

BACK TO SCHOOL SUPPLY LIST 2022 - 2023

Jodi Koterba (MS/HS Ag/Shop)

3 ring binder (Will be left in class so needs to be separate from other classes)
2 pencils (Shop class MUST have NON-Mechanical)
Notebook paper
Safety Glasses (You will be supplied 1 pair but you may bring NON-TINTED glasses)
Shop requires closed toed shoes when working

Whitney Polich: (MS/HS Art)

9 x 12 in. Sketchbook: look for mixed media paper, approx. 80-100 lb. thickness (sturdy enough to hold water media and glue).

For example: <https://www.walmart.com/ip/Canson-XL-Mix-Media-Artist-Paper-Notebook-Side-Wired-Pad-9-x-12-60-Sheets-Pad/34580251>

1" 3-ring binder (can be a separate section in a larger binder)

Glue stick

Pencil (non-mechanical)

Hand held eraser (pink pearl, plastic, or gum)

Pencil Pouch (optional, but highly recommended to hold all of your writing utensils)

*I will announce additional course specific supplies for HS on the first day of class

Sara Davidson: (MS/HS Music)

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

Robert Hazenberg: (HS Health Enhancement) Jay Fredrickson: (MS/HS Health Enhancement)

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

Christine Perkins: (6-12 Counselor & Middle School Life skills)

Notebook for note-taking
Pocket Folder
Pencils
Composition notebook for journaling.

Josh Sheldon: (Middle School Science and HPE)

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

Wendie 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 or a Binder
Composition Book.
College Ruled Notebook Paper
Pens/Pencils of your choice
Pink, Yellow and Green Highlighters
Pencil Pouch/Ziplock bag - something to hold your pens, pencils and 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

Malory 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

PREFACE

To Students and Parents:

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

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

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

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

2022 – 2023 CLASS ADVISERS

2029 (6th Grade): Josh Sheldon

2028 (7th Grade): Jay Fredrickson

2027 (8th Grade): YVonda Harrison

2026 (Freshman): Robert Hazenberg, Jennifer Hazenberg, Mallory Moultray

2025 (Sophomore): Molly Pasma, Karen Mishler, Sara Davidson

2024 (Juniors): Tayler Thompson, Whitney Polich, Windie Goldhahn, Jessica Harrison

2023 (Seniors): Jennifer Rohrer, Jodi Koterba, Christine Perkins

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ACADEMIC AND BUILDING ACCOMMODATIONS

Advanced Placement Classes

Advanced Placement (AP) classes are college-level courses. Students who take AP courses are required to take the AP exam and may receive college credit if they score high enough on the exam. Students who are interested in AP courses should contact the counselor for more information.

Special Education

Compensatory instructional services are offered to Simms students who qualify under IDEA (Individuals with Disabilities Education Act), Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act.

ADVERTISING/POSTERS (Refer to SBP 4331)

Advertising is not allowed on campus without prior approval of the administration. Generally, advertisements for non-profit organizations or club activities will be allowed. Posters must be approved by the administration before being posted. See the Principal for the "Approved" stamp for posters.

ADVISEMENT PROGRAM

All students are assigned to an advisor for advisement and scheduling purposes during the seven years they are at Simms School. Advisors will be in charge of contacting parents, planning curriculum, and providing awareness to the students of what the school has to offer. A counselor will always be available to assist the student or student's advisor when help is needed.

AFTERSCHOOL STUDY HALL & ACTIVITIES (by appointment only)

Afterschool study help is staffed by certified teachers and is designed to help all Simms students. Check with the Principal or Counselor for times of these study sessions.

Family Night

Wednesday night is reserved for family night or family activities. No school activities scheduled beyond 6:00pm.

ANNOUNCEMENTS

The announcements for Simms School are announced by the Main Office staff and are revised on an as needed basis. Announcements are made over the school PA system, on the District website and on the District Facebook page.

Morning School Announcements

Each school day at 9:00 AM the school will provide overhead speaker announcements. All School notifications are listed on the google calendar for events planning purposes. Staff and Students will use the announcement reporting system in place and submit announcements prior to 9:00 AM each day. The School secretary will email the announcements out for staff each morning with the attendance listing.

ATTENDANCE PROCEDURES (Refer to SBP 3122 and 3122P)

2022-2023 6-12 SIMMS SCHOOL

Attendance Definitions

Absences that are counted against the 12-day absence limit Per Semester:

(Students are required to make up all work that is missed to gain the necessary skills taught in the course):

Excused Absences

(E=Excused, F=Family, IL=Illness).

An absence that had been pre-approved or cleared, within five days of the absence, by a parent or a guardian.

Unexcused Absences

(TR=Truant or A=Absent).

An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teacher discretion.

Absences not counted against the 12-day absence limit Per Semester:

(Students are required to make up all work that is missed to gain the necessary skills taught in the course.):

SR=School Related

When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office.

IS=ISS, OS=OSS

Disciplinary action that results in the exclusion of a student from classes and/or extra-curricular activities for a specified period of time.

M=Medical, H=Homebound

An absence that is medically cleared through written documentation from a licensed physician.

OT= Other

(i.e. Weather-related absence when the schools remain in session or Legal appointments or one College Visit during your Senior year or discretionary administrative approval.)

F= bereavement, religious exemptions.

12 – Day Absence Procedure:

If a student accumulates more than 12 total excused or unexcused absences in any class period during a semester, he/she is in violation of the absence limit. If the student is passing the class with an “A”, “B” or “C”, he/she will receive credit; however, the letter grade will be reflected as a “Incomplete” for that class on their permanent transcript. This “I” will be calculated as a 2.0 toward the student’s cumulative GPA. Students who have a “D” or “F” will maintain those grades.

Replacing a “I” with a letter grade on permanent student transcript.

When a student accumulates more than 12 total excused or unexcused absences in any class period and wishes to reinstate a letter grade he/she needs to do the following:

Contact their Principal to initiate the reinstatement process within 3 days of accumulating more than 12. One of two methods may be used to reinstate a letter grade.

Attendance Contract – student will have zero excused or unexcused absences for 20 consecutive school days or the remainder of the semester, whichever is greater.

Hour-For-Hour Makeup. For every class period you miss more than 12 (per period), you must make up an academic intervention hour (possibilities include Friday School, with teacher supervised time, etc.). If fewer than 20 days remaining in a semester, this is your only option.

An appeal can happen once per school year. An appeal must be completed during the offending semester. If a student appeals, he/she cannot have any more excused or unexcused absences that semester in that class period.

NOTE - Any planned absence that may put a student over the limit of 12 must be approved by the administration (i.e. vacations, family trips, educational learning opportunities, etc.) See also below: “Planned Absence”

Number of excused or unexcused absences per class period	Attendance Flowchart
1-6	<ul style="list-style-type: none"> ·Call from the attendance office or automated dialer (this happens for each absence starting at 1.) ·Classroom teacher recognizes that absences may be a concern with the student. Teacher conferences with the student and documents the contact. ·Teachers may contact parents/guardians at this point. Teacher documents the contact. ·Teacher explains to student opportunities for making up missed classwork (if parent/guardian is contacted that may be explained to them as well.)
Number of excused or unexcused absences per class period	Attendance Flowchart (continued)
7-8	<ul style="list-style-type: none"> ·Call from the attendance office or automated dialer (this happens for each absence starting at 1.) ·Classroom teacher recognizes that absences are a concern with the student. Teacher conferences with the student and documents the contact. ·Teacher will contact parents/guardians. Teacher documents the contact. ·Teacher explains to student and parent/guardian opportunities for making up missed classwork. ·Teacher will assign classroom intervention if the student is behind academically (i.e. Contract, Friday School, after detention, etc.) Teacher notifies both the student and parent/guardian of the intervention type and time. ·Classroom teacher notifies Administration and Counselor via email. ·Principal may visit with the student and the parent/guardian. Administration will document the visit.
9-12	<ul style="list-style-type: none"> ·Call from the attendance office or automated dialer (this happens for each absence starting at 1.) ·Teacher continues to conference with the student and parent/guardian regarding absences, opportunities for make-up, and class status. ·Administration will conference with the student and the parent/guardian. Administration will document the conference. ·Interventions may be assigned by Administration (i.e. Medical Only, Contract, Friday School, detention, etc.) Administration notifies both the student and parent/guardian of the intervention type and time.
More than 12	<ul style="list-style-type: none"> ·Call from the attendance office or automated dialer (this happens for each absence starting at 1.) ·Interventions may be assigned by Administration (i.e. Medical Only, Contract, Friday School, detention, etc.) Administration notifies both the student and parent/guardian of the intervention type and time. ·If a student has an "A," "B," or "C" in a class, the letter grade will be reflected as a "I" and the student receives credit; however, that letter grade will be reflected as a 2.0 on GPA. Students receiving an "F" will not receive credit. *Students will be required to schedule conferences with classroom teachers and Administration. ·Possible truancy citation by law enforcement/SRO

Absence Notification.

A phone call from a parent or legal guardian is necessary when a student is absent or late. Calls should be received by 9 am on the day of the absence (the Attendance Office number is 268-6251). Students who are found calling in and representing themselves as parents or guardians will face disciplinary consequences. Absences must be excused within 48 hours or absences will revert to an unverified absence/truancy.

Automated Attendance Notification System.

If your student is absent from a class, and if you, as the parent, have not called in to excuse the absence, you will be notified via phone that your student's absence is currently unexcused. Please notify the school of phone number changes. The automated system will call at intervals of several hours until our Attendance Office receives a call back from you, the parent. The recorded message will give you all the pertinent details. Of course, it is very important that we have your current phone number(s); it is the parent's responsibility to update contact information.

Attendance Matters.

Students seeking employment may be asked to provide an attendance record with their academic transcript to a prospective employer as part of the job application. Students are responsible for requesting the transcript and may sign for it if they are 18 years old, or have a parent sign if they are a minor. The SRVS Records Office issues these transcripts.

Inclement Weather.

During inclement weather, listen to the radio for weather updates. Social media is also utilized. Check Facebook (SRVS), Facebook and the school district website (www.srvs.k12.mt.us) for updates. If you have questions, please contact the school office. In the case of school or bus cancellations, absences will be school related. If, at any time, you feel that it is not safe for your child to travel to school because of road/weather conditions, please call and speak with your child's administrator. SRVS Schools will work with you to support family decisions to keep your children safe.

Planned Absences.

It is important to remember that the learning experiences taking place in the classroom environment are an essential part of the educational process. Teachers and students can work out arrangements for handing in missed work; however, it is not possible or reasonable to expect teachers to reconstruct classroom activities (e.g. discussions, labs, etc.) when a student misses class. *Planned extended absences (i.e. family vacations, family/friend trips, etc.) that span 3 or more days must receive prior approval from the administration.

See also above: **"12-Day Absence Procedure."**

Absences accrued due to a student missing school by choice to participate in vacation, family trips, or other activities that could otherwise be scheduled on a non-school day or outside of the school day, often negatively impact the student's grades as a result of missing essential classroom discussion, labs, and activities. Teachers and students usually work out arrangements for handing in the work missed; however, often it is not possible or reasonable to expect teachers to reconstruct classroom activities when a student misses class by choice.

When missing school is unavoidable for a non-school related, planned activity, school officials and teachers appreciate knowing the student will be absent. Parents are asked to CALL THE ATTENDANCE OFFICE (264-5110) in advance of the absence when they know their child will miss school.

Students need to pick up a "Request for Absence Approval and Assignments" form from the Attendance Office and take it to teachers for signatures and homework.

Absences for school-sponsored activities are excused, and teachers will work with students to make up the work missed.

Absences during semester tests, unless a verified emergency, 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.

Make-up Work.

Teachers will grant 2 days for each day of *excused/verified* absence (such as appointments/illnesses verified by a parent) for work completion at full credit. It is the student's responsibility to make individual arrangements with his or her teachers for work completion. Students *may* not be able to make up work missed during unexcused/unverified absences. (Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified.)

Tardies.

Students are expected to arrive to class on time, with materials, and be ready to learn. Students, late for any reason, must report to the administration office and receive an admin pass. The teacher will handle classroom tardies; excessive tardies may be referred to an administrator. Tardy contracts are an option for teachers and administrators to use. Chronic tardiness may adversely affect a student's academic progress. A tardy of more than 15 minutes is considered an absence.

Before and After School.

Students who arrive early are expected to keep voices at a normal level and not to be loud or disruptive to school before classes that are in session. After school, students are asked to leave the building as soon as possible (within 5 minutes of class ending), unless they are being supervised by a staff member. Students waiting for rides or for driver's education classes or afterschool activities should remain in the breezeways.

Disciplinary Action for Truancy.

Truancy may result in disciplinary action. Students are to attend every class, every day.

Change of Address.

It is very important that any change of residence or phone numbers during the school year be reported to the Attendance Office (264-5110). This includes primary addresses and second mailing addresses.

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).*

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.

Part Time Attendance.

Students requesting part-time enrollment will be reviewed on a case-by-case basis. A committee of school professionals and the parents will review the application and make a recommendation. The final decision lies with the Principal, subject to review by the Superintendent upon request.

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. Students may only be released to adults listed in Infinite Campus.

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.

Awards

Tiger High Flyer- Students are awarded with this award for academic excellence, hard work, and demonstration of our "Tiger Way" character traits.

Principal's Recognition- Students receive principal signatures for academic success, Tiger Points and other accomplishments.

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 Awards-** This award is given to students who have mastered their grade level achievements, character development, pacing, positive intent, problem solving, interdependence, and choices to become a high achieving student.

Activities:

Middle School (6th – 7th – 8th)

High School (9th – 10th – 11th – 12th)

Academic Letter

Students may "letter" in academics based on their cumulative weighted grade point average. To letter, a student must have a cumulative weighted grade point average of:

9th Grade Students = 3.9 Cumulative Weighted GPA

10th Grade Students = 3.85 Cumulative Weighted GPA

11th Grade Students = 3.8 Cumulative Weighted GPA

12th Grade Students = 3.75 Cumulative Weighted GPA

Awards will be presented during the end of year Achievement Day assembly. A certificate and/or school letter is awarded to high school students for academic achievement. Any student who drops out of school during the year for any reason not approved by the Awards Committee will not be eligible for an award. Students who violate Simms rules pertaining to alcohol/drugs, tobacco, vandalism, violation of the criminal code, hazing, racial, religious, sexual harassment or violence, may not be eligible for an award.

Departmental Awards

A variety of departmental awards are presented at the annual Awards Assembly.

Girls State and Boys State

Juniors are selected each year to spend one week involving themselves in a study of American citizenship. Applications are filled out and the selection is made based on leadership, character, honesty, scholarship and community service.

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. The awards are presented at the awards assembly to which parents are invited.

Honor Roll

Students who achieve a grade point average of 3.00 or above are placed on the honor roll. Approximately 40 students are placed on the honor roll per semester.

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.

National Honor Society

Junior candidates eligible for election to the chapter shall have a minimum scholarship average of 3.5 after five semesters. Senior candidates eligible for election to the chapter shall have a minimum scholarship average of 3.67 after seven semesters. It should be noted that meeting the minimum G.P.A. allows the candidate to be eligible for further consideration. Membership in the National Honor Society is based upon citizenship, scholarship, character, leadership and service as evaluated by the SHS faculty council and determined by regulations established by the national organization.

Outstanding Service Letter

SHS High School grants a chenille SHS letter to students who have completed 200 hours of volunteer work. Any student may apply by submitting a letter provided by the primary service recipient verifying the minimum number of service hours. Any service provided for any school, government agency, or non-profit organization will be considered. See the Principal or Counselor for more information.

Scholarships and Other College Assistance

Numerous individual, industrial, military, and college-sponsored scholarships are presented at the annual Awards Assembly. All students are encouraged to check periodically on the availability of these awards.

BULLYING /INTIMIDATION/HARASSMENT/HAZING (SBP 3226)

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Definitions:

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

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

“Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

“Bullying” means any harassment, intimidation, hazing or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance that takes place on or immediately adjacent to school, to school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

Physically harming a student or damaging a student’s property

Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property

Creating a hostile educational environment, or

Substantially and materially disrupts the orderly operation of a school

Reporting

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

Complaints against the building Principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

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

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, threatening, insulting, demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication as stated above, may see redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

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

Retaliation and Reprisal

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

BUS REGULATIONS SRVS

- Students who come to school on the school bus should return home on the school bus unless they have a note or phone call from home stating otherwise.
- Riding the school bus is a privilege.
- Improper conduct on the bus may result in bus riding privileges being denied.
- Only regularly scheduled bus students are to ride the bus unless prior arrangements have been made
- Students are expected to have proper clothing as per weather conditions while riding district transportation.
- Bus students are to go immediately to the bus areas when they are dismissed in the afternoon.
- Sit in your assigned seat, facing front, keeping your personal possessions, head, arms, legs, feet inside the bus and inside your assigned space while on the bus.
- Students will be respectful to the drivers and obey directions.
- All school regulations apply to the bus.

CELLULAR PHONES (Refer 50 SBP 3630)

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 school district employees is a privilege 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 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 9 – 12 may also use such devices during the lunch period in the cafeteria, main hallway or outdoors. Students in grade 6-8 may use their cell phones during the lunch break, but not during lunch recess. K-5 Students are discouraged from bringing cellphones to school and their use is

not permitted during the instructional day.

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 visual possession and/or use will result in confiscation of the device by school officials, including classroom teachers and may result in disciplinary action. Confiscated devices may be returned, at the discretion of the building administrator, to the parent or guardian of the student or to the student. Repeated unauthorized use of such devices will result in disciplinary action.

Student Use of Electronic Networks

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. (Board Policy 3612) The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

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

Acceptable Uses

All use of the District's electronic network are for educational purposes only and must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable Usage of the Network.

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

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

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

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

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

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access may be denied and he/she may be subject to additional disciplinary action. The system administrator shall confer with the principal regarding whether or not a user has violated this policy. The principal may deny, revoke, or suspend access at any time, with his/her decision being final.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet service.

CHANGE OF ADDRESS

It is very important that any change of residence or phone numbers during the school year be reported to the Attendance Office. This change will be reported to the other offices.

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. Therefore, Simms 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, open books or notes when not instructed, altering a grade, 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.

<i>Cheating Protocols 6-12</i>	Middle School	High School
<i>First Offense</i>	Parent contact Replace Assignment for reduced/loss of credit Minimum 1 Detention	Parent contact Replace Assignment for reduced/loss of credit Minimum 1 Detention
<i>Second Offense</i>	Parent contact Replace Assignment for reduced/loss of credit Minimum 1 day ISS	Parent contact Replace Assignment for failing grade/loss of credit Minimum 1 day ISS
<i>Third Offense</i>	Parent contact No credit for work Minimum 3 days ISS	Parent contact No credit for work Minimum 3 day OSS
Subsequent Offense may result in: Extended ISS, OSS, Board Discipline Hearing, and Course Failure.		

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.

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

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
Do not share work with other students.

CHEMICAL USE POLICY (Refer to SBP 3330-3340)

Students shall not use, have in possession, sell, or distribute alcohol, tobacco, illegal drugs, or abuse prescription or non-prescription drugs. Any conduct that violates Montana Law will be reported to the proper law enforcement authority. Students in extracurricular activities will be subject to an activity student handbook for offense structure, and a chemical treatment plan.

COMMUNICABLE DISEASES / CONDITIONS (Refer to SBP 3417)

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 office 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, Hepatitis, Rubella (German Measles), Campylobacteriosis, Influenza including congenital Chickenpox, Lyme disease, Salmonellosis, Chlamydia, Malaria, Syphilis, Colorado Tick Fever, Measles (Rubeola,) Scabies, Diphtheria, Meningitis, Shigellosis, Gastroenteritis, Mumps, Streptococcal disease, invasive Giardiasis, Pinkeye, Tuberculosis, Hansen's disease, Ringworm of the scalp, Whooping Cough (Pertussis) [Further information may be found at policy 3417 in the District's Policy Manual]

COMPUTER LABS

The Computer Labs have been established to provide students with access to technology so that they may meet instructional and technological goals in meaningful ways. The labs are available from 8:00 a.m. through 4:00 p.m. Monday through Thursday. Classes and individuals may take advantage of software programs and Internet access on the PC platform. (See Internet use policy.)

COUNSELING (Refer to SBP 2140)

Counseling helps individual students understand themselves in relation to the world about them. Its purpose is to help students develop their potential by assessing strengths and weaknesses, abilities and talents, aptitudes and interests, values and attitudes, and to help students adjust their aspirations accordingly.

There is one counselor at Simms School to help students and parents with any concerns they may have. Counselors have special training and work experience and hold special certification to serve students in this capacity. They are not disciplinarians. In addition to their counseling work, the counselors have other guidance functions. These include orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, job placement and recommendations, plus many other duties.

Correspondence Courses

Under unusual or special circumstances, students may be permitted to enroll in an approved correspondence course from a school approved by the National University Extension Association, or the National Home Study Council. The Principal must grant prior permission. See a counselor for 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 Advisement Center.

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

PSAT/NMSQT—Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test

Scholarships and Financial Aid

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. A categorical listing of scholarships that are available is kept in the Counseling Center, and students are encouraged to consult it as well as watch for current listings on the bulletin board as scholarships become available. Students are encouraged to visit the Advisement Center about scholarships and financial aid. Also see the Awards section of this Handbook.

Transcripts

Because of the time necessary to process transcript requests, it is important that requests be made as soon as possible. To request a transcript, the student needs to notify Simms School as to name, current grade level, how many copies are needed, and where they are to be sent or if they will be picked up. As requested, seventh semester transcripts to colleges will be forwarded at the end of the semester. As requested by the student, final transcripts and verification of graduation will be forwarded in June/July. All requests for release of student information must be signed by a parent (if a student is under 18 years of age) or by the student (if 18 years old).

DANCES

Dances are held from time to time for middle school and/or high school students. The following rules apply to all dances. This policy is developed to ensure that all dances planned by the class/organization are conducted in an organized and orderly manner. Dance requests will not be considered by the administration unless approval of the dance has been given by the class or organization sponsor(s). All requests for dances must be approved by the administration two (2) weeks prior to the date of the dance.

- All dances 9-12, except the Prom, must end no later than midnight.
- Middle school dances will end by 8:00 p.m.
- Middle school students will not be permitted to attend high school dances and high school students are not allowed to attend middle school dances.
- Anyone other than Simms students must be registered at the office prior to the dance.
- Once students enter a dance, they may not leave and then return to the dance. Students must arrive at the dance no later than thirty minutes after the dance begins.
- All dances, excluding the Prom, must be held in the cafeteria.
- All dances should have at least 2 adult chaperons from outside the school faculty present at the dance that are acceptable to the administration. In addition, it will be the students' responsibility to secure faculty chaperons for all dances.
- At least one class/organization sponsor must be present at the dance.
- Clean-up after the dance must be finished prior to the next school day and is the responsibility of the class or organization sponsoring the dance. Money will be deducted from class organization activity accounts to pay for damages.
- Dances, excluding the prom, will be limited to one dance per month.

- Damage of school property will be the responsibility of the class or organization sponsoring the dance. Money will be deducted from class/organization activity accounts to pay for damage
- No alcoholic beverages or other drugs will be allowed on school property during the dance. Anyone violating this rule, including the band, will be required to leave immediately, and the police will be notified. Students of Simms will be subject to the school's substance abuse policy.
- Anyone leaving will not be readmitted.
- Vulgar/provocative dancing such as grinding will not be allowed, not any form of dance which is sexually suggestive or mimics sexual acts. Back to front contact dancing will not be permitted.

DISCIPLINE

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

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.

Referral Procedure

- Three referrals in one school week will result in Tuesday Detention.
- Six referrals during the semester result in one day of In School Suspension.
- Ten referrals during the semester result in 4 days of In School Suspension.
- Ten or more during the semester will result in 4 days of Out of School Suspension & Behavior plan.

ACTION TAKEN BY FACULTY DOCUMENTING BEHAVIOR REFERRAL:

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

- 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 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.*

- 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 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, Assault or Physical Violence, Chronic Harassment, Sexual Harassment or Misconduct, Theft, Threats, Unlawful Acts, Vandalism, Weapons, Willful and or open Defiance.*

- 1-Student is made aware of the behavior by the faculty member making the referral.
- 2-Student removed from academic setting and sent to the office. 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 referral. (Cascade County School SRO is Involved).
- 4-Determine discipline, inform student & parent and guardian of discipline procedure.
- 5-Administration reports to faculty with behavior modification if necessary.

DISCIPLINARY MEASURES

Disciplinary measures include, but are not limited to:

- Expulsion
- Out-of-School Suspension
- In-School Suspension
- Detention
- Loss of bus privileges
- Loss of open campus privileges
- Notification to juvenile authorities
- Restitution for damages to school property
- Training Rules Violations
- Simms School emphasizes these universals: Be Respectful, Be Responsible, and Be Safe.

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.
- Referral Procedure
- -Three referrals in one school week will result in Tuesday Detention.
- -Six referrals during the semester result in one day of In School Suspension.
- -Ten referrals during the semester result in 4 days of in School Suspension.
- -Ten or more during the semester will result in 4 days of Out of School Suspension & Behavior plan

An accumulation of various disciplinary offenses as well as the severity of an offense may allow the school officials to recommend more serious disciplinary action, including expulsion. In the case of actions that violate state law, school officials may notify local authorities, depending on the nature and severity of the case. The administration reserves the right to evaluate student behaviors on a case-by-case basis and administer consequences accordingly

Detention

As part of classroom or school wide student management, teachers or administrators may give written discipline referrals for inappropriate behavior. Each written referral may result in the student serving detention either with the classroom teacher or at a regularly scheduled detention period whichever is appropriate. Students who ride the school bus will have to make other arrangements. Parents will be notified of detentions in writing or by phone call. Students who refuse to attend detention may be subject to further disciplinary consequences up to and including expulsion.

In-School Suspension

The administration may impose in-school suspension for part, whole, or multiple school days when, in his/her opinion, a student's actions or attitudes warrant this form of discipline. Students receiving in-school suspension may participate in practices only, but are ineligible for competitions for the duration of the suspension.

Suspension

The administration may impose suspension for up to twenty (20) school days (MCA 20-5-202) when the student's actions or attitudes warrant discipline of this nature. The board shall be notified of any suspension beyond (5) school days. A student suspended from school is concurrently suspended from all school activities and is not permitted on school property during the time of the suspension. School assignments may be obtained and made up upon return to school following the suspension.

Expulsion

Expulsion is an act of authority limited to the board of trustees and is to be used when, in their opinion, exclusion from school will benefit the students of the district, or when it is determined that the student has become a clear and present danger to himself/herself or to others. An expulsion decision of the board of trustees is considered final.

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

Student Due Process

When a student is accused of violating any school regulation, prior to the administering of punishment, the student shall be informed of the school rules and the district's due process procedure of which he/she is in violation. If the charges can be substantiated following notice and an informal hearing, the Principal or the Superintendent may then suspend or discipline the student. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In all instances the student will be allowed the opportunity to tell his/her side of the story. If the student denies that he or she is in violation of a policy, the student and/or parents may follow the Board Policy 1700 – Uniform Complaint Procedure.

DETENTION

Detention is an intermediate measure to help maintain necessary classroom decorum in those cases not serious enough to warrant in or out of school suspension.

The School will conduct Weekly Tuesday Detention with a supervising staff member from 4:00 – 6:00 PM. Students that are absent for Tuesday Detention will be subject to further discipline.

Students receiving a Disciplinary Referral will be notified by the principal the reason for the Disciplinary Referral and Consequence:

Students will serve 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 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 detention after being in attendance at school, 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.

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.

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

Before and After School

Students who arrive at school early are expected to keep voices at a normal level and not to be loud or disruptive. Students are not permitted to remain in the building after school unless supervised by a teacher. Students who must wait for rides should remain in the Commons. Again, behavior needs to be appropriate and voices should not be loud or disruptive to activities being held. Failure to follow the behavior guidelines may result in loss of the privilege of being in the building before or after school.

DISCIPLINE (Refer to SBP 3310) See Discipline Flow Chart on page 37

Student Discipline

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

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

Using, possessing, distributing, purchasing, or selling tobacco products.

Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.

Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.

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. (Federal Law holds that students who bring weapons to school be suspended from school for one year. See Board Policy)

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

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

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person(s) property. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function,

or any disruptive activity.

Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.

Hazing.

The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

The use of offensive language such as racial slurs, etc.

Gang behavior.

These grounds for disciplinary action apply whenever the student(s) conduct is reasonably related to school or school activities, including, but not limited to:

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 which bears a reasonable relationship to school.

Traveling to and from school or a school activity, function, or event.

Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Any conduct that violates Montana Law will be reported to the proper law enforcement authorities.

DRIVER TRAINING (Traffic Education Classes)

Driver education may be offered through the school district once during the summer. The course cost must be paid at the time of registration, **Fee:** \$200. Students with a birthdate on or before _____, are eligible to apply. Enrollment is by date of birth, which we verify. It is not first come first served.

*If Traffic education is not offered within the school district during the school year or summer, students will be allowed to attend traffic education classes outside of the academic school day. This will be on a case by case basis, to help the student and parent accommodate academic schedules and off campus driver's education time.

*Students must pass all academic subjects the prior two semesters to enroll in Drivers Ed.

*This class will be graded as an elective class. Upon completion by the student for 1.0 credit towards their high school graduation requirements.

ELECTRONIC DEVICES: SEARCHES

School officials reserve the right to search any electronic device(s) for information as needed, pursuant to School Board Policy 3231. Such electronic devices include, but are not limited to, cell phones, palm pilots (or personal digital assistants—PDA's), digital cameras or phones, portable storage devices (such as CD's, flash drives, disks), and other electronic devices not herein listed.

EXTRACURRICULAR ELIGIBILITY (See *Extracurricular Handbook Appendix C for further details, page 30*)

Teachers will refresh their gradebook every Monday evening 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. morning. The report will go in the Principal and Activity Director's mailbox. Any student below 60.0% will be reviewed. After the report is created, letters of probation and ineligible status will be initialed 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. If a student fails four solid classes in a semester he/she will be ineligible for the following semester stipulated by the MHSA handbook.

Eligibility dates for the 2022-2023 school year:

Semester 1 August 24 – January 13 (**Quarter 1** Aug 24 – Oct 27) (Mid Term Sept 22)

37 Days

	(Quarter 2 Oct 31 – Jan 12) (Mid Term Dec 1)	39 Days
Semester 2	January 16– June 2 (Quarter 3 Jan 16 – Mar 23) (Mid Term Feb 23)	40 Days
	(Quarter 4 Mar 27 – June 2) (Mid Term Apr 27)	39 Days
Total=		154 Days

Extra-Curricular Eligibility 6-12

Eligibility standards for all extracurricular participation will be set forth in the MSHA Handbook (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 or event.
- 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.

2022- 2023 SIMMS 6-12 Eligibility Policy

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.

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

1. **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.

2. **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.

3. **Eligibility for incoming 8th graders** for football and volleyball 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.

4. **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.
5. **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.
6. **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.
7. **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.
8. **Participants who are failing any class at mid-quarter grade check** must report to the after-school study hall until he or she is passing the classes. Students will receive one verbal warning for the first after-school detention missed. The second time missed will result in a detention assigned. Thereafter, the student will miss the upcoming weekend of activities. If students are habitually skipping mandatory study hall, they will not be allowed to practice or participate in extracurricular activities until all grades are passing for courses. This will also be the option for students that cannot make after-school study hall due to circumstances such as needing to ride the route bus, etc.
9. **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.

REPORT CARDS/PROGRESS REPORTS/Eligibility Dates

The School District asks all parents/guardians & students to view the digital report card online within Infinite Campus. Upon request to the school counselor, parents/guardians & students may receive a hard copy of report cards at the end of Quarter & Semester grading.

2022-2023 Mid-Term and Quarter end dates are as follows:

Quarters	START	Mid-Term	END	DAYS
Quarter 1	August 23	September 22	October 27	37

Quarter 2	October 31	December 1	January 12	38
Quarter 3	January 17	February 23	March 23	40
Quarter 4	March 27	April 27	June 2	39
				Total= 154

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 competition. 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

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

An Adult Single pass is \$50.00

Daily admission:		Winter HS BB
Adults	\$5.00	\$8.00
Students Grades 6-12.....	\$4.00	\$6.00
Children Grades K-5	\$3.00	\$3.00
Children under 5	Free	Free
Senior Citizens 65+	Free	Free

Participation Fee **Grades 6-12**

1st Extracurricular Activity \$30.00

2nd Extracurricular Activities \$30.00

3rd or More Extracurricular Activities \$15.00

Participation Fee (Family Max.) \$125.00

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.

Yearbook \$30.00 Middle School & High School

HS BPA \$20.00 Middle School & High School

Band

Simms students who elect to participate in the MHS 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 Orchestra (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.

FERPA - Notification of Rights for Elementary and Secondary Schools - These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

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

The right to inspect and review the student's education records within 45 days after the day the Simms School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Simms School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.

The right to provide written consent before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff

member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 discloses education records without consent to officials of another 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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

Listed below are disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of post secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive

tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
To caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student. 20 U.S.C. § 1232g(b)(1)(L).
To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Sun River Valley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Sun River Valley School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Sun River Valley School District to include this type of information from your child’s education records in certain school publications. Examples include:

A playbill, showing your student’s role in a drama production
The annual yearbook
Honor roll or other recognition lists
Student directories
Graduation programs
Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Sun River Valley School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the first week after school starts each year. Sun River Valley School District has designated the following information as directory information:

Student’s Name, Address, Telephone Listing, Electronic Mail, Address, Photograph, Date of birth, Dates of Attendance , Grade Level, Participation in officially recognized activities and sports, Weight and Height of members of athletic teams, Honors and Awards received

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 request submitted two weeks in advance. No Field trips will be allowed the first and last two week of instruction. Field Trips will not be approved during Semester Test week.

FOOD SERVICE

Simms School offers a breakfast and lunch program. We offer an electronic ticket system that uses the student ID number as the ticket number. Students may deposit any amount of money from \$1.00 to \$100 to their account and use their ID number to “buy” their breakfasts and lunches from this account. All Food Service finances must be handled through the main office. Payment may be made in cash, by check or on-line at the SRVS.k12.mt.us website. The first day of school is the first opportunity to make such a payment.

Breakfast: \$2.00

Lunch: \$3.00

Extra Milk: \$0.50

The district does not allow charges in excess of \$5.00 per account. Any balances left unpaid over 30 days are subject to forfeiting their account to collections. Students may apply for free or reduced (\$.40) lunch and (\$.30) breakfast tickets online through the school’s website at www.srvs.k12.mt.us. Lunch price reductions are offered to those students whose family income meets the Family Size and Minimum Income Scale adopted by the Board of Trustees according to the Federal Free Lunch Program.

GRADING GUIDELINES

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.

Grading for 6th -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.

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

Grade	Percentage	GPA
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1

D-	60-62	0.67
F	0-59	0
I	Incomplete	0

Student Aide

Twenty-four (24) credits are required for graduation from Simms High School. Students must carry a minimum of 7 credits per semester. Students are limited to a maximum of one (1) Study Hall **or** Teacher's Aide per semester; exceptions may be made by the Administration.

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.

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	3.49-3.00

Honors Curriculum

Students meeting the following requirements will receive an honors diploma upon graduation.

Complete all requirements for graduation (3.5 or better GPA)

- Language Arts _____ credits
- Mathematics _____ credits
- Science _____ credits
- U.S. History _____ credit
- Government _____ credit
- PE/Health _____ credits
- Fine Arts _____ credit
- Vocational/Practical Arts _____ credit

Sub-Total: _____ Credits

In Addition: 6 Credits of Upper Level / Honors Classes (Identified in Course Listings) (3.0 or better)

Subtotal _____ Credits

Additional Electives: 2 Credits (3.5 or better)

Portfolio (1 Credit) Student will develop a portfolio of work showing quality and depth of knowledge in academics, fine arts and/or vocational study and make a formal presentation to a faculty/community group in the spring of the senior year. Portfolio includes a professional Résumé, a college essay, and a post-secondary school application. A complete Honors Application is found in "Appendix A" of the 6-12 Student Handbook.

Total 24 Credits

Also see **Report Cards/Progress Reports** and **Conferences** on page 30 for additional information on **Grading Guidelines**. See **Graduation Requirements, Course Credit** on page 22 and **Standardized Testing/Examinations (University Entrance & other)** on page 22 for additional information regarding End of Class assessments please read Campus Grading Policy below.

CAMPUS GRADING POLICY

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 to remove the notification in the mail distribution before 12:00 PM Tuesday(s).

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.

MS & HS Study halls will be offered to students. During each week the teacher will record 1 grade per week (measurement must reflect the total study hall days according to days in session per week in the grading section).

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 Scales will be as follows 93-100 = A

90-92 = A-

87-89 = B+

STANDARDIZED TESTS

The following are the list of required tests given at Simms School throughout the year.

- ASVAB – Juniors (Varies)
- PSAT – Juniors (Fall)
- ACT – Juniors (Spring)
- NAEP – Grade 8 (Varies)
- MAPS – Grades 6-10

83-86 = B
 80-82 = B-
 77-79 = C+
 73-76 = C
 70-72 = C-
 67-69 = D+
 63-66 = D
 60-62 = D-
 60 and lower = F

Simms 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

Simms School Scholastic Requirements High School (9-10-11-12)

STUDENT PLAN ON A PAGE:		GRADUATION REQUIREMENTS	
FRESHMEN	SOPHOMORE	English 4 credits	
English 9	English 10	History 3 credits	
Health/PE	Health/PE	Math 3 credits	
Algebra 1	Geometry	Science 3 credits	
Earth Science or AG F/NR	Biology	Health Enhancement	1 credit
Focus on Tech	World History	Career & Tech Ed.	1 credit
2 Electives	2 Electives	Fine Arts	1 credit
		Electives	8 credits
JUNIOR	SENIOR	Graduation	24 credits
English 11	English 12		
Algebra II	Principles of Democracy		
U.S. History	Chemistry & Physics (or)		
Chemistry & Physics (or)	Physiology		
Anatomy	Senior Project		
3 Electives	4 Electives		

HIGH SCHOOL GRADUATION

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

Senior students who are within one-half (1/2) credit of meeting the requirements for graduation may participate in the graduation ceremonies upon giving evidence of an approved plan to make up the deficiency.

HOBY (Hugh O’Brian Youth)

The Hugh O’Brian Foundation, established in 1958, states its purpose is to “seek out, recognize and reward leadership

potential in high school sophomores.” All sophomores are eligible for selection and encouraged to apply for these three or four-day weekend seminars held in the spring. The school selects its outstanding sophomore (“ambassador”).

General Electives (Other College Preparatory, Any Vocational and Fine Art, French, Spanish (MTDA &/or Dual) Calculus/Trigonometry, AP Calculus, Women’s Health, Sport Training, Psychology/Sociology, Zoology, History's Mysteries, Study Hall, Dual Enrollment (if student meets the criteria established by school board).

Graduation Requirement: 24 Credits Total (See Curriculum Guide for graduation requirements per class)

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 except physical education, are academic, as are some elective courses.

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.

Correspondence, Summer School, 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-I 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. If you want college credit you must sign up for dual enrollment.

Dual Enrollment

Dual enrollment classes that are offered to Juniors and Seniors earn both high school and college credit. If you want a college transcript or have questions about the college transcript you will need to contact the college who taught the class, the high school has no control of the college transcripts.

Correspondence Courses

The District will permit a student to enroll in an approved correspondence course from a school approved by

the National University Extension Association, in order that such student may include a greater variety of learning experiences within the student's educational program.

Credit for correspondence courses may be granted, provided the following requirements are met:

Prior permission has been granted by the principal;

The program fits the education plan submitted by the regularly enrolled student;

Credit is granted for the following approved schools:

Schools approved by the National University Extension Association or through one of the schools approved by the National Home Study Council;

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

Other schools or institutions which are approved by the District after evaluation for a particular course offering.

MEDICATION

The administration of any drug, including aspirin, is not the function of the Sun River Valley Public Schools.

Special circumstances may require the school to support physicians and parents in the administration prescribed medicine. When such circumstances arise, as determined by the superintendent, the following guidelines will be adhered to:

1. A written authorization from the student's physician must be presented. This authorization must include: name of student, date, name of medication, time schedule for administration, dosage, and possible side effects and a termination date. Only oral medication will be given.
2. A written authorization from the student's parents/guardian to give the medication, and a release from all liability in connection with the administration of the medication, shall be signed by the parents/guardian.
3. Students may not carry medication on their person or keep it in their desks or backpacks unless specific written permission from the parents and the prescribing physician is on file in the Office. Medication shall be delivered to the Office by the parents or guardian.
4. The medications must be in the container from the pharmacy with the name of the student, date, name of the drug, dosage, and the name of the physician.
5. A log or written record should be kept with the student's name, date, time, dosage given and initials of the person administering the medication.
6. The office staff would be the usual one to give the medication, but in the absence of office staff the classroom teacher would assume responsibility.

MTDA – DUAL ENROLLMENT & Edgenuity Policy

Enrollment Guidelines High School 9 – 10 – 11 – 12

*Students must meet all listed criteria two weeks prior to the start of MTDA-DUAL semester offering.

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

-Two classes max policy: upon meeting requirement, students may register for two off-campus distance-learning courses (1 course that is directly related to post-secondary plans, 1 course substituting 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 received credit in all MTDA-DUAL classes with a 75% or higher.

C-Previous semester students received credit in all Simms classes with a 75% or higher.

D-Incoming freshmen are not eligible to take MTDA classes until second semester.

Enrollment Guidelines Middle School 6 – 7 – 8

*Students must meet all listed criteria two weeks prior to the start of MTDA-DUAL semester offering.

*Students must carry a cumulative 3.1 or higher GPA in order to begin the enrollment process.

-One class max policy: upon meeting requirements, students may register for one off campus distance learning course (1 course that is directly related to retrieving credit for substitution of a high school level course).

(Students are not allowed to substitute in house offered electives)

A-Parents must approve of all student requests before any registration takes place.

B-Only eighth grade students are eligible to enroll.

C-Previous semester students received credit in all Simms classes with a 75% or higher.

D-Incoming eighth grade students are not eligible to take MTDA-DUAL classes until second semester.

Active MTDA-DUAL-Edgenuity Enrollment Students 6-12

**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 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%.*

**Students allowed & accepted into MTDA-DUAL per semester are scheduled one class period within their class schedule.*

**Simms MS/HS class schedule allows students as areas to select as place of study.*

Behavior & Conduct

At any point a student is suspended, ISS or OSS, during the semester he/she enrolled with MTDA-DUAL, the following semester he/she will not be eligible for distance MTDA-DUAL enrollment.

Students are given a 3-week window in which to drop an MTDA course, with no grade penalty. Upon nearing the end of the 3-weeks, if a student does not have at least a 69% grade in the course, the student and teacher of record will have a conference and determine the student's progress to date and ability for success. If it is determined that the student will not be successful in the course if they stay enrolled, the student will be asked to drop the course; the student will then be placed in an in-house elective that period.

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. They 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. Contact the guidance counselor at the high school for more information.

If you are planning on attending an out-of-state college you will need to check with the other college to see if the classes taken in Montana for Dual Enrollment will transfer. Every school is different; the high school counselor can help with that also.

Important Facts about Dual Enrollment:

Students are responsible for all fees related to the class.

Students class runs on the college calendar.

Grade is reported on High School and College Transcripts.

Enrollment must be completed the semester before class starts- colleges set these dates and they are not flexible.

Students get 2 class periods to work on the class at school; the others are done on their time.

On the High School transcript, you get .5 of a credit because the classes are a semester long. On the college transcript you

get the number of credits that the class is worth.

AP Classes

Important facts about AP Classes:

Students are responsible for all costs of the tests.

Scores are reported to the college students selected.

Simms High School can't submit scores to colleges.

You need to let staff know you're interested in the beginning of the year to get proper paperwork submitted.

Signing up for AP classes requires you as a student to take the AP certification exam post coursework.

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 grade-point-average calculation method.

Credit Recovery MS/HS Policy

Students who fail one or more required courses must regain those lost credits in one of the following ways:

Repeating the course in the next school year during the offered semester.

Students not eligible for school extracurricular activities will have a mandatory parent meeting to schedule academic future.

Students who have attempted and failed a semester in a certain course(s) may be approved to earn credit through

Simms High School Credit Recovery program.

The student's transcript, "CR" will be listed by the course name to indicate the course was completed through the Credit Recovery timeline. Students passing credit recovery courses will have the grade placed in the transcript.

Online recovery options are only available during summer session.

Students who choose to repeat the course will be issued the grade earned in the repeated course. The original course will remain on the transcript but will be issued "NC" for non-credit and removed from the student's cumulative GPA.

Honor Roll

High school students must have a minimum grade point average of 3.00 to be placed on the regular honor roll. Specific information regarding honors at graduation and honor roll requirements are included in the building handbook.

6th - 8th grade students must have a minimum grade point average of 3.00 to be placed on the regular honor roll.

Early Graduation in accordance with provisions of § 20-9-313, MCA, the Board hereby authorizes the Principal to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester. Any student seeking to graduate early must submit an application to the Principal at least two (2) semesters prior to the proposed graduation date. Applications must be in writing and co-signed by parents or legal guardians if the student is a minor. If students do not meet the early graduation requirement, they must enroll as full time students in their eighth semester (minimum of five courses).

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 modification 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.

Guidance and Counseling Services

The district recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support. The general goal of this program is to help students achieve the greatest personal value from their educational opportunities.

Drop/ Add Procedures

1. Students will be given **five (5)** school days at the beginning of each semester during which courses can be added or dropped.
2. Students need to sign up outside of class time for an appointment on the signup sheet in the counselor's office.
3. Counselors will try honoring all requests, however we can't guarantee each student will be given their top choices.
4. All schedule changes will require a signature from teachers, parents, and counseling/administration.
5. Completed drop/add forms must be turned into the school counselor.
6. Students seeking an independent study or Work Release need to sign up and visit with the counselor's office prior to obtaining administrative approval.

HALLWAY TIMES / HALL PASS

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. Three minutes is allotted for passing time between classes.

HARASSMENT/HAZING (See Bullying)

HOMELESS STUDENTS

If a family or youth is experiencing an unsettled housing environment they may be entitled to services under Title X of Elementary/Secondary Education Act (ESEA). For more information on concerning the McKinney-Vento Homeless Education Assistance Act (Title X) and the school district's Homeless Policy (3125), see the following webpage

link: <http://opi.mt.gov/pdf/Homeless/17HomelessBrochure.pdf>

Homeless children and youths may include:

Individuals who lack a fixed, regular, and adequate nighttime residence;
Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and Migratory children who qualify as homeless as described above.

HOMEWORK

Rationale

The purpose of homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness. Positive results of homework include better retention of factual knowledge, increased understanding of material, improved critical thinking, concept formation and information processing skills, as well as enrichment of the core curriculum. Our goal is to create assignments that promote one or more of these outcomes and develop mastery for development forward. We recognize that homework is not the only circumstance under which after-school learning takes place. Many leisure-time activities teach important academic and life skills. We believe in the importance of balancing leisure, learning and family time.

Amount of Homework

The amount of homework assigned shall be related to the maturity and ability level of the students in a given class. The following chart suggests these homework schedules as guides for students. These schedules can be used as guidelines for parents and teachers in monitoring student time devoted to homework.

Grades 6-7-8	20 – 40 minutes up to 4 days per week
Grades 9-10-11-12	40 – 60 minutes up to 4 days per week

Be advised that students on occasion may spend more than one hour and/or more than four days a week completing schoolwork, as time at home may be spent doing assigned homework, long-term projects, and completing unfinished classroom assignments. Students have varying abilities to use class time efficiently, and the amount of time spent on homework varies from one child to another.

Student’s Responsibility

It is the responsibility of the student to record and understand the homework assignment, complete it, and return it to school on the required day.

Parent’s Responsibility

It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student’s homework. Parents who have concerns about homework should contact their child’s teacher. Parents should provide guidance to students, not answers.

Teacher’s Responsibility

It is the responsibility of the teacher to allow adequate time for students to complete assignments necessary to the level of mastery expected for the current grade level & competencies related to the curriculum. Accommodations for students can be developed with teacher to parent communication. (*If homework is a considerable weight to the student’s grade weight/point system, it is the teacher’s responsibility to notify the parent of missing assignments after the second “0” given to the student).

Homework Requests

Requests for homework should be called/emailed to the school teachers (406-264-5111) before 9:00 a.m.

IMMUNIZATIONS (Refer to SBP 3413)

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, rubella (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Hemophilus influenza type B is required for students under age five (5).

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

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

If a student should not be immunized for medical reasons, the student or parent must present a Certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

INJURIES/ACCIDENTS/MANAGEMENT OF SPORTS RELATED CONCUSSIONS (Refer to SBP 3431, 3415)

All accidents requiring medical attention will be reported immediately by the person in charge to the administration and to the parents or guardian. A record of all accidents shall be made by the appropriate school official and kept in the Main Office. In the event that the parent cannot be reached, and if it is the judgment of the person in charge that immediate medical attention is required, the injured or ill student may be taken directly to a medical facility.

INTERNET USE POLICY (Refer to SBP 3612)

Users of Simms Internet technology are expected to adhere to the Internet Acceptable Use Policy. Violation of this policy may result in loss of privilege of computer access at school as well as other disciplinary consequences.

The following is a brief summary of the full policy:

The Internet is used to support the curriculum and class assignments. Students, staff and users will NOT access material that is inappropriate to a school setting. This includes but is not limited to material that is pornographic, illegal, inflammatory, or otherwise not acceptable at school. Students, staff and users are NOT to use Simms Internet stations for playing or downloading games. Students must check with an instructor before downloading any software. Students are not to use the Internet for e-mail or messages. News groups, ListSerts and Chat areas are not permitted. Students will NOT plagiarize or copy material.

Intimidation (See Bullying)

INSURANCE

A student accident group insurance plan is available to all students each year. The enrollment form issued each year to every student. Additional forms are available in the Main Office.

LETTERING CRITERION

A varsity sports participant will receive a letter if they finish the season in good standing and meet the requirements established by the head coach. The head coach will notify the student athletes of the requirements to letter in their respective sport at the beginning of the sport season.

LIBRARY

The Library-Media Center is the "Information Center" of Simms School and has a pleasant atmosphere that is conducive to learning, because all students are required to sit beside and whisper to persons they are working with, or "chat" with students in the library online. It is open from 7:30 a.m. to 4:30 p.m., Monday through Thursday. Reference materials, books for pleasure reading, magazines, newspapers, computers and the Internet are available for use and/or checkout. Books may be checked out for a period of four weeks. Please remember that fines of \$.25 per school day are assessed on overdue materials. Fines increase to \$1.00 per school day after all materials are due for the end of the school year. Fines cap out at \$10.00 per item, and may be accrued in addition to the replacement cost of the item.

LOCKERS (New MS/HS Locker Main Building Purchased 2020 December)

Students are assigned their own lockers. Lockers should be kept locked at all times. Combinations are given only to the person assigned in that locker. It is the students' responsibility not to reveal their lock combinations to other students. Students are to use only the locker assigned to them. A privilege, **lockers are provided free of charge for students' convenience but remain the property of the school.** Students are responsible for taking care of their lockers. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and sharing lockers or combinations. Students jamming or "fixing" lockers to automatically open are subject to damage fines. Each locker is equipped with a combination lock. **Students are not to place their own locks on them.** Lockers are school property and not private property of the student. Lockers may be inspected from time to time. School officials may hold an inspection of a student's coat, book bag, purse or other belongings for illegal material. If there is reason to believe that a student is in possession of any item that violates school rules, a search may be required of the student. Because of occasional thefts, we advise students not to leave valuable items in their lockers. The school will not be responsible for replacement of lost, damaged, or stolen items.

PE Lockers are assigned individually by the PE department with individual combination locks. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. Just as with all lockers, the administration reserves the right to inspect these lockers periodically to ensure the safety of other students. Students must lock their PE lockers to prevent theft. The school will not be responsible for replacement of lost, damaged, or stolen items.

LOST AND FOUND

Lost and found articles will be kept in the Main Office and on the shelves near the library.

MEDIA CENTER

See Library

MONTANA HIGH SCHOOL ASSOCIATION (MHSA)

Simms is a member of the "C" conference of the Montana High School Association, the governing body for interscholastic activities in the state. At Simms School we offer interscholastic activities to both boys and girls.

By District policy, in order to be eligible for participation in interscholastic activities, a student must comply with all eligibility rules. Simms School participates in the following interscholastic activities: Band, Track, Softball, Basketball, Drama, Debate, Wrestling, Speech, Choir, Volleyball, Football and Tennis.

MONTANA UNIVERSITY SYSTEM ADMISSION POLICIES

In order to be admitted to any of the four-year campuses of the Montana University System, students must meet a combination of admissions standards, on the MUS website at <http://mus.edu/admissions.asp>.

FIRST, students must complete the Board of Regents’ College Preparatory Program in high school. There are two tracks of college prep courses, the minimum core, established in 1991, and the rigorous core, adopted in 2002 as part of the math proficiency standard. OCHE maintains and posts the lists of each high school’s core on the website: <http://mus.edu/asa/hscp/index.asp>. Students graduating in 2010 or later must complete the Rigorous Core to be eligible for a Montana University System Honor Scholarship.

Course	Minimum Core	Years	Rigorous Core	Years
Mathematics	Algebra I, II, and Geometry (or the sequential content equivalent).	3	Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II (such as Trigonometry, Pre- Calculus, Calculus, Computer Math or course equivalent)	4
English	Written and oral communication skills and literature	4	Written and oral communication skills, literature, and a designated college- prep composition or research-writing course	4
Science	2 lab sciences: one year must be earth science, biology, chemistry or physics	2	Full year each: General, physical or earth science; biology; chemistry or physics	3
Social Studies	Global studies (world history, world geography), United States history, government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), United States history, government. Economics, American Indian history or other third-year course. Recommend: ½ year of other courses such as psychology, humanities	3

Electives	World language, computer science, visual and performing arts, or vocational education	2	2 years of a second language, music, fine arts, speech/debate, career and technical education (such as information technology, computer science)	3
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AND, Admissions Policy 301.1 requires that students meet one of three minimum requirements:

Minimum admissions exam scores:	ACT Composite	SAT Total
UM-Missoula, MT Tech of the UM and UM Western	22	1540
MSU-Billings & Bozeman	22	1540
MSU-Northern	20	1440

OR have at least a 2.5 high school GPA (grade point average);

OR rank in top half of school's graduating class.

AND students must satisfy the Mathematics Proficiency standard (Policy 301.15):

Assessment	Fall 2009 +
ACT Writing Subscore on Optional Writing Test or	7
ACT Combined English/Writing Score or	18
Essay Score Writing Section of SAT or	7
SAT Writing Section Score or	440
AP English Language Literature Examination or	3
MUS Writing Assessment	3.5

OR a Minimum Score of 50 on CLEP Subject Exam in Composition.

Exceptions and additional details are available at <http://mus.edu/borpol/bor300/301-16.htm>.

Students who do not meet the Writing and/or Mathematics Proficiency standards may enter a four-year program under Provisional Admissions:

If a student has not yet demonstrated the ability to meet mathematics or writing proficient standards, the student may be admitted to a 2-year degree program or admitted provisionally to a 4-year program. Before gaining full admission status, the provisionally admitted student may prove appropriate proficiency by re-taking one or more of the listed assessments to earn the required score or earn a grade of C- or better in the math or composition course that is the prerequisite to the course that satisfies the general education program requirements. If students have been provisionally admitted, they must achieve full admission status before the end of three semesters or the completion of 32 credits in the Montana University System, whichever event occurs first.

MOTOR VEHICLES

Students are permitted to park on school grounds as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Any licensed driver may drive onto the school premises under the following conditions:

- Driver must possess a valid driver's license.
- Local, state, and school traffic laws must be followed.
- Any driving action that is deemed dangerous by administration will result in disciplinary action and may result in driving privileges being revoked.
- The speed limit on campus is 10 mph.
- Students driving vehicles into the shop area may only move the vehicles in the morning before the buses arrive, in the afternoon after the buses leave, or during class time (not passing time) under the supervision of a teacher or administrator.
- The rear parking lot and parking on the sides of the gym are designated faculty and staff. The front parking lot is designated for students and visitors. Students must park in student designated areas.
- Vehicles parked on campus must be registered at the office. Registration forms are available in the office.
- No student vehicle will be permitted to leave the school grounds during school hours without permission of the school administration except during the lunch period.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)/ NATIONAL ASSOCIATION OF INTERCOLLEGIATE (NAIA) ACADEMIC ELIGIBILITY

- Students participating in high school athletics that plan to participate in college or university athletics will need to pay special attention to eligibility rules for admission. Students should work with their high school counselor, the coaches who recruit them, and college admissions offices to prepare for this important next step. It is critical for students and parents to have a full
- understanding of the requirements and to follow an academic plan to fulfill those requirements. It is the student/athlete's
- responsibility to meet NCAA/NAIA academic eligibility.
- **NCAA**
- Students planning to participate in NCAA level athletics at college must be certified by the NCAA Eligibility Center. The Eligibility Center certifies an athlete's eligibility for both Divisions I and II. In order to be registered with the NCAA, students must complete the registration process found at <https://web1ncaa.org/eligibilitycenter/common/> (also available at www.ncaa.org).
- **NAIA**

- Students planning to participate in NAIA level athletics at college can contact www.naia.org for additional information.

OPEN CAMPUS (Juniors and Seniors Only)

If students leave the campus during their lunch period, they are advised of the following:

Students must comply with all school regulations, the Student Code, and District Policies, which remain in effect during the lunch break.

Students who drive must have a valid driver's license and proof of insurance.

All speed limits and driving regulations, both on and off campus, will be strictly observed.

Students shall return on time to school. Since it is the student's choice to leave campus for lunch, excuses for tardies such as vehicular breakdown will not be accepted.

Students must sign a release form with parent signature for approval per semester.

Failure to comply with the above requirements will result in disciplinary action.

PART-TIME ATTENDANCE (Refer to SBP 3150)

According to District Policy, Simms School does not permit part-time attendance. Nonetheless, students requesting part-time enrollment will be reviewed on a case-by-case basis. A committee consisting of a principal, counselor, parent and teacher shall review the application and make a recommendation. The final decision lies with the Principal, subject to review by the Superintendent upon request.

PASSIVE ALCOHOL SENSORS (PAS) (Refer to SBP 3330)

School authorities may use a Passive Alcohol Sensor device when a reasonable suspicion exists that a student is in possession of or has been using alcohol. Suspicion may be based upon such factors as alcohol on the breath, impairment of speech and/or motor control, admission by the student, or reports from reliable sources.

PERSONAL PROPERTY

Lost, stolen or damaged personal property is not the responsibility of the school. Individual, secured lockers are assigned to each student to use for personal items, books, coats, book bags, etc.

PLEDGE OF ALLEGIANCE

At the beginning of each school day the Pledge of Allegiance for students grades 6-12. Students may be excused from this activity with consent of the administration.

PROCEDURE FOR REDRESS OF RIGHTS

See *Uniform Grievance Procedure* in the **District Handbook**.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (kissing, hugging, etc.) is not tolerated at school or at school activities. Progressive discipline will be enforced.

SCHOOL RESOURCE OFFICER (LAW ENFORCEMENT) (Refer to SBP 3231, 3231P)

Our School Resource Officer (SRO) is available to Simms as a community resource and is considered an agent of the school in dealings with students.

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the School even when

assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3431. The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Drug Detection Dogs

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

SECURITY

Security and safety of our students and staff is the number one priority at Simms School. Simms makes use of a School Resource Officer (SRO). In addition to the SRO, surveillance cameras monitor parking lots and hallways as determined by the Principal. All Simms School staff members receive training on an annual basis to address school safety issues, and a school crisis team is in place. These same issues also are addressed with our students to ensure their understanding of this priority.

Cameras: Simms School uses a video surveillance camera system. Not all areas are covered all the time with this system.

Lockers: Students are assigned their own lockers in the Main Building. In addition, they are issued locks for their lockers during PE. For security reasons, as well as vandalism and theft, students are **not** allowed to share their lockers or locker combinations with friends. To maximize security for their materials, students must keep their lockers properly **locked**.

Visitors: No student visitors are allowed. Adult visitors and parents must report to the Main Office upon arrival and departure.

General: Simms staff members monitor the parking lots, bus zones, hallways and the Commons from 8:00 a.m. to 4:00 p.m. An advisor or coach supervises extracurricular activities. No students are to be left unsupervised at Simms School at any time. Incidents of unsupervised students are to be reported to the Principal at 264-5111.

SEXUAL HARASSMENT (Refer to SBP 3225)

Simply stated, sexual harassment is any unwanted attention of a sexual nature. This can be verbal, non-verbal, and/or physical. It is the expressed intent of Simms School administration and staff to protect any student, teacher, or staff member from being subject to any form of sexual harassment. Sexual harassment in any form is against our standards of behavior, against SRVS Public School Board Policy, and AGAINST THE LAW.

How To Report Sexual Harassment:

If you are unsure whether behavior is harassment, please ask us. Complaints can be reported to **ANY** building administrator. Students are advised not to ignore the problem in the hope it will go away. See also Intimidation and Harassment/Hazing and the District Handbook

STUDENT BEHAVIOR

Expectations for Simms student behavior include respect for all individuals who attend or work at this school. Good judgment, common sense, and consideration of others are essential. Basic expectations include, but are not limited to:

Normal speaking volume (not yelling or loud, disruptive).

Respect for each person's "space" (Avoid physical contact, such as hitting, kicking, pushing, etc.).
Appropriate language (inappropriate language and profanity are not accepted).
Responsibility for maintaining a clean campus by putting all litter in trash barrels located throughout the school and campus.
Respect for others (harassment, sexual language, name-calling, or rumor-spreading are not accepted).
Hats and caps are not worn at any time in the school between 7:30 a.m. and 4:00 p.m. on school days.
Appropriate dress (see Student Dress).
Respect for all property.

STUDENT DRESS / CLOTHING GUIDELINES

Here is a summary of the clothing guidelines here at Simms. Following these simple guidelines will keep you IN school instead of being sent home. School is a student's workplace, and appropriate clothing is a reasonable expectation.

Girls

Use common sense in your dress. Wear the proper foundation garments and do not wear clothing that is inappropriate or too revealing.

Shirts and tops must have sleeves and they must cover the entire shoulder (no fall off the shoulder tops or sweaters). Tops must cover the chest area with no cleavage exposed and no excessive exposure of the back.

Mesh and lace tops must have a compliant garment underneath. Tank tops and spaghetti straps are not permitted unless completely covered by an appropriate top. Skirts and dresses must be in good taste and appropriately modest.

The length of skirts, dresses and shorts must be fingertip length.

Ripped jeans must be below finger tip length.

Students wearing: Form fitting pants – the items must fit properly, be in good taste and not be disruptive to school purposes. When wearing leggings and tight-fitting workout pants, an appropriate top must be worn that fully covers the hips to mid-thigh. Student's cover shirt must be fingertip length, no exception.

Boys

Common sense is also the key to a boy's dress. **Shirts and tops must have sleeves.** Sleeveless shirts, tank tops, shirts that are cut like "A" style undershirts or beach wear are not acceptable. If you wear a mesh type shirt, you need a compliant shirt underneath and **please keep your shirts buttoned.** Boys should not be without a shirt in the building or on school grounds without the permission of a coach or other school personnel.

Other Points:

Shorts for boys and girls being worn during school hours, must be knee length and be worn above the hips. Any other exceptions will be made by administration. No tops are allowed to be worn that expose the abdominal area. The bottom of the tops should cover the waistband of pants and skirts. Underarm to waist will be covered up.

STUDENT ILLNESS POLICY

A designated person must check each child's health status upon entry to school/extracurricular activities **and exclude any students with the following symptoms:**

<u>FEVERS OF 100.4° OR GREATER.</u> Students must be without fever for 48 hours before they return to school.
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VOMITING AND DIARRHEA. Students must be without vomiting and diarrhea for 48 hours before they return to school. Vomiting includes two or more episodes in the previous 24 hours. Diarrhea is defined as an increased number of stools, increased water in the stool, and/or decreased form to the stool that cannot be contained by an undergarment or clothing attire.

BACTERIAL INFECTIONS. Students with bacterial infections must have antibiotic treatment for 48 hours before returning to school:

Strep Throat.

Scarlet Fever.

Impetigo.

Bacterial Conjunctivitis (Pinkeye).

Skin Infections such as draining burns or wounds or infected hangnails.

GENERALIZED RASHES. Includes those covering multiple parts of the body. These rashes must be evaluated by a health provider, to determine cause before the student can return to school (provide documented note).

Hand Foot and Mouth/Chickenpox variations. Students with sores cannot attend school until all sores dry up (usually 5-7 days).

GENERAL MALAISE: If a student is lethargic, extremely irritable, excessively sleepy and/or just not acting themselves and appears ill, the student must be excluded for 24 hours.

SYMPTOMS OF SEVERE ILLNESS (Whether or not they would otherwise be excluded.) Examples: uncontrolled coughing; breathing difficulty or wheezing; stiff neck; irritability; poor food or fluid intake; or a seizure. A health care provider must evaluate such students before they may return to school.

A student need not be excluded for a nasal discharge **unless the discharge is accompanied by a fever.** Students with fever and discharge must be excluded until seen by a physician and are authorized to return to school.

VERY IMPORTANT

Students must be able to participate in all school activities. If a student is to be removed from outside or active play then exclusion from school is required. Students are not to be given fever reducing medication to attend school. Students are not to be given pain relievers to attend school.

Immediate pick up (within 60 minutes) of sick children is required. If you are out of town, a backup person must be designated.

STUDENT SCHEDULE AND SCHEDULE CHANGE

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.

Drop/Add Form:

The student may also receive a Drop/Add form from the school counselor.

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

Student is misplaced, that is, 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 (9th & 10th grade), 7 classes (11th grade), 7 classes (12th grade).
Juniors making adequate progress toward graduation may reduce their schedule to 6 classes and seniors may take 6 classes if they have completed the required credit courses from the previous year/semester.
Schedule changes that result in fewer classes must be approved by a counselor and/or principal.
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 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 1st 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.

SENIOR TRIP

The graduating high school class will follow the senior trip guidelines.

STUDY HALL

All students assigned to a study hall are required to attend them and will be graded each day. This class will count as .25 credit (partial elective) after two semesters. No students are allowed to leave study halls without a pass slip. Absolutely no radios, cassette or CD players, headphones, iPods, or other musical/entertainment devices will be permitted in study hall. Study hall is not an extension of the allotted lunch period.

SUBSTANCE ABUSE

The Sun River Valley Public Schools recognize that chemical dependency is a treatable health problem which does not respect any group or age. Health problems of youth are primarily the responsibility of parents/guardians and the community, but it is also the schools that share in this responsibility. Chemical dependency problems often create poor student behavior, negatively affect student learning, and may slow or retard the development of the student.

The most progressive way to deal with this problem is the absolute elimination of chemical use among the students of the Simms Public Schools. To enhance the elimination of chemical use, it is the responsibility of the school board, administration, staff, parents, community members, and students to support this program. This program will provide a unique opportunity to observe, confront, and eventually assist young people to become chemically independent. The ultimate goal shall be a chemically free student body attending the Simms Public Schools. All students will be afforded due process as required by law.

Student Policy:

- This policy is in effect any time the school has legal jurisdiction including but not limited to any school functions at home or away whether school or private transportation was utilized.
- If a student appears to be under the influence of an illegal substance at a school function, or is in possession, an attempt will be made to contact the parent. The student will be released to the parent or to a police officer.

Possession or Use of Illegal/Prescription Drugs/Alcohol	
First Offense	Immediate ISS until student parent/guardian conference. 10 days OSS; 3 to be served and 7 to be set aside with the successful completion of an approved Chem-Care program consisting of a minimum of 10 hours at the student/parent's expense. Failure to timely complete program will result in serving balance of suspension.
Second Offense	Immediate ISS until student parent/guardian conference. 10 days OSS; 5 to be served and 5 to be set aside with successful completion of an approved Chem-Care program consisting of a minimum of 30 hours at the student/parent's expense. Failure to timely complete the program will result in serving a balance of suspension.
Third Offense	Immediate ISS until student parent/guardian conference. OSS pending recommendation for expulsion.
Sale or Distribution of Illegal/Prescription Drugs/Alcohol	
First & Subsequent Offense	Immediate ISS until student parent/guardian conference. OSS pending recommendation for expulsion.

The first, second, and subsequent offenses are cumulative during the student's 6-12 attendance at Simms Public Schools.

TELEPHONES

Office phone lines are reserved for business calls. Students may use the phone on the counter of the main office before school, during lunch, and after school. We do not call students from class or normally take messages for students; however, emergency parent messages will be delivered to students by the office staff.

See also **Cellular Phones**.

TOYS AND PERSONAL ITEMS

Students may not use toys, video gaming devices, cell phones (not in classrooms), or other personal electronic equipment during school hours. If students need to call a parent during school hours, they may use a school phone or personal cell phone in the main office.

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 the Principal, the Principal will then proceed with the checkout process. All books must be returned, fines paid, and other obligations met prior to grades being granted and transferred. Fines left unpaid more than 30 days are subject to collections.

TRANSPORTATION (BUSES) AND PARKING

Buses

Bus transportation is provided by the Sun River School District. The driver of the bus is responsible for student conduct and will take appropriate disciplinary action when students misbehave. Parents will be notified when a problem exists and a student may lose the **privilege** of riding a bus.

Parking

Students are permitted to drive their own cars to school and park in the **student-designated lots. Students may not park in areas assigned to faculty or anywhere signs restrict parking.** Students must park in the proper manner, obey all driving rules and regulations, and remember to make sure to always lock their cars when leaving them in the lot. Parking in the lot is done at the students' own risk. The School District assumes no liability for accidents or loss of property. Disciplinary consequences may be assigned for repeated violations. To help eliminate vandalism, theft, and other illegal activities, the parking lot is off limits during the school day.

The school may "boot" or tow vehicles in violation of parking guidelines. Parking privileges may be revoked for failure to follow guidelines.

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 dangerous drugs is prohibited and will result in disciplinary action, up to possible expulsion from Simms School.

Smoking or the use of tobacco 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.

TRESPASSING

Unauthorized individuals on the Simms campus will not be tolerated. Trespassing charges will be filed.

TRUANCY POLICY

MCA 20-5-106. Truancy. (1) Whenever the attendance officer discovers a child truant from school or a child subject to compulsory attendance who is not enrolled in a school providing the required instruction and has not been excused under the provisions of this title, the officer shall notify in writing the parent, guardian, or other person responsible for the care of the child that the continued truancy or non-enrollment of the child will result in the person's prosecution under the provisions of this section. If the child is not enrolled and in attendance at a school or excused from school within 2 days after the receipt of the notice, the attendance officer shall file a complaint against the person in a court of competent jurisdiction.

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 Honors Curriculum will be Valedictorian. The senior with second highest overall grade point average (to three decimal places) and completing the Simms 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)
 - a. Take 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.
 - b. 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.

VISITOR PASSES

Students are not allowed to have visitors at school or classes. All visitors to Simms are requested to immediately register in the office upon arrival and departure from the school.

WEAPONS AND FIREARMS

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

Possession of Weapons other than Firearms

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

Gun Free School (Board Policy 3311)

It is the policy of the School District to comply with the federal Gun Free Schools Act of 1994 and Section 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.

The District does not allow students to possess firearms on District property or at any setting that is under the control and supervision of the District. In accordance with Section 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the District. The Policy does not govern conduct in a student's home, a locked vehicle, a parking lot, or a commercial business when the student is participating in an online, remote, or distance- learning setting. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

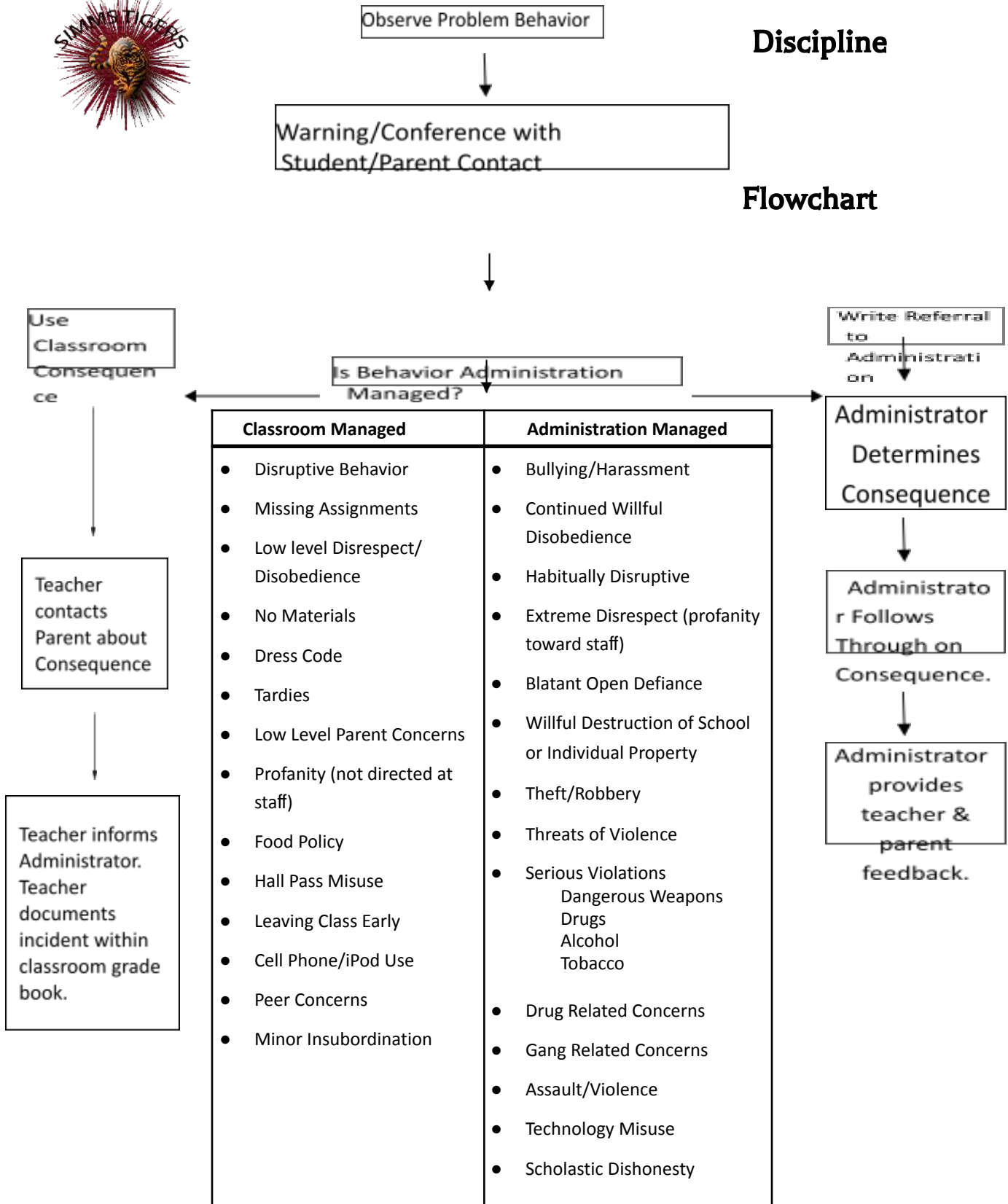
For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*



Discipline

Flowchart



Initial Teacher Response Examples	Sample Admin Consequences
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<ol style="list-style-type: none">1. State Expectations2. Call Parents/Guardians3. Detention4. Loss of Privileges (e.g. Natural Consequences)5. Reinforce others for appropriate behavior6. Restitution	<ol style="list-style-type: none">1. Loss of Privileges2. Call Parents/Guardians3. Detention4. Suspension or Expulsion5. Restitution
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