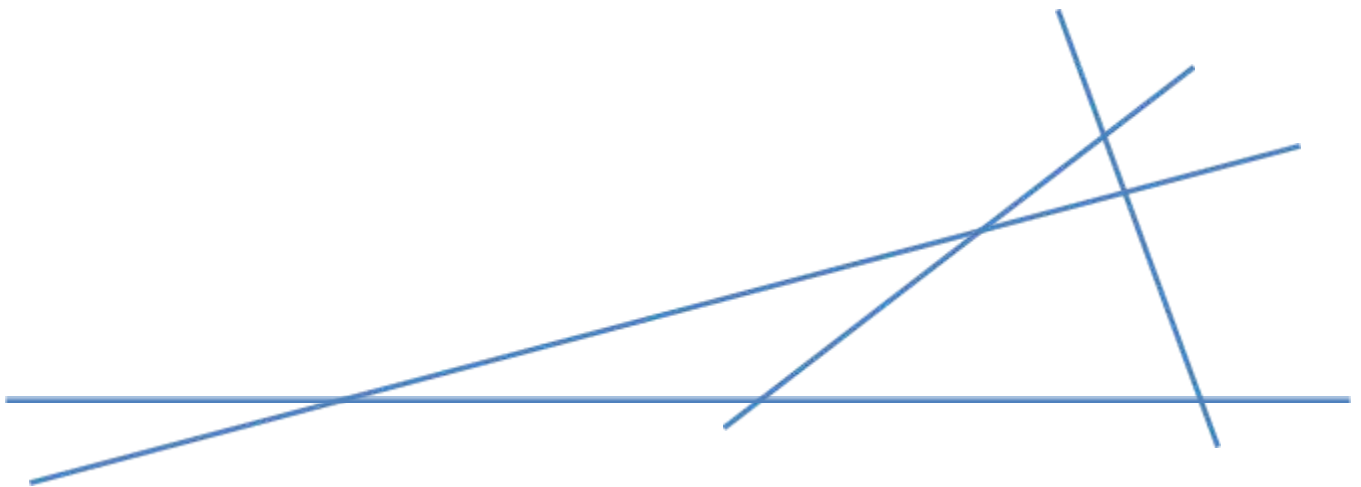


# SUN RIVER VALLEY SCHOOL DISTRICT

STUDENT HANDBOOK 6-12



*2024 – 2025*

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## **TO STUDENTS AND PARENTS:**

The Sun River Valley School District 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. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office. [Link to updated Policies here.](#)

## **SUPERINTENDENT’S MESSAGE**

Welcome to Sun River Valley School District. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the accompanying signature card for return to the School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

*Dave Marzolf, Superintendent*

## **BOARD OF TRUSTEES 2024-2025**

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

### **Board of Trustees**

Ken Steinke - Chair  
Shantel Herman - Vice Chair  
TJ Reifer - Trustee  
KC Johnson - Trustee  
Kris Rushton - Trustee  
Camille Wiegand - Trustee  
Belinda Klick - Clerk  
Dave Marzolf - Superintendent

## **NOTICE OF NON-DISCRIMINATION**

The Sun River Valley School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also

provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under [Title IX \(sex discrimination and sexual harassment\) and all other non-discrimination policies](#):

**Melissa Riphenburg Special Education Director (“Title IX Coordinator”)**  
**123 Walker Street**  
**Simms, MT 59477**  
**406-264-5110**

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

Staff Directory 2024-2025				
Name	Position	Email	Ext.	
Administration				
Dave Marzolf	Superintendent	dmarzolf@srvs.k12.mt.us	775	
Luke McKinley	6-12 Principal	lmckinley@srvs.k12.mt.us	123	
Melissa Riphenburg	6-12 Special Education Director	mrphenburg@srvs.k12.mt.us	106	
Secretarial/Clerical				
Kristy Leach	Secretary	kleach@srvs.k12.mt.us	124	
Amy Fryberger	Secretary	afryberger@srvs.k12.mt.us	125	
Belinda Klick	Business Manager	bklick@srvs.k12.mt.us	122	
Becky Hart	IT/Business Manager	bhart@srvs.k12.mt.us	110	
Faculty				
Jean Blackman	HS/MS Voc. Ag and Technology	jblackman@srvs.k12.mt.us	109	
Sara Davidson	HS/MS Music	sdavidson@srvs.k12.mt.us	108	
Haakon Fredrickson	HS/MS Title and MS PE	hfredrickson@srvs.k12.mt.us	202	
Winnie Goldhahn	HS Math	wgoldhahn@srvs.k12.mt.us	201	
Jessica Harrison	MS/HS English	jharrison@srvs.k12.mt.us	105	
Vonda Harrison	MS Math	vharrison@srvs.k12.mt.us	303	
Jennifer Hazenberg	HS Family Consumer Science	jhazenberg@srvs.k12.mt.us	103	
Robert Hazenberg	HS Weights and PE	rhazenberg@srvs.k12.mt.us	115	
Mikayla Hudson	MS/HS Vocational Agriculture	mhudson@srvs.k12.mt.us	402	
Nora Klick	MS/HS Health and PE	nklick@srvs.k12.mt.us	111	
Karen Mishler	HS English and MS/HS Library	kmishler@srvs.k12.mt.us	204	
Malary Moultray	HS Science	mmoultray@srvs.k12.mt.us	104	
Pamela Moultray	MS/HS Special Education	pmoultray@srvs.k12.mt.us	106	
Molly Pasma	HS History	mpasma@srvs.k12.mt.us	203	
Christine Perkins	MS/HS Counselor	cperkins@srvs.k12.mt.us	101	
Sam Perkins	MS/HS Paraprofessional	sperkins@srvs.k12.mt.us	106	
Sherry Pschernig	MS/HS Paraprofessional	spschernig@srvs.k12.mt.us	106	
Josh Sheldon	MS Science and Art	jsheldon@srvs.k12.mt.us	304	

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3120, 3122.

When a student is absent from school, the parent/guardian must call the school [406-264-5110] any time prior 9:00 am to notify the school of the absence. If the parent/guardian does not call, the district automated notification system will call home at 9:00 am when an absence has occurred. If the parent/guardian contacts the office, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to notify the office or the absence will be unexcused.

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

### **Types of absences**

A student may miss no more than ten (10) class periods per semester to receive a letter grade beyond (P)ass or (F)ail. Absences will be counted or not counted toward this total in accordance with Montana and District policy as follows:

- Excused Absences (EA)
  - i. Are defined as an absence with the knowledge of the parents. An excused absence means that the students can make up all work missed without docking of grade.
  - ii. The absences DO count toward the ten (10) allowed absences per semester.
- Medical Absence (MA)
  - i. Require a signed medical note from a licensed physician (MD, PA, DO, DC, etc.), excusing the student from regular attendance.
  - ii. These absences DO NOT count toward the ten (10) allowed absences each semester.

- School Related Absence (SA)
  - i. Extra-curricular, co-curricular school sponsored trips, college visits.
  - ii. These absences DO NOT count toward the ten (10) allowed absences each semester.
- Unexcused Absence (UA)
  - i. An absence such as this is truancy.
  - ii. The absences DO COUNT toward the ten (10) allowed absences each semester.
  - iii. Each period of truancy will equate to one hour of lunch detention and possibly In-School Suspension.

### Disciplinary Action for Truancy

Truancy may result in disciplinary action as stated within the behavior matrix.

Impact on Extra-Curricular Activities: *Student athletes or group participants must be in attendance the day of the activity if the activity is held on a school day (All Day).*

A. If a student is not well enough to be in school, then they cannot participate in a game or practice (the exception to this would be if the student(s) parent/guardian has made advance arrangements with the principal for extenuating circumstances other than illness).

B. After 8:15 am, the student will be considered absent and will not be allowed to participate in extracurricular activities, field trips, or school functions for that day.

C. **Absences for school-sponsored activities are excused.** Teachers will work with students to make up any work missed.

**D. Extra-Curricular Activities & Co-Curricular Activities (MHSA High School and Simms 6-12 MS-HS Activities)**-If a student accumulates more than 10 total excused or unexcused absences in any class period during a semester, he/she is in violation for participating in extracurricular activities. Any student in violation will not be permitted to participate in extracurricular activities until the student has completed the attendance contract within their activity schedule season or post season.

E. **50 % Rule**-For students in activities MS-HS: Students that miss over 50% of the offered academic week will not be permitted to participate in a practice/contest thereafter within their activity schedule season or post season. Medically excused absences will be at the discretion of the administration.

### Release of Student from School

Students must check out with the attendance office before leaving school during the day. Failure to sign out before leaving will result in disciplinary action. A student who wishes to leave school during the day must have a parent call the Attendance Office with the reason for leaving. If a student is at school and becomes ill, he/she needs to report to the Attendance Office so that parents may be contacted.

1. A letter will be sent after five (5) and eight (8) absences from school/class have been recorded indicating the school policy and the number of days missed.

2. A letter will be sent after ten (10) absences from school/class have been recorded indicating the school policy and a notice for the student and parent/guardian to contact school officials and meet with school administration and other relevant individuals as necessary to discuss the severity of the situation. Interventions and assistance will be offered.

### Planned Absences

Planned extended absences (i.e. family vacations, family/friend trips, etc.) that span 3 or more days must receive prior approval from the administration.

### Absences during semester tests

Unless the absence is a verified emergency, it must be cleared two weeks in advance with the Principal and Counselor. Failure to take mandated exams may result in a zero grade being assigned for the exam.

### **Tardiness**

A student is not tardy if prior arrangements are made with a teacher. Students entering the room after the final bell and during the first 15 minutes of class will be considered tardy. Students entering the room after 15 minutes have passed will be considered absent and will not be allowed to participate in extracurricular activities for that day (practices and contests).

Excessive absences/tardies will result in negative impacts on extra- and co-curricular activities. Students will lose privileges, including but not limited to participation in extra- and co-curricular activities, student council, honor society, graduation ceremony, etc. (Medical notes and other circumstances will be at the discretion of the administration.)

### Transfer or Withdrawal from School

Students transferring schools or withdrawing from school must have permission from their parents. After a letter or phone call from parents to an Administrator, the Administrator will proceed with the checkout process. All textbooks must be returned, fines paid, and other obligations met prior to grades being granted and transferred.

### **Human Sexuality Instruction Absence**

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

### **AWARDS AND HONORS**

Student of the Month: This award is given to students once a month for their demonstration of



following universals and demonstrating leadership character above and beyond the ordinary. Semester & Quarter Honor Roll determined by Grade Point Average System set up by the guidance counselor.

#### Heisey Awards

Each year approximately 5 Simms High School students receive a Heisey Award, which includes a financial award as well. Scholastic improvement, effort, and citizenship are the criteria for this award.

#### Honor Roll

Students who achieve a grade point average of 3.25 or above are placed on the honor roll.

Middle School Honor Roll-End of Semester 1 and 2.

High School Quarter Honor Roll-End of Quarters 1, 2, 3 and 4.

High School Semester Honor Roll- End of Semester 1 and 2.

#### National Honor Society

Junior candidates eligible for election to the chapter shall have a minimum GPA of 3.5 after five semesters. Senior candidates eligible for election to the chapter shall have a minimum GPA of 3.67 after seven semesters. Membership in the National Honor Society is based upon citizenship, GPA, character, leadership and service as evaluated by the SHS faculty council and determined by regulations established by the national organization.

#### Scholarships and Other College Assistance

Scholarship information is available on a Google Classroom site managed by the school counselor. Students are invited to join the classroom at the end of their junior year. Scholarship information is posted on the site promptly. Students must be aware of the scholarship due dates since they are strict deadlines. Each year in October, during College Application Week, every senior student completes one college application with the counselor's help.

### **VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS**

The Valedictorian and Salutatorian are chosen each year from the highest ranked students in the senior class. Preliminary consideration is given to academic ability and the rigor of classes taken. A secondary consideration, in the case where academic ability is very similar among students, is the degree of involvement in extracurricular activities and the attitude of the student toward school and learning. The Principal's selection committee will consist of only faculty and staff to select students prior to graduation based on the second semester grade report.

#### Valedictorian/Salutatorian

1. The senior with the highest overall grade point average (to three decimal places) and completing the Simms High School Honors Curriculum will be Valedictorian. The senior with second highest overall grade point average (to three decimal places) and completing the Simms High School Honors Curriculum will be Salutatorian.
2. To break a tie for either award, the award will be given to the student who has (in order of preference):
  - Taken the most advanced placement/honors courses that are offered at Simms High School. If a student is a transfer student, only comparable courses offered from the previous school and at Simms High School will be allowed.

- Received the highest grades in advanced placement /honors courses.
3. If there is still a tie, the two students will be declared Co-Valedictorian or Co-Salutatorian, depending where the tie exists.
  4. Transfer students will be eligible to be Valedictorian or Salutatorian if they attend Simms High School for their four (4) quarters of their senior year and have completed a comparable honors curriculum at a previous school(s).
  5. Selection of Valedictorian and Salutatorian will be based upon eight semesters of high school credits.
  6. If there is no senior within the school who meets the above listed criteria, the Valedictorian shall be the senior with the highest-grade point average and the Salutatorian shall be the senior with the second highest grade point average.

## **BELL SCHEDULES**

### **HIGH SCHOOL SCHEDULE**

Period 1	8:00 - 9:01 am
Period 2	9:04 - 10:05 am
Period 3	10:08 - 11:09 am
Period 4	11:12 am - 12:13 pm
Lunch	12:13 - 12:49 pm
Period 5	12:52 - 1:54 pm
Period 6	1:56 - 2:57 pm
Period 7	3:00 - 4:01 pm

### **MIDDLE SCHOOL SCHEDULE**

Period 1	8:00 - 9:01 am
Period 2	9:04 - 10:05 am
Period 3	10:08 - 11:09 am
Lunch	11:12 - 11:45 am
Period 4	11:48 am - 12:49 pm
Period 5	12:52 - 1:53 pm
Period 6	1:56 - 2:57 pm
Period 7	3:00 - 4:01 pm

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Bullying does not include the determination after an investigation that the student's used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

For additional information, please see Policy 3225.

## **CELL PHONES**

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

**(Refer SBP 3630 Option #2)**

Cell phones, earbuds, and other personal mobile devices are not allowed in the classrooms and hallways from the time school starts until the bell rings in the afternoon to dismiss. Cell phones and other wireless communication devices may not be turned on, handled, or visible during the instructional day or other school functions without prior approval by the school administration.

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

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 6-12 may also use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

## **CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS**

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such

request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any “Listen-In” feature is disabled during school hours due to privacy concerns.

## **COMMUNICABLE DISEASES**

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

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Coronavirus	

## **COMPLAINTS BY STUDENTS AND PARENTS**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints ([Policy 1700](#)) with the exception of complaints/concerns regarding involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent’s office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent’s office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal’s and Superintendent’s offices.

Students shall use the [Title IX Grievance Procedure](#) to address complaints/concerns about [sex discrimination](#). A copy of the Title IX Grievance Procedures can be obtained on the

District's website [[www.srvs.k12.mt.us](http://www.srvs.k12.mt.us)] or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website [[Policy 2162-P](#)] or any District or school office or by contacting Luke McKinley.

## **COMPUTER RESOURCES**

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the District's computer resources. [See Appendices B \(K-6\) and C \(7-12\) for the forms](#). For additional information, see Policy 2168, 3612.

## **CONDUCT**

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

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise 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.

### **Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, the Sun River Valley School District's 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, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

### **Violation of Student Code of Conduct**

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling marijuana (including medical marijuana).
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.

- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

### **Gun-Free Schools/Firearms**

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

### **CORPORAL PUNISHMENT**

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

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements** on page 26]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact Christine Perkins 6-12 School Counselor.

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

### **Online Learning**

In certain specific circumstances, students may be allowed to enroll in an approved online course from a school that has been approved by either the National University Extension Association or the National Home Study Council. However, it is important to note that students are not allowed to enroll in an online version of a core class or elective that is already being provided face-to-face in the building. All online learning enrollments must be approved by the administration, and the counselor can provide more information.

### **Examinations: University Entrance and Other**

Colleges vary in their requirements for admission. Consequently, students should carefully check the requirements of specific colleges. The counselor will help students explore admissions criteria. Students will find test registration materials as well as catalogs from individual colleges in the counselor's office.

Students at Simms High School take the ACT test in the spring of their junior year. This test serves a dual purpose. First, it provides students and staff with an idea about their college readiness. Second, it fulfills the assessment requirement for most colleges in the US at no cost. If a student wants to retake the ACT, they can do so on their own during another test administration, which currently costs \$93. For more information on retaking the ACT, students should see the school counselor.



The tests most commonly used for admission purposes are listed below. For specific information, students should contact the counselor.

**ACT**--The American College Testing Program

**SAT**--"College Board" Scholastic Aptitude Tests - (Simms does **not** offer this test)

**PSAT/NMSQT**—Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test (this assessment is given during the fall of junior year)

### Scholarships, Financial Aid and Other College Assistance

Scholarship information is available on a Google Classroom site managed by the school counselor. Students are invited to join the classroom at the end of their junior year. Whenever the counselor receives any scholarship information, it is posted on the site promptly. Students must be aware of the scholarship due dates since they are strict deadlines. Each year in October, during College Application Week, every senior student completes one college application with the counselor's help.

Scholarships and other financial aid are awarded primarily to those students who have a financial need and have maintained high academic records. Extra-curricular activities, elected offices, honors, and other recognitions (in and out of school) are important. Students are encouraged to visit the school counselor about scholarships and financial aid.

### Transcripts

It is essential to request transcripts as soon as possible due to the time required to process them. To request a transcript, the student must obtain and complete a Transcript Request Form from the counselor. The school counselor will send an official transcript to the appropriate destination upon receiving the completed form. The seventh-semester transcripts will be forwarded to colleges upon request at the end of the first semester. All graduating seniors will receive three (3) copies of their final official transcript in their cumulative folder, given to them at graduation. Final transcripts and verification of graduation will be forwarded to colleges in June, provided that a transcript request form is received.

## **DISCIPLINE AND DUE PROCESS**

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

### ACADEMIC INSUBORDINATION

The expectation for all students is to experience success every school day. It is important that all students participate in their classes to the best of their ability. Students who choose not to attempt assigned course work and consistently fail to submit assignments are exercising the student malpractice option of academic insubordination.

This is not an acceptable direction in which a student may be permitted to travel. Students, like teachers, are required to perform their duties. Teachers are to make every effort to address matters of academic insubordination first with the student. If wider involvement is necessitated, the parent and guidance counselor are to be consulted. If the problem continues, the teacher is directed to submit a STUDENT DISCIPLINARY REFERRAL FORM to the principal to address this

continuing concern. The principal will then meet with the student to seek resolution of the problem(s). If necessary, the principal will communicate directly with parents to involve them in the process of resolving this problem.

#### Types of Referrals

Students in violation of school procedural safeguards will be dealt with as per the Behavior Documentation System established at Simms School. All behavior recorded using the referral paperwork will be filed in the students cumulative academic file. All Staff have the right to assign detention to any student as per their professional recommendation if the educational environment is disrupted due to the student's behavior.

#### ACTION TAKEN BY FACULTY DOCUMENTING BEHAVIOR REFERRAL:

Group (A) Offense: *Class Disruption, Food or Drink in Class, Inappropriate Dress, Late for Class, Not Prepared for Class, Ear Buds, Phone, Other.*

1. Student is made aware of the behavior by the faculty member making the referral.
2. Referral filled out by faculty member and handed into Administration.
3. Administration conferences with student, contacts faculty member that wrote referral.
4. Determine discipline, inform student of the outcome with faculty member.

Group (B) Offense (Progressive): *Chronic Group A, Cheating or Plagiarism, Defacing School Property, Defiance or Non- Compliance of School Authorities, Display of Affection, Forgery, Harassment, Bullying, Obscenity, Profanity, and Vulgarity, Skipping School, Other.*

1. Student is made aware of the behavior by the faculty member making the referral.
2. Referral Filled out by faculty member and handed into Administration.
3. Administration conferences with student, contacts parent & guardian about incident, and conferences with faculty member that wrote the referral.
4. Determine discipline, inform student & parent and guardian of discipline procedure.
5. Administration reports to faculty.

Group (C) Offense (Exceptional Misconduct): *Alcohol, Drugs, Tobacco, Marijuana, Vaping Devices, Assault or Physical Violence, Chronic Harassment, Sexual Harassment or Misconduct, Theft, Threats, Unlawful Acts, Vandalism, Weapons, Willful and/or open Defiance, Other.*

1. Student is made aware of the behavior by the faculty member making the referral.
2. Student removed from the academic setting and sent to the office. Referral filled out by faculty member and handed into Administration.
3. Administration conferences with student, contacts parent and guardian about incident, and conferences with faculty member that wrote the referral. (Cascade County SRO is involved).
4. Determine discipline, inform student and parent/guardian of discipline procedure.
5. Administration reports to faculty with behavior modification if necessary.

#### (Refer to SBP 3310) See Discipline Behavior Matrix

Simms School emphasizes these universals: Be Respectful, Be Responsible, and Be Safe.

Students receiving a Disciplinary Referral will be notified by the faculty member writing the referral and brought to the principal's attention the same day.

#### Consequences for missed Lunch Detention:

- Students will serve lunch detention as assigned.
- The student will be required to bring sufficient school work to keep him/her busy for the entire detention period or the detention supervisor will assign him/her work.
- Should a student miss an assigned lunch detention because of an excused absence, detention must be served the next time it is offered.
- If a student chooses not to show up for lunch detention, the result is an automatic doubling of the detention.

Should a student choose not to serve the two consecutive detention assignments he/she will receive an in-school suspension. This will be considered a major disciplinary offense which will, with continued infractions, result in a longer suspension and subsequently an expulsion hearing before the Board of Trustees.

### **CHEATING/PLAGIARISM/FORGERIES**

Simms School expects students to conduct themselves ethically and honorably. Grades in high school reflect the work that a student has accomplished; cheating is dishonest and does not give parents and teachers the right reflection of the student's work. Simms does not tolerate cheating, and does not accept any work that is not done solely by the student's best knowledge. Cheating can be a wide range of offenses that include: attempted cheating, talking during a test, doing another's work for them, using work or papers from the internet including the inappropriate use of artificial intelligence, open books or notes when not instructed, altering a grade, plagiarizing or stealing exams and work. Simms will not accept any of the previous. If caught cheating the student or students will immediately be sent to the office where the principal will decide the degree of punishment for cheating or plagiarism.

#### Academic Integrity

The SRVS faculty is committed to providing the skills necessary that students may become ethical consumers of all formats of information. We are committed to provide students with the skills necessary to prevent plagiarism and cheating.

#### Cheating Behavior

Cheating of any kind will not be tolerated at Sun River Valley Public Schools. The faculty and administration may institute stern disciplinary measures against students caught cheating, the least of which may be a "0" grade. Do not share work with other students.

- Cheating can be any of the following:  
 Copying another's answers  
 Electronic exchange of answers  
 Sharing answers without the explicit permission of the teacher  
 Allowing open view of your answers  
 Student Responsibility

#### Plagiarism

Plagiarism is the use of another person's intellectual property without giving appropriate credit to the original source. Plagiarism is unacceptable, unethical, and illegal. Plagiarism and cheating are not tolerated at Simms School and claims of ignorance will not be accepted.

- Plagiarism can be any of the following:  
 Directly copying text, pictures, graphs, etc., without proper citation

Using the ideas of another without proper citation – the theft of intellectual property  
Putting your name on someone else's work

### **Suspension**

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

### **Expulsion**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

### **Students With Disabilities**

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

School publications distributed to students include: [www.srvs.k12.mt.us](http://www.srvs.k12.mt.us). All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

### **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to Luke McKinley at least one week prior to the requested distribution.

## **DRESS AND GROOMING**

School is a student's workplace, and appropriate clothing is a reasonable expectation. Staff members and administration have full discretion to determine if a student's dress is inappropriate or disrupting the educational environment. Students deemed to be wearing inappropriate clothing will be expected to change into something appropriate. Failure to do so and/or repeated inappropriate dress will result in disciplinary action.

### **Minimum Requirements**

- \* Shoes must be worn at all times (slippers are not considered shoes)
- \* Shirts and tops must have sleeves, and shoulders must be covered to a width of three inches
- \* Students must be covered from armpits to mid-thigh - when wearing leggings or form-fitting pants, the pelvic and buttock regions must be covered
- \* Blankets and pajamas are for bedtime and are not to be worn or brought to class
- \* All clothing must have school-appropriate language, symbols, and pictures (nothing obscene or related to alcohol, tobacco, drugs, etc...)
- \* P.E. dress code includes gym shoes, a t-shirt, and shorts with the same dress code rules stated above

- \* Hats/bandanas/visors/headwear are to be worn ONLY outside of the school between 7:30 am and 4:30 pm - the first time the headwear will be confiscated until the end of the day - any further instances, the headwear will be confiscated until the end of the quarter
- \* Masks are not to be worn in the school

## **DANCES**

One formal dance and a number of informal dances are held each year. Simms students attending dances must be properly identified as a Simms student before they will be admitted. Simms students may bring a guest to the dance if they have a guest pass signed by the principal. Middle school students are not permitted to attend high school dances. Guests will be admitted at the discretion of the Simms School administration. Guests 20 years of age and older are not permitted to attend any dances. All school rules apply at all school dances. Students leaving early are not permitted to re-enter the dance unless special permission has been granted. All school dances will end at 11:00 p.m. unless otherwise announced. Students will make arrangements for rides after the dance.

## **DUAL CREDIT COURSES / COLLEGE COURSEWORK**

Dual enrollment classes that are offered to Juniors and Seniors earn both high school and college credit. In order to participate in dual enrollment, you must be 16 and/or a junior. All dual enrollment is offered through the Montana University System, and includes community colleges, vocational-technical institutes, four-year colleges and universities, and state- approved private schools in the state of Montana. It is the student's responsibility to provide a weekly grade report to the counselor, as well as a transcript at the end of the semester in order to receive high school credit. Students are required to maintain an average of 75% while enrolled in DE courses. Failure to maintain a 75% average can result in removal from the DE program. The high school has no access to students' college information, including fees and financial aid. All payments for courses are made to the college directly, not to the high school. Dual enrollment students are on two academic calendars; it is the student's responsibility to be familiar with important dates and deadlines throughout the year on both calendars, including dates for dropping or adding a class. On the high school transcript, .5 credit is earned per semester for DE courses; on the college transcript you receive the number of credits that the class is worth.

## **CORRESPONDENCE COURSES**

Credit is granted for the following approved schools:

- Community colleges, vocational-technical institutes, four-year colleges and universities and state- approved private schools in the state of Montana.

## **DUAL ENROLLMENT POLICY**

### **Enrollment Guidelines High School 10 -11 – 12**

\*Students must meet all listed criteria two weeks prior to the start of the DE semester offering.

\*Students must carry a cumulative 3.4 or higher GPA in order to begin the enrollment process.

### **Two classes per semester max policy:**

Upon meeting the requirements, students may register for two off-campus distance-learning courses (1 course that is directly related to post-secondary plans, 1 course substituting an in house elective)

- A. Parents must approve of all student requests before any registration takes place.  
(Students can only substitute one in-house elective one time in their high school career).
- B. Previous semester students must have received credit in all DE classes with a 75% or higher.
- C. Previous semester students must have received credit in all Simms classes with a 75% or higher.

#### **Active Dual Enrollment Students:**

- Follow all eligibility guidelines through MHSA standards & SRVS District policies;
- Selection of classes are at the discretion of the Counselor & Principal as it pertains to elective offerings per grade level within the graduation plan and total credits counted toward graduation;
- Required to meet with the Principal/Counselor each week if the student's grade is below 75%; continuous weeks below 75% can result in removal from the DE program;
- Students allowed & accepted into dual enrollment per semester are scheduled one class period within their class schedule.

#### **Behavior & Conduct regarding DE:**

At any point a student is suspended, ISS or OSS, during the semester he/she is enrolled in dual enrollment, he/she will not be eligible for DE the following semester.

Students must follow their chosen college's academic calendar for dropping/adding DE courses; if a student wants to drop a course, they must first meet with the counselor and fill out the appropriate paperwork. Provided it is within the college's deadline, there is no penalty for dropping a course, and it is not transcribed. Dual enrollment classes run on the college calendar so they may not start or stop a semester at the same time the high school does. Colleges have strict deadlines for signing up or dropping a class. The college will send you information about payment and you need to pay the college. Simms does not handle the money for dual enrollment. For more information regarding DE, visit with the counselor.

#### **Grade Averaging**

All courses attempted will be recorded on the transcript, with documentation of the student's performance. The overall grade-point average will be calculated using all grades recorded for all courses attempted, and that grade-point average will be used for purposes of student ranking. If a class is being repeated, the second grade alone will be used to calculate the overall GPA. Preference for enrollment in all courses will be given in the following order, based on space available: students taking the course for the first time; students repeating the course after previously failing to receive credit for the course; and students repeating the course after previously receiving credit for the course; with students who have lower grades having preference. Exceptions may be made to the preference order upon recommendation of a student's counselor and approval by the High School administration. The transcript may note a course that has been repeated in some manner, (i.e., an asterisk) and include a statement explaining the GPA calculation method.

#### **Honor Roll**

The Simms High School Honor Roll is published at the end of the nine-week period (Quarter Honor Roll) and at the end of each semester (Semester Honor Roll). In order to qualify for the Honor Roll, High School students must have a GPA of 3.25 or above and have no incomplete grades. In addition, High School students must not have received a D or F in any class. All courses

receiving a letter grade are included in the grade point calculation. Middle school honor roll is published at semester only.

High School Honor Roll Levels		Middle School Honor Roll Levels	
Highest	4.0	Highest	4.0
Exemplary	3.99-3.80	Exemplary	3.99-3.80
Distinguished	3.79-3.50	Distinguished	3.79-3.50
Honor	3.49-3.25	Honor	3.49-3.25

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations.

Teachers will refresh their gradebook every day at the close of the day after imputing their grades. The grade report will be pulled as per the eligibility dates listed in the handbook. After the report is created, letters of probation and ineligible status will be initiated by the teacher and principal for verification and mailed to the parent/guardian. The AD/Principal will communicate with the coach/sponsor which students will be ineligible. The coach/sponsor will then communicate with the student. The student policy is supplementary to the Montana High School Association rules.

Eligibility standards for all extracurricular participation will be set forth in the MSHA Handbook ([www.MSHA.org](http://www.MSHA.org)) and as further refined below:

- Students must have an updated MSHA physical form on file in the office prior to participating in any athletic practice, event, or open gyms.
- Per MSHA rules, all athletes and parents each year must sign and initial the concussion statement of understanding. A completed form has to be on file in the office before a student can participate in any athletic practice or event.
- Students and their parent(s) or guardian must complete and sign the [Athletic Code of Behavior- Release From](#).
- Student Activity fees paid and no outstanding fines.

## FEES

### Activity Card and Extra and Co-Curricular Participation Fees

All students are encouraged to purchase an Activity Card, which admits students to extracurricular events at a free or reduced rate. An activity card includes the following: Activity bus to and from ALL extracurricular activities, pep bus and gate attendance for all home sports events excluding all post season events.

All students 6-12 participating in extra and co-curricular activities must fill out and sign the Activities Participation Agreement form.

Besides meeting academic and physical eligibility, students who participate in extracurricular activities are assessed a fee. Participation fees are assessed **annually** in all extracurricular activities at Simms School. Participation fees shall be payable following **team or activity member selection**.



Fees are payable to Sun River Valley School District and can be paid at the Simms Office. A receipt will be issued upon payment if requested. There will be **no refunds** made after team or activity member selections are determined and fees have been collected.

Students who participate in extracurricular activities must pay their Activity/Participation Fee **PRIOR** to first practice. Students who have not purchased an activity card will not be permitted to ride the activity bus for extracurricular events.

Extracurricular activities that require a Participation Fee at Simms include:

Basketball	Wrestling	Football	Track	Pep Band
Tennis	Speech & Drama	Volleyball	BPA	FFA

Tiger Activity Card Fee

\$25.00 (Excludes all MHSA & 10C Post Season games)

Students will be asked to purchase an activity card unless a family pass has been purchased. The activity card allows access to:

- Gate entrance at home activity – all levels K-12
- SRVS Activity bus transportation (after school activity, to and from activities)

Tiger Passes

A Family Pass (\$90.00) includes parents and all children in immediate family 12th grade and under. An Adult Single pass is \$50.00

General Admission

Football/Volleyball/Wrestling/MS Basketball:

Adults:	\$5.00
Students (Grades 6-12):	\$3.00
Children (Grades K-5):	\$3.00
Children Under 5:	FREE
Seniors Citizen:	FREE

General Admission HS Girls and Boys Basketball:

Adults:	\$8.00
Students (Grades 6-12):	\$6.00
Children (Grades K-5):	\$3.00
Children Under 5:	FREE
Senior Citizen:	FREE

Participation Fee Grades 6-12 (Participation Fee Reductions: Students who qualify under federal guidelines for free or reduced school lunch for the current year shall be granted a fifty percent (50%) reduction of the participation fees at Simms School.)

1 <sup>st</sup> Extracurricular Activity	\$30.00
2 <sup>nd</sup> Extracurricular Activities	\$30.00
3 <sup>rd</sup> or More Extracurricular Activities	\$15.00
Participation Fee (Family Max.)	\$125.00

HS/MS BPA

\$20.00 Middle School & High School

Music

Simms students who elect to participate in the MHSA District Music Festival solo or ensemble competition shall pay the entry fee of \$2.00-\$12.00. **Participation Fee is charged for PEP Band, Chorus, or (Music Director Discretion).**

### Class Fees

There is no cost or charge to any student for textbooks or other course materials needed to complete any regular credit class. Students are responsible for general supplies such as paper, pencils, pens, notebooks, etc. Occasionally, students may be asked to bring minor items. However, those items will be furnished, or an alternative provided, if students are unable to furnish them. Some elective classes have specific supplies and/or requirements that students are expected to furnish, such as wood for projects, materials for textile projects, a lab fee for Science, and/or supplies for special projects. In all classes, supplies can be provided for if students are unable to obtain them. If this is the case, a personal conference with the teacher, counselor, or administrator is all that is necessary.

Students are responsible for all school-issued books, electronics, equipment, athletic gear, school supplies, and library materials checked out to them for their use during the school year. **Fines** will be assessed for failure to return materials and/or damages to materials. All fines must be paid before a student will receive his/her diploma or report card at the end of the year.

Please refer to the [\[Student Activity Handbook\]](#). Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity (Appendix E). Parents also have the right to withdraw their child from any club or extracurricular activity.

**Please note:** Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Sun River Valley School District subject to the student's eligibility as set out in [Student Activities Handbook](#). The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school administration.

## FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Contact the District main office to apply.

Breakfast 6-12:            \$2.00                      Lunch 6-12:                      \$3.00

Please refer to Policies 2510 and 8205 for additional information regarding the District's wellness program and its meal charging policy.

## FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the administration at least 8 school days before the event.

Except as approved by the administration, fundraising by non-school groups is not permitted on school property. Please refer to Policy 4210 for additional information.

## GRADE CLASSIFICATION

Sun River Middle School Grades: 6, 7 and 8    Simms High School Grades: 9, 10, 11 and 12

	<b>Start</b>	<b>Mid Term</b>	<b>End</b>	<b>Days</b>
<b>Quarter 1</b>	August 19, 2024	September 19, 2024	October 24, 2024	38
<b>Quarter 2</b>	October 28, 2024	December 5, 2024	January 16 , 2025	38
<b>Semester 1</b>	<b>August 19, 2024</b>		<b>January 16-2025</b>	<b>76</b>
<b>Quarter 3</b>	January 20, 2025	February 20, 2025	March 27, 2025	40
<b>Quarter 4</b>	March 31, 2025	May 1, 2025	June 5, 2025	38
<b>Semester 2</b>	<b>January 20, 2025</b>		<b>June 5, 2025</b>	<b>78</b>
				<b>154</b>

**\*Probation Eligibility Periods are from Mid-Term of Quarter to End of Quarter.**

**\*Students that Fail the previous quarter, are ineligible for the next quarter.**

**(Ineligible students will not be able to participate in: extracurricular activities, school sponsored field trips, etc).**

**2024- 2025 SIMMS 6-12 Eligibility Policy (All Participants: Homeschool, In-School, Distance Learners).**

In order to compete in any extracurricular activity or to hold any office, a student must pass all subjects they were enrolled in from the previous quarter. If a student is assigned an “incomplete”, or a grade is left blank on the report card, the student is considered ineligible until a passing grade is placed on the report card.

- Students have one (1) week from the end of the grading period to finish an incomplete grade. (Unless hospitalized or death in the family).
- After one (1) week, the missing work is given a “zero” and the instructor will recalculate the grade using zeroes for the incomplete work.
- A student cannot participate/practice in the activity while under an ineligible status.
- Students who are ineligible and subsequently become eligible, must have a minimum of 10 days of practice (except in football).
- This rule will not supersede MHSA requirements.

**Eligibility of incoming fifth and sixth graders** to the Middle School athletic programs will at first be based on their promotion at their respective grade levels. Thereafter, that student will be ineligible if he/she has an “F” or an “incomplete” on a report card. This grading policy also applies to any co-op students in the athletic programs

**Eligibility of incoming sixth graders to the seventh grade** will be the promotion into grade 7.

In Middle School, a student is ineligible if he/she has an “F” or “Incomplete” on a report card.

When the incomplete is made up, the student, if passing, is then eligible to participate in the school’s extracurricular programs.

**Eligibility for incoming 8th graders** for football, volleyball, tennis will be based on the previous school years’ fourth quarter grading period. A student is ineligible if he/she has an “F” or incomplete on a report card. When the incomplete is made up, the student, if passing, is then eligible to participate in the school’s extracurricular programs. Because of the nature of the 10C Middle School Sports seasons, where two different sports are run during the first quarter, eligibility for basketball will be determined by course grades on the Friday preceding the first scheduled practice of the basketball season. Any student passing all classes at that time will be deemed eligible to start basketball. However, at the end of the first quarter all student/athletes must have passing quarter grades as listed in number 3 above in order to remain eligible. This grading policy also applies to any co-op students in the athletic programs.

**Incoming freshman** eligibility is determined by their fourth quarter eighth grade marks. If an incoming freshman enters high school with an “F”, he/she will be placed on probation. Students on probation will have their grades checked at 4 1/2 weeks. As long as they are passing all subjects they are allowed to fully participate. If they are failing one or more classes at the grade check, they become ineligible for the remainder of the quarter. Incoming students from other schools who are

eligible for activities at their previous schools but are ineligible under our rules will be placed on probation. Probation rules for these students will be the same as above. Probation lasts for one quarter and only in these circumstances. MHSA eligibility rules are always in effect.

**Students who are ineligible for an activity due to training rule violations** may try-out for the activity during the try-out period. If the student makes the team (varsity, junior varsity or freshman) they can join the team when they become eligible. There will only be one try-out period per activity. If the student wants to participate in an activity with no try-out process, they can join the team when they become eligible. A student cannot become eligible on a Friday or Saturday of tournaments, they will be eligible for play the following Monday. A participant can practice if ineligible due to training rule violations.

**Students who are academically ineligible for an activity** may try-out for the activity during the try-out period. If the student makes the team (varsity, junior varsity, or freshman) they can join the team when eligible. There will only be one try-out period per activity. If the student wants to participate in an activity with no try-out process, they can join the team when they become eligible. A student cannot become eligible on the Friday or Saturday of tournaments, they will be eligible for play the following Monday. A student who is academically ineligible cannot practice with the team until they are eligible.

**Athletes must be in attendance the day of the activity if the activity is held on a school day (All Day).**

- A. If a student is not well enough to be in school, then they cannot participate in a game or practice.
- B. The exception to this would be if the athlete's parent/guardian has made advance arrangements with the principal for extenuating circumstances other than illness (Medical Appointments with note).

**Participants who are failing any class at mid-quarter grade check.** Students will receive a letter and verbal notice from the teacher and principal regarding failed classes at mid-quarter. If a student is still failing two weeks after the mid-quarter grade check the student will miss the upcoming weekend of activities. If students continue to fail after the two weeks beyond mid-quarter grade check, they will not be allowed to practice or participate in extracurricular activities until all grades are passing for courses.

**Only incoming Eighth through Seniors** are eligible to participate in any high school practice or competition. \* An exception to this rule is if a student meeting the age rule requirement for high school eligibility that is enrolled in eighth grade, as outlined in the MHSA handbook.

#### **Impact on Extra-Curricular Activities:**

**Student/athletes or group participants must be in attendance the day of the activity if the activity is held on a school day (All Day).**

- A. If a student is not well enough to be in school, then they cannot participate in a game or practice.
- B. The exception to this would be if the Student(s) parent/guardian has made advance arrangements with the principal for extenuating circumstances other than illness.
- C. **Absences for school-sponsored activities are excused**, and teachers will work with

students to make up the work missed.

**D. Extra-Curricular Activities (MHSA High School) (Simms 6-12 MS-HS Activities)**

- E. If a student accumulates more than 10 total excused or unexcused absences in any class period during a semester, he/she is in violation for participating in extracurricular activities. Any student in violation will not be permitted to participate in extracurricular activities until the student has completed the attendance contract within their activity schedule season or post season.
- F. **50 % Rule** for students in activities MS-HS: Students that miss over 50% of the offered academic week will not be permitted to participate in a contest thereafter within their activity schedule season or post season. Medically excused absences will be at the discretion of the administration.

## **GRADING GUIDELINES**

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

### **Middle School & High School**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

### **CAMPUS GRADING POLICY**

When a student has fallen to a 60% or lower of any kind - the teacher will contact parents via phone/email.

- At least forty percent (40%) of a semester's grade shall be based on summative activities such as major projects and tests.
- Not more than sixty percent (60%) of a semester's grade shall be based on formative activities such as homework, classwork, daily quizzes, and class participation.
- During each semester grading period, at least twelve (12) formative activities (homework, classwork, daily quizzes, and class participation) grades shall be recorded.
- During each semester grading period, at least nine (9) summative activity (major projects and tests) grades shall be recorded.
- A minimum of two (2) grades per week shall be recorded by the close of business each Thursday.
- A minimum of seven (7) grades per period shall be recorded by the classroom teacher before or after the first 30 days of quarter.
- In Art, Career and Technical Education, Health and Physical Education, and Music classes, a minimum of one (1) grade shall be recorded during each week grading period.
- Projects may not have a due date of the last week of a semester.
- After the second grade of "0" is assigned to a student, the parents must be contacted. Parents are to be contacted each subsequent time that a "0" is to be assigned.

- Semester Exams will not be weighted less than ten percent (10%) of the semester grade.
- Extra-Curricular Eligibility will follow the posting schedule. Staff overturning 6-12 grades listed within the grade report will be asked to contact the student's parent, contact the AD and Principal.
- 4 Day Classes: During each semester grading period, at least twelve (12) formative activities (homework, classwork, daily quizzes, and class participation) grades shall be recorded.
- 2 Day Classes: During each semester grading period, at least nine (9) summative activity (major projects and tests) grades shall be recorded.

In grades 6-12, achievement shall be reported to parents and students as:

Grade	Percentage	GPA
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67

Grade	Percentage	GPA
D+	67-69	1.33
D	63-66	1
D-	60-62	0.67
F	0-59	0
I	Incomplete	0

#### Semester Test Policy

Students who have a 90% or higher cumulative grade in their class for quarter (combined) classes may have the option of taking the final exam. If the student's cumulative grade to date for the course is 90% or higher, the student may request to take the final exam within the class before the close of semester during the testing window offered.

#### Grading for 6<sup>th</sup> -12th Grades

Specific grading procedures are left up to the individual teachers and take into account daily work and test grades, classroom discussion, behavior, attendance, and other criteria. Incomplete work not made up within the outlined attendance policy may result in a zero for the grade(s) missed.

#### School Scholastic Requirements Middle School (6-7-8)

Communication Arts	1 Unit each year
Social Studies	1 Unit each year
Mathematics	1 Unit each year
Science	1 Unit each year
P.E./Health	½ Unit each year
Visual Arts	½ Unit each year
Music	½ Unit each year
Vocational/Practical Arts	½ Unit each year

#### ACADEMIC DEFINITIONS:

- CREDIT: In grades 9-12, a unit of credit (one credit) is awarded for the successful completion of the work in any course for specific time allotment designated for that course.

- **A REQUIRED SUBJECT:** One which must be completed before graduation.
- **AN ELECTIVE SUBJECT:** One which is offered but not required for graduation.
- **AN ACADEMIC SUBJECT:** One in the area of English, mathematics, social studies, science, or foreign language. All required courses, and some elective courses are academic.
- **A SOLID SUBJECT:** One which, exclusive of activities, meets for a full period per school day for which credit may be earned.
- **CO-CURRICULAR ACTIVITY:** Any student activity scheduled during the school day for which credit may be earned.
- **EXTRA-CURRICULAR ACTIVITY:** Any student activity offered outside the regular curriculum but sponsored and supervised by the high school. No credit is granted for extra-curricular activities.
- **PUPIL LOAD:** The normal pupil load is 8 credits per year. Deviations from this shall have the written approval of the Principal and the custodial parent.
- **OUT OF DISTRICT CREDIT:** Credit will be accepted from schools which hold accreditation from the respective State Department of Public Education and which was earned during the regular school term.
  - o Correspondence, Adult Education and other out-of-district credits must have prior written approval of the Superintendent or Principal designee and be limited to a total of (3) credits, if used to meet minimum graduation requirements, none of which may exceed one (1) credit in any academic area (re; English-1 credit).

Credits are earned by completion of a class with a 60% or higher grade. All core and elective classes are worth 0.5 credit for each successful completion of a semester class. If you complete a year-long class successfully this will be  $0.5 + 0.5 = 1$  high school credit. None of the classes offered by the high school offer college credit.

### **Standardized Testing**

The following are the list of required tests given at SRVS Schools.

PSAT	(Junior Class) Fall
MAP	(Middle School 6, 7, 8) (High School 9-10) Fall, Spring
MAST	(Middle School 6, 7, 8) Fall, Winter, Spring
ASVAB	(Junior Class) Winter
ACT	(Junior Class) Spring

### **GRADUATION**

#### **Activities**

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Graduation activities will include:

#### **Participation in Commencement Exercises**

Participation in the commencement exercises is an earned privilege. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all of the state and local requirements for graduation and are in good standing before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive



their diploma at the time of completion. Students who violate the District's discipline policy may be prohibited from participating in commencement exercises.

#### Organization and Content of Commencement Exercises

The school administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student may choose to decline the invitation. Students will participate in the graduation exercises of the high school they are enrolled in during the last semester preceding graduation.

#### Waiver of Requirement

The Principal will establish an academic variance committee to review all petitions for waiver. The Principal may recommend, and the Superintendent approves, modifications to graduation requirements under special circumstances.

#### High School Colors for Graduation Ceremony

The only accepted colors for graduation are the school colors. Combinations of black, white and cardinal red are acceptable. Simms High School coordinates graduation regalia with Jostens.

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercises may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

#### Requirements for a Diploma (Total of 24 Credits)

<u>Freshman (9th)</u>		<u>Sophomore (10th)</u>	
English 9	1 Credit	English 10*	1 Credit
Algebra 1	1 Credit	Geometry	1 Credit
Science 9	1 Credit	Biology	1 Credit
HPE 9	0.5 Credit	World History	1 Credit
		HPE 10	0.5 Credit
<u>Junior (11th)</u>		<u>Senior (12th)</u>	
English 11*	1 Credit	English 12*	1 Credit
Algebra II	1 Credit	Trigonometry/Calculus**	1 Credit
Chemistry/Physics	1 Credit	Principles of Democracy	1 Credit
U.S. History	1 Credit		

#### Grades 9 - 10 - 11 - 12 (Completed during students eight semesters prior to graduation)

Fine Arts	1 Credit (Band, Choir, Art, World Languages)
Career & Technical Education	1 Credit
Electives***	8 Credits (Variety are offered within the school year)

**\*Honors courses may be offered, depending on staffing/class sizes**

**\*\*Must be taken to earn the Honors Diploma**  
**\*\*\* Honors diploma requires 8.5 elective credits**

**Honors Diploma (Total of 26 Credits)**

Students meeting **all** the following requirements will receive an honors diploma upon graduation:

Language Arts	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits (World History, US History, Principles of Democracy)
PE/Health	1 credit
Fine Arts	1 credit
Vocational/Practical Arts	1 credit
Focus on Technology	0.5 credit
Electives	8.5 credits

Within these electives, a student must plan for an additional CTE/Vocational ed, **or** enroll in an online foreign language course through MTDA

Maintain a **cumulative GPA of at least 3.5** on a 4.0 point scale up to the last grading period of their senior year;

Obtain a minimum **composite score of 21** on the American College Testing (ACT) exam;

Complete a minimum of **four (4) Dual Enrollment, Honors or AP courses** (successfully passed with at least an 80%).

A complete Honors Diploma Application is provided by the school counselor.

A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP).

Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a recommendation may be made to approve a minor deviation from the graduation requirements.

A student who has experienced educational disruption will be entitled to graduate with a diploma if the student has met the minimum credit requirements established by the Board of Public Education. The District may distinguish the diploma in a reasonable manner from other diplomas issued. The Board of Trustees may enroll a student who is not yet 19 years and was awarded a diploma due to educational disruption and who seeks access to a reasonable curriculum designed to advance postsecondary success.

**SENIOR FIELD TRIP**

The graduating high school class will be able to attend a senior trip after school is dismissed during the calendar year.

## **HOMELESS STUDENTS**

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

## **HOMEWORK**

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

Teachers may give homework to students to aid in the student's educational development.

Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

## **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, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those

vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This form will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see [Policy 3413](#).

## **LAW ENFORCEMENT**

### **Questioning of Students**

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.

- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Service of Process**

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

### **MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have a written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school main office secretaries. The main office secretaries, or school employee to whom the task is delegated pursuant to Montana law 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, a written order for self-administration of a medication from a licensed healthcare provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

### **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the building administrator.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 406-264-5110 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact the District Main Office.

- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website [www.srvs.k12.mt.us](http://www.srvs.k12.mt.us).
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Booster Club, Simms MS-HS PTA

## **PROTECTION OF STUDENT RIGHTS**

### **Parent Rights**

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

### **Surveys**

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

### **Instructional Materials**

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

### **Collection of Personal Information from Students for Marketing**

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

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

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.

- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

### **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator or office staff will decide whether or not the student should be sent home and will notify the student's parent or guardian. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

### **RELIGIOUS PRACTICES**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.



## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class or subject are issued to parents through mail at the conclusion of the offered semesters. Students, parents, & guardians have online access to Infinite Campus Grading System at all times.

The District will send failed report cards and unsatisfactory progress reports be signed by the parent and returned to the school within 8 days.

## **SAFETY**

### **Accident Prevention**

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

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

### **Emergency Medical Treatment and Information**

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

### **Drills: Fire, Tornado, and Other Emergencies**

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

### **Emergency School-Closing Information**

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Announcements regarding

school closings because of severe weather, power failure or other emergency conditions may be heard on the school Infinite Campus system, school facebook page, and if needed through local radio and television media outlets.

### **Personal Protective Equipment**

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

### **SEARCHES AND SEIZURES**

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

### **Students and their Personal Effects**

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

### **Vehicles Parked on School Property**

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school

property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

### **School Property**

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

### **Seizure of Property**

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

Evidence produced by a search may be used in a disciplinary proceeding against the student.

### **Sexual Harassment**

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 for additional information regarding the District's prohibition against discrimination and harassment.

## **STUDENTS IN FOSTER CARE**

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

## **STUDENT GOVERNMENT**

Student Body Government in the high school consists of (but not limited to):

High School: President, Vice President, Secretary, Treasurer.

Grade 9, 10, 11, 12: Two Class Representatives

Student body Government in the middle school consists of (but not limited to):

Student Middle School: President, Vice President, Secretary, Treasurer.

Grades 6, 7, 8: Two Class Representatives

## **STUDENT RECORDS**

### **Access by Parents and Student**

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

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

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

### **Access by Other Individuals and Entities**

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

### **Challenging Content of Records**

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

### **Directory Information**

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

### **Maintenance of Records**

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

### **Rights Under FERPA**

Specific parental and eligible student rights are Appendix A in this Handbook.

### **Privacy Matters – Photographs and Social Media**

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with

others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

## **STUDENT SCHEDULES**

Simms School makes every attempt to place students in courses that match their individual career and academic plan. Students are advised to make responsible selections of courses based upon input from parents, teachers and counselors prior to registration for the next school year and are expected to remain in those courses.

## **HALLWAY TIMES**

In order to promote a proper learning environment, students are expected to be in class. The first thirty-five minutes of each class is used strictly for instruction. When it is absolutely necessary for students to be out of class, students must have permission from their teacher. Four minutes is allotted for passing time between classes.

Occasionally there is a valid reason for dropping a course, such as:

- Student is misplaced (she/he does not have the background necessary for success in the course) or the instructor feels the aptitude is lacking.
- Student needs additional accommodations beyond regular academic support.
- Student is over-extended.

Adding or Dropping a Course is permitted during the first 5 school days in the semester.

- Counselor Responsibility:
  - Discuss graduation requirements.
  - Verify course prerequisites are met.
  - Determine if space is available in the new class choice.
- Requirements:
  - Student still has 7 classes per semester (6<sup>th</sup>- 12<sup>th</sup> grades).
  - Schedule changes that result in fewer classes must be approved by the counselor and/or administration.
  - No other additional changes to the schedule occur.
  - Dual Enrollment opportunities must be decided one month prior to semester ending and a request submitted to the principal and/or counselor.
- Student Responsibility:
  - Consult with the grade level counselor about the feasibility of the proposed change.
  - Pick up an Add/Drop form from the counselor, obtain signatures from the dropping teacher, the accepting teacher, and the parent/guardian and return the form for final counselor approval.

\*\* Classes will only be dropped for the reasons stated above.

\*\*Any schedule changes that do not fall within the SRVS Schedule Change Policy will result in a drop/fail and will be recorded as an F on the student's transcript.

Academic Core Class Adjustments - Level Changes (from one level of course to another)



- Teacher Responsibility:
  - Communicate with students and parents about level change.
  - Consult with the “accepting teacher” to see if there is space available.
  - Original teacher communicates level change with the counselor.
- Building Procedure:
  - Anytime within the 1<sup>st</sup> progress period of one week. Academic reason for the change related to skill level.
  - Two days after grades are posted from the first progress period, student remains in course for the remainder of the semester and a level change can be considered for the following semester.

**SIMMS HIGH SCHOOL WORK RELEASE PROGRAM REQUIREMENTS (Not Offered until Semester #2 Grade 12 Only):**

- a) Student must be of senior standing;
- b) Student **must have accumulated 21 or more credits** toward graduation by the end of their junior year/beginning of their senior year to participate in this program;
- c) Student must not now, or ever have been, on an attendance contract;
- d) Student must not have any failing grades on their transcript;
- e) If a student under the work release program becomes academically ineligible at any time, the work release may be revoked in order to ensure completion of graduation requirements;
- f) Student must follow established school policy; failure to follow school policy may result in the work release privilege being revoked by administration (i.e., attendance policy, discipline policy, etc.);
- g) School-related activities will take precedence over work-release activities;
- h) Students will leave the building and campus when released for work unless employed by the district or on campus;
- i) Students who are not actively employed will have work release privileges revoked and will be required to report to school and enroll in a class or as a teacher’s aide;
- j) Employers will agree to complete a follow-up survey for each student in the work release program;
- k) The Principal and/or their designee will visit or contact all work sites a minimum of once per quarter to evaluate the student’s work experience;
- l) **STUDENTS WILL BE REQUIRED TO PROVIDE PAY STUBS AS PROOF OF EMPLOYMENT;**
- m) The Principal and/or their designee will monitor work attendance and hours worked;
- n) A work-release student must be enrolled in at least 4 credit-bearing classes.
- o) Work release students are allowed to leave the building when their class is dismissed for lunch.

**SIMMS HIGH SCHOOL OFF-SITE EDUCATION PROGRAM REQUIREMENTS (Not Offered until Semester #2 Grade 12 Only):**

- a) Students must complete the off-site education application during May of their junior year; no late applications will be considered;
- b) To be considered as a participant, the student must not be now, or ever have been, on an attendance contract; **any student with 10 or more absences in any period during the last semester of their junior year is not eligible for the off-site education program;**

- c) Any student applying for this program must not have ANY failing grades on their academic transcript;
- d) Student must be of senior standing;
- e) Student **must have accumulated 21 or more credits** toward graduation **by the end of their junior year;**
- f) Student must show proof of enrollment in an off-site educational site no later than August 1<sup>st</sup> of their upcoming senior year;
- g) **If a student taking off-site courses becomes academically ineligible or violates the SHS attendance policy, the off-site learning contract may be revoked in order to ensure completion of graduation requirements;**
- h) Student must follow established school policy; failure to follow school policy may result in the privilege of off-site learning being revoked by administration (i.e., attendance policy, discipline policy, etc.);
- i) School-related activities will take precedence over off-site learning activities;
- j) Students will leave the building and campus when released for homebound learning, unless previously approved by administration;

Upon completion of **each semester**, it is the student's responsibility to provide an **official transcript** of courses completed, as well as final grades for those courses. No courses will be transcribed into the student's high school transcript until receipt of that document; photocopies of a transcript are not acceptable.

## **SUMMER SCHOOL**

**Is not offered.**

## **TEXTBOOKS**

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

## **TRANSPORTATION**

### **School Sponsored**

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

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living 3 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the District Main Office.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

## **FIELD TRIPS**

Principal-approved field trips are used to provide learning experiences in an environment beyond the classroom. Students are responsible for coursework missed while they are on the trip. The Principal may deny student participation if absences put him/her at risk. Academic Related School Function Field Trips will be offered and allowed to students as per the Teacher/Adviser/Activity Instructor supervision. Field Trips must be approved two weeks in advance to the desk of the principal and trip requests submitted two weeks in advance. No Field trips will be allowed the first two weeks and last two weeks of instruction. Field Trips will not be approved during Semester Test week. A student cannot participate in the activity while under an ineligible status.

Approved Field Trips (Academic Based): The faculty member that has scheduled the field trip away from school during the school day(s) will be expected to have the following in order two weeks in advance: student permission forms, bus request to transportation supervisor, and provide a written itinerary to the students, parents, administration, and main office, and SRVS District excused list form emailed or sent out. (Staff will also share a student excused list with teachers, principal/AD, and main office 1 day prior to departure. Students that do not turn in their permission forms one day prior to the trip will not be allowed to attend.)

Approved Field Trips (Extra Curricular): The faculty member that has scheduled a school sponsored activity away from school during the school day(s) will be expected to have the following in order two weeks in advance: bus request to transportation supervisor, and provide a written itinerary to the students, parents, administration, and main office, and SRVS District excused list form emailed or sent out. (Staff will also share a student excused list with teachers, principal/AD, and main office 1 day prior to departure. Students that do not turn in their permission forms one day prior to the trip will not be allowed to attend.)

Field Trips that require **overnight stay** (Academic Based): A Gender Specific Rooming list will be required for lodging.

Motel accommodations must be placed 2 months in advance. The faculty member that has scheduled the field trip away from school during the school day(s) will be expected to have the following in order two weeks in advance: student permission forms, bus request to transportation supervisor, and provide a written itinerary to the students, parents, administration, and main office, and SRVS District excused list form emailed or sent out. (Staff will also share a student excused list with teachers, principal/AD, and main office 1 day prior to departure. Students that do not turn in their permission forms one day prior to the trip will not be allowed to attend.)

Field Trips that require **overnight stay** (Extra Curricular): A Gender Specific Rooming list will be required for lodging.

Motel accommodations for Season / Post Season:

Head Coach or Advisor will schedule lodging for school sponsored activity four months prior to date(s) of activity by requesting rooms through the main office and administration. In the event that the head coach doesn't complete this four months prior to the activity season or post season, the main office will schedule rooms 1 month in advance.

The following activities that do not have rooms reserved by their High School Divisions: Football, G&B Wrestling, G&B Basketball, G&B Track and Field, G&B Tennis, Speech and Drama, Choir/Band, FFA, BPA.

The following activities that do have rooms reserved by their High School Divisions: Northern C Division VB- reserves rooms for State Volleyball.

The faculty member that has scheduled a school sponsored activity away from school during the school day(s) will be expected to have the following in order two weeks in advance: bus request to transportation supervisor, and provide a written itinerary to the students, parents, administration, and main office, and SRVS District excused list form emailed or sent out. (Staff will also share a student excused list with teachers, principal/AD, and main office 1 day prior to departure. Students that do not turn in their permission forms one day prior to the trip will not be allowed to attend.)

Un-approved Field Trips (Academic Based or Extra Curricular): If the above is not followed by staff or students, the administration has the right to deny trips.

## **TRAVEL REGULATIONS**

Except as provided hereafter, all student transportation must be conducted by school bus or licensed and insured private carriers in connection with out-of-town school related events. Students must remain with the group at all times in traveling to, from, and during an out-of-town school event, unless an **Alternative Travel Request** has been submitted and approved. The student, parent and building administrator must sign the form and submit it twenty-four (24) hours **prior** to travel unless otherwise approved by an administrator. Forms are available on the District website. Parents must sign the form first, before administration. For purposes of this regulation the term "a parent" means the parent/legal guardian or grandparent of the affected student or the parent/legal guardian of another student whom the student's parent/legal guardian has designated.

Following is a summary of our travel guidelines:

- Students are representing Simms School and will be expected to wear appropriate clothing. Appropriate dress will be determined by the coach/supervisor.
- The use of alcohol or drugs is prohibited and will result in disciplinary action, up to possible expulsion from Simms School.
- Smoking or the use of tobacco products or vaping products is not permitted.
- Students are to be with the group at all times unless specifically excused by the advisor.
- Although it is discouraged, students may request permission to return with their parents from school-sponsored trips. "Transportation Release" forms are available on the District website and must be approved and arranged with the advisor **prior** to any trip.
- No visitors will be allowed in students' motel rooms unless the sponsor has given his/her prior approval.
- Coaches and/or advisors may establish additional rules or regulations for their own group. These additions must be cleared with the principal. Insubordination to authority will not be tolerated.

Violation of all above rules may invoke the following actions:

The parents will be called and the student may be sent home at the earliest convenient time via commercial transportation at the expense of the parents. Appropriate disciplinary consequences will be assigned and a parent conference will be required before the final disposition of the case.

## **VIDEOTAPING OF STUDENTS**

The District has the right to use security and surveillance 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 from security and surveillance cameras 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. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is included in Appendix E.

## **VISITORS**

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

## Receipt of Handbook and Acknowledgement of Rights

I have received a copy of the Sun River Valley Schools Student Handbook for the 2024-2025 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to the District main office by August 19, 2024 of this school year.

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Name of Student

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Signature of Student

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Signature of Parent

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Date

## **Appendix A – FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by

October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



## **APPENDIX B - K-4 AUTHORIZATION FOR ELECTRONIC ACCESS**

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication<sup>1</sup> to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

### **Use of New Web Tools**

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

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<sup>1</sup> "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, pager, iPod, or other mp3 or audio-video players and cameras.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## **APPENDIX C - 5-12 AUTHORIZATION FOR ELECTRONIC ACCESS**

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication<sup>2</sup> to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

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<sup>2</sup> "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

## Use of New Web Tools

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## APPENDIX D –AUTHORIZATION TO PARTICIPATE AND RECORD

The District offers student clubs and extracurricular activities, events, and programs to the Student, including, but not limited to, curricular and co-curricular programs and clubs, sporting events, athletics, band, cheerleading as identified in the Student Handbook, and transportation and lodging to, from, and associated with these activities (collectively “Clubs and Activities”).

**Parental permission is required for the Student to participate in a Club or Activity.** By signing this form, you give permission for your child to participate in the Club(s) and Activity(ies) identified by you and:

1. Represent the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
2. Understand and acknowledge that the Student may not be skilled in one or all of the Clubs and Activities;
3. Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
4. Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the Student may not possess;
5. Understand and acknowledge that the Club or Activity in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be “cut” from the Club or Activity through the audition/try-out process;
6. Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
7. Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
8. Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
9. Understand and acknowledge that the District may remove the Student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

You further acknowledge and consent to the Student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the Student participating in the Club(s) and Activity(ies) identified in spite of, and with full knowledge of, risks which may be associated with that Activity.

By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

Club(s) and/or Activity(ies) for which permission is given for the Student to participate (Circle all that apply):

Basketball	Wrestling	Football	Track	Pep Band
Tennis	Speech & Drama	Volleyball	BPA	FFA

STUDENT NAME

STUDENT SIGNATURE

DATE

NAME OF PARENT OR GUARDIAN

PARENT OR GUARDIAN SIGNATURE

DATE

**Please return form to: SRVS District Office by August 19, 2024. Signed permission must be provided before a student can participate in a Club or Activity.**



# STUDENT DISCIPLINE REFERRAL FORM

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Period:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Group A Offense

- ☐ Class Disruption
- ☐ Food or Drink in Class
- ☐ Inappropriate Dress
- ☐ Late for Class
- ☐ Ear Buds
- ☐ Phone
- ☐ Not Prepared for Class
- ☐ Other

### Group B Offense (Progressive)

- ☐ Chronic Group A
- ☐ Cheating or Plagiarism
- ☐ Defacing School Property
- ☐ Defiance or Non Compliance of School Authorities
- ☐ Display of Affection
- ☐ Forgery
- ☐ Harassment, Bullying
- ☐ Obscenity, Profanity, and Vulgarity
- ☐ Skipping School
- ☐ Other

### Group C Offenses (Exceptional Misconduct)

- ( ) Alcohol, Drugs, Tobacco
- ( ) Assault or Physical Violence
- ( ) Chronic Harassment
- ( ) Sexual Harassment or Misconduct
- ( ) Theft
- ( ) Threats
- ( ) Unlawful Acts
- ( ) Vandalism
- ( ) Weapons
- ( ) Willful and or open Defiance
- ( ) Other

**Details of incident:** \_\_\_\_\_

( ) **To Inform Administration ONLY** (Faculty member has called or emailed parent or guardian of student to inform)

- ( ) Discussed with student: ( ) Counselor Consultation  
( ) Contacted parent/guardian (circle one): Phone / Email (Attach) / In Person / Documentation (Attach)  
( ) Informed Administration (circle one): Planning period / Between classes / After school / As soon as possible

( ) **Action Required / Requested** (Faculty member has called or emailed parent or guardian of student to inform with administration)

- ☐ Discussed with student                      ☐ Student is assigned lunch detention  
☐ Counselor consultation                    ☐ Referred to school administration  
☐ Contacted parent/guardian (circle one): Phone / Email / In Person / Other: (Attach Email)  
☐ Informed Administration (circle one): Planning period / Between classes / After school / As soon as possible

Referred by: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACTION TAKEN BY SCHOOL ADMINISTRATION:**

- ( ) Warning on this occasion. Repeated offenses will increase consequences.
- ( ) Student is assigned Lunch Detention: (Monday / Tuesday / Wednesday / Thursday)
- ( ) Student is assigned \_\_\_\_\_ day(s) **In-School Suspension** to commence: \_\_\_\_\_
- ( ) Student is referred to School Counselor for Interventions
- ( ) **Out-of-School Suspension:** \_\_\_\_\_
- ( ) Other: \_\_\_\_\_

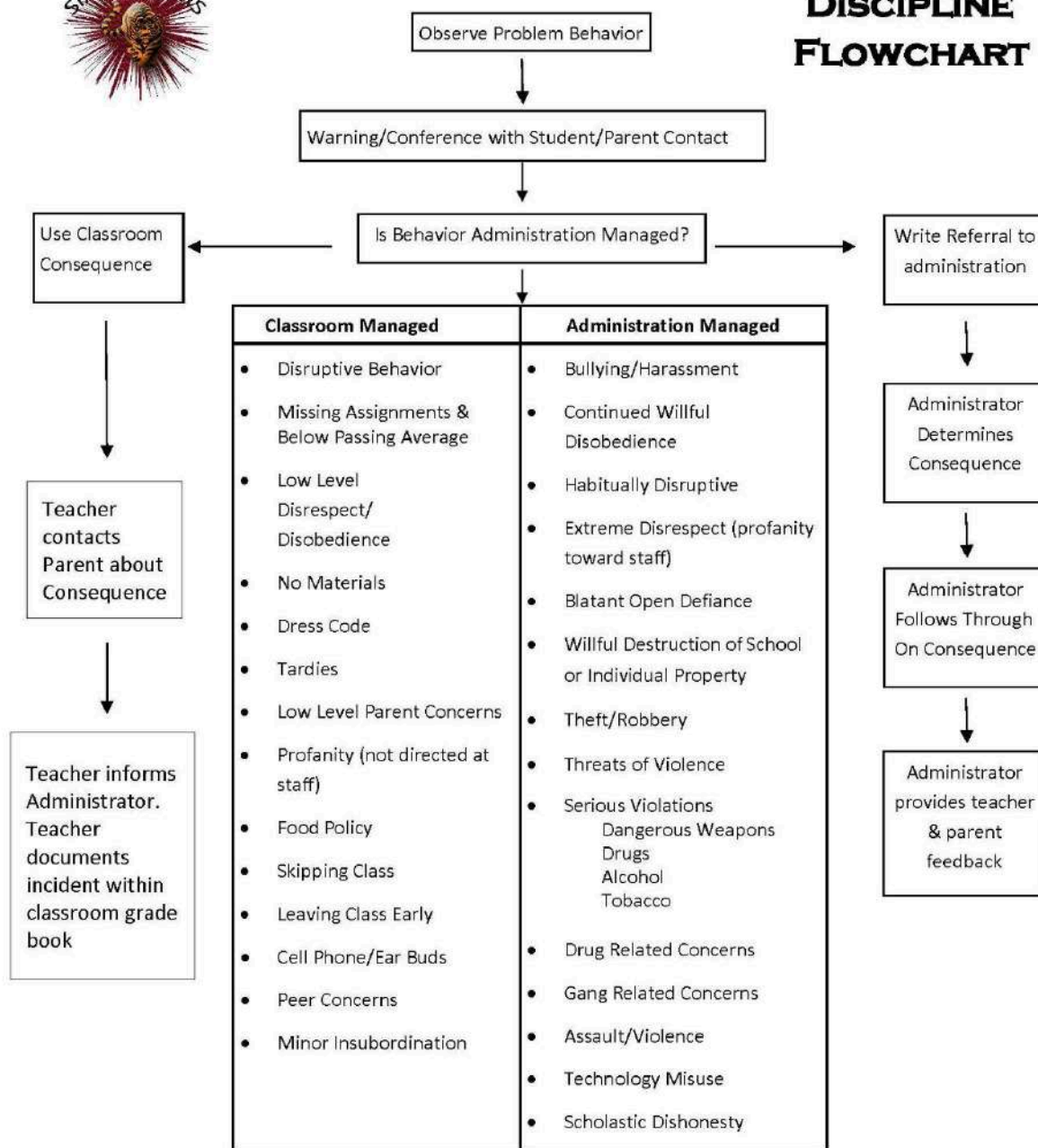
**School Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** For In-School Suspensions, the Parent/Guardian may request a conference with the Principal within two days of receiving this notice. For Out-of-School suspension and expulsions the Parent/Guardian must meet with school officials prior to the student returning to school.

**NOTE:** ALL suspensions make students ineligible to participate in practices, games, or activities during the suspension period.



## DISCIPLINE FLOWCHART



Initial Teacher Response Examples	Sample Admin Consequences
<ol style="list-style-type: none"> <li>1. State Expectations</li> <li>2. Call Parents/guardian</li> <li>3. Detention</li> <li>4. Loss of Privileges (e.g. Natural Consequences)</li> <li>5. Reinforce others for appropriate behavior</li> <li>6. Restitution</li> </ol>	<ol style="list-style-type: none"> <li>1. Loss of Privileges</li> <li>2. Call Parents/guardian</li> <li>3. Detention</li> <li>4. Suspension or Expulsion</li> <li>5. Restitution</li> </ol>



# SUN RIVER VALLEY SCHOOL DISTRICT

## 2024-2025 Calendar

4-Day School Week

JULY (0)							AUGUST (8)							SEPTEMBER (16)							OCTOBER (18)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER (14)							DECEMBER (12)							JANUARY (16)							FEBRUARY (16)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2	1	2	3	4	5	6	7		1	2	3	4									1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	24	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	
							31																				

MARCH (17)							APRIL (17)							MAY (16)							JUNE (4)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1		1	2	3	4	5			1	2	3	4	5	6	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

### August

14-15 Teacher PIR (2)

19 First Day of School

### September

2 Labor Day - No School

### October

17-18 Teacher Convention (2 PIR)

24 End 1st Quarter

### November

14 End 1st Trimester

27-28 Thanksgiving Break - No School

### December

3 PTC 4:30-7:00 pm (1/2 PIR)

5 PTC 4:30-7:00 pm (1/2 PIR)

23-31 Christmas Break - No School

### January

1-2 Christmas Break - No School

6 School Resumes

16 End of Semester 1/Qtr 2

17 Teacher PIR (1)

### February

6 PTC 4:30-7:00 (1/2 PIR)

27 End 2nd Trimester

### March

27 End 3rd Quarter

### April

21 Spring Break - No School

### May

26 Memorial Day - No School

### June

5 Last Day (full day) - End Semester 2/Qtr 4; FSE 3rd Trimester

6 Teacher PIR (1/2)

### FSE Trimester End Dates

Oct 3 - 1st Mid-Term	
Nov 14 - 1st Trimester	50
Jan 16 - 2nd Mid-Term	
Feb 27 - 2nd Trimester	50
Apr 17 - 3rd Mid-Term	
June 5 - 3rd Trimester	54
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### Prof. Dev. Days (7 PIR)

August 14-15 (2)
October 17-18 (2)
December 3 (1/2)
December 5 (1/2)
January 17 (1)
February 6 (1/2)
June 6 (1/2)

### Key

0	First/Last Day of School
2	Holiday
0	School Day
	Teacher PIR - No School
/	End Quarter/Semester/Mid Term
△	End Trimester/Mid Term - Elem.
○	Parent/Teacher Conferences PTC

### Quarter/Semester End Dates

Sep 19 - 1st Quarter Mid-Term	
Oct 24 - 1st Quarter	38
Dec 5 - 2nd Quarter Mid-Term	
Jan 16 - 2nd Quarter/1st Semester	38
Feb 20 - 3rd Quarter Mid-Term	
Mar 27 - 3rd Quarter	40
May 1 - 4th Quarter Mid-Term	
June 5 - 4th Quarter/2nd Semester	38
	154

## BACK TO SCHOOL SUPPLY LIST 2024-2025 SIMMS MS & HS

### Sara Davidson: (MS/HS Music)

Binder  
mechanical pencils  
Notebook paper  
Black Socks  
Black pants/skirt  
Simms Music T-shirt

### Robert Hazenberg: (HS Health Enhancement)

Shower Supplies  
All students need clean gym clothes:  
T-shirt or sweatshirt, shorts or sweatpants, socks, shoes (for gym class only, please) and deodorant. (Follow school dress code)  
Water bottle

### Haakon Fredrickson: (MS PE & Fitness)

Gym shoes  
Shorts and tshirt (follow school dress code)

### Nora Klick: (MS/HS Health Enhancement)

Shower Supplies  
All students need clean gym clothes:  
T-shirt or sweatshirt, shorts or sweatpants, socks, shoes (for gym class only, please) and deodorant. (Follow school dress code)  
Water bottle

### Josh Sheldon: (Middle School Science & Art):

Notebooks  
Erasers  
Pencils (Small pack of colored)  
Folder  
Loose-leaf Paper  
Basic Calculator

### Mikayla Hudson: (MS-HS AG)

Composition notebook  
Eraser, Folder, Binder, Graph Paper  
Wooden pencil (you may have a mechanical pencil to be used for notes in anything on paper. You must have wooden pencils these will be used during shop class for marking wood and other materials)  
Close toed shoes (are required if you're going to be in the woods or welding shop)  
Non-flammable pants with no holes in them a.k.a. jeans (are required if you're going to be in the woods or welding shop)  
No loose clothing(is required if you're going to be in the woods or welding shop)  
Tie or clip for anyone who has long hair (is required if you're going to be in the woods or welding shop)

### Jean Blackman: (MS-HS AG)

Pencils/Pens  
Notebook  
Folder  
Loose leaf paper  
For shop classes:  
Closed toed shoes (and something to keep them clean)  
Clothes you don't mind getting dirty  
Means of keeping hair up/out of the way (hair ties, claw clips)

### Windie Goldhahn: (HS Mathematics):

Notebook for math notes  
Pencils (extra lead and erasers if mechanical)  
Book cover (extra-large or jumbo)  
Pink, yellow, and green highlighters  
Calculator (if desired)

### Karen Mishler: (HS English):

Notebook for English Notes  
Pens/Pencils of your choice  
Pink, Yellow and Green Highlighters

### Jessica Harrison (Middle School & High School English):

Binder  
Two notebooks  
Loose leaf paper  
Mechanical pencils

### Molly Pasma: (HS History):

Notebook for note taking  
Writing utensils of your choice i.e. pencils or pens  
Book cover (extra-large)  
Pink, yellow and green highlighters

### Malary Moultray: (HS Science & Math):

Book Cover  
Writing Utensils  
Composition notebook  
Loose Leaf Paper

### Vonda Harrison: (Middle School):

Pencils, pens, highlighters and erasers  
Spiral college ruled notebooks to be left in classroom for each class  
Paper for daily lessons  
Book cover (extra-large)  
Calculator (if possible) L(MS/HS Science):  
Writing utensils  
Book Cover  
Composition notebook  
-Loose leaf paper  
2" 3 Ring Binder