LAMBERT SCHOOL

Student/Parent Handbook



2026-27

PREFACE

Students and Parents:
On behalf of the Lambert Administration, School Board, Faculty, and Staff, the following handbook has been carefully prepared for and distributed to you. It is your responsibility to take time to read through this handbook with your school-age family members so that the information will help prepare you for the school year. We look forward to serving our community while providing healthy, productive, and varied learning experiences for our students.

The Lambert School Student Handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.
his handbook is driven from day-to-day activity and our District's Policy Manual. Topics and issues included in the Policy Manual have been researched and discussed at length prior to being deemed "Policy". These policies certainly assist in allowing our school system to run effectively, but are also changing as new laws and situations arise. Please note that references to policy codes are included to help parents confirm current policy.

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

Parental Rights:
Lambert 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. 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

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

LAMBERT SCHOOL'S MISSION STATEMENT:

Lambert School strives to empower lifelong learners for excellence in a safe and inclusive environment while cultivating the values of respect, responsibility, and character within our students.

LAMBERT SCHOOL'S GOALS:

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

·To foster self-discovery, self-awareness, and self-discipline.

·To develop an awareness of and appreciation for cultural diversity.

·To stimulate intellectual curiosity and growth.

·To provide fundamental career concepts and skills.

·To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.

·To help each student strive for excellence and instill a desire to reach the limit of his or her potential.

·To develop the fundamental skills which will provide a basis for lifelong learning.

·To be free of any sexual, cultural, ethnic, or religious bias.

OBJECTIVES OF THE LAMBERT SCHOOL:

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

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

PURPOSE OF THE HANDBOOK:

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

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

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*Lambert Public Schools—2026-2027 School Personnel (at time of printing)

School Numbers

Lambert Public Schools	774-3333
Fax	774-3335

Board Members	Position(s)	Extension #
Mrs. Lacey Mullin	Chair Person	
Mrs. Cheyanne Rasuchendorfer	Vice-Chair Person	
Mrs. Tara Hill		
Mrs. Alysia Mullin		
Mr. Kyle Koppinger		

Office Staff

Mrs. Kara Triplett	Superintendent/AD	1103
Mrs. Lacey Nevins	Principal	2111
Mrs. Rebecca Miller	District Clerk	1105
Mrs. Susan Torgerson	District Secretary	1101

School Staff

Mrs. Jodi Carda	Pre-K/Title-Resource Para	2106
Mrs. Rhea Christensen	Kindergarten	2117
Mrs. Kristi Janssen	Grade 1	2116
Ms. Melissa Shiffer	Grade 2	2115
Mrs. Raean Lien	Grade 3	2114
Mrs. Kim Irigoin	Grade 4	2104
Mrs. Valerie Frisbie	Grade 5/Elem Music	2107
Mrs. Sheri Pust	Grade 6/5 Science & Soc Studies	2110
Mr. Quintin Omdahl	7-12 Business	1123
Mrs. Lanett Hill	7-12 English	1113
Mrs. Stephanie Berg-Tossoun	6-12 Social Studies	1124
Mrs. Trisha Verschoot	7-12 Agriculture	1115
Mrs. Rebecca Kollman	6-12 Science	1119
Mrs. Herma Watkins	7-12 Math	1127
Mrs. McKen-Z Pennington	K-12 PE/Health	1128
Mrs. Valerie Frisbie & Mrs. Sheri Pust	Elem Music	3107
Ms. Necole Killick	Library	1102
Ms. Necole Killick	7-12 Spanish	1120
Mrs. ChrisTina Rehbein	JH/HS Art	1114
Ms. Josie Muscha	Guidance Counselor	2113
Mrs. Valorie Patterson	K-12 Resource/Title I	3104
Mr. Chris Cox/ Mrs. Becky Carda	I/T	1106
Mr. Gordon Anderson	Head Custodian	1108
Mrs. Maria Kirby	Assistant Custodian	1108
Mrs. Leanne Evenson	Head Cook	3115
Ms. Jacalyn Wright	Assistant Cook/Intervention Para	3115
Mr. Shawn Lien	Maintenance	1108

Miss Amelia Pust Title-Resource Para 3104

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

Activities Director .....Kara Triplett
Senior Advisors.....Trish Verschoot
Christina Rehbein
Junior Advisors.....Lanett Hill
Sophomore Advisors.....Rebecca Kollman
Lacey Nevins
Freshmen Advisors.....Necole Killick
Ynah Watkins
8th Grade Advisors… .....Val Patterson
Quintin Omdahl
7th Grade Advisors.....McKen-Z Pennington
Stephanie Berg-Tossoun
Head Cross Country……Carla Smith
Head Volleyball.....Shaleigh Irigoin
Ast. Volleyball..... . Dawn Trotter
JH Volleyball.....Mackenzie Rask
Ast. JH Volleyball……..……..……Jacalyn Wright
Head Football.....Shawn Lien
Ast. Football.....Jason Klempel
JH Football.....Bryan Prevost
Ast. JH Football……...Austin Lien
Head Boys Basketball.....Nathan Diede
Ast Boys Basketball.....Alex Pust
JH Boys Basketball.....Ira Lake
Elem Boys Basketball……..……John Mullin & Lars Kvaalen
……
Head Girls Basketball.....Rocky Nelson
Ast. Girls Basketball.....
JH Girls Basketball.....Mackenzie Rask
Ast. JH Girls Basketball……..……Jacalyn Wright
Elem Girls Basketball.....Shaleigh Irigoin
Head Track.....Joe Day Rider
Ast. Track.....Shawn Lien
Head JH Track.....Jacalyn Wright
Ast. JH Track…….……Mackenzie Rask
Head Golf.....Necole Killick
Asst Golf……..Stephanie Berg-Tossoun
Winter Cheer Coach/Drill Team……..Stephanie Berg-Tossoun
BPA Advisor.....Quintan Omdahl
FFA Advisor.....Trish Verschoot
Student Council Advisor.....Kara Triplett
National Honor Society Advisor.....Ynah Watkins
Band and Choir.....
Concessions.....Mark Pust
Prom Advisors.....Jacalyn Wright/Raean Lien
Annual.....Lanett Hill
Drama.....

ACADEMIC MISCONDUCT

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

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

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

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

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

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

Consequences for Academic Misconduct

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

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

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

**In all academic misconduct cases, a behavior referral will be completed and turned in to the Principal, and a call will be made home to the parents regarding the misconduct.

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

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

ACCIDENTS AND INJURIES

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

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

ACTIVITY TICKETS

All Lambert students K-12 will be admitted to any Fusion sporting activities free of charge for the regular seasons. Other K-12 students may choose to purchase an activity ticket for $30.00, adults may purchase tickets for $50.00, and Senior Citizens (60 yrs. of age and older) may purchase activity tickets for $30.00. This includes all regular season (excluding tournament and play-off games) home basketball, football, and volleyball games. Gate ticket prices are $6.00 for grades 1-12 and Senior Citizens (60 years of age or older) and $8.00 for adults when both genders are playing and $5.00 and $7.00 for one gender. Current board members and their spouses, along with administrators and their spouses, and staff members will be admitted free at the gate.

ADVISORS

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

ARTIFICIAL INTELLIGENCE (AI)

AI Policy for Lambert School Purpose: The purpose of this AI Policy is to establish guidelines for the ethical and responsible use of artificial intelligence within Lambert school.

1. Use of AI: All use of AI within Lambert school must be for educational, research, or administrative purposes.
2. Data Privacy: All AI systems used must comply with data privacy laws and regulations. Any collection, storage, or processing of personal data must be done in a secure and transparent manner.
3. Transparency: The use of AI should be transparent to all stakeholders, including students, parents, and staff. They should be informed when AI systems are being utilized and understand the purpose and implications of its use.
4. Accountability: Lambert School will designate responsible individuals to oversee the use of AI systems and ensure that they are used in accordance with this policy.
5. Bias and Fairness: Any AI systems used within Lambert School should be regularly evaluated to detect and address any biases or fairness issues. Efforts should be made to ensure that AI Systems do not perpetuate or reinforce existing inequalities.
6. Ethical Considerations: All use of AI within Lambert School should be guided by ethical consideration, including respect for individuals, fairness, and the greater good.
7. 7. Education and Training: Lambert School will provide education and training on AI ethics and responsible use of AI systems to all relevant stakeholders.

This AI policy is intended to guide the ethical and responsible use of AI within Lambert School and can be revised as needed to adapt to new developments and challenges in the field of artificial intelligence.

ATHLETIC PARTICIPATION FEES

No athletic participation fees will be assessed this year.

ATTENDANCE

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

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

For 9-12th grade students, in order to graduate from Lambert High School, a student must complete twenty-four and one half (24.5) credits; effective for the graduating classes of 2026 and beyond, students also have course achievement requirements (see page 38). Completion of a course at Lambert High School will be defined as a passing grade of the material and attendance to include not more than nine (9) absences per class, per semester. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

A. A student will be allowed nine (9) absences (discretionary and unexcused) per class, per semester. A warning letter will be sent home when a student reaches 5 absences, and then when he/she reaches the limit of 9. If a student exceeds 9, another letter will be sent home, to include specifications of a meeting, which must be scheduled within 5 school days of the letter being sent, among the student, the student's parents, the Administration, and the Guidance Counselor to formulate an attendance action plan.

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

1. Making up academic time with the principal after school
2. Meeting with student's teachers, principal, and parents
3. Meeting with student's principal, coaches/advisors and parents (if student is in a sport/activity)
4. Referral to social services
5. Comprehensive demonstration of learning of the content that was missed while absent
6. Meeting with law enforcement to review truancy laws
7. Referral for alternate education/counseling services
8. Removal from school activity(ies)
9. Suspension from school
10. Alternative placement
11. Retention in grade-level

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

Exempt, Excused, and Unexcused (coded as follows: Weather (WEX), Medical (MEA), Administration (ADM), Excused (AEX), College Visit (CV), Family (FAM), School Related (SRA), Unexcused (AUX)

Exempt absences: (FAM, MEA, SRA, CV, WEX, ADM)
These absences **will not** be counted in the nine allowed per semester:

1. Illness verified by a medical doctor or documentation of another medical-related appointment such as a dentist or optometrist appointment. (MEA)

2. School-related absences such as field trips, athletics, student council, band, etc (SRA)

3. Weather-related absences. (WEX)

4. College visits. Juniors and seniors are allotted two college visits per year. Students must provide verification from the college for the visit to be exempt. (CV)

5. Death in the family. (FAM)

6. Extenuating circumstances as determined by the Principal. (ADM)

Excused Absences: (AEX)
These absences **will** be counted in the nine allowed per semester.

Absences with the knowledge of parents for reasons other than those listed above. Excused absences will include such areas as:

- illness not verified by a doctor
- family trips
- work days
- vacations
- visiting friends or relative
- hair or photography appointments
- skiing
- hunting
- attending concerts
- shopping
- or any others not mentioned which are deemed as questionable reasons to miss school by the administration.

For prevention of the spread of illness, the Lambert School supports health standards which suggest ill students stay at home.

When a parent properly notifies the secretary, these absences will be marked “excused” and the system will be properly updated.

It is the duty of the parent/guardian to notify appropriate school personnel of the absent student’s location. Absences are unexcused until contact from a

parent/guardian is received by the office. If contact is not received within two (2) school days, the absences will be recorded as unexcused. The Principal will make the final decision.

Unexcused Absences: (AUX)
These absences **will** be counted in the nine allowed per semester.

Absence without permission and/or knowledge of parents are considered unexcused and are called truancy. Section 41-5-103 #21 of Montana law defined "Habitual Truancy" as recorded unexcused absences of 9 or more days or 54 or more parts of a day in one year, per Board Policy 312. It is the Principal's duty, as truancy officer, to report habitual truancy to Richland County Juvenile Probation. As stated above, absences are unexcused until contact from a parent/guardian is received by the office. If parent contact is not received within two (2) school days, the principal may refer the matter to the County Attorney and/or Truancy Officer. For the student, the absences will be recorded as unexcused and further disciplinary action will be taken as follows:

Consequences for unexcused absences:
1. 1st unexcused absence—1 day in-school suspension, parent notification and a conference may be scheduled with the administration.

2. 2nd unexcused absence—3 days in-school suspension and parent notification and a conference may be scheduled with the administration.

3. 3rd unexcused absence—1 day OSS (out-of-school suspension), parent notification, and a conference may be scheduled with the administration.

4. Further unexcused absences will follow the step discipline plan as outlined in the handbook.

C. After an absence:
It is the Student's responsibility to collect any class information issued, assignments/homework given, and/or quizzes and/or tests given in their absence.

Make-up work must be completed by the student within the following time period: For the first day missed, a student will be allowed two days to make up missed assignments. For each additional day missed, a student will be allowed one extra day. **Students with extensive absences due to unavoidable issues will set an agreed upon date with the teacher for late work. If assignments are not made up within the allotted time period, the missed assignments will not receive any credit, upon teacher's discretion.** The student is responsible for completing as much assigned work as possible in advance for any pre-absence. Additional effort to make-up work may be necessary upon the student's return. This applies to Lambert School courses only and is not applicable to any Montana Digital Academy, Edgenuity, work release, or non-Lambert School dual credit courses.

Example:
One day absent: A student is absent due to sickness on Monday. The student's parent calls the office Monday morning, and the absence is noted by the secretary. The student goes through the day collecting work she has missed from Monday. She must turn her work in and/or make up tests and quizzes by the end of school on Wednesday in order to receive full credit for what she has missed, unless extensions are granted by her instructor(s).
Two days absent: A student is absent due to a family trip on Thursday and Friday. The absence was approved by administration. On Monday, the student goes through the day collecting work he has missed from Thursday and Friday. He must turn his work in and/or make up tests and quizzes, by the end of the school day on Wednesday in order to receive full credit for what he has missed unless extensions are granted by her instructor(s).

D. Tardies

A student is considered tardy when they have missed up to the first ten minutes of an attendance taking time period. Tardies in excess of ten minutes will be considered an absence for that time period.

1. K-6 students: Elementary students attendance is taken twice a day (am and pm). Students who are tardy one time in a semester will receive a warning. All other tardies during that semester by that student will be handled by the Principal and will result in make-up time either during recess, before, or after school, as to be determined. A call home will also be made.

2. 7-12 students: For JH and high school students, a student is considered tardy when they have missed up to the first ten minutes of a class period. Tardies in excess of ten minutes will be considered an absence for that period. Teachers will keep a record of student tardies using the schools' student information system. The office will record these and keep track of them, also.
3. Consequences
    i. First and second tardies in one quarter will be a 10-minute detention to be served during the first 10 minutes of the student's lunch break.
    ii. Third tardy in one quarter will receive a 30 minute after-school detention.
    iii. Fourth tardy in one quarter will follow a level 2 step 2 infraction, as defined under the discipline policy and subsequent tardies will not exceed level 2 step 4.

Please note that an un-served lunch detention will result in a doubled detention time to be served the next lunch period. If for some reason, the detention for that tardy is still not served, the issue will follow the established discipline sequence, resulting in a one day in-school suspension.

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

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

AUTOMOBILES

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

CELLPHONES AND OTHER ELECTRONIC EQUIPMENT

POLICY 3630: Cell Phones and Other Electronic Equipment

Student possession and use of personal electronic devices—including, but not limited to, cell phones, smartwatches, wireless earbuds, and other connected accessories and/or 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 personal electronic devices on campus during lunch, 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, referrals will be made to the administration for problems that arise due to cell phone or pager use. The first referral will result in the device being held in the office until the end of the school day. The second referral will result in the phone being returned to a parent after a conference. The device will be held until the end of the school year upon the third referral.

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

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

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

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

When the educational, safety, emergency, medical, or security use of the Electronic Communication Devices, including Personal Communication Devices, by the student is approved by the building principal, or designee, or the student's IEP team. In such cases, the student's use must be supervised by a district professional.

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

CHECKING OUT FROM SCHOOL

All students leaving the school grounds MUST check out at the office in order to be granted permission to leave. A check-out binder will be at the office and must be properly completed prior to leaving the building. However, no student will be allowed to check out of school without notification from their parent. Sudden illness and other special circumstances will be dealt with on an individual basis. Students leaving with anyone other than a parent must bring a signed note from their parent. Arrangements for checking out in advance would be greatly appreciated.

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

CHILDREN WITH SPECIAL NEEDS

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

CLASS OFFICERS

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

CLASS ORGANIZATIONS

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

COMMON COURTESY

The following shall be considered "common courtesy" behaviors. These behaviors will be enforced as school policy. Infraction of these rules will follow the discipline policy.

1. Removal of hats while in the school building will be enforced from the 7:45 AM bell to the dismissal bell at the end of the day. Hats will be removed at the 7:45 AM bell until school is dismissed. Students should not be wearing headgear when participating in games, concerts, banquets, and the like.
2. Snowball throwing among willing or unwilling participants shall not be engaged in, on any school grounds.
3. Staff members shall be addressed by titles as case may be (Mr., Mrs., Miss, etc.)
4. Orderly conduct within the halls is expected.
5. Students in halls for designated reasons while other classes are in session shall remain appropriately quiet and have prior authorization from a staff member.
6. Students shall arrive to class on time with all needed materials.
7. Students will be expected to respond to reasonable requests from school adults.

8. Students will be dismissed by the teacher and not by the school bell.
9. Students will check out through the office when leaving for any reason during school hours by completing the check-out log and getting permission from the secretary, Principal, or Superintendent. Students must check in through the secretary's office upon returning.
10. Students will be expected to "try" in every class. Continual class disruptions that impede the opportunities for her/him and others to learn will not be tolerated.
11. Students are expected to respect other people's property (i.e. stay out of other people's lockers, bags, and other personal items).
12. Students will not be allowed to wear heelies or use other such modes of transportation in school.
13. Food or drink (other than water) in a classroom or hallway will need the approval of classroom teacher/administration and in compliance with our school health guidelines. Pop and Energy Drinks are not allowed until after lunch.
14. Students will not wear sunglasses in the building unless proven necessary by a physician or approved by the administration.

COMMUNICABLE DISEASES

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

***Note**: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*

In all proceedings related to this policy, the District shall respect a student's right to privacy. All applicable district policies and handbook provision governing confidentiality of student medical information remain in full effect.

Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

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 a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse 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.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation shall be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

COMPLAINT PROCEDURE

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.

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

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

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

D) A complaint form (Policy 1700 and form available on the website) shall be completed and filed with the Superintendent whenever STEP III is used. Complaint forms are available at the district office.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff. [For additional information, see policy 3612, 3612P]

USAGE POLICY

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

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

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

TERMS AND CONDITIONS

Network Etiquette

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

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

Safeguards

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

Access

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

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

Acceptable Use/Privileges

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

B) UNACCEPTABLE USES POLICY

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

C) CONSEQUENCES

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

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

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

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

D) LAPTOP POLICY (from policy manual):

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

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

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

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

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

Laptop Use Rules

1. 7th & 8th grade student computers are stored on a grade level cart. High school computers are signed out to students at the beginning of the year.
    a. When returning your laptop, put it away correctly. Use your own power source. Failure to do this, may result in losing your laptop for the day.
2. Laptops must be transported or stored INSIDE your backpack or on the cart.
    a. Failure to do so will result in losing your laptop for the rest of that day.
3. Laptops will remain in your backpack until your classroom teacher gives you permission to use them.
    a. EACH teacher has the right to deny permission to have the laptop used in his/her class.
    b. Laptops in use must be on tables or desks.
4. Laptops must be securely stored during the day.
5. The laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the laptop at all times.
6. The school will not be responsible for laptops that are left in classrooms, hallways or lockers.
7. The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Parents/Guardians will have access to your computer, login and password.
8. Keep your password confidential.
9. Do not mark the laptop in any way with markers, stickers, etc.
10. Realize that the laptop is district property and all content (software, email, internet use) will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
11. Students who are academically ineligible will have their laptops checked to see if the laptop is being utilized for academic purposes.

Home Use Rules

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

AC power adapter, Battery, CD- ROM drive, Keyboard replacement, LCD front casing, Palm rest casing, backpack, charger cord, mouse etc.

**Students and parents will be asked to sign a consent form (attached in appendix of this handbook) prior to students using computers and/or checking out laptops. (School Board Policy #3700)
**Every high school student (incoming freshmen and new students), will need to have at least one parent attend one mandatory parent meeting, which will coincide with Back-to-school Night in order to receive information about laptop usage, rules, and responsibilities, while also learning precautions in order to receive full laptop privileges. Other arrangements for those students 9-12 who transfer in the middle of the year will be made on an as needed basis. (School Board Policy #3700)

CORPORAL PUNISHMENT

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

DANCE OR PARTY PROCEDURES

7th-12th grade
The organization requesting to sponsor the dance party must gain the approval of the following in the prescribed order: Sponsor, Student Council, and Principal.

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

School parties/dances are for the Lambert student body only. Non LHS attendees may be permitted to attend high school dances with prior approval of the Principal. Non LHS attendees must be currently enrolled in high school or up to one year after graduation. All guests are to abide by the same rules and regulations as governs the Lambert students. Students who invite guests are responsible for their conduct if they wish to retain their social privileges. Students who invite guests must accompany them to the function and should be present when they are admitted.

Students are not allowed to leave the dance or party and then return later except with permission of the sponsor or administrator in charge. Students will not be admitted into the dance or party more than a half hour after the said dance or party has begun. Locker rooms will not be available for student access during dances.

DISCIPLINE POLICY

Each student's cooperation is needed to make Lambert School a pleasant place to study. The rules that are found here were established to expedite the main purpose of school, which, of course, is learning. We need and expect your compliance to the rules at all times. These regulations apply to all students regardless of age.

Students are expected to conduct themselves in a proper manner and use appropriate language at all times. **No attempt is made to list a rule covering every single possibility.**

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

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

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

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4
LEVEL 1	Verbal Warning with Corrective Action	Office Referral, 30 Minute Detention, Contact Parent	Office Referral, Detention (1 hour), Contact Parent	Office Referral, 1-5 days In School Suspension, Saturday School, Contact Parent

LEVEL 2	Office Referral, 30 Minute Detention, Contact Parent	Office Referral, 1 hour detention, Contact Parent, Student Behavior Contract	Office Referral, 1 Day of ISS Contact Parent, Counselor Referral	Office Referral, 2-5 Days of ISS, Contact Parent, 1 week suspension from attending and participating in all extra-curricular activities and events.
LEVEL 3	Office referral, 2 days of ISS, Contact Parent, 1 week suspension for attending and participating in all extra-curricular activities and events, Counselor Referral	OSS (Not to exceed 4 school days), 1 week suspension for attending and participating in all extra-curricular activities and events, Contact Parent	OSS (Up to 10 school days), Contact Parent, 2 week suspension for attending and participating in all extra-curricular activities and events, Parent Conference	OSS (Up to 10 School days), Recommend Expulsion, Contact Parent, Conference with School Board
LEVEL 4	Call Police, Contact Parent, Recommend Expulsion, Conference with School Board	N/A	N/A	N/A

The following list of offenses is representative, and may not be all-inclusive. The administrator will decide which category a particular offense may fall into:

LEVEL 1 OFFENSES:

1. Common courtesy infraction
2. Public display of affection
3. Dress code violation
4. Disorderly conduct in the classroom, lunchroom, hallways, or assemblies (i.e.“horseplay” or “roughhousing” or running, pushing, shoving, yelling)
5. Violating bus rules
6. Unsportsmanlike conduct at school events
7. Minor profanity (i.e. non-direct use, not verbally aggressive)
8. Inappropriate gestures
9. Other minor offense

LEVEL 2 OFFENSES:

1. Insubordination, non-compliance
2. Chronic/Excessive disruptive behavior
3. Minor vandalism
4. Bullying/Hazing/Harassment/Intimidation (Policy #3310 and #3226)
5. Office referral by substitute teacher
6. Skipping Saturday school
7. Unsupervised access to school facilities
8. Additional level 2 offenses

LEVEL 3 OFFENSES:

1. Verbal abuse
2. Inappropriate behavior
3. Minor physical assault
4. Major profanity
5. Minor weapon- as defined in school Board Policy 3311
6. Major threat (direct or implied)
7. Physical fighting
8. Endangerment to person or property

9. Destruction of property (financial restitution also required)
10. Misdemeanor theft (< $500; financial restitution also required)
11. Use/Possession/Association of drugs, alcohol, or tobacco - as defined in Policy 3310
12. Sexual/Racial/Religious harassment
13. Encouraging, inciting, aiding, or abetting violence
14. Major vandalism
15. Operating a cell phone or other electronic device with video capabilities in an inappropriate way.
16. Additional level 3 offenses

LEVEL 4 OFFENSES:

1. Possession of illegal or controlled drugs with intent to sell/distribute/use - as defined in Policy 3310
2. Major weapon - as defined in Policy 3311
3. Major physical assault
4. Extreme threats
5. Sexual assault
6. Felony theft (> $500; financial restitution also required)
7. Bomb threat (recommend permanent expulsion)
8. Deliberate launching or implanting a computer virus into any school computer system
9. Pulling fire alarm falsely
10. Operating 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

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

C) DEFINITIONS OF POSSIBLE CONSEQUENCES OF DISCIPLINARY ACTIONS:

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

REFERRAL: A referral is a written complaint against a student who has committed an act which is considered inappropriate to school climate or educational goals. A referral may be initiated by a specific infraction or after unsuccessful attempts to correct misbehavior using forms of simple discipline. Behavior referrals are recorded in the student information system. A phone call to parents will be made when necessary and/or when noted above. A referral will be completed for any level of disciplinary action (levels 1-4) as listed above.

SUPERVISED DETENTION: Students may be placed in supervised, after-school detention by the teacher or the Administration for an amount of time deemed appropriate for the infraction. Detention issued through the office will be served on Wednesdays in thirty (30) minute units

AFTER regular school hours. Detention time will be monitored. No food or drink will be allowed in the detention area. Students will arrive at the detention destination on time, prepared to be quiet, and with homework or an appropriate book to read. Computers will not be allowed during the detention period. If detention rules are broken or a student fails to serve a detention on the Wednesday assigned, the result will be double time. Failure to serve double time will result in suspension.

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

IN-SCHOOL SUSPENSION: will be conducted as follows:

1. Students on in-school suspension will be placed by the Superintendent or Principal.

2. Students will be assigned their regular work plus one extra assignment per class, prepared by and submitted by the teachers to the Principal and prior to the beginning of the student's suspension. The student shall complete these assignments while on the in-school suspension.

3. No talking or sleeping will be allowed. No computer will be allowed unless permission is granted by the Principal and for class assignment purposes, only. No electronic devices will be permitted unless Admin approved.

4. In-school suspension students will either be taken to lunch by the Principal or secretary, lunch will be brought to the in-school suspension room.

5. The number of days on in-school suspension will be determined by the Principal or the Superintendent.

6. Students will not lose grades on work they missed when on in-school suspension, but must complete and turn in all of the regular assignments and the extra assignments while in suspension in order to receive the credit for the day.

7. Students that sign out after they have been assigned ISS will be marked absent as OSS, receive zeros for the day, and will serve the required ISS upon returning to the school.

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

SUSPENSIONS (out-of-school): A student may be placed on suspension from one to ten days. Suspension can be imposed for any class, schedule of classes, or activity. The nature of the suspension will be decided by the particular infraction per violation. Suspended students will be

excluded from all regular classes, activities, practices, drills, rehearsals, etc. Suspensions will be served out-of-school. An out-of-school suspension results in total exclusion from any school function. Students are responsible for catching up on material they missed during their suspension, but will not receive credit for any graded material given by the instructor of the classes missed during that time.

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

D) DOUBLE JEOPARDY:

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

F) HEARING PROCEDURE / DUE PROCESS:

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

1. The student and parent shall be given oral and written notice of the particular infraction warranting the suspension and, if necessary, an explanation of the evidence.

2. The suspended student shall be given the opportunity to answer the charges when possible following the misconduct. In the event the student's presence endangers persons or property, or threatens disruption of the academic process and, thus her/his immediate removal is justified, the opportunity to be heard shall be provided within seventy-two (72) hours of her/his removal, not counting Saturdays or Sundays.

3. Written notice of the suspension shall be sent to the student, parents, guardians, or custodians within 24 hours of the decision to suspend.

4. Any student suspended for longer than ten (10) days or expelled may request and will be granted a hearing before the Board to refute the evidence against her/him or appeal the decision. The hearing will take place when possible after the request is made. The request must be made within ten (10) days of the suspension or expulsion action.

5. The Board will hear the petitioner's arguments or explanation, deliberate, and deliver its decision, in writing, to the parties involved within seventy-two (72) hours of the hearing.

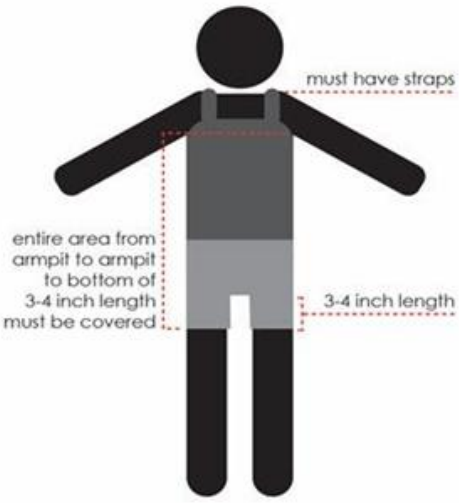
6. The decision of the Board shall be considered final, but may be appealed pursuant to provisions of the court system.

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.

DRESS CODE POLICY

Pride in personal appearance and in grooming has always been encouraged at Lambert Schools. Tasteful and appropriate clothing are an expectation for students and staff, as a school environment is considered the students' workplace (refer to Policy 3224). Because we wish to maintain this pride and for basic health and grooming considerations, certain minimum standards of dress have been established and will be enforced. Following these simple guidelines will keep students in school or involved in a school-sponsored activity, rather than having them sent home to change. In the event a student may not be able to get home to change, clothing can be provided for them.



1) Excessively revealing clothing as determined by the staff or administration, are not appropriate. No representation (written, pictures, symbols) of alcohol, drugs, tobacco, profanity or crude phrasing (implicit or explicit) will be allowed.

2) Some guidelines that apply include 1-inch top straps on shirts, tops and dresses; top clothing that does not reveal midriff, cleavage, or underwear; shorts, skirts and dresses should reach mid-thigh.

3) Health regulations require shoes to be worn at all times. Slippers or pajamas are not appropriate for school.

4) Hats, bandanas, caps, visors or other headgear are not to be worn from the 7:45 AM bell to the dismissal bell.

5) Sunglasses are not allowed unless worn for medical reasons.

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

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

DRIVERS' EDUCATION

Driver's education will be offered once per year, pending instructor availability, to those who qualify according to the age guideline. More specific information about the drivers' education program will be relayed via the weekly bulletin, school newsletter, and the school web-site, or you may contact the office.

DROP/ADD PERIOD

Students will not be allowed to drop or add a class after 4:00 p.m. on the third day of class each semester. See additional guidelines on page 30 for online classes.

DRUG-FREE SCHOOL AND FACILITIES

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

DUAL CREDIT COURSES/ MT DIGITAL ACADEMY AND EDGENUITY

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The Lambert School District has dual credit partnerships with several post-secondary institutions. Students interested in dual credit opportunities must meet with their building administration/guidance counselor to determine available options. Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

In compliance with board action taken at the November 8, 2021, board committee meeting and then followed up by the November 23, 2021, board meeting, all dual credit courses and MTDA courses will be taken in Lambert School and will be directly overseen by an assigned teacher on staff. This staff member will check grades at least once a week, facilitate tests when needed, and be responsible for reporting grades. These courses are a regular part of the student day, will be placed on the transcript based on the grading scale used by the District, and will count toward grade point averages and activity eligibility. Students enrolled in dual credit courses must be in good standing academically.

All courses taken for credit must be approved in advance by the administration. One of the following criteria must be met: the course is not offered by Lambert School or the course is offered by Lambert School but will not fit into the student's schedule and will impact graduation.

*Courses taken during the year will be paid for on a case-by-case basis pending Board approval and prior to the course beginning—the student is expected to repay the school for the course if they fail or drop the course after the allowable drop/add date. Dropping a class is not allowed after after 4:00 p.m. on the third day of class each semester, in accordance with Lambert School's Drop/Addod. If a student drops a course after the drop/add deadline, a failing grade will be assigned on the student's High School transcript.

EXTRACURRICULAR ACTIVITIES

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

1) ELIGIBILITY RULES

A. Junior High and High School Eligibility for Extracurricular Activities

1. Students participating in extra-curricular activities must be passing all subjects. Eligibility will be determined on Monday of each week by 12:00 Noon. Eligibility will run from Wednesday through Tuesday at midnight. Students placed on the ineligible list are not allowed to participate in extracurricular activities until the after Tuesday at midnight regardless if they brought their grade up to a passing level. Students remain ineligible until they are passing all classes. Ineligible students are still expected to practice as usual. Ineligible students will not be allowed to travel to competitive events. Students will be given a 1-week grace period one time per year. At the end of each quarter students will use their quarter grade to determine eligibility for the first two weeks of the new quarter. All students with D's and F's will be reported to administration and parents. Students will be placed on the ineligible list if:
    a. They have an F grade in any class.
    b. They have 3 or more D's in any classes.

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

2. Every student will begin anew each fall, with past grades left behind.
3. Band and choir students serving a training rule infraction or being academically ineligible may not participate in Honor Band, Honor Choir, or special groups at Festival if these events fall during the suspension. They will participate in the regular band and regular choir as this is a class.
4. With the exception of the Lambert School eligibility rules listed above, any other MHSA eligibility rules are in effect for any MSHA-sanctioned events

B) <u>TRAINING RULES</u>

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

Eligibility shall be enforced on the following grade terms:

1. Grades 4-8
2. Grades 9-12

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

Chemical Use Ineligibility

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

behavior may invoke a penalty of immediate suspension from the activity for the remainder of the season, as determined by Administration. Ineligibility will be

1. 1st confirmed violation- no participation in competition or performances for twenty calendar days.
2. 2nd and 3rd confirmed violations- no participation in competition or performances for sixty calendar days.
3. 4th confirmed violation- termination of eligibility in any/all extra-curricular activities for the remainder of junior high or high school, whichever grade term the violations occur in.

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

Self-Reporting/Honesty Clause:
1st Violation: if the Administration is notified by the student within 3 days of the infraction or if the student admits to the infraction during questioning, the student will serve half the suspension as listed above, so the suspension will be 10 days. The student will offer a formal apology to their team and coach at the next practice.

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

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

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

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

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

Curfew

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

Violation of Curfew and/or Attendance Rules:
First offense: Cannot compete in the next scheduled activity.

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

Coaches' Rules

Coaches/supervisors of extra-curricular activities may establish, publish, and enforce additional activity participation guidelines and training rules that must be followed by a student if he/she wishes to participate in that activity. In such cases, the guidelines/contracts must be approved by the Athletic Director and Administration prior to the first day of practice and must be presented to the team and the parents by the Parent's meeting. These rules may not conflict with any district policy, handbook provision, or law.

Due Process

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

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

12. Admission by the student in question
13. Physical evidence such as surveillance footage or contraband
14. Witness statements

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

EXTRACURRICULAR TRIPS

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

STUDENT GUIDELINES FOR OVERNIGHT TRIPS

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

1. Understand that your bags will be checked prior to departure and can be at any time during the trip, as well as your rooms.

2. Your chaperone(s) will provide you an itinerary, along with other guidelines they may have for your trip, prior to your departure.

3. There will be no members of the opposite sex in your rooms at any time on the trip, unless the chaperone(s) grants permission and is in the room with you.

4. Absolutely no drugs, alcohol, and/or tobacco or tobacco substitutes of any sort, is permitted anywhere.

5. When hours have been set for the evening, students must adhere to those rules and must stay in their rooms until morning, unless the chaperone(s) grants permission and is with you.

6. Lights out means lights out for the purpose of sleeping until it's time to wake up for the next morning's activities.

7. If a discipline problem arises, the chaperone has permission to administer consequences as necessary and in compliance with the Student Handbook.

> Those who choose to break rules #4-7 in any fashion will be subject to immediate suspension of the activity. Your parents/guardians will be notified and you will be sent home with them immediately upon their arrival. Further consequences will be administered upon your return to school.
>
> If rules #4-7 are broken, and that information is discovered upon return from the trip, the chaperone(s) and Administration will conduct a fair investigation, and consequences will be administered as deemed necessary.

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

9. A student's eligibility for the 8th grade and Senior trips will be based on the 3rd quarter grades. Students are NOT able to use their grace period to make eligibility requirements for either of these trips.

EXTRA HELP

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

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

EXTRA SHOES

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

FEES

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

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

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

FIRE AND DISASTER DRILLS

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

FOOD AND DRINK IN THE CLASSROOM

As a general rule, food and drink are not to be allowed in the classroom; they are to be consumed in the cafeteria during lunchtime. Water bottles are acceptable in the classroom, but no other

beverage is allowed by students outside the cafeteria except on special occasions with teacher permission, as stated in “Common Courtesy” sections on page 17 of this handbook.

FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT

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

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

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

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

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

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

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

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

GRADES, GRADING, TESTING, AND GRADUATION AND PROMOTION REQUIREMENTS

A) ACADEMIC COUNSELING:

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

B) REQUIREMENTS FOR GRADUATION FROM LAMBERT HIGH SCHOOL:

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

A. Four credits of English
B. Three credits of Mathematics**
C. Two credits of Science
D. Effective beginning 2025-2026 school year, one semester (½ credit) of Personal Finance
E. One and one half credits of Physical Education and Health
F. Three credits of History and Social Studies
    1. One credit of American (U.S.) Government
    2. One credit of American (U.S.) History
    3. One credit of World History
G. One credit of Fine Arts (Music, Art, Drama)
H. One semester (1/2 credit) of Speech
I. Two credits of Practical Arts (Agriculture Ed, Business Ed.) to include:

1. One credit of Computer Applications6 ½ credits of Electives

J. One Semester (1/2 credit) of Career Education

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

2. Upon completion of 7th or 8th grade, if a student has earned a 59% or below (averaging the 4 quarter scores) in two or more Core classes (math, English, social studies, and/or science), that student may not be allowed to be promoted to the succeeding grade.

3. Twenty-four and one half units of credit are required for graduation. As established by state accreditation standards a unit of credit is defined as the equivalent of at least 225 minutes per week for one year. Partial credits will be earned on a pro-rata basis.

4. Regular report cards will be issued as soon as possible following the conclusion of each quarter. Report cards will be given to the parents at Parent Teacher conferences following the first quarter and the third quarter.

5. All students must attend four years of high school if they wish to graduate. Students who are attending five years may attend only the classes they need, with each case considered by the Board of Trustees on an individual basis.

6. All students must carry a minimum of seven subjects in an eight-period day. No student shall be allowed more than one study hall per day. Students taking work release will not be permitted to take a study hall.

7. Students who are aides for staff members must remain with the staff member they are assigned to until the bell for the period rings. Students found not to be doing what they are assigned or not being in their assigned classroom may lose the privilege of being an aide. Students may only aid for one period a day and teachers may not have more than 1 aid during the day. Students will receive .25 elective credit per semester.

8. Others:
   A. Students in the 11th and 12th grade who have a B (3.0) or better mark average are encouraged to carry five solid subjects.
   B. To register as a Sophomore, a student must have earned a minimum of five (5) solid units (or required classes) of credit as a Freshman.
   C. To register as a Junior requires a minimum of ten (10) solid units (or required classes) of credit.
   D. To register as a Senior, you must have earned a minimum of sixteen (16) solid units (core required classes) of credit.
   E. All students in grades seven through twelve are required to take semester examinations. (Except qualifying seniors in the 8th semester)
   F. Students seeking credit recovery for failed required classes for graduation may re-take those classes through Edgenuity or MTDA (online learning platform) or during the regularly-scheduled class offered at the Lambert School if scheduling allows, with scheduling assistance from the Guidance Counselor and approval by the Administration.

Other courses may also be available, and if approved by the Administration, acceptable, but the cost of those will not be the responsibility of the District.

G. The Principal will prepare a list as to when each semester test will be given.
H. High School students may make class changes according to current policy. Permission from the instructor must be obtained, along with the proper paperwork from the counselor, completed with the appropriate signatures, and turned in by the policy deadline. All students are encouraged to remain in a solid class all year. (School Board Policy #2410P2)
I. High School students will strive to fulfill Lambert School's Profile of a Graduate characteristics (See Appendix A). Seniors will present their work to support their POG achievement in a Senior Exit Portfolio presentation scheduled for their last quarter of their senior year.

C) HONOR ROLL AND GPA

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

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

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

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

D) PREREQUISITES FOR HIGH SCHOOL CLASSES

1. Chemistry - Algebra and Biology
2. Advanced Math - Algebra II
3. Geometry - Algebra

4. Algebra II - Algebra I
5. Adv. Biology - Biology
6. Physics - Algebra II
7. Must be a junior or senior to take sociology and psychology
8. Physiology/Anatomy - Biology
9. Advanced Ag-Ed—must be a senior
10. Teacher's Aide - must be a sophomore, junior, or senior

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

E) PROGRESS REPORTS

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

F) SCALE

In order to build consistency in the academic evaluation of students, the Board of Trustees has adopted the following grade scale in August, 2011 and the weighted grading scale in August 2021:

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

Policy for Weighting Courses – High School Students:

High school grades in courses listed on the report card as Advanced Placement (AP) or Dual Enrollment (DE) are weighted by one point. High school grades in courses listed as Honors are weighted by a half point in the GPA calculation These weighted grades are meant to help us accurately calculate GPAs, taking into account the difficulty of the curriculum. To determine the correct conversion for a weighted class, please refer to the Weight Conversion Table below.

AP or Dual Enrollment	High School Honors
4.0 = 5.0	4.0 = 4.5
3.0 = 4.0	3.0 = 3.5

2.0 = 3.0	2.0 = 2.5
1.0 = 2.0	1.0 = 1.5
0 = 0	0 = 0

Report cards must clearly reflect that a course is AP, DE or Honors. In order to be given weight for dual enrollment, the report card must clearly indicate the college or university where the student is enrolled.

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

G) SENIOR HONORS AND CLASS RANK

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

4 1/2 years (units) of English/speech	
3 years (units) of Math - Must include:	1 year of Algebra I 1 year of Algebra II 1 year of Geometry
3 years (units) of Social Studies - Must include:	World History U.S. History Government
3 years (units) of Science - Must be chosen from:	Physical Science Biology And one of the following: Chemistry Physics Advanced Biology Anatomy & Physiology
2 years (units) of approved electives	-foreign language -computer science -visual and performing arts -vocational education units which meet the

OPI guidelines

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

1. Only persons who have completed the College Preparatory Program shall be eligible for

   a. Regents High School Honor Scholarship

   b. Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement. In unusual circumstances, this provision may be waived for students who have been graduated from high school for more than two years.

2. In awarding scholarships based on academic achievement, special considerations should be given to persons who have completed available academic solids beyond those specified in the CPP. Honors and advanced placement courses should be given extra weighing. (School Board Policy #2410P1)

NCAA ELIGIBILITY: If you/your student has plans to attend and compete in NCAA Division I, II, or III athletics, their criteria for acceptance varies. Students need to plan ahead to ensure they have taken the necessary classes in order to qualify for NCAA eligibility. Please visit www.ncaa.org for more information and/or any more current updates.
The following chart has been constructed for your convenience, breaking down different standards depending on the route you/your student chooses to take upon graduation:

College Prep Classes:	**Rigorous Core Classes:**	**LHS Graduate Requirements:**
Math--3 years Algebra I, II, and Geometry (or the sequential content equivalent, i.e.3 levels of integrate math	**Math--4 years** Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II or Integrated Math III (such as Trigonometry, Pre-calculus, Computer math, or course equivalent) *All with grades of "C" or better.*	**Math--3 years** Suggested classes: Algebra I, II, and Geometry (or content equivalent) or other math classes offered
English--4 years Written and oral communication skills and literature	**English--4 years** Written and oral communication skills and literature; Recommendation: a designated college prep composition or research-writing course.	**English--4 years** Written and oral communication skills and literature (Sr. year includes composition and research writing, along with a 1/2 year of **Speech**
Science--2 years Lab sciences: one year must be earth science, biology, chemistry, or physics	**Science--3 years** Lab sciences: general, physical or earth science, biology, chemistry, or physics	**Science--2 years** Physical Science Biology (or content equivalent through other courses offered)
Social Studies--3 years	**Social Studies--3 years**	**Social Studies—3 years**

Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course. Recommendation: 1/2 year of other course such as psychology, humanities	World history, American (US) history, American (US) Government
Electives--2 years World language, computer science, visual and performing art, or career/technical education	**Electives--3 years** 2 years of one world language, and music, fine arts, speech/debate, or career/technical education (such as computer science)	**Other required classes:** ****1 1/2 years of PE/Health** ****1 year Fine Arts** (music, art, drama) ****2 years Practice Arts** (AgEd, Business Ed) to include 1 year ****Computer Apps** ****1/2 year Career Education** *****Electives--6 1/2 credits**
NHS Membership Requirements:	**LHS graduation requirements, in addition to**	
1 year of **foreign language	**and at least 3 years of **math** and 4 years of **science**	**or at least 3 years of **science** and 4 years of **math**

I) TESTS – CLASS AND SEMESTER

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

For the 8th semester only, any senior with at least a B average in any given class, no tardies, and 5 absences or less (excluding exempt absences) during that final semester may waive the final test in that class. The student must still go to that class and bring work to do or a book to read. Any disruptive behavior will cause them to be responsible for taking the final test.

J) TESTS- MAST, MSA, Pre-ACT, ACT, and ASVAB

Students in grades 3-8 will participate in the Montana Aligned to Standards Through-Year (MAST) tests. For MAST 2025–2026, we are still waiting for the testing windows. We will publish those as soon as we have them.

Students in Grades 5 and 8 will participate in the Montana Science Assessment (MSA).
Students in Grade 10 will participate in the pre-ACT.
Students in Grade 11 will participate in the ASVAB test and the ACT.

K) D/F List

As stated in our eligibility policy for 7-12th grade students, faculty members will turn in weekly grades to the Principal each Monday at noon. In order to encourage higher student achievement,

all students earning a “D” and/or “F” in a class(es) will be notified of their below average grade(s). Those students who fit into the “ineligible” status for the week (Wednesday to Tuesday at midnight) will be not only ineligible for that week’s school-sponsored activities, but will also lose off-campus privileges at lunch time for that week, as well.

GUN-FREE SCHOOLS ACT OF 1994-HB 167 from the 1995 Montana Legislature

It is the policy of the Lambert 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).

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; numchucks (also known as nunchucks); 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

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

HAZING/HARASSMENT/INTIMIDATION/ BULLYING/MENACING

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

Definitions:

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.

2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity.

4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written, or physical nature.

5. "Bullying" means any act that is severe or repeated and is used to treat abusively or to intimidate through language or behavior. This may include harassment, fear, hazing, or threatening, insulting, or mean gesture or physical contact, including any planned written, verbal, or electronic communication or threat directed against a student that is severe or repeated.

6. "Intimidation" includes, but is not limited to, any threat or act intended to tamper with, damage, or interfere with another's property, cause inconvenience, subject another to offensive physical contact, or inflict serious physical injury.

7. "Menacing" is to act in a threatening manner.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in violation of this policy is encouraged to immediately report her/his concerns to the Principal or the Superintendent, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building shall

be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and as appropriate, that remedial action has been taken.

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

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as serious offense and will result in disciplinary action or other appropriate sanctions.

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

HOMEWORK

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

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

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

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

BREAKFAST/HOT LUNCH

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the District Secretary to apply.

Students and staff members are encouraged to use good eating habits and good manners in the lunchroom. Violators will be excused from participating in the hot lunch program. The charge for the hot lunch will be as follows: grades K-6, $1.50/ meal; and grades 7-12, $2.25/meal; free & reduced, $.40/meal, adults $3.25/meal; others $6.00/meal. All will be allowed 2 milks with meal and will be charged an additional $.25/carton after that. Prices on all meals are subject to Board action. Free breakfast is provided to students and staff from 7:20-7:45 in the cafeteria.

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

IMMUNIZATION

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

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

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

If a student should not be immunized for medical reasons, the student or parent must present a 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. (School Laws of Montana 20-5-405 Medical or religious exemption)

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

INCLEMENT WEATHER

In case of inclement weather, where it may be doubtful if school will be in operation, notice of the closing of school will be posted on the school website, school Facebook page, and sent out using the Student Information System Messenger service via text, email, and voicemail.

In case school is in session or any other emergency should arise please check the communication tools above and check the school website.

INFORMATION DISTRIBUTION

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

For the most current school information, updates, and changes, along with individual staff and class information (lesson plans, etc.), please visit our school's website.

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

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

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

INITIATION

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

OFFICE MACHINES

Any machines in the library, office, and Teachers' lounge are to be used by school personnel only. These machines are to remain in their official locations at all times.

MEDICATIONS – SELF ADMINISTERED

~~HB 396~~ School Policy 3416 allows students to carry and self-administer specific prescribed medication provided the parent/guardians complete and return the signature page at the back of this handbook. The law limits the permission for self-administration to the school year in which the permission is granted. Permission must be renewed for each subsequent school year.

NATIONAL HONOR SOCIETY

Selection to the National Honor Society (NHS) is a privilege, not a right. Students do not apply for membership in NHS; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. Criteria to be considered for selection to NHS is listed below.

- Only those students who attended the school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them.
- Membership is open to juniors and seniors.
- Scholarship: Required cumulative grade point average of 3.5 or higher.
- Leadership: Leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified.
- Service: Those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.
- Character: A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.
- Student Activity Forms: Must be received by the appropriate deadline. NOTE: A member may be dismissed if they fail to maintain NHS standards.

PARENTAL INVOLVEMENT

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

- 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(s) for and the directory information notice by the first day of school. A parent with questions is encouraged to contact the school.
- Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District. Discuss with the staff any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or any staff, please email the staff or call the school. A teacher will usually arrange to return the call or meet with the parent during his or her Prep Period or at a mutually convenient time before or after school.
- 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.
- Offer to serve as a parent representative on the District-level planning committees formulating educational goals and plans to improve student achievement.
- If the need arises, follow the appropriate chain of command when addressing situations: staff member(s), Activities' Director, Principal, Superintendent, Board of Education.

PASSES

All passes to leave a classroom will be provided by the teacher. Special hallway/bathroom passes may be available in some classes, however, students must ask and gain permission before those passes may be used.
No student is to be out of a room without teacher permission. Only one hall pass may be issued at one time to the lockers and/or restroom

PERSONAL PROPERTY

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

PRAYER

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

require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PRE-KINDERGARTEN

Our school provides pre-K, free of charge, for those students meeting the age requirement (four years old by September 10) and residing in the District. Students attending pre-school, as well as their parents and care-givers must abide by these guidelines listed below. If continued issues arise with respect to these guidelines, a meeting of the pre-K teacher, Administration, and parent(s) may be necessary. Consequences of non-compliance will be left up to the discretion of the Administration.

1) Class starts at 7:45 am and ends at 11 am Monday-Thursday. Pre-K will not run on Fridays unless by special arrangement with the Admin. Please drop the preschooler off at the front office door earlier, as we will all meet in the classroom and then share breakfast together.

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

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

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

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 or retained based on age or other social reason not related to academic performance. [Policy 2421]

PROTECTION OF PUPIL RIGHTS AMENDMENT

Notification of Rights for Elementary and Secondary Schools

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

* Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

* Receive notice and an opportunity to opt a student out of
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
* Inspect, upon request and before administration or use
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

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

*Following is a list of the specific activities and surveys covered under this requirement:
-Collection, disclosure, or use of personal information for marketing, sales or other distribution.

-Administration of any protected information survey not funded in whole or in part by ED.
-Any non-emergency, invasive physical examination or screening as described above.

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

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

SAFETY

A) <u>ACCIDENT PREVENTION:</u>
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 members, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately in the instructions of Administration, teachers, staff members, or bus drivers who are overseeing the welfare of students.

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

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

D) <u>EMERGENCY SCHOOL-CLOSING INFORMATION:</u>
In emergency cases (due to weather, water problems, etc.), it may be necessary to close down school once it is in session. At that time, parents will be notified via a text message and/or phone

call home and/or to parent's workplaces, and information will be distributed to radio and television stations. The school web-site will also be updated.

SCHOOL HOURS

School is in session Monday through Thursday from 7:45 A.M. - 3:27 P.M. in grades K-12. School is in session on Fridays from 7:45 A.M. – 2:19 P.M. Parents will be notified about early-outs and other schedule changes as needed. Buses will arrive about 7:15 A.M. and depart after school at 3:31 P.M. Free breakfast will be served in the cafeteria from 7:20-7:40. Students wanting to eat breakfast may arrive at 7:15. Students driving to school must park in the north parking lot.

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

SCHOOL TELEPHONES

The telephone numbers of the Lambert School are: 774-3333 office and 774-3335 FAX. All classrooms and offices are also equipped with phones. In order to access a room, dial 774-3333, wait for instruction, and then dial the proper extension number. A staff member may or may not be available for conversation. Please leave a voice message if you do not get through to whom you wish to speak.

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

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

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

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

SCHOOL WORK RELEASE

Students wishing to have 1-3 periods of their school day to participate in school to work must meet with the guidance counselor and principal to ensure they are eligible. In addition, the student and their parent must sign off on the work release form. Each period of work release will be given a credit value of .25. Placement for work requires approval from administration and can only take place in the periods 6-8.

SEARCHES

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

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

Vehicles on Campus: 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. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Drug Detection Dogs: The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")

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

SEXUAL HARASSMENT

Sexual harassment is NOT ACCEPTABLE OR ALLOWABLE. Flirting and sexual harassment are not the same. Flirting is behavior that is wanted by both parties. Sexual harassment is NOT wanted. Flirting can go both ways. Sexual harassment is one-side and of a sexual nature, and
1. Is VERBAL—like teasing or sexual jokes, telephone calls, singing sexually explicit lyrics, sexual propositions, rumors.
2. Is PHYSICAL—like touching or grabbing, "wedgies" or "pantsing", blocking the doorway, pressing up against someone.

3. Is GESTURES—like suggestive lip licking and tongue movement, mimicking sexual activity, staring.
4. Is WRITTEN— like notes, letters, emails, sign on lockers of walls or bathroom stalls.
5. Is ILLEGAL! And is prohibited at school. Board policy provides a remedy for students who believe they have been sexually harassed.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Supt. Kara Triplett – Title IX Coordinator
Office address: 121 3rd Avenue North Lambert, MT
Email: ktriplett@lambertschool.net
Phone number: 406-774-3333

STUDY HALL GUIDELINES

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

1. Students will bring all necessary books, writing utensils, etc. with them to study hall each day. If a student has no homework on any given day, they must bring in a novel to read or something else which is acceptable to the study hall facilitator.

2. Students may work together quietly, providing they do not disturb other students trying to work. Permission must be granted by the study hall facilitator, however. Students talking about subjects other than school work will be isolated and could possibly lose study hall privileges.

3. Only one student at a time may use the study hall pass. Students will go to and return directly from their destination. Students will be allowed passes to the library only when the librarian is available for supervision.

4. If a student needs to be in another classroom during the course of the study hall, the student must obtain permission and a written pass from the teacher of the classroom where the student intends to go. STUDENTS—you must plan ahead in order for this to happen, and you must present your study hall facilitator with this pass at the beginning of your study period in order to ensure that you will be allowed to leave your study hall.

5. PLAYING NON-EDUCATIONAL GAMES, on the computer or otherwise, **will not be allowed** in study hall. Music may be allowed (general and/or individual) upon discretion of the study hall facilitator.

6. Food and drink are not allowed in study hall, unless special permission is granted by the study hall facilitator.

7. All other instances and circumstances will be dealt with at the discretion of the supervising facilitator.

8. Facilitators may choose NOT to allow students to talk at all during study hall.

TEXTBOOKS/OTHER SCHOOL PROPERTY

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

TRANSPORTATION

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

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

A) <u>SCHOOL BUS REGULATIONS</u> <u>PREVIOUS TO LOADING (On the road and at school)</u>

1. <u>Be on time</u> at the school bus stops - Keep the bus on schedule. All students from one family must be at the stop on time.
2. Safety should never be sacrificed to the maintenance of the schedule. When unforeseen circumstances or conditions, such as unusual weather or road conditions, cause the bus to become off schedule, the driver should never try to make up time by driving at a speed she/he would not ordinarily consider to be safe.
3. Stay off the road at all times while waiting for the bus. Bus riders will conduct themselves in a safe manner while waiting.
4. Be careful in approaching bus stops.
5. Wait until the bus comes to a complete stop before attempting to enter.
6. Bus riders are not permitted to move towards the bus at the school loading zone until the buses have been brought to a complete stop.
7. Buses should stop only at designated loading places approved by school authorities. Exceptions will be made only in cases of emergency.
8. The driver should never permit a child to leave the bus except at her/his regular stop unless requested to do so by written permission to the school administrator signed by the parent or legal guardian of the child in question.

9. The bus drivers should always be on time at her/his loading position and should be on hand continuously while the bus is being loaded and unloaded.

WHILE ON THE BUS:

The responsibility for supervision of a student begins upon a student boarding a district vehicle at the beginning of the school day and ends when the student exits the vehicle. The District has disciplinary authority over students while being transported in district owned, leased, and/or contracted vehicles to and from school and during school-sponsored curricular and extracurricular events. The Superintendent shall determine the level of disciplinary authority that shall be given to school vehicle driver and develop regulations for handling student misconduct on school vehicles.

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

The bus lane—located parallel to the sidewalk leading to the front door—must remain open and unblocked during bus drop-off and pick-up times.

- Morning drop off: between 7:15 and 7:35. Afternoon pick up is at 3:27 (M–Th) and 2:19 (F).
- Vehicles are not permitted to obstruct bus loading/unloading zones at any time.
- Parents/guardians, please park in the designated parking lot and walk to the front door.
- Students, please cross the loading zone in *front* of the buses and not walk between the buses.

VIDEO SURVEILLANCE

Video surveillance cameras and their recordings are used by the school to ensure the health, welfare, and safety of all students, staff and visitors to the district and to safeguard district buildings, grounds, and equipment.

VISITORS

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

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

(Please read all sections carefully before completing the signature sheet/participation form, found on page 69-70. This form must be submitted for each student attending Lambert Public School).

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

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

TERMS AND CONDITIONS

Network Etiquette

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

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

Safeguards

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

Access

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

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

Acceptable Use/Privileges

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

1. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to, copyrighted material and threatening or obscene material.
2. Using profanity, obscenity, or other language that may be offensive to other users.
3. Reposting (forwarding) personal communication without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.

6. Changing displays, sounds, etc. from those set by the instructor unless approved by the instructor.
7. Changing computer files that do not belong to the user.
8. Sharing his or her password with anyone.
9. Using a password other than your own.
10. Downloading executable program files to the hard drive from the Internet (i.e. games, computer utilities, etc.)
11. Installing home software programs on a school computer.
12. Using any school computer without permission.
13. Using disks from home without prior authorization and virus check by a faculty member.
14. Playing games on the computer without prior authorization from a faculty member.
15. Bypassing the internet filter appliance.
16. Altering the preset Internet Browser settings.

CONSEQUENCES

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

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

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

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

As the parent or guardian of this student, I understand that the access to Lambert Public Schools' Network, E-mail, and Internet is designed for educational purposes and access may be suspended for misuse of the Network, E-mail, or Internet. I further understand that it is impossible for

Lambert Public Schools to restrict access on the Internet to all controversial materials. My signing this agreement indicates I agree to the terms and conditions of this agreement and that I will not hold Lambert Public Schools nor its staff, administration, or Board of Trustees responsible for materials this student may acquire on the Internet. (School Board Policy #3612F) (Parent signature agrees to this portion)

B ADMINISTERING MEDICATION

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

C. SNOW HOME

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

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

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

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

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

F. RELEASE TO PRINT STUDENT'S NAME:

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

G. RELEASE OF STUDENT'S RECORDS

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

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

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

H. READ/UNDERSTAND ELECTRONIC DEVICE INFO/GRANT PERMISSION
The student and parent have read and understand this information and, as the parent, grant permission for my student to use electronic devices, as outlined on page 14 of the Handbook.

I. LAMBERT PUBLIC SCHOOLS HANDBOOK
Students will abide by all guidelines in this handbook. Signature indicates this statement.

****J. COMPLETE STUDENT PARTICIPATION FORM(S) WHICH CONTAINS THE SIGNATURE SIGNOFFS, TOO:**
Please complete one participation form/each PreK-12th grade student attending our school. Seventh-Twelfth grade students, please note, by initialling this form, you are also committing to our Training Rule Policy as outlined, beginning on page 31 of this handbook.

****K. COMPLETE A MISSING CHILD PHOTO REPOSITORY OPT-IN FORM and (optional and on the back) YEARLY PARENTAL NOTIFICATION FORM:**
If you want your student(s)' school photo to be a port of the MT missing child's photo Repository, please fill out one form for each student you have attending LPS.

Please read the Yearly Parental Notification Form, and then the options available if you want to choose to opt your student(s) out. Again, one form per student please.

****Forms from sections J and K above must be completed and returned by your student(s) to Mrs. Torgerson (secretary) at the Main Office by the 1st day of school. You may also drop these forms off at the Main Office prior to the 1st day of school.***

Lambert Public School Participation and Signature Form

After reading through the Student/Parent Handbook please complete both the front and back side of this form for each student and return it to the school office on or before the first day of school. Please check each line to signify that you have read and agree to the terms addressed. If you do not agree, leave those corresponding line(s) blank.

Student's Name: _____ **Grade:**_____
(Last) (First) (MI)
Parents' Names: _____

Parent's Phone Number: _____ **Student's Cell Number:**_____

____ **Acceptable use agreement (pg. 19 & 60)**
____ **Release to print student's name on programs etc. (pg. 62)**
____ **Permission to use technology (pg. 14 & 63)**
____ **Read and understand Student/Parent Handbook (pg. 61)**
____ **Administering medications (pg. 50)**
____**Release of student records (pg. 62)****
____**Agree to elect. device plcs (p 14&63)**
****Please withhold the following info:**

7-12 ONLY:
____ **Permission to go to the Den at lunch (pg. 62)**

SNOW HOME: Responsible adult at home: _____Phone:_____

BIRTHDATE: _____ ETHNICITY: _____YEAR IN SCHOOL: _____

PARENT(S)/GUARDIAN:_____ PHONE:(H)_____(W) _____ Cell_____

ADDRESS: _____ CITY: _____ STATE: ____ ZIP: _____

EMERGENCY CONTACT:_____ EMERGENCY CONTACT PHONE: _____

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

_____ School approved field trips _____ FFA _____ BPA _____ Band/Choir

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

PARENT/GUARDIAN STATEMENT:
I/We hereby certify/affirm that I/we are parent(s)/legal guardian(s) of _____(Student). I/We understand and have read this warning and am cognizant of its terms. I/We understand that all sports/activities can involve many risks of injury including, but not limited to, those risks indicated. I/We hereby assume all risks of playing or practicing to play/participate for our student.
I certify that my student is physically fit and medically able to participate or have noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that my student and I have read our District Student Handbook, and if applicable, the R&L Athlete's Handbook and will honor all those instructions as well as those of the District/co-op staff. Failure to do so may result in dismissal from the activity. I have been informed of these risks, understand them, and feel that the benefits of participation outweigh the risks involved. I understand any negligence arising out of the students participation in the program shall be attributed to me as comparative negligence within the meaning of Section 27-702, CA.

WAIVER OF LIABILITY:
I/We further release and waive, and agree to indemnify, hold harmless or reimburse the school district, and the individual members, agents, employees and representatives thereof, as well as sport/activity supervisors and coaches, from and against any claim which

the above named student, I/we, and/or other parent(s) or guardian(s)
and sibling, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or in connection with the participation by the above named student. I/We understand by signing this warning, agreement to obey instructions, and assumptions of risk, I/we are waiving all rights that the above named student, I/we or any other person may have to any compensation for any physical injury that may result from participation by the above named student.

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

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

EMERGENCY MEDICAL INFORMATION:
I authorize emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to my student. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the district staff in charge to obtain emergency care for my students, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

The School District(s) does not provide medical insurance benefits for students who participate in activities programs. Parents or guardians may request information from the school district regarding medical insurance for students. If parents of guardians have their own insurance coverage during the student's participation, that coverage information is provided below. Or parents may notify the School District that they do not have medical insurance.

___ I have personal medical insurance to cover the student's participation:

INSURANCE (Company Name) _____Policy # _____

____ I don't not have personal medical insurance to cover the student's participation and understand that the School District does not provide medical insurance to cover the students. I understand I will be responsible for any medical costs associated with the student's participation:

NAME OF FAMILY PHYSICIAN: _____ PHONE: _____

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

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

I/WE HAVE READ, UNDERSTAND, AGREE AND WILL ABIDE BY THE CONTENTS OF THIS DOCUMENT:

SIGNED:_____ DATE:_____
(*Parent/Guardian*)
SIGNED: _____ DATE: _____
(*Parent/Guardian*)
SIGNED: _____ DATE: _____
(Student Participant)

MISSING CHILD PHOTO REPOSITORY OPT-IN FORM

The Montana Office of Public Instruction (OPI) maintains an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. It uses students' current school photos that most schools take annually for school directories, ID cards, year books, etc.

Complete and sign this form and return it to your school if you want your student's photograph included in the repository.

Student Name: _____

Parent or Guardian Signature: _____

Important Information for Parents & Guardians:

- **Information about electronics photograph repository:** The repository is authorized by Montana Code Annotated (20-7-1317, MCA) and required the Montana Office of Public Instruction (OPI) to create and maintain an electron directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. Annual, districts must provide parent and guardian notice of the repository and a form to opt-in their student(s).
- **Who will have access to my child's photograph in the photo repository?** You child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. Not other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.
- **How do I remove my child's photograph from the photograph repository?** A parent can opt-out at any time. Contract your school/district to request your child's photograph be removed.
- **How long will a child's photograph be in the repository?** Photos will be updated annually; if the photo is not updated and the parent doesn't opt-out, the photos will be purged from the repository after two years.
- Please visit https://dojmt.gove/missing-persons/ to find more information about missing school-age children.

Lambert School District **POLICY 2335-NF(1)/**
Yearly Parental Notification **POLICY 3410-NF(2)**
Original Adopted Date: December 15, 2025

In compliance with state law and District policy, parents/guardians must be notified each year of their rights regarding student health screenings and instruction.

Student Screenings (Policy 3410)
Schools may conduct health screenings which may include
**Vision **Hearing **Scoliosis **Mental health **Immunization checks
Parents/guardians may request their child be excused (opt out) from any or all of these screenings.

Instruction on Human Sexuality and/or Identity (Policy 2335)
Parents/guardians may review curriculum and instruction materials that include these topics.

Parents/guardians may request that their child be excused (opt out) from any instruction of class period addressing these topics.

- Students who are excused will be provided with an appropriate alternative educational activity.
- Please note: currently, human sexuality topics are part of the 9-10 PE/Health curriculum, and the teacher will notify parents/guardians when that unit will be taught during the school year.
    - At this point, identify instruction is not planned for this school year.

For parent's use to Opt-Out of either student screenings and/or human sexuality instruction:
A parent who does not want their student to receive either a health screening(s) and/or human sexuality instruction at school may request to opt out of such instruction by completing this form.

I, _____, parent or legal guardian of _____, a student enrolled at the School District, hereby request that my student not receive
_____ Student Screenings to include (list those you want your student to be opted out from)

_____

AND/OR

_____ Human Sexuality instruction
for the duration of the _____ school year in a manner consistent with the excused absence methods identified by the School District as specified in Section 20-5-103, MCA

I understand my student will not attend and will be excused from any courses, special events, or student assemblies pertaining to what has been chosen above. I also understand that I may withdraw my request at any time by informing the District in writing of the withdrawal of this request.

I acknowledge I have received notification of my rights in this area under Section 20-7-120, MCA, and have been provided an opportunity to review related information and materials used for the human sexuality instruction (if that pertains to my opt-out above).

_____ _____
Parent Date

Received by:

_____ _____
School Official Date

APPENDIX A–PROFILE OF A GRADUATE INFORMATION

Lambert School Profile of a Graduate (10/9/26)

With Lambert Public Schools' Strategic Plan–Goal Area 1 identified as "Academic Excellence" and to meet our Montana Accreditation goals, Lambert School and Profile of a Graduate Stakeholders have created a research-based LPS Graduate Profile. This Profile supports our adopted curriculum standards, graduation requirements, and cultural standards of excellence. The six graduation goals with the further defined graduate statements of mastery are outlined below.

Lifelong Learner

Graduates demonstrate proficiency in academic endeavors. This also includes a passion for learning, curiosity, adaptability, and skills needed to pursue personal and professional growth throughout their lives.

1) I have developed the skills to continue learning after high school.
2) I have learned the life skills of managing money, personal property, and resources.

Global Citizen

Graduates embrace cultural awareness and inclusivity, understanding their role in a connected world and making contributions that promote equity and sustainability both locally and globally.

1) I am a good citizen not only locally, but globally.
2) I appreciate culture and beauty in the world.

Critical Thinker

Graduates solve complex problems creatively and make informed, balanced decisions by thoroughly analyzing information.

1) I have developed strong critical thinking skills.
2) I can make thoughtful decisions about my future and have gained the skills needed to achieve my goals.

Productive Collaborator

Graduates work effectively with others to achieve collective success through developing relationships and valuing teamwork, diverse perspectives, and shared goals.

1) I can work well with others to achieve a shared goal.
2) I am a productive member of my family, school, and community.

Effective Communicator

Graduates express ideas clearly, confidently, and respectfully through spoken, written, and digital communication while actively listening and adapting to their audience.

1) I can express my ideas clearly and effectively.
2) The quality of my communication skills fosters positive relationships.

Responsible Well-Being
Graduates prioritize personal and community well-being, practicing resilience, emotional intelligence, and health.

1) I have good character, self-respect, and self-worth.
2) I take care of my physical, mental, and emotional health and safety.

LAMBERT SCHOOL'S SENIOR EXIT PORTFOLIO

The Lambert School's Senior Exit Portfolio is designed to not only showcase the achievements of graduation candidates, but to offer evidence that the goals set for graduates of our District have been achieved, as outlined in our Profile of a Graduate.

Lambert graduation candidates will demonstrate mastery of the graduation goals by presenting evidence compiled throughout a student's high school career. Ideas for evidence are listed below, and two should be presented from each goal category.

Each senior will present their portfolios to a small board consisting of a variety of school and community members. The portfolio must have an introduction, a separate section for each attribute, and a conclusion. Lambert graduation candidates are encouraged to make their portfolio reflective of who they are with respect to style and presentation mode/methods.

This senior graduation check-out requirement will be phased in slowly beginning with the Class of 2026, Class of 2027, and Class of 2028. The Class of 2029 will be the first to fully participate.