

North Toole County High School



&

Sunburst JH



Student Handbook 2019-2020

To Parents, Students, and Guardians:

Welcome to the 2019-2020 school year at NTCHS! I am very excited to be your Superintendent, High School and Junior High Principal this year. Being a part of this great school and community is something that I cherish and look forward to continuing. Please take some time to read this handbook and learn more about the items in here that may affect your learning experience here at NTCHS. If there are any questions, concerns, or comments, please come see me.

The mission of NTCHS is to provide a supportive environment with diversified educational opportunities which encourages students to become lifelong learners and productive citizens.

Sunburst School District #2 does not discriminate on basis of race, religion, color, national origin, sex, or disability in providing education services, activities and program, 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.

PLEASE REMOVE AND SIGN THE COMPUTER USER AGREEMENT AND HANDBOOK SIGN-OFF SECTIONS AND COMPACT FORM ON THE LAST PAGES AND RETURN TO THE HIGH SCHOOL OFFICE.

Mr. Bucklin
Superintendent/7-12 Principal

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School Calendar

PLEASE NOTE that the calendar is subject to change for various reasons and the most recent information will always be available on the School Website: www.sunburstschoools.k12.mt.us

August 16	1 st Day of Football Practice, Volleyball and Cross-Country Practice
August 26,27	PIR Days—Teacher & Staff Orientation
August 28	1 st Day of Classes
September 2	Labor Day—NO SCHOOL
September 27	Mid-term of 1 st Quarter
September 9-13	Homecoming Week
October 17-18	Teachers' Convention
October 31	District Volleyball Tournament at Augusta
November 1	End 1st Quarter
November 7	Parent/Teacher Conferences 4:00-7:00 PM
November 8	Parent/Teacher Conferences 8:30-11:30 AM
November 7-9	Divisional Volleyball Tournament at Cascade
November 21	1 st Day of Basketball Practice
November 27-29	Thanksgiving Break
December 6	Mid-term of 2nd Quarter
December 20	Last Day before Christmas Break
January 6	School Resumes
January 17	End 2 nd Quarter (End 1 st Semester)
January 24-25	Divisional Speech & Drama
Jan. 31- Feb. 1	State Speech & Drama
February 21	Mid-term of 3 rd Quarter
February 19-22	District Basketball Tournament at Shelby
February 18	NO SCHOOL—Presidents' Day
February 26-29	Divisional Basketball Tournament at Four Seasons Arena in Great Falls
March 16	First Day of Track & Field and Golf Practice
March 20	End 3 rd Quarter
April 9-15	Easter Break—NO SCHOOL
April 24	Mid-term of 4 th Quarter
May 3-4	State Music Festival
May 8	District Track & Field Meet
May 11-13	State Golf at Sidney Golf Club
May 14	Divisional Track & Field Meet
May 19	Awards Night at 6:00 PM
May 24	Graduation at 1:00 PM
May 24-25	Lock In
May 22-23	State Track & Field at Helena
May 29	Last Day - Dismissal 12:00

ADMINISTRATION

Tyler Bucklin, Superintendent, 7-12 Principal
Dan Nau, Elementary Principal, Technology Coordinator
Peg Tobin, Clerk/Business Manager
Valerie McAlpine, Junior High/High School Secretary, Sub Clerk
Hanna Hauschulz, Elementary Secretary, Lunch Clerk
Christopher Blair, Transportation Coordinator
Lisa Samsal, School Board Chairman
Marlena McAlpine, School Board Vice-Chairman
Jonette Johannsen, School Board Member
Marcia Manthey, School Board Member
Dave Turner, School Board Member

SUNBURST TEACHERS & CLASSIFIED STAFF

Nate Aschim, JH & HS Boys Basketball	Amanda Nix, HS/JH Science
Alex Aschim, JH & HS GBB Head Coach	Jeff Nix, Tech./Business, HSXC Coach, HSAD, Driver's Ed
Patricia Bergstrom, JH English, Library	Ula Omdahl, Ag Ed & FFA
Kim Bloch, 3 rd & 4 th Grade	Kortnee Pace, 2 nd Grade, HS Volleyball, Driver's Ed.
Lori Christian, Assistant Cook	Rostyn Pace, Asst. HS Track & JH FB Head Coach
Shawn Christiaens, 5 th & 6 th Grade	Elaina Robins, Instructional Aide
Hayley Dunk, Instructional Aide	Kris Ryan, JH/HS Math & PE
Shannon Dunk, HS/JH History	Jeah Scarbrough, Instructional Aide
Susan Ehlers, HS Math	Elizabeth Smith, FCS, FCCLA, Pro-Start
Brandi Farbo, HS & Elementary Special Education	
Tony Fleisher, Instructional Aide, JHFB Asst. Coach	
Lorrie Hartzell, Head Cook	Tammy Smith, Instructional Aide
Michele Goyette, School Counselor	Chelsea Taylor, HS English
Tami Hauschulz, Music, Psychology	Chrissie Tharp, 5 th & 6 th Grade
Garrett Hovland, Asst HS Football Coach	Janna Tomscheck, 1 st Grade, JHVB Head Coach
Teri Iverson, Bus Driver	Mike Tobin, Bus Driver & JHAD
John Johannsen, HSBBB Assistant Coach	Veronica Watterud, 3 rd & 4 th Grade
Zach Johannsen, Golf Coach	Jim Whiteford, Custodian
Lynn Kimmet, Custodian, Bus Driver	Willie Wilson, Custodian
Debbie Leichliter, High School Resource Aide	
Jason Hanson, Head HS Football Coach	
Missy Nau, Kindergarten, JHVB Asst Coach	

ACADEMICS

A student must earn twenty-five credits to be eligible to receive a NTCHS Diploma. Completion of a course is 60 percent mastery and regular attendance. The following units are *minimum* requirements to graduate from NTCHS: four English, three math, two science, three social studies, two physical education, one CTE, one-half computer, one fine arts and eight and one-half units of additional credits. Please refer to the curriculum handbook for course descriptions.

Students must take a minimum of 6 classes but at least 7 classes are recommended. Being a teacher aide does not count as one of these 6 classes.

The valedictorian will be the student(s) with the highest four year grade point average and the salutatorian will be the student(s) with the second highest four year grade point average. In a situation where there are multiple students with the same GPA as valedictorians, there will not be a salutatorian identified and instead there will be co-valedictorians. The valedictorian and salutatorian are selected after the third quarter of their senior year. The valedictorian and salutatorian must have attended NTCHS as a junior and senior. At graduation, the valedictorian's and salutatorian's families will have the front seating at the ceremony. The remaining graduates will draw lots for family seating assignments.

The grading scale is as follows:

A = 4.00	94-100%	C+ = 2.33	77-79%	D- = .67	60-63%
A- = 3.67	90-93%	C = 2.00	74-76%	F = .00	59% or Below
B+ = 3.33	87-89%	C- = 1.67	70-73%	P = Pass	
B = 3.00	84-86%	D+ = 1.33	67-69%	I = Incomplete	
B- = 2.67	80-83%	D = 1.00	64-66%		

ACADEMIC NON-PERFORMANCE

Sunburst 7-12 staff will work closely with parents and students via the Intervention Assistance Team to ensure that students who qualify for accommodations and special services receive the assistance they need in order to be successful. The primary responsibility that all students have is the obligation to do their best in all of their classes and make every effort to be successful. The teachers and administration of Sunburst 7-12 commit to do everything in their power to provide additional assistance to students to help them maximize their achievement. This includes providing additional assistance before school, additional assistance after school, additional assistance in study halls, alternative classes through the Montana Digital Academy, additional assistance through Title I tutoring, accommodations under Section 504 of the Americans with Disabilities Act, or providing for accommodations under the Individuals with Disabilities in Education Act via special education services.

Parents and students must realize that the ultimate responsibility lies with the student in order to be successful.

ACTIVITY ELIGIBILITY

Each student participating in any regularly scheduled extracurricular activity is by nature of the activity a representative of their school and their home community. Participation is a privilege for those meeting minimum standards of academic performance. Students planning to participate through interscholastic competition and interscholastic meetings or conventions must meet and maintain the following eligibility standards and procedures:

1. Regular school attendance at scheduled practices or meetings of the activity or group.
2. Four half credits earned the previous semester. Eligibility for fall activities means that a student must have earned four half credits during the previous semester. Failure to meet this standard will make the student ineligible until the subsequent semester. Also, if a student has failed two semester classes that student will be ineligible for the following semester.
3. Any student participating in school programs, including sports, music, FCCLA, FFA, ISI, etc., who knowingly possess or uses alcohol, drugs, or tobacco, will be suspended from school sponsored activities for 45 school days for the first offense and a period of 90 days for any subsequent offense. School days refer to the required 1080 student instruction hours (approximately 180 days/year). The suspension will carry over to the following school year.

4. Students are to ride to and from activities in the transportation provided by the school unless a student's parents/guardian takes the student home from the activity, or unless the student's parents/guardian make prior arrangements approved by the principal.
5. Students must be in school all day to be eligible to participate in a performance, practice or game that day unless PRIOR approval has been granted by the principal.
6. Approved dress jeans and sweaters or shirts with collars and sleeves are the preferred dress for away trips. No shorts, t-shirts, sweats, half shirts, or baggy, faded, torn jeans are to be worn. Practice dress - Sports bras must have a shirt or jersey over it and boys must wear a jersey or shirt also.
7. Any student suspended from school activities will be ineligible for any activity. Students are not allowed on school property while on "out of school suspension".
8. NTCCHS offers the following activities and athletics: Band, choir, drama, dance, academic competitions, girls' volleyball, boys' football, boys' and girls' basketball, boys' and girls' track & field, boys' and girls' cross-country, boys' and girls' golf, FCCLA, FFA, speech and drama, Student Council and National Honor Society.
9. Sunburst 7-8 offers the following activities and athletics: Band, choir, girls' volleyball, boys' football, boys' and girls' basketball, boys' and girls' track & field, and Student Council.

The Eligibility rules follow School Board Policy 3920 which can be accessed on the school website.

ACTIVITY FEE

All students in grades 5-12 involved in an activity/athletics will pay a \$25.00 activity fee. This is an incidental fee and reasonably related to goods and services provided in the program. An activity ticket must be purchased before students are allowed entrance to any athletic contest, including participants (player, band, concessions, etc.). Adult season tickets are \$50.00 and a family ticket is \$125.00. A family ticket allows the entire household to both elementary and high school activities. (Household means those living in the same house and **1st year only** college students.)

ASSEMBLIES

Students will sit in pre-arranged seating order at all assemblies. This will keep classes together and will help in keeping attendance procedures. Students will sit in alphabetical order starting with the seniors in the first two rows, juniors, sophomores, and freshman in line behind them. Students are expected to follow the seating arrangement and follow behavior standards.

ATTENDANCE POLICY

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

A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day. Class time is important. Doctor's appointments should be scheduled, if possible, at a time when the student will not miss instructional time.

A telephone call or a note from either a parent or guardian is necessary when a student is absent or late for any reason. **This needs to be done as soon as possible, preferably before 9:00 AM if possible on the first day of the absence. An unexcused absence will be the result of not calling.** Notes must be given immediately to the school secretary. When a student arrives late or after an absence during the school day, the student is required to report directly to the office to sign in. Parental permission must be submitted to the office when a student checks out of school for an unexpected reason. Students must sign out of school at the office. All absences and tardies will be recorded in the office.

Activities or Pre Planned Absences:

It is the student's responsibility to notify teachers of a pre planned absence. Make Up in Advance forms must be completed and signed by each teacher for classes missed for each day missed.

Absences for school related activities are excused, but the student is still responsible for work that is missed, including a completed Make Up in Advance. **In order to participate in an extracurricular activity, including practice, students must be in school for the entire day of the event. If the activity falls on the last school day prior to an activity, students must be in school the entire day before. Exceptions may be made by the Administration.**

Excused Absences:

Montana law states that a student is excused when absent due to:

- Illness
- Bereavement
- Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies.

Verification should be available prior to returning to school. Schoolwork missed during an excused absence can be made up at full credit, even those beyond the ten (10) days. For every day of class missed, the student will have two (2) days to make up the work up to a maximum of 7 days. If a student's first day gone is the day of a test they will take the test on their first day back. It is entirely the responsibility of the student to arrange to make up any work missed when gone.

Unexcused Absences:

Unexcused absences are not acceptable to the District. An unexcused absence is an absence for some other reason than specified in the Activities/Pre Planned or Excused Absence sections or an absence for which the student did not receive prior approval from school Administration. If an unexcused absence is assessed, no credit for make-up work will be allowed. Administration has the authority to determine if an absence is excused or unexcused.

Ten-Day Policy:

Students can accumulate up to ten (10) absences each semester. This includes excused and unexcused absences but school related activity absences are NOT included. When students miss more than five (5) days in a quarter, they will be penalized two (2) percentage points on their quarter grade for each absence beyond the fifth (5th) day, if valid documentation excusing their absence is not provided. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the administration. After the fifth (5th) absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent/student.

Upon return, if this documentation is in hand, no penalty will be incurred. If the student does not have the documentation, the absence will be treated as unexcused and the student will have two (2) days to obtain necessary paperwork. When the office receives the proper documentation, the absence will be considered excused. Failure to provide documentation within two (2) days will result in a permanent unexcused absence, and two (2) percentage points will be deducted on the quarter grade for each day of the unexcused absence. The five (5) days are computed on a quarter basis (total of 10 per semester). Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

BUSSES-TRANSPORTATION

Riding the bus is a privilege, not a right; safety is absolutely critical. Conversations should be carried on quietly. Wear clothing that is suitable for weather conditions as you don't know when you may have to vacate the bus and be at the mercy of the weather.

Students must stay back from the curb until the bus has come to a complete stop. Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event, unless other arrangements have been approved by the principal and advisor.

Students are expected to assist District staff in ensuring that busses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students are advised that there are cameras in use on all district route buses.

Students must:

1. Follow the driver's direction at all times.
2. Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
3. Keep feet, books, band instrument case, and other objects out of the aisle.
4. Not deface the bus or its equipment.
5. Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
6. Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
7. When students ride in District vehicles or passenger car, seat belts must be fastened at all times.
8. Misconduct will be punished and bus-riding privileges may be suspended.

CELL PHONES and OTHER ELECTRONIC EQUIPMENT—NOT ALLOWED IN CLASS

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

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins, during lunch, and after school ends. These devices must be kept out of sight, preferably in the student's locker, backpack, or vehicle, and turned off during the instructional day. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated violations may result in further disciplinary action including detention and suspension.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and office as to the action taken.

CLASS COMPETITION

The high school class that accumulates that most points by May 20 will have their class graduation year inscribed on the plaque which is displayed in the front hallway. A listing of how points are earned will be given to your class advisor at the beginning of the school year.

CLASS SPONSORED ACTIVITIES

Class and group sponsored activities and all fundraisers must have administrative approval.

COMPLAINTS BY STUDENTS/PARENTS

All students have the right to a safe and secure education. If you are being harassed physically or verbally or have a concern or complaint, you need to talk to someone about it. Bring it to the attention of your parent, friend, teacher, counselor, or someone else you can trust. If you don't get satisfaction with your first contact, go to another or talk to your superintendent.

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 standard complaint policies 1700, 3225 and 3226 in the district's Policy Manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for conference should be filed with the superintendent. If still unresolved, the matter may be referred to the Board.

Some complaints require different procedures. The superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board Policy 1700, 3225 and 3226, available on the District website.

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 form located at the end of this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communication - email - using district computers are not private and may be monitored by district staff.

CONDUCT

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

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

COPIER

Only students that have current passes or are teachers' aides are allowed to use the copier. The hallway copier is to be used for classroom copying. If students would like to make colored copies they must have a pass from a teacher to use the office copier.

DANCES

The following criteria govern high school dances:

1. Dances must be approved by the principal at least one week in advance.
2. Dances must be supervised by a minimum of one teacher and two parents.
3. The class or club advisor should be one of the teachers.
4. Student wanting to bring out of town guests must fill out a slip and give it to the principal at least two days before the dance for approval.
5. The doors will be locked after the dance starts. Students will not be readmitted to the dance once they leave the building.
6. Students suspected of being under the influence of alcohol or drugs will be detained until parents can pick them up and law enforcement authorities will be notified.
7. Dances will end at 12:00 (midnight) at the latest.
8. Clean-up will be done by the group that sponsors the dance.
9. No junior high students admitted to high school dances.
10. No alumni or students not enrolled in high school will be allowed to attend high school dances.

DIRECTORY INFORMATION

Regarding student records, federal law requires that ‘directory information’ on all students be released by the District to anyone who requests it unless parents/guardians object in writing to the release of any or all information. This objection must be filed within ten days of the time this handbook was given to the students.

Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school (including honor roll status), and most recent previous school attended.

DRIVING OF VEHICLES

Vehicles driven to school by students are to be parked and not to be driven during the day. Students are not to be in their vehicles during the day without permission from the office. Students are not to be riding in vehicles, other than with their parent(s), during the day unless given permission from the school superintendent. Seniors may park in the front row from the gym north as space allows. No double parking at any time. Violators may end up serving detention or ISS (In School Suspension).

DROP/ADD

A student has three to five days to add or drop a class after the semester begins. A student dropping a class after the first week must receive permission from the counselor and principal or they will receive an “F” for the semester. Waiver of this rule would be the result of a very unusual situation.

DUAL CREDIT

NTCHS offers the opportunity for juniors and seniors to enroll in Dual Credit classes through Great Falls College-Montana State University and Missoula College—University of Montana where students can earn college credit while simultaneously earning high school credit. As per university system policy and in addition to other requirements, students cannot take courses that are already available at NTCHS and to enroll they must have a minimum ACT English score of 18+, an ACT writing score of 7-12, or a Compass E-Write score of 7+. These classes are college classes and are going to be quite rigorous. As such, students taking a distance-learning course for the first time will be limited to only one Dual Credit class. Once they’ve demonstrated success, they will be allowed to register for multiple courses. Sunburst Schools will not be responsible for any expenses associated with registration fees, application fees, and tuition charged to students’.

EMAIL

Each student will be provided an email that they will be able to use for school purposes. This email account is owned by the school district and will follow the acceptable use policy that has been established.

EVACUATION AND SEVERE WEATHER DRILLS

There will be drills periodically throughout the school year in which students and employees will follow specific procedures which will be posted and communicated to everyone. There will be drills for evacuating the building and drills of going to designated locations inside the building. Cooperation is needed by all individuals.

FAMILY NIGHT

Sunburst Schools will have no school activities held, including athletic practices, nor will students work at the schools, after 6:00 p.m. on family night, which is Wednesday night. This policy may be waived by the board on selected occasions or when postseason games are scheduled on Wednesdays. As per MHSAA rules, no practices will be scheduled on Sunday.

FIREARMS AND WEAPONS

It is the policy of the Sunburst 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.

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; 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.

GRADE CLASSIFICATION—NTCHS

Students must earn the following number of credits to be recognized in each class:

Sophomore	At least 6 credits earned
Junior	At least 12 credits earned
Senior	At least 19 credits earned

HALLWAY BEHAVIOR

The hallways can be a place for verbal harassment, physical abuse, privacy invasion and passage problems. These problems can be eliminated by cooperation with each other and respect for each other.

Do not congregate in the hallways in such a manner that a person cannot pass in an unobstructed manner. You should move if someone is coming down the hall. He or she should not have to dodge around you. Verbal comments that offend anyone should not be made. The bottom line is to keep your hands to yourself. Poking, pinching, bumping, hugging, holding hands, etc., is not necessary.

HOMEWORK

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

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

HONOR ROLL

HS students with a grade point average of 3.67 to 4.00 will be on the Gold Refiners Honor Roll and a student with a grade point average of 3.31-3.66 will be on the Silver Refiner Honor Roll, and a student with a grade point average of 3.00 to 3.30 will be on the Bronze Refiner Honor Roll. An F disqualifies a student from Honor Roll consideration. Student Aide grades are not part of a student’s GPA or Honor Roll consideration. Please note that honor roll status does NOT mean that you are automatically eligible for National Honor Society or Academic All-State. Junior High Students will be similarly honored on the Wildcat Honor Roll. Students graduating with a 3.5 or higher GPA will be identified as “Graduating with Honors”.

INSURANCE

The school district does not provide accident insurance. Optional Student Accident Insurance information is made available to families. Information will be given to students at the beginning of the school year.

LUNCH PROGRAM

Only students buying a lunch or bringing a sack lunch are to be in the lunchroom during noon. Prices are:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Extra Milk</u>	<u>Al a Carte</u>
K-6	\$1.25	\$1.75	\$.30	
7-12	\$1.75	\$2.25	\$.30	\$.30/item
Adults	\$1.75	\$3.25	\$.30	\$.30/item

LOCKERS

Each high school student will be assigned two lockers. It is a privilege and not a right to use the lockers. Sunburst Schools is not responsible for loss of valuables. The school retains ownership of the lockers and

lockers may be searched at various times during the year. It is the student's responsibility to keep their lockers clean.

No obscene material allowed on or in lockers. Only school activity related materials allowed on outside of lockers. Nothing should be attached to the wall above lockers.

School issued locks may be put on your lockers. Check them out from the office. Personal locks must be approved through the principal and a key or combination left in the office.

All personal supplies shall be stored inside the lockers, and please keep your doors closed.

MEDICINE AT SCHOOL - Policy #3416 Administering Medicine to Students

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the office. The secretary will either give the medicine at the proper times or give the student permission to take the medicine as directed.

MEETINGS

Organizational meetings must be cleared ahead of time through the superintendent's office.

OFFICE

The main office is for business only, please do not loiter. No student is allowed beyond the front of the secretary's desk without permission.

PARENT INVOLVEMENT, RESPONSIBILITIES AND RIGHTS

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

- o Encourage his or her child to put high priority on education and commit to making the most of the educational opportunities the school provides.
- o Review the information in the student handbook with his or her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact Superintendent Bucklin.
- o Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District.

PARENT PORTAL

Sunburst Schools utilizes Infinite Campus for our student information services. As a result, parents have the ability to check student grades, attendance, and their food service account. For more information or to get set up to use this system, please contact the elementary office.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held once or twice a year at the discretion of the school administration. Parents will be given advance notice. If you have questions or concerns, please do not wait until a formal conference to meet with your child's teacher.

PHONE USE

Students may use the classroom phone for necessary calls and with staff permission only. Students will not be called out of class except for emergencies. Messages will be delivered to students.

PRAYER

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

PROM

All classes/organizations in the junior high and high school will share equally in working concessions throughout the school year. The monies will be distributed pro-rata amongst the classes/organizations who work concessions. The Junior Class has a \$1500 cap for their expenses from their earned funds. The allowed charge for prom will be no more than \$25/couple.

PROTECTION OF STUDENT RIGHTS

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

- Political affiliations,
- Mental and psychological problems potentially embarrassing to the student or family including but not limited to sexual behavior and attitudes,
- Illegal, antisocial, self-incriminating, and demeaning behavior,
- Criticism of other individual with whom the student or the student's family has a close relationship,
- Relationships privileged under law, such as relationship with lawyers, physicians and ministers,
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal and according to the school sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Students will not leave early unless the office receives communication from parents beforehand. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator will decide whether or not the student should be sent home and will notify the student's parent or guardian.

REPORT ON STUDENT PROGRESS

Midterm reports will be mailed at the middle of each nine week quarter. Report cards will be mailed home at the end of each nine week period.

SCHOLARSHIPS

The Counselor provides a regular newsletter to each of the high school grade levels regarding information that you need to know about including the availability of scholarships and the various tests that you will take over your high school career (ASVAB, PSAT, ACT, etc). Please take note of this information and share it with your parents.

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.

Student's Desks and Lockers - Student's 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 may ask for a lock and be certain that the lock 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 material 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 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 or parent. 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.

SENIOR PRIVILEGES - SENIOR STUDY HALL

Senior privileges will be the result of communications between the seniors and the superintendent. Seniors are to meet with the superintendent in December. It is important to note that students taking an MTDA class or Dual Credit course are NOT allowed to count this class as their senior study hall.

SENIOR TRIP

A one day trip may be approved by the Board of Trustees. The agenda for the trip must be turned in to the principal. The board will furnish the bus and the gas only. Overnight trips will be considered only if the class has enough money to cover the expenses of the trip and if the class is in good standing with the school. (No discipline problems) The Board of Trustees reserve the right to deny an overnight trip. Any students who choose not to go on the senior trip will be expected to be in school or else will be given an unexcused absence.

STUDENT BEHAVIOR

Teachers have the right to teach without interruptions. Students have the right to learn free of interruptions. Parents have the right to expect that their children are being educated in a safe, secure and predictable environment. Consequences of student misbehavior have the above goals in sight.

Montana School Law 20-5-210 states, in part, that a pupil shall comply with the policies of the trustees and the rules of the school that the pupil attends; be subject to the control and authority of the teachers, principal, and district superintendent while the pupil is in school or on school premises, on the way to and from school, or during noon intermission or recess. A pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section is liable for suspension, or expulsion under the provisions of this title.

STUDENT DRESS

Students are expected to wear appropriate attire while on school premises and while representing the school off school grounds. Matters of dress remain the primary responsibility of students, in consultation with their parents. Nevertheless, certain minimum standards shall be observed by all students.

Hats, caps and other headwear are not to be worn by either sex once inside the school during school hours and after school hours, unless the head wear is part of a religious dress or a fashion accessory as approved by the Principal.

Wearing of hats and other headgear in the gym area after school hours is allowed but is still not recommended.

- A person's upper torso, stomach, back and underwear are to be covered when standing or bending over.
- No bra straps should show or spaghetti straps worn.
- Shorts, dresses and skirt hemlines should be no shorter than 4" above the middle of a person's knee cap and should be at LEAST as long as the end of the fingertips when standing upright.
- Leggings/tights/yoga pants without a top long enough to meet the above standards are not allowed.
- No undershirts or tank tops without an additional shirt worn.
- No attire advertising tobacco, drugs, alcohol, or having foul or offensive language or graphics on them are acceptable.
- No excessively torn clothing should be worn.
- No 'pajama pants' or cloth sweat pants should be worn. Athletic warm-up pants or wind-pants are acceptable.
- Shoes must be worn at all times—slippers are not allowed.

Consequences due to being insubordinate will consist of:

- 1st offense—Wear designated shirt or pants or student sent home to change.
- 2nd offense—Detention
- 3rd offense—ISS for 1 day
- 4th offense—ISS for 1 day for each additional offense and a potential meeting with the school board.

STUDENT RECORDS

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students. Records may be reviewed during regular school hours, upon completion of the written request form. If circumstances prevent a parent or eligible student from inspecting the records, the district will either provide a copy of the requested records or make other arrangements for the parent or student to review the records. Parents of a minor or of a student who is a dependent for tax purposes (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents or trustees of the district; cooperatives of which the district is a member, or facilities with which the district contract for the placement of students with disabilities, as well as their attorneys and consultants who are working with the student.

Certain officials from various governmental agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order documents or lawfully issued subpoena.

TARDIES

Students are allowed 3 tardies per quarter for emergencies, etc. Students will serve 30 minutes detention for each tardy beginning with the fourth tardy of each quarter. Students missing just the beginning of the morning or afternoon will be charged with tardy as well as an absence for classes missed. Detention takes preference over practices for an activity! Detention time for tardies will be served for the Principal or may be worked off for the custodians with the time cut in half.

TEXTBOOKS

Board-approved textbooks are provided free of charge. Books must be treated with care.

A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book or pay a damage fee.

VIDEOTAPING OF STUDENTS

The district uses video cameras to insure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Video recordings may become a part of a student's educational record. "Audio" may be part of the videotaping.

VISITORS

Parents and others are welcome to visit the school. For the safety of those within the school, all visitors must first report to the 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.

NTCHS REFINER EXTRA-CURRICULAR POLICY

The following rules will apply for interscholastic athletics, defined as cheerleading, drill team, basketball, track, football, volleyball, golf, cross country, speech & drama, student council, science competition, FCCLA, FFA, and any other school sponsored activities.

PHILOSOPHY

It is the desire of the Sunburst Board and Administration not only to teach academics but also to teach the extra-curricular participant to be a productive, responsible citizen. A student's right to participate in school-sponsored activities will be maintained as long as it does not infringe upon the rights of the board to meet and uphold reasonable standard. These standards include but are not limited to:

No students will be allowed to start athletic practices without a physical.

No students will participate without emergency medical treatment forms.

No student will participate without parent signature acknowledging their receipt of a copy of the training rules.

The Trustees and Administration asks that parents help enforce this training rules policy.

- 1. Curfew** – Extra-curricular participants need to be home either resting or studying for both academic and extra-curricular success.
- 2. Alcohol, Drugs, and Tobacco** - Research has found that both short and long-term use of mood altering chemicals does not enhance the success of a total person.
- 3. Dress and Appearance** - That type of dress or personal appearance that distracts from the cohesive unity or effectiveness of the team or group will be considered an unacceptable standard.
- 4. Hair** - Neatly groomed hair is acceptable. Beards, goatees, multi-colored hair, flowering sideburns or mustaches are not, as they don't represent team or group unity.
- 5. Academic Eligibility** – As per Board Policy 3920—also see student handbook.
- 6. Misconduct** - Should a student be found guilty of violating school laws or school rules, on school property or as a part of a school sponsored activity, student will be disciplined according to Section IV Suspensions, section of the training rules.
- 7. Attendance** - Students must be in attendance all day to allow for athletic participation (practice or competition), unless previously approved by administration. Students who are absent because of a school related activity are excused from practice and do not have to make up the practice time. For scheduling conflicts, school administration will make the final decision.
- 8. MHSA Residency Eligibility** - Students must be recognized by MHSA for sports eligibility.
- 9. Respect for Supervisors and Others** - As a part of the growing process, respect for authority and others must be maintained. Extra-curricular participants are obligated to show proper respect to those in authority over them and concern for their fellow competitors.
- 10. Travel** - Participants are expected to follow guidelines for athletic travel to maintain the highest level of safety.
- 11. Practices** - Participants are expected to attend all practice sessions in proper uniform and take care of equipment. Exemption from practice or games is the responsibility of the supervisors.
- 12. Obligation** - Participants are responsible for necessary insurance, payment of fees and replacement of damaged or destroyed equipment or property.

- I. Curfew
 - A. Students involved in extracurricular activities have to be home by the following hours:
 1. Sunday-Thursday 10:00 p.m.
 2. Friday—if there is no activity the next day 12:30 a.m.
 3. Friday—if there is an activity the next day 11:00 p.m.
 4. Saturday 12:30 a.m.
 - B. Punishment
 1. 1st offense: The offender will run one mile, or other suitable punishment during each practice the next week after the violation has occurred.
 2. 2nd offense: A suspension of the next weekend of scheduled activities will result. Students will practice during the suspension, and will travel with the team.
 - C. Coaches/advisors will check curfew hours periodically.
- II. Alcohol, Drugs, Tobacco (or any other mood altering chemicals)
 - A. No students involved in an extracurricular activity will use or have in their possession any alcohol, tobacco, drugs or other illegal mood altering chemicals.
 1. Possession of alcohol includes being caught or seen with a mood altering chemical or being with someone at the time they are caught.
 2. First person accounts that a person was using are punishable based upon the merits or the report.
 3. All student-participants in Sunburst Athletic programs must comply with Board Policy 3350—Extracurricular Activities Drug Testing Program. Punishments will also be enforced for failing the drug testing policy outlined in Board Policy 3350.
 - B. Punishment:
 1. 1st offense: Removal from all participation/dress/competition/performance/ travel for all extra-curricular activities for a period of 45 school days or the balance of that particular season, whichever is longer. For any 45-day period which carries over into another season, students will be expected to participate in practices from the first day if they intend to rejoin that team once the 45-day period ends.
 2. Subsequent offenses: Removal from all participation/practice/etc from all extra-curricular activities for a period of 90 school days.
 3. Note that the 45 & 90 day period of removal will carry-over to the following year if the violation occurs during the last quarter/semester.
- III. First Person Reports & Rumors
 - A. Any person making a report about a student concerning the abuse of extra-curricular training rules will be asked to verify the report in writing. Second person information will be considered rumor.
 - B. The first person report or actual proof must be presented before any action will be taken.
- IV. Suspensions
 - A. Short-term suspensions as a result of misconduct are left up to the discretion of the coaching staff and/or advisor, athletic director and administration. Longer term suspensions or expulsion from the team will not be done without the input of administration and ensuring that the student-athlete is given due process.
 1. Parents will be contacted to offer input to the situation.
 2. Appeals will be allowed by using the due process procedure established by the Board.
- V. Coaches' Rights
 - A. Coaches shall not have the right to alter the intent of the athletic training rules set by the School Board and Administration.
 - B. Coaches have the option to give extra punishment during extended practice times, during the suspension time period but must comply with the minimal extra-curricular rules.
 - C. Coaches have the right to establish stricter curfew hours acceptable to the athletic director, the administration, and the School Board.
 - D. Coaches shall promptly report any training violations to the athletic director and/or administration.
- VI. Dress & Appearance

- A. Students will dress appropriately on away games. Dressy blue jeans or dress bib overalls are left up to the discretion of the coach/advisor, but are discouraged. Wind pants or sweats may be acceptable for the ride home if the weather is good, but never for traveling to the game.
- B. Hair is to be kept clean, trimmed, and neatly groomed at all times. It should provide no distraction from participation. No beards, goatees, flowering sideburns or mustaches will be allowed unless approved by the coaching staff. Discretion is also left up to the coaching staff and/or advisor.
- C. Denial of participation will be the discipline until the athlete provides proper dress and appearance.

VII. Lettering

A. General Guidelines

1. "Lettering" in an activity is for high school students only.
2. A student-athlete will letter providing they meet these general guidelines as well as the below mentioned specifics for each of the individual activities.
3. A student-athlete will not letter if they are expelled from the team for disciplinary reasons or if they quit prior to the end of the season.
4. A student-athlete will not letter if they fail to attend a practice or competition without the coach's consent. A student-athlete will be required to attend the highest level of competition when a conflict exists between two or more activities.
5. A student-athlete may earn or be denied a varsity letter if at the coach's discretion there are extenuating circumstances beyond the criteria listed below. This decision will be made in consultation with administration.

B. Football

1. A student-athlete must play in ½ or more of the total games played by the team in a given season.
2. A student-athlete will letter if they are a member of the team playing in a postseason game.

C. Volleyball

1. A student-athlete must play in ½ or more of the total matches played by the team in a given season.
2. A student-athlete will letter if they are a member of the team playing at the district tournament.

D. Basketball

1. A student-athlete must play in ½ or more of the total quarters played by the team in a given season.
2. A student-athlete will letter if they are a member of the team playing at the district tournament.

E. Track & Field

1. A student-athlete will letter if they qualify in the District Track Meet to advance to the Divisional meet; individuals on relay teams are included.
2. A student-athlete will letter if they accumulate two points at every meet participated in where the meet consists of five or fewer teams, accumulate a point (place in an event) at every meet participated in where the meet consists of six or more teams.
3. A student-athlete will letter if they are invited to the Top 8 Meet.

F. Golf

A student-athlete will letter if they qualify for the state golf tournament, whether or not they are chosen for the travel team to participate at the state meet.

G. Cross Country

A student-athlete will letter if they attend an appropriate number of practices as determined by the coach, compete in an appropriate number of meets, and qualify for the State Cross Country meet.

H. Speech & Drama

A student will letter if they attend an appropriate number of practices as determined by the coach, compete in at least three regular season meets, and advance to Divisionals.

I. Drill Team and Cheerleading

A student-athlete must attend an appropriate number of practices as determined by the coach and must participate in all performances.

J. Miscellaneous

All other extra-curricular letters are earned according to rules set by the advisor. Managers, statisticians, videographer, etc may earn Manager Letters as to be determined by the head coach. (No more than 3 per team per season)

VIII. Conflict Between Activities

Students are encouraged to take advantage of as many extra-curricular activities as their family and school obligations allow, but it is understood that there may be occasions when more than one activity is scheduled on a given night. If this is the case, the student MUST participate in the activity that is the higher level of competition. For example, Divisional Speech & Drama will take precedence over a regular season basketball game and ISEF will take precedence over State Golf. If there are two activities of the same level of competition on the same day (ie: Track & Golf or Speech & Drama and Basketball), the student participating shall make a decision and advise their coaches/advisors at least a week ahead of time. Coaches/advisors WILL NOT discriminate against a student for making such a decision but students need to understand that these choices may have implications on tournament teams and meeting lettering requirements.

SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY

1. I agree to uphold the Sunburst School community values and represent Sunburst Schools positively as I use electronic communications.
2. I will respect the privacy of all information on computers, technology devices, and the Net (internet). I will not attempt to read, delete, or modify files belonging to other users. I will not attempt to gain unauthorized or illegal access to resources on the computer or internet.
3. I will not copy or transfer any copyrighted software on workstations or on the Net without appropriate permission.
4. I will act responsibly to help ensure safe computing and I will not intentionally introduce a virus on a workstation or the Net.
5. I will not write, produce, or generate any computer code or message on the Net that disrupts or adversely affects any Net users or resources.
6. I will not use the computers/technology equipment to annoy, hinder or harass other users.
7. I will not use inappropriate, obscene, abusive, or threatening language, nor will I transmit, store, or print obscene or pornographic text or images.
8. I understand that I am using the Net at my own risk. Sunburst School assumes no responsibilities for:
 - a) the content of any advice or information received by a user from a source outside Sunburst, or any costs incurred as a result of seeing or accepting such advice.
 - b) Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Sunburst Schools.
9. I agree to use all computer, technology devices, and Net resources appropriately. I will not authorize any other person to use my account or Net privileges.
10. I will not give out my password or attempt to discover or use someone else's login name or password.
11. I will not tamper with or alter computers or associated equipment. I will report any problems to the teacher/staff member as soon as possible. I will not knowingly allow others to abuse the system.
12. I agree to be courteous by quitting applications and logging off of the system appropriately. I also agree not to use finite resources wastefully. I will keep my disk storage space at an acceptable level by regularly deleting unnecessary files. I will not print out excessive documents or have unnecessary paper waste.
13. I understand that Sunburst School has the right to monitor student accounts, drives, or emails, as necessary, to ensure smooth Net operations and acceptable use. Quotas may be set for disk usage and access time.
14. I will not use my account or the Net for financial or commercial gain.
15. I agree to surrender my account and Net privileges upon graduation or departure from Sunburst Schools, or as requested by the school administration as a result of a violation of the Sunburst Acceptable Use Policy.

SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY

After reading the SUNBURST SCHOOL TECHNOLOGY/INTERNET ACCEPTABLE USE POLICIES and USER RESPONSIBILITIES, please complete this form to indicate that you agree with the terms and conditions outlined. Signatures are mandatory before access may be granted to use equipment and the Net.

I understand that I am responsible and liable for taking proper care of equipment and all damage that may occur to the technology that is in my possession (laptop, tablet, camera, etc.). I will be the sole operator of this equipment and handle/care for it properly. I will return it to the assigned location(s) and make sure the equipment is properly charged/stored. If the equipment that I am assigned or am using is damaged or lost, I am liable for that item at a replacement cost at current market value.

As a user of technology at Sunburst Schools, I understand that access to the technology resources and hardware is a privilege. I will not use the resources/equipment in any way that negatively affects any other student or persons. I understand that this privilege may be revoked if I fail to fulfill my responsibilities and fail to take proper care of the resources/equipment provided to me by Sunburst Schools.

As a user of Sunburst School District computers and internet access, I have read and hereby agree to comply with the SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY.

Student Signature: _____ Date: _____

As a parent/legal guardian of the student signing above, I grant permission for my child to access computer services such as electronic mail and the Net. I have read and agree to the SUNBURST ACCEPTABLE USE OF TECHNOLOGY POLICY, and I understand that I may be held responsible for guiding my child, and conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media.

Parent/Guardian Signature: _____ Date: _____

Receipt of Handbook

“I have received a copy of the NTCHS and Sunburst JH Student handbook for 2019-2020. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.”

Print name of student: _____

Signature of student: _____

Signature of parent: _____



SUNBURST SCHOOL DISTRICT #2

P.O. BOX 710
SUNBURST, MONTANA 59482

Parent/Student/School Compact

As a Parent/Guardian, I, _____, will

- ❖ Review the Student Handbook and help ensure that my child will follow the policies;
- ❖ See that my child attends school regularly and on time;
- ❖ Provide a home environment that encourages my child to learn;
- ❖ Insist that all homework assignments be completed;
- ❖ Communicate regularly with my child's teacher;
- ❖ Support the school in developing positive behaviors;
- ❖ Talk with my child about his/her school activities every day;
- ❖ Encourage my child to read at home and to monitor his/her TV viewing and use of technology;
- ❖ Volunteer time at my child's school; and
- ❖ Show respect and support for my child, the staff, and the school.

As a Student, I, _____, will

- ❖ Read the Student Handbook and follow the policies;
- ❖ Always try to do my best in my work and in my behavior;
- ❖ Work cooperatively with my classmates;
- ❖ Show respect for myself, my school and other people;
- ❖ Obey the school and bus rules;
- ❖ Take pride in my school;
- ❖ Come to school prepared with my homework and my supplies; and
- ❖ Believe that I can and will learn.

As a Staff; we will

- ❖ Believe that each student can learn;
- ❖ Show respect for each child and his/her family;
- ❖ Come to school prepared to teach;
- ❖ Provide a safe, caring, respectful environment that is conducive to learning;
- ❖ Help each child grow to his/her fullest potential;
- ❖ Enforce school and classroom rules fairly and consistently;
- ❖ Maintain open lines of communication with student and his/her parents;
- ❖ Seek ways to involve parents and our community in the school program; and
- ❖ Demonstrate professional behavior and a positive attitude.

Student Signature

Parent Signature

Date

Sunburst School District Superintendent