sponsored activity, or at other times as needed to maintain the educational environment. They may also be summoned for the purposes of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. At all times, the school district's administrators shall be responsible to protect and guarantee the rights of students.

Questioning of Students:

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

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

Students Taken Into Custody:

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- Students may be taken into custody in school pursuant to a warrant, court order, probable cause, or by a CPS worker. .
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

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

Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the school nurse (Ms. Doreen McGeshick). It is advised also that the physician orders accompany such prescriptions. Ms. McGeshick will either give the medicine at the proper times or give the student permission to take the medication as directed.

[For further information, see Board Policy 3416].

Parent Involvement, Rights, and Responsibilities

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

- Encourage his/her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his/her child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact the Principal at
- 768-6733.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 768-6733 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his/her prep period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child. [See below for Protection of Student Rights].
- Become a school volunteer. For further information, contact the Principal at 768-6733. Volunteers who would be willing to come into Poplar Middle School to help with our students would be greatly appreciated.
- Offer to serve as a parent representative on the District-level or building-level planning committees formulating educational goals and plans to improve student achievement. For further information contact the Principal at 768-6733

Addressing the Board of Trustees when appropriate [See policies 1400 and 1441]

Prayer

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

Promotion and Retention

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing. Students who are failing will be given the opportunity to have help maintaining grades by the extra services that are provided by the school. Students who fail due to absences may be given a chance to recover the hours missed by completing an assigned academic packet and/or project designed for the number of hours missed.

Students are required to meet the following criteria for participation in the Promotion Ceremony from Poplar Middle School:

1. Attain a cumulative Grade Point Average (GPA) of at least 1.5 overall.
2. Attend school regularly (absent no more than 30 days total for the year).
3. Maintain appropriate behavior during all four quarters of the eighth grade school year.
Unacceptable behaviors include: (the following 4 points are up to the administrators discretion)
 - Suspensions for misbehavior
 - Excessive office referrals for misbehavior
 - Truancies
 - Excessive tardies
4. School personnel will notify students and their parents each grading quarter if the student's GPA falls below 1.5, or if absences exceed 10 days.
5. Due process on appeals by students and their parents may be made in the order as follows: Head Principal, Superintendent, and lastly the School Board if the above requirements are not being met and the promotion ceremony is in jeopardy.

CREDIT REQUIREMENT FOR HIGH SCHOOL

1. What's a "core" class? English, Math, Science and Social Studies.

2. How do students earn a credit? By passing a semester of the class. Each semester equals 0.5 credits. So each year has 2 semesters, making it possible to earn 1.0 credit in 7th grade, and 1.0 credit in 8th grade in each subject. So if a student passes their core classes all four semesters of their 7th and 8th grade year, they will earn 2.0 credits in each subject.

3. How many credits are required to move on to high school? This varies by subject!

Here are the basic credit requirements to be promoted to High School:

English: 1.5 credits
Math: 1.5 credits
Science: 1.0 credit
Social Studies: 1.0 credit
Elective: 1.0 credit

4. What happens if a student fails a core class? This depends on the subject failed, and how many classes failed. Students who are "credit deficient" or in danger of being deficient, may be put in Credit Recovery, where they re-take the failed class on the Acellus computer program. Credit recovery takes the place of the student's elective class. Students who are credit deficient will also be invited and recommended to attend summer school, which uses the same program to redeem their credit. Students who are credit deficient are NOT allowed to move up to the 9th grade until they have passed the minimum requirements outlined above.

Protection of Students' 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:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- 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, evaluation.

Release of Student Information from School

Poplar Middle School has a "**CLOSED CAMPUS**" policy. Students are required to stay on campus for the entire school day. Students will participate in the school lunch program or bring a sack lunch to eat in the cafeteria with their class. A student **WILL NOT** be released from school at times other than at the end of the school day **EXCEPT** with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

STUDENTS WILL NOT BE ALLOWED TO CHECK THEMSELVES OUT AT ANY TIME! A student who will need to leave school during the day must bring a note from his/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. **Any student who leaves campus without permission, or without following sign-out procedures will be written up for insubordination.**

Report Cards, Progress Reports, and Conferences

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks. Mid-term progress reports are issued to parents at the appropriate date during the quarter.

Parent/Teacher Conferences

Parent-teacher conferences will be scheduled for a formal conference each school year. Informal conferences can be arranged at the parent's request. Call the middle school office 768-6733.

Safety at School

Accident Prevention:

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

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

Accident Insurance:

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims through the claims office **Emergency Medical Treatment and Information**

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

Drills: Fire, Tornado, and Other Emergencies:

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

Emergency School Closing Information:

Emergency school closing information will be broadcast from:

Radio Station KVCK -1450 AM

Radio Station KVCK - 92.7 FM

Vehicles on Campus:

Students are not authorized to operate motor vehicles on campus. Any violations will be reported to local law enforcement. 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.

Special Programs

The District provides special programs for gifted and talented students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organization.

Student Records

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

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

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

Parents of a minor or 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's cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by 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 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

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

Certain information about District students is considered directory information and will be released to anyone 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/her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who have 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.

Textbooks

Board-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher immediately. Any student failing to return a book issued by the school or damaging a book issued by the school will be charged to replace the book.

Transportation

School Sponsored Trips Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event. The Principal and/or Activities Director, however, may make an exception if the parent/legal guardian personally requests that the student be permitted to ride with the parent if the parent presents - **BEFORE THE SCHEDULED TRIP-** a completed release request form asking for permission for the student to ride with an adult designated by the parent. Release request forms are available in the Middle School Office and from the Activities Director.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from the school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation building at 768-3346.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook.

Bus Behavior

Rules you are expected to follow:

1. Follow directions of the driver.
2. Stay in your seat.
3. Keep all parts of your body in the bus
4. Pushing or shoving is not allowed on the bus.
5. Tobacco, eating, or drinking are not allowed on the bus.

Consequences

At the discretion of administration: **Misconduct will be dealt with through the Middle School office and bus-riding privileges may be suspended. The length of suspension will be agreed upon by an Administrator (or their designee) and the Transportation Department. See the specific rules and consequences for those individuals who travel on District buses.**

School Sponsored Trips

Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event. The Principal and/or Activities Director, however, may make an exception if the parent/legal guardian personally requests that the student be permitted to ride with the parent if the parent presents –

BEFORE THE SCHEDULED TRIP- a completed release request form asking for permission for the student to ride with an adult designated by the parent. Release request forms are available in the Middle School Office and from the Activities Director.

Videotaping of Students

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Visitors

Poplar Middle School welcomes visitors. **ADVANCE NOTICE** of visits is necessary to avoid disruptions in our scheduled classes. ***ALL VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.*** To keep a record of the visitors to our school, we ask that they sign in when they enter and sign out when they leave the building. Visitors will receive a visitor's tag that must be worn while visiting the building.

Student visitors must receive advanced approval from the building principal 48 hours prior to the visit so that proper arrangements may be made with the classroom teachers involved with the visit.

We hope our visitors enjoy each visit as much as we look forward to having them.

5TH AND 6TH GRADE 2024-2025 BELL SCHEDULE

REGULAR SCHEDULE

SHORT FRIDAY

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15	
P1	8:20 AM	8:54 AM		P1	8:20	8:50
P2	8:57 AM	9:57 AM		P2	8:53	9:53
P3	10:00 AM	10:47 AM		P3	9:56	10:32
P4	10:50 AM	11:37 AM		P4	10:35	11:11
LUNCH 5 th	11:34 AM	12:17 PM		P5	11:14	11:50
LUNCH 6 th	11:37 AM	12:17 PM		LUNCH 5 TH	11:47	12:30
P5	12:20 PM	1:00 PM		LUNCH 6 TH	11:50	12:30
P6	1:03 PM	1:50 PM		P6	12:33	1:08
P7	1:53 PM	2:40 PM		P7	1:11	1:49
P8	2:43 PM	3:30 PM		P8	1:52	2:30

7TH AND 8TH GRADE 2024-2025 BELL SCHEDULE

REGULAR SCHEDULE

SHORT FRIDAY

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15	
P1	8:20 AM	8:54 AM		P1	8:20	8:50
P2	8:57 AM	9:57 AM		P2	8:53	9:53
P3	10:00 AM	10:47 AM		P3	9:56	10:32
P4	10:50 AM	11:37 AM		P4	10:35	11:11
P5	11:40 AM	12:27 PM		P5	11:14	11:50
LUNCH	12:30 PM	1:00 PM		P6	11:53	12:30
P6	1:03 PM	1:50 PM		LUNCH	12:33	1:08
P7	1:53 PM	2:40 PM		P7	1:11	1:49
P8	2:43 PM	3:30 PM		P8	1:52	2:30

5TH AND 6TH GRADE

1:00 EARLY OUT SCHEDULE

7TH AND 8TH GRADE

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15	
P1	8:20	8:36		P1	8:20	8:36
P2	8:39	9:39		P2	8:39	9:39
P3	9:42	10:07		P3	9:42	10:07
P4	10:10	10:35		P4	10:10	10:35
P5	10:38	11:03		P5	10:38	11:03
P6	11:06	11:31		P6	11:06	11:31
LUNCH 5 TH	11:31	11:59		P7	11:34	11:59
LUNCH 6 TH	11:34	11:59				
P7	12:02	12:30		P8	12:02	12:30
P8	12:33	1:00		LUNCH	12:33	12:55