

**Student
Handbook
2020-21**



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.

2020 – 2021 CLASS ADVISERS

2027 (6th Grade):

2026 (7th Grade):

2025 (8th Grade):

2024 (Freshmen):

2023 (Sophomores):

2022 (Juniors):

2021 (Seniors):

Simms School Student Handbook

Table of Contents:

Montana Behavioral Initiative Definition & Goals	5
A	
Academic & Building Accommodations	5
Advertising/Posters	5
Advisement Program	5
Afterschool Study Hall	5
Announcements	6
AP Classes	5,25
Attendance Procedures	6
Tardies	8
Awards	8
B	
Bullying/Intimidation/Harassment/Hazing	10
C	
Cellular Phones	11
Change of Address	12
Cheating/Plagiarism/Forgeries	12
Chemical Use Policy	12
Class Add / Drop Request.....	38
Communicable Diseases/Conditions	12
Computer Labs	13
Counseling	13
D	
Dances	14
Detention	14
Discipline / Discipline Flow Chart.....	14,37
Driver Training / Traffic Education	15
Dual Enrollment	23
E	
Electronic Devices: Searches	15
Extracurricular Eligibility	16
F	
Fees	17
FERPA	18
Field Trips	21
Food Service	21
G	
Grading/Course Guidelines/AP	21
Graduation/ Correspondence Courses.....	23
H	
Hall Times / Passes	26
Homeless Students	26
Homework	27

*NEW Section (MTDA-DUAL)	24
*NEW Section (Semester Test)	22
*NEW Section (Credit Recovery)	25
*NEW Section (Student Illness)	6

I	
Immunizations.....	28
Injuries/Accidents/Management of Sports Related Concussions	28
Internet Use Policy	28
Insurance	29
L	
Library/Media Center	29
Lockers	29
Lost and Found	29
M	
Media Center (see Library)	29
Montana High School Association (MHSA)	29
MHSA/SRVS Eligibility at Simms High School	39
O	
Open Campus	29
P	
Part-Time Attendance	30
Passive Alcohol Sensors	30
Personal Property	30
Procedure for Redress of Rights	30
Public Displays of Affection	30
R	
Report Cards/Progress Reports	30
S	
School Resource Officer (SRO/Law Enforcement)	30
Searches	30
Security	31
Sexual Harassment	31
Standardized Tests	22
Student Behavior / Student Illness.....	32, 6
Student Dress	32
Student Schedule and Schedule Change.....	33
Study Hall	35
T	
Telephones	35
Toys and Personal Items	35
Transfer or Withdrawal from School	35
Transportation (Buses) and Parking	35
Travel Regulations	35
Trespassing	36
Truancy Policy	36
V	
Valedictorian and Salutatorian Selection Process	36
Visitor Pass	36
W	
Weapons and Firearms	36

MBI (Montana Behavior Initiatives) Key Goals

SIMMS UNIVERSALS: Be Responsible, Be Respectful, Be Safe

- **Training** – To increase the awareness and understanding of effective school practices.
- **Team Process** – To increase and improve the use of team processes in educational decision-making and in addressing issues concerning our youth.
- **Proactive Support Systems** – To support the implementation of best practice procedures in Montana’s schools, foster beliefs which hold that all children are valued, and that positive and proactive approaches to problems produce the most satisfying results.
- **Evaluation Process** – To increase awareness regarding the value and use of data-based decision-making in education.
- **Community Process** – To foster the belief that the education of today’s youth is a community responsibility.

FOUR ELEMENTS of MBI/PBIS

- **Outcomes** – Academic and behavior targets that are endorsed and emphasized by students, families and educators.
- **Practices** – Curricula, instruction, interventions, and strategies that are evidence-based.
- **Data** – Information that is used to identify status, need for change, and effects of interventions.
- **Systems** – Supports that are needed to enable the accurate and durable implementation of the practices of MBI/PBIS.

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 (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.

ANNOUNCEMENTS

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

ATTENDANCE PROCEDURES (Refer to SBP 3122 and 3122P)

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:**

FEVERS OF 100.4° OR GREATER. Students must be without fever for 48 hours before they return to school.

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. Diarrheas 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 a undergarments or clothing attire.

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

- a. Strep Throat.
- b. Scarlet Fever.
- c. Impetigo.
- d. Bacterial Conjunctivitis (Pinkeye).
- e. 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, 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 student before they may return to school.

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

VERY IMPORTANT

Student 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 reliever 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.

Absence Approval & Assignment Request

For a pending absence other than school-related, a parent phone call must be made in advance to clear the absence. The student then needs to pick up a "Request for Absence Approval and Assignments" form from the Attendance Office. The student takes this form to each teacher to get all assignments at the earliest possible date prior to the absence.

Absence Notification

A telephone call from either a parent or legal guardian is necessary when a student is absent or late. Students are reminded that attendance is their responsibility and that having their absences excused is the responsibility of the student and their parent or guardian. Phone calls should be received by 9:00 a.m. on the day of the absence. The Attendance Office phone number is **264-5111 Ext. 124**. Any students who call in or misrepresent themselves as a parent will have disciplinary consequences assigned. Parents must excuse absences within two weeks of the date of an absence.

Absence Policy

Students can accumulate up to eight (8) absences each semester. This includes excused and unexcused absences, but does not include school-related absences. A student loses credit in a given class when absences exceed eight (8) per semester unless the student presents a documented excuse acceptable to the district. If the student cannot produce acceptable documentation, consequences prescribed in the district's student code will be applied.

The school principal or his/her designee may extend the number of allowable absences in cases of verified medical excuses or other, unavoidable emergencies. *(A student who has exceeded eight (8) absences per semester will meet with the attendance team. The team will design a credit recovery plan. The plan will include Friday school.)*

Absences, Pre-planned

It is the student's responsibility to notify teachers prior to being absent because of a planned event. Teachers may require the work to be completed and turned in prior to departure, or they will make arrangements with the students for work completion. (No teacher shall grant credit for homework, quizzes, tests, or other assessment after a period of 5 school days. An exception may be granted, with the principal's approval, for unusual circumstances. Each teacher may have a more stringent policy for late work, if they desire.)

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the day of the date of the event or during the day on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration. (See Eligibility)

Absences, Unexcused

It is the responsibility of a parent to provide a reason for a student's absence. *Parents/Guardians will have 2 weeks to provide a reason for a student's absence.* Based on the reason, an administrator will determine if the absence is excused or unexcused. Unexcused absences are not acceptable in the District. In the event an unexcused absence occurs, each unexcused absence will result in a **5% deduction** in the student(s) quarter grade for that class. Absences deemed trancies will be dealt with in accordance with the Truancy Policy defined in the Student Handbook (See Truancy).

During the School Day: Checkout (including age 18 Students)

Students leaving school during the school day for any reason are required to check out in the Attendance office or with the Principal. Failure to do so may result in disciplinary action. Students shall not be removed from school grounds during school hours except by a person duly authorized. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the administrator, evidence of his/her proper authority to remove the student.

Make-Up Work

Schoolwork missed during an excused absence can be made up at full credit. Teachers will make arrangements with students for work completion. Students, who are absent as a result of out of school suspension, have the right to make up work missed, and they will make arrangements to complete the work. Teachers are not expected to reconstruct lessons taught while a student is on suspension. (No teacher shall grant credit for homework, quizzes, tests, or other assessment after a period of 5 school days. An exception may be granted, with the principal's approval, for unusual circumstances. Each teacher may have a more stringent policy for late work, if they desire.)

Tardies

Students are expected to arrive at class on time, with the appropriate materials, and be ready to learn. The teacher will handle classroom tardies. Excessive tardies will be referred to the Principal's office. A tardy contract for chronic tardies may be issued. All students who are late at the beginning of the school day must report to the Attendance Office before going to class. A tardy of more than 15 minutes will be counted as an absence.

Tardy Policy – Adopted September 28, 2016

Office

Daily Tardy report will be generated.

Staff

Expectation of reporting within Infinite Campus.

Administration

Each Thursday or last day of the week, detention list will be sent to MS/HS staff and announced the following Monday the parents will be notified.

Tardy – A student has no pass or written record signed from Staff member if late to class.

Rolling Tardy – (3rd Tardy in day or week) A Refocus will be reported in the current class and a Lunch Detention to be served with the Principal.

Upon the 3rd Tardy in the individual class, Simms Staff Members will call parents that day and notify the Principal.

Chronic Tardy – Students that receive the 4th tardy during the day/week will be disciplined by the current classroom teacher upon the 4th tardy or more. This will result in afterschool detention with the teacher and a phone call home to parents/guardians, and the Principal will be notified.

If students continue to be insubordinate beyond any of these expectations, the Principal will have a meeting with their parents and core teachers to find a solution.

AWARDS

Rewards and Recognition (Responsible, Respectful, & Safe)

The school offers a variety of meaningful, motivating reward and recognition programs. Student accomplishments in the areas of academic achievement, character traits and extracurricular activities are recognized through:

Tiger Tickets- Students receive Tiger Tickets in recognition for their demonstration of our three basic rules.

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.

Accelerated Reader Recognition- Students take quizzes on the computer based on books they have read. Each quiz has a point value. Students are recognized for their achievement in this program.

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.

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").

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.

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:

- a. "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.
- b. "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.
- c. "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.
- d. "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:
 1. Physically harming a student or damaging a student's property
 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
 3. Creating a hostile educational environment, or

4. Substantially and materially disrupts the orderly operation of a school

- e. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs or internet.

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, or threatening, insulting, or 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.

CELLULAR PHONES (Refer 50 SBP 3630)

Student possession and use of cellular phones, pagers, and other electronic signaling devices or calling devices on school grounds during the instructional day is a privilege which shall be permitted **only with the express permission of the school building administrator or designee. Cell phones may be used only before school, during lunch, and after school.** At no time, shall any student operate a cellular phone or other electronic device with video capabilities in any locker room, bathroom or other location where such operation will violate the privacy right of another person, or, interferes with the instructional process. Unauthorized use will result in confiscation of the device by school employees 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. All electronic devices, including cell phones, may be searched for information as needed pursuant to School Board Policy 3231.

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.

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, or illegal drugs, or abuse prescription or non-prescription drugs. Any conduct that violates Montana Law will be reported to the proper law enforcement authority.

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

One formal dance and a number of informal dances are held each year. Simms students attending dances must present their student I.D. card or be properly identified as a Simms student before they will be admitted. Simms students may bring a guest to the dance if they have a guest pass signed by the principal. Middle school students are not permitted to attend high school dances. Guests will be admitted at the discretion of the Simms School administration. Guests 20 years of age and older are not permitted to attend any dances. All school rules apply at all school dances. Students leaving early are not permitted to re-enter the dance unless special permission has been granted. All school dances will end at 11:45 p.m. unless otherwise announced. Students should make arrangements for rides after the dance.

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.

- 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.

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 is 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 March 18, 2005, are eligible to apply. Enrollment is by date of birth, which we verify. It is not first come first served.

*Student 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)

Grades will be monitored every Tuesday. The eligibility date will not begin until after the second Tuesday of each quarter. If a student has an F in any of his/her classes on a Tuesday eligibility date, he/she will be ineligible from that point (Tuesday, 8:00 a.m.) until the next Tuesday at 8:00 a.m., in which the grade is passing. Students can only become ineligible on the designated eligibility Tuesday. Students can become eligible on any Tuesday.

Teachers will refresh their gradebook every Monday evening at the close of the day after imputing their grades. The grade report will be pulled every Tuesday at 8:00 am. The report will go in the Principal and Activity Director's mailbox. Any student below a 64% average in a class will be listed on a 6-12 grade report. 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.

Procedurally, the process will be that the Fall eligibility is based on the previous 4th quarter/2nd semester grades. Students failing in either grading period would be ineligible until the midterm eligibility check.

STUDENTS MUST HAVE A 2.0 GRADE POINT AVERAGE FOR THE PRECEDING QUARTER TO BE ELIGIBLE TO PARTICIPATE.

Ineligible students will be allowed to practice.

Ineligible students will not be allowed to travel with the team until eligible.

Ineligible students will not be allowed to complete at any level until eligible.

Eligibility dates for the 2020-2021 school year:

Semester 1 August 26 – January 21 (Quarter 1 Aug 26 – Nov 3) (Mid Term Sept 28)
 (Quarter 2 Nov 4 – Jan 21) (Mid Term Dec 3)
Semester 2 January 25 – June 3 (Quarter 3 Jan 25 – Mar 30) (Mid Term Feb 24)
 (Quarter 4 Mar 31 – June 3) (Mid Term Apr 29)

September 8	November 3	January 12	March 23	May 18
September 15	November 17	January 19	March 30	May 25
September 22	November 24	February 9	March 30	
September 29	December 1	February 16	April 13	
October 6	December 8	February 23	April 20	
October 13	December 15	March 2	April 27	
October 20	December 22	March 9	May 4	
October 27	January 5	March 16	May 11	

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.

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. 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
 - 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 5-12

- 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.....\$25.00

Traffic Education\$200.00

Band

Simms students who elect to participate in the MHSA District Music Festival solo or ensemble competition shall pay the entry fee of \$2.00-\$12.00. **No Participation Fee is charged for Band, Chorus, or Orchestra.**

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 books, 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:

1. 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.

2. 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 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.

3. 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.

4. 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 postsecondary 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.

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 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.

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 activity (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.

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+
 83-86 = B
 80-82 = B-
 77-79 = C+
 73-76 = C
 70-72 = C-
 67-69 = D+
 63-66 = D (64% Eligibility Reports)
 60-62 = D-
 60 and lower = F

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 (Fall, Winter, Spring)
- SBAC – Grades 6-8 (Spring)
- CRT – Grades 6, 8, 10 Science (Spring)
- CRT ALT – Grades 6, 8, 10 Science (Spring)

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.

Simms School Scholastic Requirements of the State of Montana / 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 of the State of Montana / High School (9-10-11-12)

The following subjects are required of all students at Simms High School:

- | | |
|-----------------------------|---|
| • Language Arts | 4 Credits (AP English is optional in 11 th and 12 th) |
| • Mathematics | 3 Credits (Including Algebra I, Geometry and Algebra II) |
| • Science | 2 Credits (Which shall include Foundations of Science 9 th and Biology 10 th
*AP Biology is a possibility) |
| • Social Studies | 3 Credits (World History 10 th , US History 11 th , Principles of Democracy 12 th) |
| • Physical Education/Health | 2 Credits (9 th and 10 th) |
| • Fine Arts | 1 Credit (Band, Choir, Art I/II/III, 3D Art/Ceramics, Graphic Design/Multimedia) |

- Vocational/Practical Arts 1 Credit (Jr./Sr. Shop, Ag I/II/III, Woods/Welding I, II, Personal Finance, Web Design, Annual)
- Focus on Tech/School Connect 1 Credit (Freshman Class)

General Electives (Other College Preparatory, Any Vocational and Fine Art, French, Spanish, Successive Reading, Journalism, Creative Writing, Calculus/Trigonometry, AP Calculus, Women's Health, Sport Training, Independent Science, Anatomy and Physiology, Physics, Psychology/Sociology, Zoology, Histories Mystery, Freshmen Careers, Senior Survival, Dual Enrollment (if student meets the criteria established by school board)

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

Alternative Programs Credit toward graduation requirements may be granted for planned learning experiences from accredited programs such as summer school, university courses, correspondence, and online courses.

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:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. Credit is granted for the following approved schools:
 - a. Schools approved by the National University Extension Association or through one of the schools approved by the National Home Study Council;
 - b. Community colleges, vocational-technical institutes, four-year colleges and universities and state-approved private schools in the state of Montana; and
 - c. Other schools or institutions which are approved by the District after evaluation for a particular course offering.

The District shall not be obligated to pay for a student's correspondence courses.

Cross Reference: 2410 and 2410P High School Graduation Requirements

Legal Reference: § 20-7-116, MCA Supervised correspondence study

ARM 10.55.906 High School Credit 6-1-2019

MTDA – DUAL ENROLLMENT 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 student received credit in all MTDA-DUAL classes with a 75% or higher.

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

D-Incoming freshman 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 requirement, students may register for one off campus distance learning course (1 course that is directly related to retrieving credit for substitution of 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 eight grade students are eligible to enroll.

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

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

Active MTDA-DUAL 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 Principal/Counselor each week if 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:

1. Students are responsible for all fees related to the class.
2. Students class runs on the college calendar.
3. Grade is reported on High School and College Transcript.
4. Enrollment must be completed the semester before class starts- colleges set these dates and they are not flexible.
5. Students get 2 class periods to work on the class at school; the others are done on their time.
6. 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:

1. Student is responsible for all costs of the tests.
2. Scores are reported to colleges student selects.
3. Simms High School can't submit scores to colleges.
4. You need to let staff know you're interested in the beginning of the year to get proper paperwork submitted.
5. 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 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 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.

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, improve 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

Request for homework should be called/emailed into 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. Haemophilus influenza type B is required for students under age five (5).

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

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, ListSrvs 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.

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 to 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

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.

OPEN CAMPUS (Juniors and Seniors Only)

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

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

2. Students who drive must have a valid driver's license and proof of insurance.
3. All speed limits and driving regulations, both on and off campus, will be strictly observed.
4. 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.

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.

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.

REPORT CARDS/PROGRESS REPORTS

Report cards and Mid-Term progress reports will be mailed out within one week or available online of the end of the Mid-Term or Quarter.

2020-2021 Mid-Term and Quarter end dates are as follows:

Mid-Term	Quarter
September 28	November 3
December 7	January 21
February 24	March 30
April 29	June 3

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

SIMMS SCHOOL 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 at or below the knee and not overly revealing nor disruptive to the school environment. Skirts are not so short or tight that one cannot sit in a modest fashion.

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 boy's dress. **Shirts and tops must have sleeves.** Sleeveless shirts, tank tops, shirts that are cut like "A" style under shirts 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:

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

3. No article of clothing will be allowed that has profanity (including communication with double meanings), racial slurs, religious references, sexual connotations (e.g. Big Johnson, Co-Ed Naked, Hooter's, Nookie Patrol, Confederate flag etc...), or apparel that promotes or advertises alcohol, drugs or tobacco products. In addition, any apparel that promotes or portrays graphic violence, extremes in anti-social behavior, or may be a detriment to promoting the orderly function of the school is not allowed. **9-4-18 (Student Complaint)**
4. Do not wear caps, hats, bandannas, gang affiliated head bands, hoods or sunglasses inside the building during the instructional school day (7:30 a.m. and 4:30 p.m.)
5. **Pants, tops, jeans, or trousers with holes, rips, and frays are not permitted to be worn if skin or underwear is visible.**
6. No bare feet are allowed. Students must wear protective footwear that covers the soles of the feet.
7. Coats are not to be worn during the school day. They should be left in lockers. Sweat shirts or unlined wind breakers are permitted.
8. Pants cannot sag below the hips or to the point where under garments are visible or not visible if covered with a shirt.
9. No spikes or chains (including wallet chains) can be worn as part of one's attire or as bracelets/necklaces, etc... on one's person.
10. Casual/Sleep wear (e.g. pajamas, house slippers, etc...) is not considered normal everyday school clothing and should not be worn to school.

STUDENTS PLEASE DO NOT WEAR THESE ITEMS TO SCHOOL:

1. Excessively BAGGY or TIGHT shirts or tops. Tops should have shoulder straps at least 3 inches wide and should not be low-cut.
2. Strapless or backless shirts or sundresses. Shoulders and back need to be completely covered.
3. Bare midriff tops. If you wear low cut jeans, please choose a top that COMPLETELY covers the stomach/midriff area, even when sitting and bending.
4. Short shorts/skirts. Shorts and skirts must be knee length and be worn above the hips.
5. Muscle shirts or mesh shirts with low cut armholes.
6. Pants which are excessively baggy. The crotch of the pants can't be worn down to the knees. Undergarments or shorts shall not be visible. "Bondage" pants with hooks, chains, zippers, or straps are not allowed.

Pants, tops, jeans, or trousers with holes, rips, and frays are not permitted to be worn if skin or underwear is visible.

7. T-shirts advertising TOBACCO products, ALCOHOL products or establishments, GUN references, DRUG references, explicit language, or sexually suggestive printing. Logos such as HOOTERS are NOT appropriate for school.
8. Hats, caps or other headwear. Caps are OFF from door (arrival into the building) to door (leaving the building).
9. Spiked accessories such as bracelets or neckwear.
10. Safety pins attached to clothing, unless provided as an emergency by someone in the Office.
11. Clothing that may be interpreted by the Administration as "gang" apparel. This will be determined on an individual basis, following district guidelines pertaining to gangs.
12. Clothing judged to be disruptive to the educational process or a safety issue will be dealt with in the Office. This may include too-short, too-tight, too-bare attire.
13. **Pajamas, slippers, or other loungewear are not appropriate for school.**

PLEASE DO WEAR SHOES at all times while in school.

Violations of these guidelines for student dress and grooming may result in a student being subject to disciplinary action.

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.

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 supports.

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 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 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 occurs.

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 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 and the accepting teacher, and return 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 student and parent about level change.

Consult with "accepting teacher" to see if there is space available.

Original teacher communicates level change with 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 first progress period, student remains in course for the remainder of the semester and a level change can be considered for the following semester.

Drop/Add Form:

A Drop/Add form is attached at the back of this handbook. The student may also receive a Drop/Add form from the school counselor.

STUDY HALL

All students assigned to a study hall are required to attend them. 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.

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 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:

1. Students are representing Simms School and will be expected to wear appropriate clothing. Appropriate dress will be determined by the coach/supervisor.
2. The use of alcohol or dangerous drugs is prohibited and will result in disciplinary action, up to possible expulsion from Simms School.
3. Smoking or the use of tobacco products is not permitted.
4. Students are to be with the group at all times unless specifically excused by the advisor.
5. 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.
6. No visitors will be allowed in students' motel rooms unless the sponsor has given his/her prior approval.
7. Coaches and/or advisors may establish additional rules or regulations for their own group. These additions must be cleared with the principal.
8. 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 extra-curricular 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 second semester grade report.

VISITOR PASSES

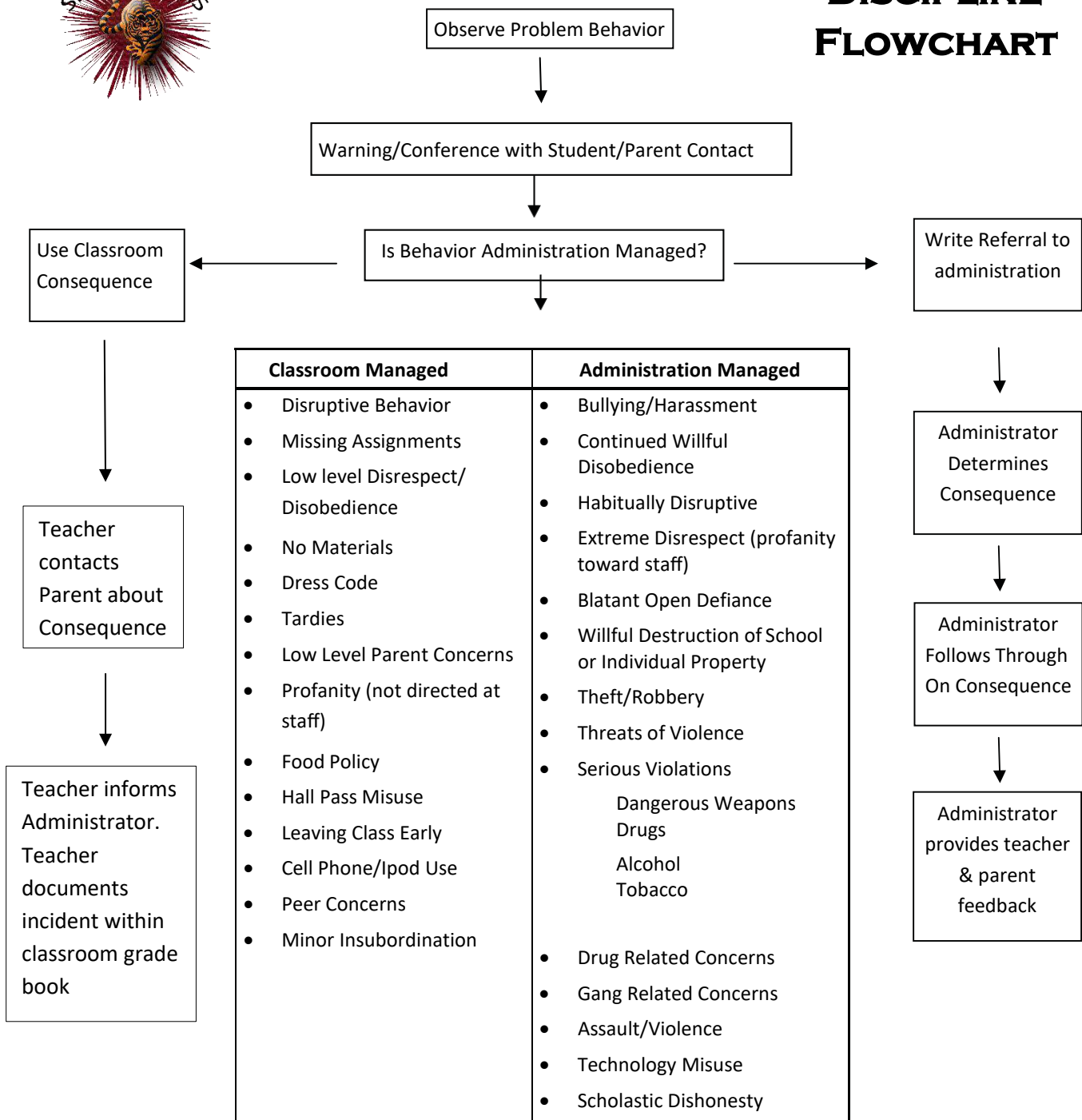
Students are not allowed to have visitors at school or classes. All visitors to Simms are requested to immediately register in the office upon arrival and departure from the school.

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, 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.



DISCIPLINE FLOWCHART



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

SRVS CLASS ADD / DROP REQUEST

NAME _____ GRADE _____ DATE _____

Students MUST continue to attend current classes until this form is completed and all signatures have been obtained. This form is to be used to drop or add a class within the first 5 days of the semester. No changes will be considered after this 5 day window.

I would like to drop: (class): _____ period _____

Teacher Acknowledgment: _____

Reason (circle): ☐ Pre-requisite not met ☐ Extenuating circumstances ☐ Conflict
☐ Other: _____

I would like to add: (class) _____ period _____

Teacher Approval: _____

Parent/Guardian Approval: _____

Adding or dropping classes is dependent upon class sizes, number of periods after the change, and the impact on other classes in the student's schedule.

Counselor Approved/ Denied: _____ Reason: _____

Counselor Signature: _____

MHSA/SRVS ELIGIBILITY AT SIMMS HIGH SCHOOL

A student must have passed two and one-half (2 1/2) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. [A previous semester is defined in the current MHSA Handbook]. If a student is academically ineligible at the beginning of an MHSA sanctioned competitive sport or activity season, that student may not try out or participate in that sport or activity during that entire season, even if the season includes more than one semester. In addition, participating students must currently be enrolled in a credit earning class during five (5) of the seven (7) periods of the day.

In order to maintain their eligibility, students must be passing every subject in which they are currently enrolled, as evidenced by weekly eligibility lists. Students whose names appear on the weekly eligibility list will be ineligible to participate in any school activity from 12:00 noon on Tuesday, (or concurrent school day of the week), on which their name appears on the list until the following Tuesday 12:00 noon, (or first school day of the week). Students involved in Special Olympics will be subject to participation based upon Administration Discretion.

At any time a student is on ISS or OSS for a full day, or is in violation of the District #55 and F student discipline policy, he/she will not be permitted to participate in a practice or a scheduled extracurricular activity on the day(s) of ISS or OSS.

To be eligible to participate in extracurricular activities at SRVS, a student at grade check must:

1. Maintain a cumulative average GPA of 2.0 or higher.
2. Have fewer than 2 F's during a grade check regardless of his/her cumulative GPA.

The student policy is supplementary to the Montana High School Association rules. If a student fails four solid classes for a semester, he/she will be ineligible for the following semester as stipulated by the MHSA handbook.

This administrative procedure is in effect for the current school year. Procedurally, the process will be that Fall eligibility is based on the previous 4th Quarter/2nd Semester grades. Students failing in either grading period would be ineligible until the mid-term eligibility check.

Ineligible students will be allowed to practice.

Ineligible students will not be allowed to travel with the team until eligible.

Ineligible students will not be allowed to compete at any level until eligible.