

2019-2020

SPARTAN STANDARDS



STUDENT/PARENT HANDBOOK

Updated: July 8, 2019

To Students and Parents:

The Scobey Spartan Standards Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student 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.

Please note that references to policy codes are included to help parents confirm current policy.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Scobey School District’s policies can be found on the district website at www.scobeyschools.com

EQUAL EDUCATION, NONDISCRIMINATION

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

• Release of “Directory Information”

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and postsecondary institutions. This objection must be filed ten (10) days from the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, e-mail address, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Rights concerning a Student's School Records

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

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

CONTENTS

SECTION I - ACADEMICS 6

ADMITTANCE TO SCHOOL	6
CHANGE OF SCHEDULE	6
COLLEGE PREPARATORY PROGRAM	6
DEFICIENCY LIST	7
EARLY GRADUATION PROPOSAL	7
TESTING	7
GRADING PERIOD	8
GRADING SYSTEM	8
GRADUATION REQUIREMENTS	10
HONOR PRIVILEGES	11
HONOR ROLL	11
KINDERGARTEN	11
OPEN CAMPUS LUNCH	12
PUPIL CLASS LOAD	12
RESOURCE ROOM GRADING	12
PROMOTION & RETENTION	12
VALEDICTORIAN/SALUTATORIAN SELECTION	12
WITHDRAWALS FROM SCHOOL/RECORDS TRANSFER	13

SECTION II - ATTENDANCE 13

STATE LAW	13
TYPES OF ABSENCES	13
LOSS OF CREDIT	14
NOTIFICATION PROCEDURES	14
ASSIGNMENT MAKE UP	14
TARDINESS	15
ABSENCES AND PARTICIPATION IN SCHOOL SPONSORED EVENTS	15

SECTION III - DISCIPLINE 15

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE	16
DUE PROCESS RIGHTS	16
LEVELS OF STUDENT DISCIPLINE	16
TEACHER DISCIPLINE	17
CONSEQUENCE CHART	17
LEVELS OF OFFENCES	18

SECTION IV - DRESS CODE 19

SECTION V - ELEMENTARY STUDENT CONDUCT 19

MINOR BEHAVIORS	20
MAJOR BEHAVIORS	20

SECTION VI- BULLYING/ HARASSMENTS/INTIMIDATION 20

DEFINITIONS	20
EXAMPLES OF HARASSING BEHAVIOR	21
PRIVACY	22
REPORTING PROCEDURES	22
INVESTIGATION	22

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES 24

SECTION VII- TOBACCO, NICOTINE/VAPOR PRODUCTS, DRUGS, ALCOHOL, GUNS/WEAPONS 24

TOBACCO, NICOTINE/VAPOR PRODUCTS, DRUGS, ALCOHOL 24
PASSIVE ALCOHOL SCREENING SYSTEM 25
GUN/WEAPON FREE SCHOOLS 25

SECTION VIII- EXTRACURRICULAR ACTIVITIES 26

ACTIVITY DRESS CODE 26
ACTIVITY FUNDS 26
ACTIVITY FUND PURCHASES 26
ACTIVITY TICKET PRICES 27
ADVISORS 27
BAND PERFORMANCES AT POST SEASON EVENTS 27
CHEERLEADING 27
ELIGIBILITY 27
WEDNESDAY EVENINGS/SUNDAY ACTIVITY BREAK 28
LETTERING CRITERIA (GRADES 9 - 12) 28
LETTERING REQUIREMENTS FOR ALL ACTIVITIES 30
OUT-OF-TOWN TRIPS 30
TRAINING RULES 30
ACTIVITY CODE OF CONDUCT 30
BASIC TRAINING RULES 31
HONESTY CLAUSE 31
CONSEQUENCES FOR TRAINING RULE VIOLATIONS INVOLVING ALCOHOL, DRUGS, TOBACCO AND NICOTINE/VAPOR PRODUCTS 31
GUIDELINES REGARDING SUSPENSION FROM EXTRA CURRICULAR ACTIVITIES 32
CURFEW 32
CONSEQUENCES FOR CURFEW VIOLATIONS 32
SPORTSMANSHIP POLICY 33
SCHEDULING ACTIVITIES 33
WEIGHT ROOM/GYM 33

SECTION IX- FIRE/DISASTER REGULATIONS 33

SECTION X- GENERAL 34

ARRIVAL TIME AT SCHOOL 34
ASBESTOS PLAN 34
BACKPACKS & BAGS 34
BULLETIN/PLEDGE 35
CARE AND USE OF BUILDING 35
CELL PHONES 35
DRIVING 36
HALL DECORUM 36
HALL PASSES 36
IMMUNIZATION 36
INITIATION/HAZING 37
LOCKERS 37
LOST AND FOUND 37
LUNCH PERIOD 37

MEDICINE AT SCHOOL.....	38
EMERGENCY MEDICAL TREATMENT & INFORMATION.....	38
OFFICE.....	38
SCHOOL SPONSORED DANCES	38
SEARCHES AND SEIZURE	39
SENIOR PRIVILEGES	39
SNOWBALLS	40
STUDY HALL.....	40
TELEPHONE.....	40
TEXTBOOKS	41
VIDEOTAPING.....	41
VISITORS.....	41

SECTION XI - HONOR SOCIETY INDUCTION 41

PURPOSE	41
ELIGIBILITY	41
TIME OF SELECTION	42
SELECTION GUIDELINES	42
OBLIGATION OF MEMBERS	42
DISCIPLINE AND DISMISSAL	43

SECTION XII - INTERNET AND ELECTRONIC COMMUNICATIONS

SYSTEM ACCEPTABLE USE POLICY 44

EDUCATIONAL PURPOSE	44
STUDENT INTERNET ACCESS.....	44
UNACCEPTABLE USES	44

SECTION XIII - SCHOOL BUSES 47

ROUTE AND ACTIVITY BUS GUIDELINES	47
STORM HOME POLICY.....	48

SECTION XIV - SPECIAL SERVICES 48

HEARING SCREENING	48
RESOURCE ROOM.....	48
SPEECH SCREENING	49
SPEECH THERAPY	49
TITLE I	49
VISION SCREENING.....	50

SECTION XV - TITLE IX 50

TITLE IX GRIEVANCE PROCEDURE	50
------------------------------------	----

SECTION I - ACADEMICS

ADMITTANCE TO SCHOOL

- A child must be five (5) years of age by September 10 to enter kindergarten and six years of age by the same date to enter first grade.
- Students transferring into Scobey Schools must be in good standing at their former school in order to be accepted into Scobey Schools.
- Each student admitted to Scobey Public Schools must have a completed and signed Montana Certificate of Immunization. A Completed form shows a minimum requirement of 4 doses of DTP, DT or Td, with at least one given after the 1st birthday; 3 doses of live, trivalent oral polio vaccine, with at least one given after the fourth birthday; 1 dose of MMR after the first birthday and 1 dose of MMR before entering junior high; 1 dose of DT in Grade 9.

CHANGE OF SCHEDULE

Changes in a student's class schedule must be approved by the counselor, principal, and parent/guardian. A change of schedule slip may be obtained from the counselor. Unless unusual circumstances prevail, no change of schedule may be initiated by the student after the first week of class (5 school days after class begins).

COLLEGE PREPARATORY PROGRAM

In order to be fully admitted to a 4-year university in the MUS, entering high school graduates are required to meet the following standards:

Achieve one of the following:

1. Earn at least a 2.5 high school GPA; or
2. Rank in the top half of the school's graduating class; or
3. Earn an ACT composite score of 22 or higher, or SAT total score of 1120 or higher (exception: MSU-Northern: ACT score of 20, SAT score of 1050).

Complete either the Regents' College Preparatory Program or the Rigorous Core College Preparatory Program:

Complete the **Regents' College Preparatory Program**: mathematics (3 years), English (4 years), science (2 years), social studies (3 years), and electives (2 years) – includes languages, computer science, visual/performing arts, speech, or vocational education.

Complete the **Rigorous Core College Preparatory Program**: mathematics (4 years), English (4 years), lab science (3 years), social studies (3 years), college prep electives (3 years), which include world language, computer science, visual and performing arts, and career/technical education units that meet the office of public instruction guidelines. The Rigorous Core is an advanced alternative to the Minimum Core for math proficiency standards.

High school students who successfully complete the Rigorous Core are eligible for the MUS Honor Scholarship.

Demonstrate Mathematics Proficiency via one of the following methods:

Earn an ACT math score of 22, SAT math test score of 27.5, or complete the Rigorous Core.

Demonstrate Writing Proficiency via one of the following methods:

Earn an ACT ELA score of 18 (average of the English, reading, and writing scores) or score 7 on the ACT essay; or earn an SAT writing and language test score of 25 or higher.

Provisional Admission

Students who do not demonstrate the ability to meet the mathematics and/or writing proficiency standards may be admitted provisionally to a four-year degree program on any campus of the MUS and without condition to a two-year degree program.

Students who are provisionally admitted can gain full admittance by:

- earning a “C” or better in developmental course work (must be done within the first three semesters); or
- earning the required score on one or more of the math or writing assessment tests, including the ACT or SAT, required for admissions; or
- completing an associate of arts or associate of science degree; or
- submitting a letter to the admissions office documenting a disability that prevented the student from adequately demonstrating proficiency in a test setting if no accommodation was provided at the time of the test.

DEFICIENCY LIST

A deficiency list will be compiled each Tuesday identifying those students who are receiving a failing grade in a class or classes or who are in danger of receiving a failing grade in a class or classes. Scobey students are expected to complete their assignments until they have achieved a score of at least 74% on assignments and tests. All students who have missing assignments or completed assignments of poor quality, will have their names placed on the ICU list. Parents are updated frequently via text/email throughout the week when their child is on the ICU list. The notification will inform them of the specific assignment(s) their child needs to complete in order to be removed from the list. Students will be required to attend ICU sessions before or after school with the specific teachers until all assignments have been completed at a proficiency level of 74%.

EARLY GRADUATION PROPOSAL

Scobey High School students may graduate early if they meet all the graduation requirements listed with the eight (8) semester attendance requirement being waived.

Resource room students must have an early graduation program addressed in their IEP to be eligible for the program. Resource Room students must have a program outlined in the IEP by the end of their freshman year in school (Federal Law).

Parental approval is required for any student to be involved in the early graduation program. By the end of their sophomore year the student must get a plan organized with the counselor to be presented to the School Board Trustees for their final approval.

Regular diplomas will be given to all graduates. Transcripts will indicate any special programs.

TESTING

The testing program at Scobey Schools consists of informal teacher made tests, unit tests designed by the author of basic texts to cover certain portions of textual material, and standardized diagnostic and achievement tests including those mandated by the State of Montana. Students in grades 3 through grade 6 are scheduled to

take the Smarter Balanced Assessment. The 4th grade will take the NAEP test. Students in grades 7-8 will be scheduled to take the SBAC. The 8th grade will take the NAEP. Students in the High School will be scheduled for the NAEP (12th), ACT (11th), ASVAB (11th), and the PSAT.

Individual intelligence tests are given to children whose achievement pattern is at a wide variance from the average either above or below. These tests are given when there appears to be a special problem and where academic achievement is not at the level the teacher believes it should be. Parents will be notified in advance of this testing.

GRADING PERIOD

Scobey School uses a semester grading system with a nine-week reporting period. Progress Report Cards will be sent home with the students within one week following the end of the first three reporting periods, but the report card for the final reporting period will be mailed home.

GRADING SYSTEM

The purpose and intent of any grading system is to report a pupil's progress to both the pupil and to his parents. Records of all daily work, quizzes, tests and final examinations should be accurate and complete. To aid the faculty in its grading systems, the following guidelines will be followed.

According to policy established by the Board of Trustees, a student who passes one semester of a year-long course but not the other is, nevertheless, to be awarded 1/2 credit. In exceptional cases, the full yearly credit will be granted when the teacher so recommends.

In all grade 7-12 courses a semester examination **will be given. Semester examinations may be *exempted* should a student meet the following criteria:**

Exemption Criteria:

- Must have attended SHS for the entire semester
- 6 or more absences in any period will take all semester tests
- 5 absences in any period will take semester test in that class
- 93% or higher with 4 or fewer absences
- 84-92% with 3 or fewer absences
- 74-83% with 2 or fewer absences
- 72% or lower student will be required to take semester test

Office Referrals

- If student receives an office referral, the student is required to take that semester tests unless he/she participates in a community service project chosen by that specific teacher. If community service project is completed the student is not required to take semester tests.
- If student receives two office referrals during the semester the student will be required to take all final exams for that semester.

Days spent in in-school suspension are considered absences when determining semester test exemptions. Student absences of up to one week may be “forgiven” for a semester test purposes if a parent/guardian or sibling passes away during the semester. Students will be allowed one day per year “forgiven” to attend a funeral. Major medically excused days may be forgiven at the administrator’s discretion.

Juniors and Seniors may have up to two days a year for college visits for the purpose of computing semester test exemptions. The days will be counted as excused absences. The conditions are (1) the visits must be arranged in advance through the high school counselor. (2) A Verification of College Visit form must be taken

to the college by the student, and it must be signed by the college official who conducted the visit, and (3) the distance to the college and time of the visit are factors in determining how much time is forgiven for the visit.

Semester exams will count as 10% of the semester grade. If grades warrant, a student's **must** take a final in order to pass a class. Students who do not take a required semester test will receive a zero for their semester exam. Students who are exempt may opt to take the semester with the grade being used only if it improves the student's semester average. Students must attend the entire semester at Scobey High School in order to be eligible for semester test exemption.

Secondary teachers will maintain a file of all semester tests given that will be available to the principal upon request.

An informal effort will be made by the faculty and the administration to schedule semester examinations so as to avoid over-burdening the students on a particular day.

Teachers will use discretion, judgment, and common sense in their own grading system. However, each grade will be the weighted average of daily class work, attendance, class participation, special projects, tests, quizzes, and the final exam for that period.

The grades which will be reported to the office and subsequently placed on the "Report to Parents" slips for students in grades 2-12 are as follows:

SECONDARY AND ELEMENTARY GRADING

These are the only grades which will appear on the report cards.

A	4	95-100%	Scholarship: Ability surpassing requirements of Instructor. Initiative: Power of showing Independent Resourcefulness.
A-	3.67	93-94%	Co-operation: Advancing all group activities. Attitude: Definite benefit to class. Improvement: Increased development.
B+	3.33	91-92%	Scholarship: Exact and meeting all requirements of instructors. Initiative: Satisfactory when stimulated by some achievement.
B	3	86-90%	Co-operation: Satisfactory in class. Attitude: Appreciative and useful to class.
B-	2.67	84-85%	Improvement: Showing progress under direction.
C+	2.33	82-83%	Scholarship: Merely meeting assignments. Initiative: Variable.
C	2	76-81%	Co-operation: Aimless. Attitude: Passable.
C-	1.67	74-75%	Improvement: Common, limited.
D+	1.33	72-73%	Scholarship: Not filling class requirements. Initiative: Deficient.
D	1	67-71%	Co-operation: Unsatisfactory. Attitude: Indifferent.
D-	0.67	65-66%	Improvement: None.
F		0-64%	Work not meeting requirements

P = Passing - Work meets requirements. Only prior approved curriculum areas may use PASS.

Students have up to two weeks to make up their incomplete grades, after which time they are to receive an "F" for non-completed work. No incomplete grades will be assigned the final grading period of the school year unless pre-approved by the principal.

Any dramatic drop in a student's level of work should be reported to the counselor.

There will be an Elementary Honor Roll for grades 4-6 listed at the end of each nine-week grading period. Only grades earned for the solid subjects will be used.

PRIMARY GRADING

The ratings for students performance in grades K-1 are as follows:

H	High Attainment
S+	Above Average
S	Satisfactory
S-	Below Average
U	Unsatisfactory

GRADUATION REQUIREMENTS

In order to graduate from Scobey High School:

- A student must have earned a minimum of 24 credits. (For high school graduates entering the University System, both the college preparatory curriculum and entrance requirements must be met. See Table Below. Keep in mind that if a student intends to attend a NCAA school, the requirements may be different. Be sure to check early with the counselor for current requirements.)
- A student must have been in attendance during grades 9-12 no fewer than 8 semesters, unless the student has petitioned for Early Graduation.

Students are allowed to complete a personalized learning course if the course is not offered by the Scobey School District, the student can fit the course into his/her class schedule, and the school from which the course comes is accredited. All courses must be approved by an academic team consisting of the school counselor, the building principal, and the superintendent. Assignment of academic credit for coursework will be determined by the academic team on a case by case basis. If a cost is associated with the personalized learning course, that cost is the responsibility the student.

Students are reminded that credit will not be given for summer driver's education program.

Scobey High School Minimum Graduation Requirements	Montana University System Entrance Requirements
4 Credits English	4 Credits English
2 Credits Math	3 Credits Math (includes Math I, II, and III; 4th year math suggested)
2 Credits Science	2 Credits Laboratory Science (At least one credit must be in earth science, biology, chemistry, or physics; the other credit can be in another approved college preparatory lab science)
3 Credits Social Studies (including US History, government, and World History)	3 Credits Social Studies (including US History, Government, and World History)

1½ Credit Physical Ed/Health (includes 1 credit of PE and ½ credit Health)	2 Credits Fine Arts (chosen from foreign language – preferably two years of one language, computer science, visual/performing arts, vocational education)
1 Credit Vocational/Practical Arts (includes ½ credit of computer applications)	Overall GPA of at least 2.5 or top ½ of graduating class or ACT score of 22 or higher
1 Credit Fine Arts (music or art)	Earn a minimum of 22 on the math portion of the ACT or 520 on the math section of the SAT
9 ½ Credits Electives	Writing proficiency score of 5 on ACT
24 Total Credits Needed to Graduate	

Note: A student complying with the standards cited above meets the graduation requirements of the Montana Board of Public Education.

HONOR PRIVILEGES

A student achieving a **3.75** or better grade point average for his/her cumulative high school GPA shall be granted the additional privilege of an Honor Study Hall. Freshmen students will not be eligible for the program until after the first semester. The program will be administered by the semester and not by the nine week grading schedule. This means the student may check out of the regular study hall and is then free to utilize that time period at his/her discretion. The student must realize that his/her choice must not be disruptive in regard to the school and/or community. When leaving the building during an honor study hall, the student must check out in the study hall and the office. Students are responsible for being on time to the class following the study hall. If a student checks out of school prior to an assembly, he/she must return to school for the assembly. Further, the privilege of honor study hall will be revoked when the student's attendance exceeds the seven absence limit. No student shall be allowed to drive during the study hall without permission from the office.

Honors Privileges will be revoked for the following:

- Two tardies returning to class automatically revoke the privilege, or;
- Honors privileges will be revoked for the year for a student with an In School Suspension and/or Out of School Suspension, or;
- Student has 7 or more absences, or;
- Any Training Rule Violation.

HONOR ROLL

Students who have achieved a grade point average of 3.5 or better in ***all*** of their subjects at the end of a nine-week period are recognized as High Honors students. Students who have achieved a grade point average of 3.0 or better in ***all*** of their subjects are recognized as Honor students. ***Only*** the period/enrollment as “Teacher’s Aide” and Study Hall are not included in the G.P.A. Students with a D or and F on their report card will not be included on the honor roll.

KINDERGARTEN

The Scobey Kindergarten is an integral part of the total elementary program which provides readiness experiences which are most essential to making a good start in school. The readiness materials in reading, mathematics, and social science are correlated to the subject areas in the curriculum.

OPEN CAMPUS LUNCH

High School Students (9-12) may utilize an “open campus” during the lunch time only. Students in good standing may leave the building without checking out at the office only during lunch.

Junior High and Elementary Students (GRADES K-8) may utilize an “open campus” only upon receipt of a parental permission note in the office. Students in good standing may leave the building without checking out at the office only during lunch.

PUPIL CLASS LOAD

SHS requires Students to be enrolled in 8 periods, one of which may or may not be a Study Hall. If available, students in grades 11 or 12 may also request to be an Office or Teacher’s Aide. Study Hall is required for all Junior High students.

Students who have met graduation requirements may request an alternative schedule which will be agreed upon by the school counselor, the building principal, and the superintendent.

RESOURCE ROOM GRADING

Students on an Individualized Education Plan (IEP) shall be graded with letter grades which indicate their progress compared to their individual ability. Individual classroom teachers will differentiate and accommodate in accordance with the student’s IEP.

PROMOTION AND RETENTION

The Board recognizes that the rate of physical, social, emotional, and academic growth will vary among individual students. Since each student grows at his/her own rate, these individual growth characteristics shall be recognized in classroom programming.

After a student has successfully completed a year of study in grades K-8, he/she will be promoted to the next grade.

Any grade 7 or 8 student who fails two (2) or more of the following classes, for the year, will be considered for retention at his/her present grade level: Mathematics, English, Literature (reading), Science, and Social Studies (History). Consideration for advancement to the next grade will be determined by a team consisting of the parent/guardian, school counselor, building principal and/or superintendent.

Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects in relation to ability and grade level. Retention should not be considered except in these instances where there is a strong likelihood that the student will benefit with minimum social and emotional disruption.

If a parent insists that a student be retained or promoted, a notice will be placed in the student’s file that the retention or promotion was a parent’s decision and not recommended by the school.

VALEDICTORIAN/SALUTATORIAN SELECTION

Selection of valedictorian, a senior with the highest academic grade point average, and salutatorian, the senior with the second highest academic grade point average, is made near the end of the eighth semester. Seniors will be made aware of their class standings after the end of the seventh semester; however, the final standing will not be official until near the end of the eighth semester. In the event there is a close race for these honors, the

teachers for the students who are close will submit the final grades up to one week before graduation. Grade point average is carried to the third decimal place. Thereafter, co-honors will be awarded. To be eligible for selection of valedictorian or salutatorian, a student must attend Scobey High School for four semesters, including the last semester of his/her senior year.

WITHDRAWALS FROM SCHOOL/RECORDS TRANSFER

Students who withdraw from SHS because of transfer to another school or for any other reason must obtain a check out slip from the principal.

A certified copy of the permanent file, as defined by the board of public education, and the file containing special education records of a student will be forwarded by mail or electronically to a requesting local education agency or accredited school in which the student seeks or intends to enroll within five (5) working days after a receipt of a written or electronic request. If the records cannot be forwarded within five (5) days, the local education agency or accredited school must notify the requesting agency, either in writing or electronically, provide an explanation of why the local education agency or accredited school is unable to comply within the five day time frame, and provide the date by which the requested records will be transferred.

A local educational agency or accredited school may not refuse to transfer files because a student owes fines or fees. Records transferred must include education records in the permanent file, special education records, and any disciplinary actions taken against the student that are educationally related.

SECTION II - ATTENDANCE

Regular attendance is necessary to assure that students gain the full benefits of their educational opportunities since there are many activities and discussions which occur in class which simply cannot be made up. School also provides a foundation of knowledge, skills, and expectations needed for the work environment that follows their formal education. Because excessive absenteeism is not tolerated in the work environment, it is imperative that the school and the parents work cooperatively to help instill in children the good habit of regular attendance to school.

STATE LAW

A student between the ages of 7 and 16 must attend school unless otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his/her sixteenth birthday is required to comply with the attendance policy of the District.

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

TYPES OF ABSENCES

Excused Absence - An excused absence is defined as any absence caused by illness, health condition, unforeseen family emergency, prior approved parent activity, or authorized school approved activity.

Unexcused Absence - An unexcused absence is any absence which does not meet the criteria of an excused absence, is not communicated to the office by the parents/guardians, or is a result of leaving school without prior notification to the office by the parent/guardian or the student. A student with an unexcused absence will lose open campus privileges during semester tests. Unexcused Absences must be cleared by the

parent/guardian within 10 days for the student to retain Open Campus privileges for Semester Tests. Also, a student with excessive tardies (6) will lose open campus privileges during semester tests.

LOSS OF CREDIT

Credit for a class or classes in which absences are excessive can be denied and result in an “F” for the class(es). To receive credit for a class, the student must have 10 or fewer absences and fulfill the academic expectations set forth by the instructor of that class.

Absences due to: school sponsored activities, activities approved by the Board of Trustees, absences for personalized learning/post graduate learning not available locally, absences for out of school suspension and/or buses not running because of weather conditions (for rural students only) will not be counted among the 10 allowed.

Appeals for an exception to the loss of credit in classes in which a student’s absence exceeds the 10 absences per semester limit will be considered on an individual basis and determination will be made based on extenuating circumstances. The first level of the appeal process is the principal. The District reserves the right to allow students to make up attendance over that ten days via providing documentation of volunteer hours as well as additional class projects.

NOTIFICATION PROCEDURES

The parent shall report the absence of a student each day the student is absent from school. In the event a student will be absent from school for a longer period of time, the parent shall report that absence to the building principal.

Upon returning to school following an absence, the student must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted.

Students must not leave the school building or grounds at any time during school hours unless they have reported to the office and have received permission to do so - even in the case of illness. Parents of students who are ill will be notified and required to come to the school to take their son/daughter home unless other arrangements are made.

ASSIGNMENT MAKE UP

Assignment missed should be promptly made up.

A student with an unexcused absence will receive an F for work assigned or completed during the period or periods of the unexcused absence.

If possible, a pre-activity work slip should be processed through the office for all absences known in advance.

Tests or assignments due on the first day of the absence will be taken/submitted by the student either before the absence or on the first day back to school from the absence.

For assignments assigned on the days of absence, students may have two days time for each day missed to make up the work assigned on the day missed (for example, if a student misses one day, assignments for that day are due two days later) unless otherwise arranged with the teacher.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the missing assignments.

TARDINESS

Students are expected to be in their classrooms, prepared and ready to work, at the bell.

In order for a student to be counted present for a class, the student must not miss more than ten (10) minutes of any period. Students who miss more than ten minutes will be entered as absent rather than tardy for that period.

Five (5) tardies/semester will be allowed (excused or unexcused). For each tardy after the fifth tardy per semester, the student will receive a disciplinary office referral and appropriate discipline.

ABSENCES AND PARTICIPATION IN SCHOOL SPONSORED EVENTS

A student absent from school for any portion of the day in which he/she is to represent the school in a school-sponsored event will not be allowed to represent Scobey Schools in that event.

In the case of Saturday events, any student absent from school the last preceding school day will not be allowed to represent Scobey Schools in that event.

Medical, dental, or optometrist appointments or unusual circumstances may warrant an exception to the above. Any and all exceptions must be approved by the principal.

Unless an exception is made by the superintendent or school board, a student having eleven (11) or more absences in a semester will not be allowed to represent Scobey Schools in any event for the rest of that semester.

Students serving in school or out of school suspension are not permitted to represent Scobey Schools in any school sponsored activity on the days of suspension.

These rules apply equally to all students who represent Scobey Schools in school sponsored events.

SECTION III - DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it is the foundation of the whole educational structure that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, students may form a correct attitude toward it, do their parts in making our school an effective place of learning and develop the habit of self-restraint which will make them better people.

Students in Scobey Schools are expected to conduct themselves as young ladies and gentlemen, for not only do they represent themselves, but they also serve as ambassadors of their parents, their school and their community. It is expected that their actions be a credit to all concerned, therefore, each student is expected to:

- Demonstrate courtesy even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.

- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

It is important, however, that students and parents recognize that Montana law clearly establishes guidelines for student behavior (20-5-201 MCA).

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

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

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

DUE PROCESS RIGHTS

To ensure that the rights of the students are protected, all students will be accorded due process of law. Under due process, all students have the right to the following:

- to be informed of the specific violation(s) of school regulations which may result in disciplinary action,
- to be informed of the details of the incident under review and of any evidence pertaining to the incident,
- to be allowed to present his/her side of the problem BEFORE any judgment or disciplinary action is taken,
- to have parent/guardian or any other advocate present during the informing of the incident and related investigation,
- to have a written notification of the incident and disciplinary consequences, and
- to have the right to appeal the decision to the next higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. The superintendent's decision may be appealed to the Board of Trustees. The Board of Trustees' decision may be appealed to the county superintendent. The county superintendent's decision may be appealed to the state superintendent. The state superintendent's decision may be appealed to the courts.

LEVELS OF STUDENT DISCIPLINE

Any conduct, which interfere with or disrupts any school function, activity, or purpose, or interferes with the health, safety or wellbeing, or the rights of others, is prohibited.

For disciplinary purposes, students may be denied attendance to and participation in school activities as determined by the administration.

Individual teachers will determine the rules and guidelines for conduct in their classroom. A copy of these rules will be given to the students, posted in the classroom, and explained to students during their first class period with the teacher. The teacher will also explain the consequences if the rules are violated. If the offense is deemed serious enough a first offender may immediately go to Level 3, 4, or 5. Students are subject to immediate removal from class for disruptive behavior.

The following levels of discipline will be used when dealing with students who violate school rules.

TEACHER DISCIPLINE

The teacher may assign a student classroom discipline for cause. The nature of the discipline will be determined by the individual teacher. Each time classroom discipline is administered, the teacher will file a written report of the incident and the discipline administered with the principal.

The teacher may contact the parent(s) and state the reason for the discipline.

Failure of the student to complete the discipline satisfactorily will automatically move the student to level 2 discipline.

CONSEQUENCE CHART

Listed below are the probable specific consequences for violating specific school rules. The administration may CHOOSE from the options listed. The administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. Built into each level is a “severe clause” whereby the classroom teacher/administration may skip all steps and remove a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere.

Where several options are listed, the administration may CHOOSE ANY OR ALL of the options:

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4
LEVEL 1	Verbal Warning with Corrective Action	Office/Counselor Referral, Detention (1/2 Hour)	Office Referral, Detention (1 hour), Contact Parent	Office Referral, two detentions, (1 hour each) Contact Parent
LEVEL 2	Office Referral, three detentions, (1 hour each), Contact Parent	Office Referral, one day of ISS, Contact Parent, Counselor Referral, Possible cease and desist contract	Office Referral, two days of ISS, cease and desist contract, Contact Parent	Office Referral, OSS, Contact parent, Suspension from attending activities for two weeks
LEVEL 3	Office Referral, Contact Parent, ISS/OSS (1-10 days), Counselor Referral	ISS/OSS (1-10 days), Suspension from attending activities for 2 weeks, Contact Parent	OSS, Contact Parent, Suspension from activities for the rest of the year, Parent Conference	OSS, Recommended Expulsion, Contact Parent, Conference with School Board
LEVEL 4	Call Police, Contact Parent, Recommend Expulsion, Conference with School Board			

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:

- Public Display of Affection
- Dress Code Violation
- “Horseplay” or “Roughhousing”
- Tardiness (more than 3 in a semester)
- Failure to Show for Assigned Detention or ICU by a Teacher/Administrator
- Minor Profanity
- Other minor offenses

LEVEL 2 OFFENSES:

- Insubordination, Non-Compliance
- Chronic Disruptive Behavior
- Minor Vandalism
- Computer Misuse
- Cell Phone or Electronic Equipment Violation
- Unexcused Absences/Truancy/Leaving School
- Bullying/Hazing/Harassment/Intimidation (Policy #3310 and #3226)
- (definition of Bullying: Anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.)
- Office referral by substitute teacher
- Skipping detentions
- Unsportsmanlike Conduct at School Events

LEVEL 3 OFFENSES:

- Verbal Abuse
- Inappropriate Behavior
- Minor Physical Assault
- Major Profanity
- Minor Weapon
- Threat (direct or implied)
- Physical fighting
- Endangerment to Person or Property
- Destruction of Property (financial restitution also required)
- Misdemeanor Theft (< \$500; financial restitution also required)
- Use/Possession/Association of Drugs, Alcohol, or Tobacco
- Sexual/Racial/Religious Harassment
- Encouraging, Inciting, Aiding, or Abetting Violence
- Additional Computer Misuses
- Major Vandalism
- Operating a cell phone or other electronic device with video capabilities in an inappropriate way
- Cheating/Plagiarism (see academic honesty clause page 7)

LEVEL 4 OFFENSES:

- Possession of Illegal Drugs with Intent to Sell/Distribute/Use
- Major Weapons
- Major Physical Assault
- Death Threats
- Sexual Assault
- Felony Theft (> \$500; financial restitution also required)
- Bomb Threat (recommend permanent expulsion)
- Deliberate Launching or Implanting a Computer Virus into any School Computer System
- Pulling Fire Alarm Falsely
- 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.

Following the period of expulsion, a student, with his/her parents, may petition the Board of Trustees for re-admission.

In the event that such a petition is successful, the student may re-enroll in Scobey Schools with the status of probation for the balance of the school year.

If any one instance of disruptive behavior is exhibited by the student, the administrator will again make a recommendation for expulsion-this time for the balance of the school year.

SECTION IV - DRESS CODE

Although personal appearance is primarily the responsibility of the parents and the student, students of this school are to be neatly and properly dressed. Student appearance shall be governed at all times by good taste and common sense, and it should be a matter of pride to maintain standards in this respect. In cases where there is a doubt about the appropriateness of the attire, the principal, giving consideration to minimizing safety hazards and to preventing disruption, distraction, or interference to the educational environment, will decide what is appropriate. (But if the principal must determine the appropriateness, perhaps the student should select some other more conservative attire to wear to school.) Dress and good grooming have a close association to behavior, attitude, and efficiency of performance in the classroom.

Student dress should conform to the following standards:

- No clothing shall be worn that advocates or condones the sale or use of alcohol and/or drugs, has swear words on it, or condones indecent behavior.
- Due to sanitary reasons all students are required to wear shoes.
- No hats, headbands, bandanas, scarves, etc. will be worn in the building during the school day.
- Dresses, shorts, and skirts are to be no shorter than mid-thigh in length.
- No tank tops will be worn in school unless the shoulders are wider than 3 inches.
- No sleeveless garments that expose torso or chest will be allowed.
- No undergarments should be visible at any time.
- No bare midriff tops will be worn. The bottom of the shirt or blouse must touch the top of the pants, shorts, or skirt.
- No low-cut or revealing tops will be worn.
- Failure to comply with the dress code may result in students begin asked to change or given assigned discipline up to and including suspension.

SECTION V - ELEMENTARY STUDENT CONDUCT

Scobey Elementary has implemented a behavior program called Montana Behavior Initiative (MBI). Our motto is Spartans are Respectful, Responsible, and Safe. Be a Spartan! All student behavior will be modeled around these three important expectations.

MBI is a comprehensive program that encompasses all aspects of the educational process. With one minor behavior, the consequence will either be taking a walk outside during a recess or they will be sent to the *Work Room* to complete work. With three minors or one major they will be sent to *In-Room* and miss an entire lunch recess while filling out a refocus form. After three majors, they will receive an after school detention from 3:30-4:00 regardless of whether they ride the bus or not. When a detention is assigned, the parents will be contacted and arrangements made for the detention to be served the following day. Parents are responsible for picking up their child after detention.

If you have any more questions please ask or feel free to check out the MBI website at:
<http://opi.mt.gov/Programs/SchoolPrograms/MBI/>

MINOR BEHAVIORS

Minor Behaviors include but not limited to: refusal to follow instruction, not on task, missing classwork, disrespect, defiance, disruption, unsafe behavior, inappropriate language, physical contact, property misuse, or not following posted expectations.

Intervention for Minor Behaviors include but not limited to: reminder, proximity/nonverbal cues, redirect, teacher/student conference, take a walk, lunch study hall assignment, major referral.

MAJOR BEHAVIORS

Major Behaviors include but not limited to: three Minors, abusive language, fighting/physical aggression, overt disrespect/defiance, harassment/tease/taunt, throwing snow/rocks, vandalism, inappropriate physical contact.

Consequences include but not limited to: in-room, after school detention, teacher/student conference, administrator contacted, parent contacted, conference with parent.

All Major Behaviors require administrator notification and parent contact. Referral to administration is required for after school detention.

SECTION VI – BULLYING/HARASSMENT/INTIMIDATION

Everyone at Scobey Public Schools has a right to feel respected and safe. Consequently, the school district prohibits any and all forms of harassment and bullying, including sexual harassment and harassment because of race, color, gender, religion, national origin, or disability. Harassment/bullying will not be tolerated and is subject to disciplinary consequences and possible involvement of legal authorities.

The District further prohibits retaliation against any employee or student because he or she has made a report of alleged harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a harassment report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

In addition, a person who knowingly makes a false report is subject to the same disciplinary action that the district may take against any other individual who violates the harassment policy. The term “false report” refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

DEFINITIONS

Bullying- any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that takes place on or immediately adjacent to school grounds, at any sponsored school activity, on school provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or school employee or interference with school purposes or an educational function, that is persistent, severe, or repeated and that:

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

(b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit and/or is sufficiently severe, pervasive or persistent to create a hostile environment;
or

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

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

Unlawful Harassment - any form of disrespectful behavior of a visual, verbal, or physical nature toward another person that is unwanted and makes that person feel uncomfortable, fearful, or hurt when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
- submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual, or when
- the conduct is sufficiently severe, persistent or pervasive that it substantially or unreasonably interferes with an individual's academic or professional performance, or creates an intimidating, threatening or abusive environment.

Sexual Harassment - unwelcome sexual advances, requests for favors and other inappropriate verbal, physical and/or visual contact of a sexual nature.

Race/Color Harassment - unwelcome visual, verbal, or physical conduct relating to an individual's race or color.

Gender Harassment - unwelcome visual, verbal, or physical conduct relating to an individual's gender.

Religious Harassment - unwelcome visual, verbal, or physical conduct relating to an individual's religious beliefs or creed.

National Origin/Ethnicity Harassment - unwelcome visual, verbal, or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors.

Disability Harassment - unwelcome visual, verbal, or physical conduct relating to an individual's physical or mental disability.

Retaliation - Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure against any employee or student because he or she has made a report of alleged harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. It is possible that an alleged harasser may be found to have violated the anti-retaliation provision even if the underlying complaint of harassment is not substantiated. Retaliation may be redressed through the application of the same reporting, investigation, and enforcement procedures for harassment.

EXAMPLES OF HARASSING BEHAVIOR

Harassment may include but is not limited to the following:

- * sexual advances
- * touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same or the opposite sex
- * coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- * sexual gestures

- * sexual or dirty jokes
- * touching oneself sexually or talking about one's sexual activity in front of others
- * spreading rumors about or rating other students as to sexual activity or performance
- * display of sexually explicit material
- * suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- * repeated remarks to a person with sexual or demeaning implications
- * graffiti containing offensive or derogatory language or pictures
- * threatening or intimidating conduct directed at another person
- * offensive or derogatory jokes, name calling, or malicious behavior
- * written or graphic material which is posted or circulated and is aimed at degrading individuals
- * physical acts of aggression or assault upon others
- * other kinds of aggressive conduct such as theft or damage to property

PRIVACY

The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

REPORTING PROCEDURES

Any person who believes he or she has been a victim of harassment, including sexual harassment and harassment because of race, color, gender, religion, national origin, or disability, is encouraged to report immediately the alleged acts to any teacher, counselor, administrator, or other school personnel.

Any other person with knowledge or belief that a person has or may have been a victim of harassment, including sexual harassment and harassment because of race, color, gender, religion, national origin, or disability, is encouraged to report immediately the alleged acts to any teacher, counselor, or other school personnel.

Any school employee who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its recurrence. A written report of the incident and the action taken by the school employee in response to it must be given to the building principal or district superintendent.

In the event the school employee is unable personally to take prompt and appropriate action, the employee must report the incident in writing to the building principal or district superintendent within one school day of the incident.

Any teacher, counselor, administrator, or other school personnel who has or receives notice of alleged harassment will report the alleged acts in writing to the building principal or district superintendent, who will convene an investigative team consisting of school counselors, administration, and/or Title IX Coordinator or who will refer the investigation to an outside agency for investigation.

INVESTIGATION

Upon receipt of a report or complaint alleging harassment, the building principal or district superintendent shall immediately authorize an investigation. The investigation may be conducted by a school investigating team consisting of school counselors, administrators, and or Title IX Coordinator or by a third party designated by

the school district. The investigating party shall provide written reports of the status of the investigation to the district superintendent and Board of Trustees.

Informal Procedure

It may be possible to resolve a complaint through an informal process that involves a voluntary conversation between the complainant and the alleged harasser. If the complaining student or alleged harasser is a student under the age of 18, the student's parents/guardians will be notified if, after initial consultation with the student, it is determined to be in the best interests of the student. Both the complaining student and the alleged harasser may be accompanied by a person of their choice for support and guidance. If the complaining student and the alleged harasser feel that a resolution has been achieved, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported in writing to the building principal and district superintendent.

Formal Procedure

If the complainant, the alleged harasser, or the school investigative team chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, the formal procedure will be used. Any complaint against a school employee shall be handled through the formal procedure.

Step 1

The investigating party shall fill out a harassment complaint form based on the written or verbal allegations of the complaining party. The complaint form shall be kept in a centralized and secure location.

The complaint form shall detail the facts and circumstances of the incident or pattern of behavior.

If a student under 18 years of age is involved, his/her parents/guardians shall be notified immediately.

Step 2

The investigation may consist of personal interviews with the complainant, the alleged harasser and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

In determining whether the alleged conduct constitutes a violation of this policy, the investigating party should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, the context in which the alleged incidents occurred, and the impact the conduct has had on the alleged victim.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, alleged harasser, witnesses, and school employees pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc.

Investigation will be completed as soon as practicable from the complaint or report. Upon completion of the investigation, a written report shall be made to the building principal, the district superintendent, and the Board of Trustees. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3

Following the investigation and included in the written report to the building principal, the district superintendent, and the Board of Trustees, the investigating team will recommend what action, if any, is required. The school district will take appropriate action in all cases where the investigating party concludes that the harassment policy has been violated.

Any person who is determined to have violated this policy shall be subject to disciplinary action, including but not limited to, warning, suspension, expulsion, termination, discharge, or any other remedial action, including but not limited to training, education, or counseling.

Action taken for violation of this policy shall be consistent with the requirements of any applicable collective bargaining agreement, district policy, state and federal law, including but not limited to the due process protections for students with disabilities.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Office of Civil Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Certain forms of harassment, particularly forms of sexual harassment, may constitute sexual abuse. In such situations, the school district shall report such behavior to legal authorities.

SECTION VII - TOBACCO, DRUGS, ALCOHOL, NICOTINE/VAPOR PRODUCTS, GUNS/WEAPONS

TOBACCO, NICOTINE/VAPOR PRODUCTS, DRUGS, ALCOHOL

The possession/use of illicit drugs and/or the possession/use of alcohol by minors are not only illegal but the use of illicit drugs and/or the use of alcohol are harmful to one's health.

It is the responsibility of every school District to protect the health and safety of its students from the menace of drug and alcohol abuse. Because of this responsibility, our students will become aware of problems resulting from drug and alcohol abuse as well as the disciplinary consequences resulting from the unlawful possession, use, or distribution of illicit drugs and alcohol by students while on the school premises, while under school authority (20-5-201 MCA). COMPLIANCE WITH THE STANDARDS OF CONDUCT IS MANDATORY.

Information about any drug and alcohol counseling and rehabilitation and reentry programs will be made available to any student upon his/her request. Information will be made available through the counselor's office.

Scobey Schools is a tobacco free school; therefore the use of any form of tobacco in or on any of the district's property is strictly prohibited at all times.

No student is permitted to use, possess, distribute, purchase or sell tobacco products and alternative nicotine and vapor products as defined in MCA 16-11-302, on the school grounds or in the school building or in public while representing Scobey School at any function whether it be in Scobey or elsewhere. Therefore, any student in possession of or using tobacco products and alternative nicotine and vapor products while under school authority (20-5-201 MCA) shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Disciplinary action may also include the completion of an appropriate rehabilitation program.

Any student in possession of and/or using or abusing illicit drugs or alcohol while under school authority (20-5-201 MCA) shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Disciplinary action may also include the completion of an appropriate rehabilitation program.

Violations are cumulative throughout the student's period of attendance in junior high, grades 7 and 8, or in high school, grades 9 through 12. Violations do not carry over from junior high school to high school unless a junior high school student fails to complete the Insight Program or recommended counseling or appropriate treatment. Disciplinary consequences will begin immediately upon confirmation of the violation of this policy.

- First Violation - After the confirmation of the first violation, the student shall be given a minimum of three (3) day in-school suspension and be required to complete the school's Insight Program.
- Second Violation - After the confirmation of the second violation, the student shall be given a choice of consequences: (1) he/she will be given a minimum of five (5) school day in-school suspension and be required to seek an evaluation from the county drug and alcohol counselor (any costs involved will be the responsibility of the student's parents or guardians), or (2) he/she shall be given a minimum of five day out-of-school suspension and be required to retake the school's Insight Program upon returning to school.
- Third and Consecutive Violations - After the confirmation of the third or consecutive violation, the student will again be given a choice of consequences: (1) the student will be given up to 10 day out-of-school suspension and be required to seek evaluation by an appropriate treatment center (any costs involved will be the responsibility of the student's parents or guardians) or (2) the principal will recommend to the Board of Trustees that the student be expelled from school for a period of time not less than one nine-week grading period.

Failure to complete the school's Insight Program, recommended evaluation or counseling or appropriate treatment may result in the student being suspended out of school for up to 10 school days.

The consequences for missing Insight Classes or for lack of cooperation with Insight facilitators may include but are not limited to the following: (A) Conference with student, parents, and referring principals. (B) Restart Insight Program after a 6 week waiting period (No participation in extracurricular activities during the 6 week waiting period).

Extracurricular training rules shall be enforced for those students who have signed training rules.

PASSIVE ALCOHOL SCREENING SYSTEM

The implementation of the Passive Alcohol Sensor (PAS III) Screening System is just one of many steps taken by Scobey Schools to insure the safety of all students. The Passive Alcohol Sensor (PAS III) combines a high intensity flashlight with a micro-miniature alcohol detector. It "sniffs" breath and open containers for the presence of alcohol. It functions as a non-intrusive extension of the operator's nose. As such, in addition to checking containers for the presence of alcohol, it will be used to check breath alcohol levels with or without a student's direct participation.

GUN/WEAPON FREE SCHOOLS

While under school authority (20-5-205 MCA) no student shall possess or carry any firearm or weapon nor will any student store any firearm or weapon on school property without authorization of the District Superintendent. Violation of this provision shall result in discipline up to and including expulsion according to Scobey School District Policy 3300, 3310, 3311.

Any student subject to expulsion shall be entitled to due process, including a hearing before the board of trustees.

Students and other authorized persons may bring unloaded firearms onto school property for use in instructional activities with the prior written permission of the District Superintendent. At the conclusion of the activity, the firearms must be immediately removed from school property.

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.

SECTION VIII – EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important part of a total, well-balanced educational program and should be based upon students' interests and needs. The inauguration, success, and continued existence of each activity depends upon the degree to which the activity is supported by the students.

ACTIVITY DRESS CODE

Since participants are ambassadors of themselves, their parents, their school, and their community, it is important that they dress in a neat and respectable fashion while attending school and while taking part in school activities.

Sponsors of all school activities have the right and privilege to set and enforce higher dress standards for the students participating in those activities.

ACTIVITY FUNDS

All money received by a student organization or from any money making project that involves our students is to be turned into the school office. It must be accompanied by a Cash Recap slip stating the amount of money turned in, the name of the group turning the money in, the source of income (such as bake sale, car wash, etc.), the date, and must be signed by the person submitting it to the office. The school secretary shall issue a monthly listing of balances in all activity accounts. It shall be the responsibility of the treasurer of each organization to make a monthly reconciliation of the organization books with those of the school secretary and to keep the organization's books up to date. The organization advisor needs to sign the monthly statement in the office.

ACTIVITY FUND PURCHASES

In order to make a purchase using activity funds, the following steps must be taken: No purchases are to be made until the following procedure is carried out:

- Obtain a green requisition blank, fill it out, get the required signatures **and return to the office for verification the account has sufficient funds to cover the purchase.**
- Complete your purchase, sign the sales slip indicating the merchandise purchased and its cost and return the slip to the office.
- The school will be responsible only for those purchases made properly. Individuals making purchases in any other manner are liable for the costs incurred.

ACTIVITY TICKET PRICES

All grade 7-12 students participating in any activity will have an activity pass. Passes will be available for purchase by all students.

- Children up through Kindergarten Free
- Adult Season Tickets \$75
- Scobey Student Pass \$50
 - Three of more students in one family \$40/student

ADVISORS

All meetings, practices, or gatherings of school organizations must have the permission and presence of a sponsor/director/coach.

BAND PERFORMANCES AT POST SEASON EVENTS

A "Select Pep Band" may be chosen by the music instructor if a band is sent to a Tournament/Playoff game. This will be dependent upon funding and board approval.

CHEERLEADING

All cheerleaders must provide their own shoes. Uniforms will be provided by the district if funds are available. Fund raisers may be used to purchase shoes and/or uniforms.

Cheerleading selection for Winter sports will take place in the Fall.

Cheerleaders must be chaperoned by an advisor or a parent at all home/away events.

Cheerleaders, with the help of the pep club, will be responsible for the organization of pep rallies. Volleyball, football, and boys/girls basketball teams will be allowed pep rallies only at the beginning of tournament play/post season play. One additional rally may be held during the season.

Decorating of lockers must be approved by the class/coaching advisor and the activities director. Pop, food, and candy will not be allowed for the following reasons: cost to students/parents, inequality of distribution, the mess left in the school, and the poor health habit it exhibits.

ELIGIBILITY

GRADES K-6

Students participating in the elementary sports activities should be making acceptable progress with their school work. More specifically, an elementary student failing in more than one subject will be ineligible to participate in activities for the week. Teachers will hand in a list of students not eligible for the week's activities by Monday morning of each week.

GRADES 7-12

SHS is a member of the Montana High School Association and abides by its rules and regulations.

The following rules govern the participation of a student in a MHSA contest and SHS activity:

- A student must have received a passing grade in at least 20 periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance as well as **passing all**

classes each week at the time of the activity. Students will not be allowed to participate in the activity (excluding practices) if they are failing any classes of any kind. The failing list will be in effect from Wednesday to Wednesday. (Participation is defined as performing at a home or away event(s) and traveling with the team or organization.) At the semester, students must pass four (4) courses of any kind to be eligible for the next semester. Semester grades will supersede nine-weeks grades.

- Anyone who is ineligible will not make trips whether it be a regular season or playoff contest/tournament.
- Unless an exception is made by the superintendent or the school board, a student having eleven (11) or more absences in a semester will not be allowed to represent SHS in any event for the rest of the semester.
- A student must not be 19 years old on or before midnight, August 31 of the current year.
- A student cannot have been in high school over 8 semesters.
- A student cannot participate if he/she is not considered a student in good standing due to disciplinary action.
- Any student who is fifteen years old on or before midnight August 31 may be declared eligible for participation in Montana High School Association contests by the Montana High School Association Board of Control. The student may be enrolled as a seventh or eighth grader. The Montana high school for which the student will participate must file the request to the Board of Control for consideration. The MHSA Board of Control will consider approval of student's eligibility for the following reasons: retention in previous grades due to special education status, illness, injury, family obligations, etc.

WEDNESDAY EVENING/SUNDAY ACTIVITY BREAK

The building is not to be used by students, and activities are not to be scheduled on Wednesday nights or Sundays as these times are to be left open to provide a needed break from school activities. Students are to be out of the building by 6:30 on Wednesday evening.

Junior high practices will not be scheduled on Wednesday night after school so as to not interfere with church youth groups that meet at that time.

LETTERING CRITERIA (GRADES 9-12)

Letters are given in recognition of outstanding achievement and service to the school, not as a compensation of services rendered.

Students will receive, at the coaches/sponsors recommendations, a letter, a gold bar, a pin, and a certificate at the completion of his/her first year in a particular activity. Thereafter, a certificate and a gold bar is given after the student has received a letter.

Listed below are the criteria to letter for each activity. However, the head coach or sponsor has the prerogative to issue or withhold a letter for extenuating circumstances such as early season injuries, value to team without having played enough, team or school violations, attitude, etc. Coaches must provide documentation of these circumstances to the superintendent and activities director.

Any student who violates training rules during a given season will not be eligible to letter during that season.

A student must finish the season in GOOD standing in order to letter. This will be determined by the coach, and/or the administration, and/or the Board of Trustees.

FOOTBALL

- In an eight (8) game season, an athlete must participate in twelve (12) quarters.
- In a nine (9) game season, an athlete must participate in thirteen (13) quarters.
- In a ten (10) game season, an athlete must participate in fourteen (14) quarters.
- In an eleven (11) game season, an athlete must participate in fifteen (15) quarters.
- In a twelve (12) game season, an athlete must participate in sixteen (16) quarters.

BOYS AND GIRLS BASKETBALL

Each athlete must participate in half of all regular season varsity games, and he/she must be on the tournament team.

CROSS COUNTRY

Anyone who qualifies for the State Cross Country meet will letter.

GOLF

Each golfer who **qualifies for State** with an assigned scorekeeper present, participates in at least two meets, and finishes the season in good standing will letter.

TRACK

Anyone who qualifies for the Eastern "C" Divisional Track Meet will letter.

VOLLEYBALL

Each athlete must participate in half of all regular season varsity matches, and he/she must be on the tournament team.

MUSIC

Anyone who receives a I (Superior) rating at the District Music Festival and attends the State Music Festival will letter.

CHEERLEADING

All Varsity cheerleaders who finish the season in good standing will letter.

MANAGERS, STATISTICIANS, VIDEO

This will be left to the coach's discretion.

SPEECH & DRAMA

Any speech and drama student who participates in at least half of the seasons meets and who makes finals and goes to state will letter.

LETTERING REQUIREMENTS FOR ALL ACTIVITIES

- All checked out equipment must be returned or, if lost, paid for to be eligible for an award.
- The student must attend all practices unless excused by the coach for an illness or an emergency beyond their control.
- A senior who has played two (2) years at the varsity level or has been in the program for 4 years will also earn a letter.

OUT-OF-TOWN TRIPS

All participants will ride to and from the event in a school bus. Exceptions:

- Prior to leaving, the parents must fill out a school release form granting the participant permission to ride with a responsible adult. Legitimate requests will be approved.
- After an event, a parent may request that their child ride home with the parent. In such a case, the child will be released following approval from the coach/advisor. Participants will not be released to high school students, boyfriends, girlfriends, etc.
- During co-ed bus trips, male and female students will not share the same row of seats. Additional separation of males and females will be determined by the sponsor.

During the regular season meals will not be purchased by Scobey High School. During MHSA post-season tournaments meals will be purchased by the school.

If students are involved in activities, they should travel to and from events as a team/group. If this becomes a problem, the student involved should seriously consider whether he/she is interested in participating.

TRAINING RULES

ACTIVITY CODE OF CONDUCT

Any student wishing to participate in activities and represent Scobey Schools and the Scobey community must realize that such representation is a privilege, NOT A RIGHT.

Along with this privilege there are rules which must be followed since certain practices are undesirable and harmful to the participant. Among those rules is the requirement to sign and adhere to established training rules intended as a deterrent to undesirable and harmful practices and as a means to teach self-discipline.

No students will be allowed to start practice without a signed physical examination form.

No students will be allowed to start practice without signed emergency medical treatment forms.

No student will be allowed to participate without training rules signed by the student and parent.

Any student involved in extracurricular activities is expected to dress in a neat and respectable fashion while attending and while taking part in the activity.

Training rule violations may also result in additional disciplinary action if there are other school regulations that are also violated at the same time.

BASIC TRAINING RULES

Training rules apply to all students who participate in any capacity in any of the following extra-curricular activities sponsored by Scobey Schools:

Football	Volleyball	Cross Country	Basketball
Cheerleading	Track	Golf	FCCLA/Tech Ed.
BPA	Speech/Drama	Close-Up	Art Club
Language Club	Pep Band	Swing Choir	
Solo and Ensemble Groups	Instrumental Jazz Ensembles	Half Time Performance Groups	

Training rules apply beginning with the day signed and are in effect until the end of the current school year.

Training rules must be signed for each of the above activities in which the student wishes to participate.

The following Scobey School Training Rules will be adhered to by participants of the above mentioned extra-curricular activities:

- No use or possession of alcoholic beverages.
- No use or possession of tobacco or marijuana.
- No use or possession of any alternative nicotine or vapor products
- No use or possession of any other type of illegal drugs.
- No abuse of any prescription and/or non-prescription drug.
- No attendance at functions or places where alcohol or drugs are present and being used illegally.
- No acts of insubordination toward anyone charged with the responsibility of the activity.
- No discourteous or rude acts toward others or the public while representing Scobey Schools.
- No illegal activity while on school trips or at school activities.
- Maintain set curfew times while on training rules.

HONESTY CLAUSE

We encourage our students to be honest at all times; therefore, students who self-report the first violation will receive **ten days' suspension** for that level of violation as well as complete the Insight program or evaluation by the county drug and alcohol counselor. Any student who denies involvement and then is later found to have been dishonest will receive a suspension twice as long as that listed under that level of violation.

Self-report constitutes notification of school administration, athletic director, coach, or sponsoring advisor within 24 hours of the violation or the next regularly scheduled school day following the violation. Disciplinary consequences and suspension from any and all athletic and non-athletic extra-curricular activities will begin immediately upon confirmation of the violation and will end at midnight on the last day of the suspension period.

CONSEQUENCES FOR TRAINING RULE VIOLATIONS INVOLVING ALCOHOL, DRUGS, TOBACCO AND ALTERNATIVE NICOTINE/VAPOR PRODUCTS

Violations are cumulative throughout the current school year in which training rules are signed by the student.

FIRST VIOLATION

After the confirmation of the first violation, the participant shall be suspended from all extracurricular activities and performances for a period of **15 instructional days** and will be required to complete the school's Insight program.

Refer to Guidelines Regarding Suspension from Extracurricular Activities.

SECOND VIOLATION

After the confirmation of the second violation: He/she shall be suspended from all extracurricular activities and performances for the remainder of the school year or forty-five (45) school days carried over into the following school year. (Whichever suspension is longest)

GUIDELINES REGARDING SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

Suspension is inclusive of any and all extra-curricular activities and performances that fall within the suspension parameter.

During a scheduled school vacation period, the vacation days do not count toward the number of days a student is suspended from attendance to and participation in any and all extra-curricular activities.

While suspended from the extra-curricular activities, the student is permitted to practice; but the student will not be allowed to dress out or to travel with the team.

Absences from practice for attendance to the Insight program will be considered excused.

CURFEW

Curfew hours apply only to competitive activities during respective seasons

SUNDAY THROUGH THURSDAY - Everyone is to be home at ten o'clock p.m. The only exception will be when there is a school-related activity that lasts longer. On nights when school-related activities are taking place, everyone is required to be home one-half hour after completion of whatever activity is taking place.

FRIDAY AND SATURDAY - Curfew for participants is midnight unless there is an activity scheduled for the participant the next day. In the event of this, curfew is eleven o'clock.

CHRISTMAS BREAK - Weekend hours will apply on all days.

CONSEQUENCES FOR CURFEW VIOLATIONS

For the first curfew offense, the participant will be suspended from all competitive activities and performances excluding practice for five school days starting the day of the confirmation of the violation.

For the second and each consecutive curfew offense, the participant will be suspended from all competitive activities and performances excluding practice for ten school days starting the day of the confirmation of the violation.

The coaches reserve the right to change the hours on any given night.

SPORTSMANSHIP POLICY

Each student-athlete is a representative of his or her team, coaches, athletic department, Scobey Schools, and the community. Therefore, you are expected to exhibit sportsmanlike conduct at all times during athletic events, regardless of whether you are a participant or spectator. Poor sportsmanship will not be tolerated and includes, but is not limited to, the following:

- Physically or verbally abusing players, spectators, administrators, officials, or coaches.
- Throwing objects at or onto the playing surface or at players, spectators, administrators, officials, or coaches.
- Using inciting or taunting gestures designed to elicit negative reactions from players, spectators, administrators, coaches, or officials.
- Using profane or vulgar language (including “trash talking”) or gestures to players, spectators, administrators, coaches, or officials.
- Fighting.

Player Expulsion: Any athlete who commits a serious violation of game rules or takes part in flagrant misconduct during play shall be subject to ejection from the contest and suspension from the next extra-curricular event the student is to participate.

Spectators (Including students and athletes): Any spectator who acts in a disruptive or abusive manner at an athletic contest will be removed from the situation. Disciplinary measures that follow may impact the student’s admission to future sporting events or an athlete’s participation on future athletic teams.

Violations of the sportsmanship policy may result in further sanctions imposed by the Coach and Administration which may include suspension or dismissal from your athletic team.

SCHEDULING ACTIVITIES

When an organization desires to schedule an activity its officers must petition the Student Council. When an organization wants a meeting during noon hour it must obtain permission from the advisor. All events, etc. are to be submitted to the principal and/or the activity director for final approval.

WEIGHT ROOM/GYM

Weight room and gym must be supervised (present in weight room or gym) by a school employee or by a prearranged and approved parent.

SECTION IX - FIRE/DISASTER REGULATIONS

The classroom teacher is responsible for informing each of his/her classes of the fire regulations and exit routes. For information purposes, a map delineating the exit route for the room should be posted near the door. Impress upon the students that fire/disaster drills are serious business. Be sure to discuss the proper route of evacuation with the students the first day of class. At least eight fire/disaster drills will be conducted per year, per BP 8301.

- When the fire/disaster siren rings, the teacher and the class are to exit the building quickly and quietly via the established exit route or other safe route if necessary. Be sure the windows are closed, the lights are out, and the door is closed. Take the grade book with you. Be sure to have the class move across the street away from the building. When the class is safely away from the building, take an oral roll call. If someone is missing, tell one of the principals, a fireman, or the sheriff.

- Classes are not allowed to congregate near the fire hydrants. Also fire lanes are to be kept open for emergency and fire vehicles. The fire lanes are those lanes immediately in front of, in back of, and to the west of the high school building.
- Although the siren may signal a drill, it may not be a drill. Please emphasize the importance of evacuating the building promptly.
- During drills students are to remain quiet, walk briskly, and keep to the side of the corridor as directed.
- The student seated nearest the classroom door should hold it open until the last person has vacated the room and then close the door as he leaves.
- Students sitting next to windows are to see that they are closed.
- All students who leave the building should be directed to move a safe distance away from the building.
- Teachers are to keep their classes together outside the building, take oral roll call, and report any missing students to the building principal or attending firemen.
- The building should not be re-entered until the all-clear signal is given.
- The elementary building primary exit routes are as follows:
 - EXIT C: ROOMS 301, 302, 303, 304, 308, 309
 - EXIT D: ROOM 307
 - LAVATORIES EXIT E: ROOMS 305, 306
 - EXIT F: ROOMS 310, 311, 312
- The high school building primary exit routes are as follows:
 - EXIT A: Rooms 102, 103, 104, 105, 123, 201, 202, 203, 204, 205, 206, 207, 212, 213, 214, West Balcony - gym A, East Balcony-gym A
 - EXIT B: Rooms 106, 107, 108, 109, 110, 111, 208, 209, 210, 211, 410, 411, 412, gym B
 - EXIT F: Rooms gym B, 401, 402, 403, 404, 405, 406, 407, 408, 409
 - EXIT G: Room 111, 112, 113, 114, 115, 124, 125, 126, gym A
 - EXIT H: Rooms 116, 117
 - EXIT I: Rooms 118
 - EXIT J: Kitchen(old), 119
 - EXIT K: Rooms 101, 120, 121, 122 , gym A
 - EXIT L: Room 119

SECTION X - GENERAL

ARRIVAL TIME AT SCHOOL

Students should not arrive at school before there is adequate supervision on the playground. A teacher is assigned outside playground supervision starting at 8:05 A.M.

ASBESTOS PLAN

The Asbestos Management Plan Is on File in the Administrative Office and Is Available for Review. Copies May Be Purchased.

BACKPACKS AND BAGS

The school district reserves the right to inspect any and all packages, backpacks, briefcases, satchels, rucksacks, sports bags, and duffel bags to insure the health, safety, and welfare of students, staff and community members alike. These items may be brought to school but they must remain in the student's locker during the school day. Purses of reasonable size are acceptable but may not be of such size as to carry books or create congested aisles in the classroom. Violation of this rule will result in disciplinary procedures, which are at the discretion of the principal/superintendent.

BULLETIN/PLEDGE

The daily bulletin will be read by the first period teacher. It will contain announcements pertaining to school events and student activities. The bulletin will also be posted on the bulletin board outside the office. For an announcement to be placed in the bulletin, it must be signed by a class or club sponsor and must be in the office before 3:00 p.m. on the day preceding its scheduled appearance.

The pledge of allegiance will be recited at the beginning of each day in grades K-6. The pledge of allegiance will be recited at the beginning of each week in grades 7-12.

Students or teachers will be excused from participation in the recitation of the pledge of allegiance if the student's or teacher's convictions preclude participation. A student's or teacher's refusal to participate in the recitation of the pledge of allegiance will not be held against the individual. (A teacher who exercises the right not to participate in the pledge recitation is still required to teach subjects related to the flag if the subject is prescribed by the trustees in the curriculum.)

CARE AND USE OF BUILDING

The appearance of a building often reflects the quality and the character of the people in it. Be proud of your school. Help keep it clean. Respect and protect the property of others and of the school.

Students are not allowed to eat sunflower seeds anywhere in the school building.

The school building is for the students' use whenever the schedule permits. Students are to be in the school building only when properly supervised. Students not scheduled to be in the building or students without proper supervision will not be allowed in. Any such use of the building is to be completed and participants are to be clear of the building by 9:30 p.m. unless arrangements have been made with the Superintendent for staying in the building longer. Rules and procedures governing student conduct during school hours will apply during evening school sponsored activities.

No one is to be in the gymnasium or weight room without proper supervision.

Occasionally hallways and stairs are used for exercise by students, staff, and other members of the community. For safety reasons, no running or other types of exercise is to take place in the halls after 7:30 A.M. or prior to 4:30 P.M. during the school week.

CELL PHONES

Students may use cell phones and other electronic signaling devices before school begins, and after school ends.

Cell phones and other electronic signaling devices **may be turned in to the office** during instructional time. Unauthorized use of such devices disrupts the instructional program, distracts students from learning and will be grounds for confiscation by school officials, including classroom teachers or other instructional staff.

1st offense- confiscated devices will be returned to the parent or guardian the next school day. 2nd offense- confiscated devices will be return to the parent/guardian the next weekday following a weekend.

Continued unauthorized use of such devices will result in further disciplinary action including but not limited to after school detention.

At no time will any student operate a cell phone or other electronic signaling device with recording capabilities in a locker room, restroom, or other location where such operation may violate the privacy right of another person.

DRIVING

Those students who drive a vehicle to and from school are required to complete and return a vehicle registration form, which may be obtained from the office.

No student is to drive any powered vehicle during school hours unless written authorization has been gotten from the principal.

There is to be no sitting in cars during school hours.

Students reported to be driving during unauthorized times or without proper authorization from the office will have their driving privileges revoked for 2 weeks. Repeated violations will result in driving privileges being revoked and possible suspension of the student.

Honor Study Hall students who have a study hall at the beginning or end of the school day and seniors granted senior privileges during the last grading period who have a study hall at the beginning or end of the school day may drive to school or home during school hours. However, no students are to drive around town during school hours.

HALL DECORUM

Appropriate behavior is expected in hallways, classrooms, commons and other school facilities at all times.

Examples of unacceptable behaviors include but are not limited to the following:

- Outward displays of affection
- Inappropriate physical contact with others
- Running or shouting
- Excessive noise
- Loitering/wandering in halls
- Scuffling between individuals
- Profanity
- Writing on desk, lockers, tables or other property
- Sitting on desk/table tops
- Rocking back on legs of chairs
- Littering

HALL PASSES

Students granted permission to leave the classroom for whatever reason must be given a hall pass from the teacher granting such permission. Students who desire to go to another teacher's class must obtain a pass from that teacher before being allowed to leave class.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis 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.

INITIATION /HAZING

Initiation and hazing are not allowed at Scobey Schools or any of its activities. Initiation and hazing may be construed as harassment and subject to disciplinary consequences.

LOCKERS

Lockers are provided for the safe storage of books and students' personal items but remain the property of the school. The school is not responsible for lost or stolen items. Lockers are subject to inspection by school officials.

The following rules apply to lockers at Scobey School:

- Lockers are to be kept neat and tidy at all times.
- Do not put anything in or on the locker which cannot be removed.
- Do not leave money or other valuables in lockers.
- Do not put any lock other than a school lock on your lockers. Any lock other than a school lock will be removed by whatever means are necessary. If you lose your lock let the office personnel know and a new one will be issued. You are responsible for the replacement cost of the lock.
- Students **MUST** keep their belongings in their assigned locker.
- Scobey Schools can accept no liability for student property or property assigned to them that is kept in an unlocked locker. Each student has the option of using a school lock free of charge. Please pick one up at the office. **LEARN TO USE IT.**
- For pest control, students are encouraged not to keep open beverages or food items in lockers. As a suggestion, lunches brought to school should be kept in a pest proof container.

LOST AND FOUND

When students have lost an item of clothing or other possession they should be certain to check the lost and found box in both buildings. If they are unsuccessful in their search, they should also check at the office in the high school building.

LUNCH PERIOD

A hot lunch is provided to students at a nominal cost. When there is enough you may go back for seconds. Lunch tickets can be purchased at the office before school, during class breaks, and after school. Families with qualifying income may receive free or reduced meals by filling out the application which is mailed to every family in the district and returning it to the school office.

When weather permits, students are to remain outside until the bell rings.

Students in grades 7-12 are not to go into the elementary school play area or in any way bother the elementary students.

Students in grades 7-12 are not to be in the upstairs hallway during lunch break unless they are going to a meeting scheduled in an upstairs room.

Students congregating outside on school grounds or the streets and sidewalks adjacent to the school are expected to refrain from littering. Failure to be responsible for such cleanliness may result in students being assigned cleanup duty after school.

MEDICINE AT SCHOOL

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

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Refer to policy 3416, 3416F, 3416F

EMERGENCY MEDICAL TREATMENT AND INFORMATION

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

OFFICE

If you need to see someone in the office or need something from the office you must check at one of the windows. This includes aides needing to use the copier.

SCHOOL SPONSORED DANCES

School sponsored dances have both an educational and a recreational value. In order to maximize these values for students and in an effort to provide a safe and healthy environment to our student body, the following guidelines are provided.

General dance rules:

- Dances may be held on either Friday or Saturday night, but not on a night preceding a school vacation nor during a school vacation.
- The length of the dance will be determined as each occasion arises. Usually junior high dances will run from 7:30 to 10:00 P.M., and high school dances will run from 9:00 P.M. to 12:00 Midnight.
- All dances must be approved by the Student Council and the Principal.
- Unless otherwise approved by the administration, all school sponsored dances must be held on school property.
- Junior high dances are for students of Scobey Junior High only unless permission is obtained from the Principal. High school students may not attend junior high dances. Likewise, junior high students may not attend high school dances.
- There will be no admittance to any dance one hour after the advertised start of the dance.
- Once a student leaves a dance, he/she may not return.
- At least one faculty chaperon and two parent chaperones are required for each dance. Chaperons have the authority to expel students who misbehave from a dance. Students expelled for misbehavior shall be subject to disciplinary action.

- Any out of town guests to high school dances must have been approved one week in advance of the dance. All guests will be required to abide by the rules and policies of the school.
- Non-high school dates will not be allowed to attend school sponsored dances.
- The use of tobacco and/or the abuse of drugs including alcohol is forbidden.
- Trained school personnel reserve the right to utilize the Passive Alcohol Sensor to screen participants suspected of being under the influence of alcohol.
- Students under the influence of intoxicating chemicals will be detained until their parents/guardians pick them up. Law enforcement will also be notified.

SEARCHES AND SEIZURE

To maintain order and security in schools, school authorities are authorized to conduct reasonable searches of school property and equipment.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

In the event that a specially trained dog is used in a search and the dog alerts on a locker or a student's personal property, the contents will be removed and the property searched in the presence of the canine handler and/or a school administrator. The student's parents will be notified that a dog alerted on the student's property. If illegal substances are found, the student's parents and, if appropriate, law enforcement officials will be notified.

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

SENIOR PRIVILEGES

The following privilege will begin the second week of school.

- Any student scoring a 22 or higher on the ACT test will be given open study hall. This privilege will be rescinded if their grades fall below a 3.0 grade point average at any time or they are in non-compliance in terms of attendance.
- Seniors earning Honor study hall privileges must maintain grades and attendance as stated on page 12 of the Standards.

The following privileges will begin at midterm of the final grading period.

Open Study Halls

- Students will report to study hall and stay until roll is taken unless 1) the study hall is right after lunch or 2) the study hall is the second of two consecutive study halls.
- Upon being released, the student MUST sign out at the office and leave the building as quickly as possible.
- Students may NOT drive during this release time unless the study hall is at the beginning or end of the day and the student is coming from or going home. Students seen driving around town during school

hours will lose their senior privileges for the remainder of the year and also may be in jeopardy of not attending graduation ceremonies.

- Students who are failing in ANY class will not have this privilege.
- Students in independent study or work release programs will not have this privilege during those periods.
- Students with more than ten absences in any period during a semester (other than absences for school sponsored activities) will not have this privilege.
- Seniors will be released from class at the regular lunch break time. (No early release for lunch)
- Any violation of the student's responsibilities which are an understood part of these privileges will result in the IMMEDIATE revocation of the privileges for that student for the rest of the year.
- The student will be held accountable for his/her actions while away from the school during this release time.
- Senior students who have continued to be discipline problems throughout the year may not receive Senior privileges.
- Students with more than six tardies during the semester may not have this privilege
- Students with ANY Unexcused Absences during the semester may not have this privilege.

SNOWBALLS

Snowballs are not to be thrown on school grounds or the streets and sidewalks adjacent to the school at any time during the school day.

STUDY HALL

The study hall is for studying and it should remain quiet to assure its effectiveness.

Every student must bring something to study, an assignment on which to work, or something constructive to read.

No games are to be played at any time unless the game is part of a class assignment.

No eating or drinking in the study hall.

No student is allowed to sleep in study hall.

A total of five (5) students may be out of study hall at any one time for library, restroom, lockers, or telephone/office. Exceptions to the five rule would be if a student has honor study hall or a pass to go to another classroom.

Students going to another classroom must proceed directly to that classroom and directly back with no detours or side trips.

All students out for whatever reason except honor study hall or those excused to go to another classroom must be back in the study hall prior to the end of class bell. Failure to be back in the study hall by the end of class bell will result in that student not being allowed to leave the study hall.

Honor students found loitering in the halls or causing a disturbance may have their honor privileges revoked.

TELEPHONE

A phone is available in the commons for student use. All calls made should be for necessary reasons.

No student will be called from class to answer the telephone except when an emergency situation exists. Messages will be recorded so that the student may return the call at the first opportunity.

No student will be allowed to use the phone during class time without a note from the teacher.

TEXTBOOKS

Fines will be levied, at the discretion of the teacher, to compensate for unusual wear and tear on, or loss of, textbooks or school equipment. A minimum charge of \$1.00 will be made for such damage.

VIDEOTAPING

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment.

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

Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

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

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the office. Students may have friends or relatives from other Districts accompany them during the school day as guests with permission from administration.

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.

SECTION XI - HONOR SOCIETY INDUCTION

Purpose

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Scobey Schools.

Eligibility

NHS GPA Requirement—Students in grades 11-12 with a cumulative GPA of 3.5 or higher will be considered for membership.

Attendance Requirement—students must have been in attendance at Scobey School for a minimum of one (1) full semester.

Time of Selection

There will be one annual selection which will take place before February 20th of the school year. The induction ceremony will be held before the end of the second semester.

Selection Guidelines/Process*

Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Students who are members of the junior or senior class and meet the GPA requirement will be invited to apply for membership into the honor society.

NHS inductees will need to provide documentation of a minimum of 20 hours of community service activities per year. This documentation will be due at the time of the induction.

Faculty members will evaluate each of the applicants on the basis of character, leadership, and service.

A faculty council of 5 members representing academics, arts, and athletics will be appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex officio member of the faculty council.

The faculty council will consider the student's behavior towards staff and other students in class, in the hallways, inside and outside of school. This includes evidence of cheating, plagiarism, bullying, discipline referrals, and legal charges, etc.

The faculty council will make the final determination of which students are to be inducted into the honor society.

Candidates receiving a majority vote from the faculty council will be inducted into the honor society.

Any student wishing to appeal the non-selection to the local chapter of National Honor Society may do so in writing to the High School Principal within five (5) days of student notification. The principal's decision is final.

Obligations of Members

Annual dues for this chapter shall be \$20. Dues will be payable to the chapter within 30 days of the start of the school year.

Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

NHS members are required to provide documentation of 20 hours of community service during the current school year, due at the time of induction.

Regular meetings of the chapter will be held monthly. Members are required to attend regularly scheduled meetings as well as participate in all honor society activities and community service projects.

Discipline and Dismissal Guidelines*

Members whose grade point average falls below 3.5 will be given written notification and will be considered on probation for the following semester. Any student who does not raise their GPA back up during the semester of probation will be dismissed from membership in the honor society.

Members who fall below the standards by which they were selected will be considered for dismissal. Examples of this include, but are not limited to, evidence of cheating, plagiarism, bullying, and attendance/participation in events where alcohol is being consumed by minors.

Members who do not attend scheduled meetings or participate in honor society related activities will be considered not in good standing and may be considered for dismissal.

Members who do not continue to enroll in college preparatory courses may also be considered as not in good standing and may face dismissal.

The faculty council will meet to determine if a member who is in violation of honor society policies will be considered as not in good standing or if they will be dismissed.

Honor Society members who are not in good standing will not receive honor cords for graduation.

Students dismissed from the honor society will turn in their honor society membership pins and will not be eligible to rejoin the honor society again.

In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

*See chapter bylaws for more information.

SECTION XII - INTERNET AND ELECTRONIC COMMUNICATIONS SYSTEM ACCEPTABLE USE POLICY

Scobey School District #1 provides students with the privilege to access to the District's electronic communications system, which includes Internet access.

EDUCATIONAL PURPOSE

The District system has been established for a limited educational purpose. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

The District system has not been established as a public access service or public forum. Scobey School district has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth and the law in your use of the District's system.

You may not use the District system for commercial purposes. This means you may not offer, provide, or purchase products or services through the District's system.

You may not use the District's system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

STUDENT INTERNET ACCESS

All students will have access of Internet and World Wide Web information resources through their classroom, library, or school computer lab.

Students will be granted e-mail access only through classroom account. Parents may specifically request that their child(ren) not be provided such access by notifying the District in writing.

If approved by the building principal, you may create a personal Web page on the District's system. All material placed on your Web page must be pre-approved in a manner specified by the principal. Material placed on you Web page must relate to your school and career preparation activities. Material presented in the student's Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District."

UNACCEPTABLE USES

Personal Safety

You will not post personal contact information about yourself or other people. Personal contact information includes address, telephone, school address, work address, etc.

You will not agree to meet with someone you have met online without your parent's approval and participation.

You will promptly disclose to your teacher or other school employees any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

You will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

You will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person(s), etc.

System Security

You are responsible for the use of your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

You will immediately notify the building administrator, the system administrator, the director of technology services, or teacher if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not post information that, if acted upon, could cause damage or a danger of disruption.

You will not post engage in personal attacks, including prejudicial or discriminatory attacks.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

You will not repost a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

Respecting Resource Limits

You will use the system only for educational and professional or career development activities and for limited, high-quality, self-discovery activities. Unless otherwise imposed, there is no limit on use for education and career development activities. The limit on self-discovery activities is no more than two hours per week.

You will not download large files unless absolutely necessary. If necessary, you will download a file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.

You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

You will check your email frequently, delete unwanted messages promptly, and stay within your email quota.

You will subscribe only to high quality discussion group mail lists that are relevant to your education or professional/career development.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

Inappropriate Access to Material

You will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved access.

If you inadvertently access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against the allegation that you have intentionally violated the Acceptable Use Policy.

Your parents should instruct you if there is additional material that they think is/would be inappropriate for you to access. The District fully expects that you will follow your parents’ instructions in this matter.

Your Rights

Free Speech

- Your right to free speech applies also to your communication on the Internet. The District system is considered a limited forum, similar to a school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

Search and Seizure

- You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of the system may lead to discovery that you have or are violating the District's Acceptable Use Policy, other District policy, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated the law or District policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
- Your parents have the right at any time to request to see the contents of your e-mail files.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.

In the event there is an allegation that you have violated the District's Acceptable Use Policy, you will be provided with due process as outlined in the Spartan Standards.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary action will be aligned with those outlined in the Spartan Standards. Restrictions may be placed on your use of the District system.

Limitation of Liability

The District makes no guarantee that the functions of the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Personal Responsibility

When you are using the District system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong-and that person is you. Your use of the Internet can be a mirror that will show you what kind of person you are.

SECTION XIII - SCHOOL BUSES

ROUTE AND ACTIVITY BUS GUIDELINES

Students riding on school buses are under the authority of the bus driver and, when present, the accompanying chaperon.

Students who fail to obey regulations and/or the directions of the bus driver and/or chaperon may forfeit their privilege to ride on the buses.

Students shall be on time for the bus both morning and evening.

Students are to remain seated while the bus is in motion.

Students shall not extend hands, arms, or head out of the bus windows.

Loud and/or vulgar language is prohibited.

Students are to keep the bus clean and picked up at all times.

No use of tobacco products at any time on buses.

The use of speakers attached to student's personal devices are not allowed on activity buses traveling to and from an event.

Videos that are rated R are not allowed on activity buses traveling to and from an event.

Scobey Public Schools will accept no responsibility for personal items taken on bus trips. Each bus is equipped with a tape player and radio and the driver will determine their use.

During the winter, students riding the bus are required to have appropriate winter clothing: warm coat, hat, gloves, boots.

If a student must ride the bus and is not regularly assigned to that bus, the school office should be informed ahead of time either by note or telephone. The proper identification will be given to the bus driver to allow the extra passenger.

STORM HOME POLICY

Winter weather in Montana can cause problems with our scheduled programs. The storm home policy is put into effect when the weather is such that the buses cannot leave town. Each bus student must have an assigned storm home in town. The policy states that students in grades K-6 will be held in their classroom until an adult from the Scobey storm home comes to pick up the student. Provisions have been made whereby a parent may designate an older student from the storm home or other designee to pick up a student. Teachers have a form which you must sign to establish this exception to the policy.

SECTION XIV - SPECIAL SERVICES

HEARING SCREENING

The Hearing Conservation Program provides hearing testing and follow-up services for all preschool and school children in Montana's fifteen eastern counties.

Scobey students in grades K, 1, and 9, all new students, and all students with a known hearing loss and any students referred for screening by teachers or parents will receive a hearing screening each school year. Students who have some indication of a hearing problem will be re-tested later in the year and if the problem is of concern parents will be notified to seek the advice of a specialist.

RESOURCE ROOM

The Scobey Resource Room serves students who have special learning needs. In order to be eligible for the services offered in the resource room the student must have been referred by the parents, teacher, counselor, or

principal for testing. If after qualifying by a test score, and it is the opinion of a child study team, the child will be admitted to the program. An Individual Education Plan (IEP) is developed for each student which helps the student learn at his level and rate. Periodic reviews of the student's progress will help insure the awareness of progress and will allow for revision and advancement if necessary.

SPEECH SCREENING

Scobey elementary students in grades K and 1 will be receiving a brief language/speech screening by the speech therapist each school year. If the therapist notes inconsistencies in the assessment for the student's age level, the therapist will notify the student's parents and discuss the findings.

SPEECH THERAPY

Speech correction services are provided to Scobey Public Schools through the Daniels/Sheridan Cooperative. The goals of the speech pathologist in working with our students include:

- Evaluating of speech, language and voice disorders.
- Participating as a member of a child study team to determine if a student has a disability and, if so, determine what type of placement should be developed.
- Designing a speech/language program for the resource room teacher, parents, or classroom teacher to implement when the service is essential for a student.
- Providing periodic follow-up and re-evaluation services to a student who is receiving direct speech/language therapy.

TITLE I

Our ESEA Title I Program is designed to meet the needs of students who have not reached the level of performance in reading and mathematics they should have attained. It is the objective of the program to have each identified students increase his/her skills to the level of the student's grade level. Our instructional techniques include teaching students on a one-to-one basis or in small groups on their functional level in mathematics and reading.

Parents of Title I identified students are encouraged to be actively involved in the planning, designing, and implementation of the program.

Parents of identified Title I students will be notified by letter of their child's selection, the reason, and the subject area of selection in a timely manner.

The effectiveness of parental involvement in the Title I program shall be assessed annually.

Parents of identified Title I students shall be given an annual report of their children's progress by means of the Report to Parents and Parent/Teacher Conference.

Parents shall be permitted to observe program activities.

The District shall provide information, programs, and activities for parents in a language and form that parents understand. In addition, reasonable support shall be provided for parental involvement activities.

An annual public meeting shall be held for the purpose of allowing parents of identified Title I students input towards the development of the program. This meeting shall be held during the month of May or September.

VISION SCREENING

Good vision is one of the keys to good academic performance. Therefore, it is very important that school-age children be screened yearly for vision problems.

Each year vision screening is conducted to find those children with possible vision problems. The parents of children who have problems are informed, by letter, of the results of the screening and asked to take their child to an eye care specialist. This screening is not intended to take the place of a regular visual exam by an eye care specialist.

SECTION XV - TITLE IX

Scobey School does not discriminate on the basis of sex in programs, activities, or employment as required by Section 86.9 of the regulations of Title IX of the Education Amendment of 1972. Inquiries concerning Title IX may be referred to the Title IX coordinator of Scobey School or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. Title IX complaint forms are available in the office.

TITLE IX GRIEVANCE PROCEDURE

A TITLE IX Grievance Procedure has been developed and accepted as the standard procedure for all student/public complaints. The following grievance procedure should be used by those persons who feel they have a grievance.

- If one has a grievance, the first step is to try to resolve it in an informal manner by talking or communicating with the responsible person about the grievance.
- If the informal approach does not resolve the complaint, then a written statement should be submitted, by the grievant, to the Building Principal or Title IX Officer, and to the person who may have caused the grievance.
 - The written statement should explain who has grieved; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant/ complaint; and as much background information as possible.
- If the grievance is not settled within a reasonable amount of time (fifteen [15] school days) after receipt of the written statement the grievant/complainant has the right to request a hearing. The Superintendent will be charged with the fair and impartial investigation and hearing of the grievance. The basic principles of due process will be adhered to during the hearing, including the rights of confrontation, cross examination and the presentation of witnesses necessary to develop facts pertinent to the grievance.
- Within fifteen (15) school days of the request for the hearing the Superintendent will present his/her findings and recommendations to the grievant. After reviewing the Superintendent's findings and recommendations, the Superintendent will render a decision within 10 school days after the receipt of the finding and recommendations.
- If the decision reached by the Superintendent is not satisfactory to the grievant/ complainant, the grievant/complainant may file the grievance with the Scobey School Board of Trustees.

Receipt of Handbook

*“I have received an electronic copy of the **UPDATED JULY 8, 2019 VERSION** of the Scobey School District Spartan Standards Student/Parent Handbook for **2019-2020**. I understand that the handbook contains information that I may need during the school year. I understand that I will be held accountable for information outlined in the handbook and will be subject to the disciplinary consequences outlined in the handbook.”*

Print name of student: _____

Signature of student: _____

Date: _____