2026 - 2027

Student/Parent Handbook

To Students and Parents:

The Pleasant Valley School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.
The Student/Parent Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.
Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office and can be found on the school website at www.pvsmt.org. In case of conflict between School Board policy or any provisions of student handbooks, the provisions in the student/parent handbook are to be followed.

Equal Education, Nondiscrimination

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Parental Rights

Pleasant Valley School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:
Student and Family Privacy Rights – Policy 2132
Parent/Family Engagement and Involvement in Education – Policy 2158
Student Health Instruction – Policy 2335
School Activities and Clubs – Policy 3233 and Policy 3510
Student Records and Confidentiality – Policy 3600
Student Health – Policy 3410
Student Immunization – Policy 3413

Release of "Directory Information"

"Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the 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. This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification 3600F2 and returned it to the school."
A copy of 3600F2 was provided with this handbook for parent submission.

Rights concerning a Student's School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:
1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.
The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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 sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

Absence or Tardiness

When a student must be absent or tardy for any reason, please call the school at 406-858-2343 between 7-8:30 a.m. to notify the teacher.

If a student arrives one-hour late for the start of the school day, it will be considered a half-day absence for the morning. If a student leaves more than one hour prior to dismissal, it is counted as a half-day absence for the afternoon.

If a student must be absent from school, the student, upon returning to school, must bring a note, signed by the parent, that describes the reason for the absence. The school should receive notification of each student absence. Failure of a parent/guardian to do so will result in an unexcused absence.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the allotted time given by the teacher will receive a grade of zero for the assignment.

If a student is going to be absent for an extended period of time, parents/guardians should contact the lead teacher to arrange to pick up the child's books and assignments. Please allow 24-hour notice prior to picking up the materials for the teacher to assemble work.

Doctor Appointments

Class time is important. If possible, doctor appointments should be scheduled at times when the student will not miss instructional time.

COMMUNICABLE DISEASES & CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious.

Parents of a student with a communicable or contagious disease should phone the teacher so that other students and district staff who **may** have been exposed to the disease can be alerted.

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

(a) isolate the student immediately from other students or staff; and

(b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and

(c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the lead teacher or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. The lead teacher or other responsible

person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

BULLYING/HARASSMENT/ INTIMIDATION/HAZING

Bullying, harassment, intimidation or hazing by students, staff or third parties is strictly prohibited and will not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

All complaints about behavior that may violate this policy will be promptly investigated. Retaliation is prohibited against any person who reports or participates in an investigation or inquiry.

See Policy 3226.

COMPLAINTS & GRIEVANCES

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the teacher at the Pleasant Valley School. If still unresolved, the matter may be referred to the County Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

For further information, refer to Policy 1700.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made substantial investments 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 3612NF, provided separately from this handbook, regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

For additional information, see policy 3612, 3612P.

CONDUCT

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

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

Applicability of School Rules and Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

• Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.

• Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

• Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.

• Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.

• Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.

• Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.

• Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

• Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.

• Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.

• Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.

• Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.

• Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.

• Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

• Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

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

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

Disciplinary Measures

Disciplinary measures include but are not limited to:

• Expulsion
• Suspension
• Detention, including Saturday school
• Clean-up duty
• Loss of student privileges
• Notification to juvenile authorities and/or police
• Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school

personnel, or other persons or for the purpose of self-defense.

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. District personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

COUNSELING

Personal Counseling

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

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

DISTRIBUTION OF MATERIAL

School Materials

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

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on the school campus by a student or a non-student without the prior approval of the teacher.

Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

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

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

See Policy 3224.

ELECTRONIC DEVICES

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. The District provides equipment and electronic networks, including access to the Internet, as part its instructional program and 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. The District may withdraw student access to its equipment, network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of equipment, network, and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District equipment and electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

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, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the equipment and computer network, and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable Uses of Equipment and Network

The following are considered unacceptable uses and constitute a violation of this policy:

A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Violations

Violation of this policy will result in a loss of access and may result in other disciplinary or legal action. The administration will make all decisions regarding whether a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

See Policy 3612, 3612 P(1), 3612 NF.

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, tablets, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where

such operation may violate the privacy right of another person.

Students may use cellular phones, tablets, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

See Policy 3630.

EXTRACURRICULAR ACTIVITIES, FEES & SCHOOL SUPPLIES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, may be expected to provide his or her own pencils, paper, erasers and notebooks. *(Please check with the teacher prior to the start of school.)*

Students may be required to pay certain other fees including:

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

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Pleasant Valley School's District Clerk's Office.

FIELD TRIPS & PERMISSION SLIPS

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

FIREARMS AND WEAPONS

It is the policy of the Pleasant Valley School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202(3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; num-chuks (also known as nun-chucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Refer to Policy 3311.

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes.

May be permitted by the lead teacher, providing that the instructional program is not adversely affected.

For further information, see policy 3530.

HEALTH SCREENINGS & COMMUNITY HEALTH CENTER

It is the mission of the Greater Valley Health Center to assure the conditions in which people can be healthy through collaboration, education, promoting stewardship of resources, and providing preventative health services to our community.

The Greater Valley Health Center offers services including:

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

Parents/guardians are encouraged to call 406-607-4900 with any questions or visit their website at: greatervalleyhealth.org

The Greater Valley Health Center is located at 1035 1st Avenue West, Suite 210, Kalispell and offers primary and dental care based on a sliding fee scale for income.

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

The teacher may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

IMMUNIZATIONS

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 following link contains information and resources about immunization rules in Montana regarding children entering school: https://dphhs.mt.gov/publichealth/Immunization/childcareandschoolresources

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P.

For further information, see policy 3600P, 3413.

LAW ENFORCEMENT

Questioning of Students

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

- The lead teacher will verify and record the identity of the officer/authority and ask for an explanation of the need to question or interview the student.
- The lead teacher ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the teacher considers to be a valid objection.

- The lead teacher will be present unless the interviewer raises what the teacher considers to be a valid objection.
- The lead teacher will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

- to comply with an order of the juvenile court.
- to comply with the laws of arrest.
- by a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- by a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- to comply with a properly issued directive to take a student into custody.
- by an authorized representative of Child Protective Services, Montana Department of Protective & Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

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

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

MEDICINE AT SCHOOL

A school employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

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

A student who has authorization to possess and self-administer medication must have completed and filed with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Details regarding self-administration of medication are available at the office and on the school's website.

Refer to Policy 3416, 3416F, 3416F, 3416F3.

NEWSLETTER & WEBSITE

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

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

PARENT INVOLVEMENT, RESPONSIBILITIES & RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: District staff, the student's parents/guardians and the student. Such a partnership requires trust and much communication between home and school.

To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form. Parents with questions are encouraged to contact the teacher or district clerk.
- Become familiar with all of the child's school activities and with the academic

programs, including special programs, offered in the District. Discuss with the lead teacher any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress or meet with the teacher as needed.

- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with the teacher, please call the PVS office at 858-2343 for an appointment. The teacher will return the call and/or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

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

- Become a school volunteer. Please contact the teacher for more information.

- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the Lead Teacher or District Clerk.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school.

The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

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

Refer to Policy 2421.

PROTECTION OF STUDENT RIGHTS

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or family;
- sexual behavior and attitudes;
- illegal, antisocial, self-incriminating, and demeaning behavior;
- criticism of other individuals with whom the student or the student's family has a close family relationship;
- relationships privileged under law, such as with lawyers, physicians and ministers;

- religious practices, affiliations, or beliefs of students or the student's parent/guardian;
- income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Refer to Policy 3200, 2132.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning or the parent must inform the teacher in person that morning after drop off. Electronic messages may be sent in lieu of written note.

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

REPORT CARDS, PROGRESS REPORTS & CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents on a trimester basis. Progress reports can be accessed via the Infinite Campus portal at any time.

Achievement shall be reported to parents as:

4 - Student has mastered grade level skills and can apply learning to other situations.

3 - Student can demonstrate knowledge or skills independently.

2 - Student is developing knowledge or skills with teacher support.

1 - Student demonstrates limited understanding or skills with substantial support.

0 – No attempt or nothing turned in.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District.

Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety.

A student should:

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

Accident Insurance

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

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the office. Form 3431F

Students MUST tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor PRIOR to seeking a physician's care is very important. The insurance carrier for Pleasant Valley School WILL NOT process any paperwork without first having an accident report on file.

Emergency Medical Treatment & Information

The school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. in the event the student has a medical emergency at school or during a school-related activity and a parent cannot be reached.

Therefore, parents are asked each year to complete the emergency care section of the Student Health History. Parents should keep emergency care information up to date including name of doctor, emergency phone numbers, allergies, etc. Please contact the school office to update any information.

Drills: Fire and Other Emergencies

From time-to-time students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teacher or others in charge quickly, quietly, and in an orderly manner. See Policy 8301.

Emergency School-Closing Information

For school closing information, please contact the Pleasant Valley School at 858-2343, the Flathead County Superintendent of School's Office at 758-5720, or visit:

https://flathead.mt.gov/schools/closures.php

SCHOOL BOARD ELECTIONS

The Pleasant Valley School District holds trustee elections each May. Anyone interested in running for a seat on the PVS Board may contact the district clerk for more information or visit: https://flathead.mt.gov/election/index.php. Any registered voter who lives within the district may be a candidate.

A trustee's term is three years unless appointed to fill an unexpired term. An appointed trustee shall serve until the next regularly-scheduled election. The Pleasant Valley School operates with a three-person board of trustees.

SEARCHES

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

Students' Desks and Storage Areas

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

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

Searches may also be conducted at random, in accordance with law and District policy. See policy 3231 and 3231P. The parent will be notified if any prohibited items are found in the student's desk or storage area.

Drug Detection Dogs

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

Section 504 of the Rehabilitation Act of 1973

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement.

This system shall include:

- notice, an opportunity for the student's parent or legal guardian to examine relevant records;
- an impartial hearing with opportunity for participation by the student's parent or legal guardian; and
- a review procedure.

Parents who feel their child may qualify for 504 should contact the teacher to initiate an evaluation. Refer to policy 2162 & 2162P.

SEXUAL HARASSMENT & SEXUAL DISCRIMINATION

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

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;

3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F.

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

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

STUDENT RECORDS

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

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

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

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the

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

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

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

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.

Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

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

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided with this handbook, Form 3612F2. Should circumstances change, the parent can contact the teacher to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

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

TEXTBOOKS

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

TRANSPORTATION

Buses and Other School Vehicles

Daily school bus transportation to and from school is not available to students attending Pleasant Valley School, however, Pupil Transportation Programs are available to in district students living three (3) or more miles from the school. Further information may be obtained by contacting the district clerk.

Pleasant Valley School operates a vehicle for school-related activities.

When students ride in a District vehicle, students are held to behavioral standards established in this handbook. Students must:

• Follow the driver's directions at all times.

• Enter and leave the bus in an orderly manner at the designated bus stop nearest home.

• Not deface the vehicle or its equipment.

• Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.

• Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.

• Remain seated while vehicle is moving.

• Seat belts must be fastened at all times.

Misconduct will be punished and school trips may be suspended.

School-Sponsored Trips

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

Transporting Students with District/Personal Vehicle

Any person transporting students in a personal vehicle must provide the District with proof of current car insurance.

VIDEOTAPING OF STUDENTS

The District uses video cameras with audio 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.

Video cameras may be used in locations as deemed appropriate by the lead teacher. 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

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