



# Saco School District Elementary Handbook

2025-2026





# These are the rules of behavior for our school

## Respect Yourself Respect Others Respect Property

The goal of the Saco Elementary school is to teach our children to model appropriate behavior, both at work and at play. Students will be counseled to show courtesy and respect in all common areas of the school. They will be encouraged to make positive choices, and no consequences will be enforced if their inappropriate behavior stops. Fighting, bullying, and harassment of fellow students will not be tolerated. Students who refuse to respect others may lose the privilege of recess.

Use of playground equipment is to be appropriate and safe. Rollerblading or skateboarding is done on the cemented portion of the playground and sidewalks. Students will be required to wear safety helmets.

Please enjoy the Quiet Area. It is for quiet activities such as reading, time out, etc. Happy Reading.

If students are repeatedly offending, the teacher enforce the following consequences:

First Offense:	Warning
	Second Offense: Loss of 3 noon recesses - time spent in the classroom doing homework, or putting head down.
Third Offense:	Loss of five noon recesses - time in classroom. Parents called for conference
Fourth Offense:	Student referred to office.

**Once a student is referred to the office, the following discipline procedures will be followed:**

**NOTE:** In every case, the superintendent has the right to make sure that the consequences fit the infraction. Some consequences may be more or less severe based on the investigation of the incident and the history of the student. A photocopy of the incident referral will be given to the counselor, and one will be mailed to the parent/guardian.

Discipline will be structured and progressive and is divided into three (3) levels:

**LEVEL I INFRACTION** include but is not limited to:

Not following directions	Inappropriate display of affection	Dress Code violations
Yelling/Screaming	Littering	Running in building
Not following playground rules	Food or beverages in undesignated areas	
Cell phone violation		
Offensive language and/or gestures	Disrupting classroom functions	
Not keeping hands, feet, or other objects to oneself	Inappropriate lunchroom behavior	

## **LEVEL I DISCIPLINE PLAN**

1 <sup>st</sup> offense:	Referral filed in office and administrator talks with student
2 <sup>nd</sup> offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and one lunch detention
3 <sup>rd</sup> offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and no recess for two days.
4 <sup>th</sup> offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and no recess for four days.
5 <sup>th</sup> offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and one day of ISS with full credit for work done.
6 <sup>th</sup> offense:	and any other subsequent offense automatically becomes a LEVEL II offense starting at 3 <sup>rd</sup> offense protocol.

**LEVEL II INFRACTION** includes but is not limited to:

Profanity	Theft	Insubordination/defiance of authority
Vandalism	Harassment/bullying	Pornographic materials
Cheating	Plagiarism	Striking or punching someone
Abuse of technology		

## **LEVEL II DISCIPLINE PLAN**

1 <sup>st</sup> offense	Referral with office, phone call and letter to parent. Removed from class for remainder of period if necessary. No recess for one day.
2 <sup>nd</sup> offense	Referral with office, phone call and letter to parent. Removed from class for remainder of period if necessary. No recess for two days.
3 <sup>rd</sup> offense	Referral with office, phone call and letter to parent. Removed from class for remainder of period if necessary. One day of in-school suspension (ISS). Credit for work done will be at 100%.
4 <sup>th</sup> offense	Referral with office, phone call and letter to parent. Removed from class for remainder of period if necessary. Two days of in-school suspension (ISS). Credit for work done will be at 70%.
5 <sup>th</sup> offense	Referral with office, phone call and letter to parent. Removed from class for remainder of period if necessary. Two days of out-of-school suspension (OSS). Credit for work done will be 50%.
6 <sup>th</sup> offense	Recommendation for expulsion

**NOTE:** If at any time a student is determined to be a clear and present danger to themselves or other, the student will be removed from the building. Possible actions include, but not limited to, (1) long term suspension, (2) expulsion, or (3) contact law enforcement for removal of student.

**LEVEL III INFRACTIONS** include but not limited to:

Arson	Major assault	Extortion/Coercion	Pulling fire alarm
Bomb threats	Fighting	Hazing behavior	Threats or implied threats to others
Cell phone locker room use violation			

Also included would be the possession of any fire arms, weapons, explosives, or paraphernalia designed to inflict bodily harm. The below section on violations and consequences for drug and alcohol infractions will be followed strictly.

### **LEVEL III DISCIPLINE PLAN:**

Any Level III infractions will result in an immediate three day OSS or until any additional investigations are completed. After which, the superintendent will decide if additional discipline is warranted including a recommendation for expulsion. During any OSS, all class-work to be made up at 50% credit and tests made up at 100% credit.

**NOTE:** If at any time a student is determined to be a clear and present danger to themselves or others, the student will be removed from the building. Possible actions include but not limited to (1) long term suspension, (2) expulsion, or (3) contact law enforcement for removal of student.

Each subsequent Level III infraction will involve an investigation to see if a recommendation for expulsion is necessary.

### **TIME FRAME**

For all level II and III infractions only, offense numbers will be cumulative if an additional Level II or III infraction occurs within a 12 month time frame from the most previous infraction. If a student is free of any Level II or III infraction for more than 12 months, the offense number will start over at that time.

### **CONSEQUENCES:**

**Classroom Detention:** Detention is the assignment of remaining in school beyond regular school hours for infractions of unacceptable behavior in the classroom. Teachers have the ability to assign before or after school detention and detention times will be arranged by the teacher. Unless both parties agree to server detention that day, a 24 hours notice before will be given before being placed on detention. It is the student's responsibility to make any transportation arrangements with their parent/guardian. Failure to report for detention will be considered insubordinate behavior. While on detention a student may be assigned to work for the teacher.

**Lunch Detention:** Students assigned lunch detention will report to the superintendent at the beginning of lunch and will be assigned to eat in a separate location. Students will remain in that location for the duration of the lunch period.

**No Recess:** The student will not be allowed to participate in recess. The student will spend that time in the office under the supervision of the superintendent or at some other location as assigned by the superintendent.

**In-School Suspension:** For a length of time to be determined by the superintendent. Students will be in a supervised area away from contact with other students. Lunch will be served to them in the restricted area. Credit for work done while in ISS will be granted at full value unless otherwise determined by the superintendent or by the established policy or handbook. The student will be allowed to make up any tests given during the suspension. The student will not be counted absent during the term of suspension.

**Out-of-School Suspension:** For a length of time to be determined by the superintendent. Parents/Guardians will be notified. Students will be suspended to the custody of his/her parent. At the end of the suspension term, the parents/guardians will be required to have a conference with the superintendent before re-admittance. The student will be charged with unexcused absence during the term of out-of-school suspension and any credit for class work completed will be determined by the superintendent or in established discipline policy. The student will be allowed to make up any tests given during the suspension. A student in OSS will not be allowed at any school related function unless approved by the superintendent.

### **CHEATING AND PLAGIARISM POLICY:**

The misrepresentation or direct use of another's work as one's own is strictly forbidden. Students must always be very careful to acknowledge any kind of borrowing that is included in their own work; failure to do so is plagiarism. Students will be required to redo assignments that are plagiarized, and may receive an "F".

## **SCHOOL DRESS CODE:**

The responsibility for the appearance of the student rests with the parents and students according to the following guidelines.

1. Grades K-12 may wear shorts the whole year. The shorts will be hemmed, neat in appearance, and below the fingertips in length. Spandex and compression shorts must be covered with other shorts to below the fingertips. Dresses are held to the same standard as shorts.
2. No holes in pants or sweats--Administrative Discretion
3. No half shirts (Shirts must be long enough to remain tucked into waistband while going through normal school day activity):
2. No articles of clothing which allow visibility of any underclothing are allowed.
5. No articles of clothing with references to:
  - A. Alcohol (This does include local establishments.)
  - B. Tobacco
  - C. Sex
  - D. Drugs
  - E. Profanity
3. No caps or other head gear shall be worn during regular school hours (8-4 on Monday-Thursday and 8-3 on Fridays) and other times as deemed necessary or appropriate.
7. No roll shoes shall be worn in the school buildings. Students will wear a helmet while using scooters, roller shoes, roller blades, etc. on school property.

A teacher shall be allowed to restrict the manner of dress or length of hair when it interferes with education, health and/or safety of a student in that teacher's specific area.

On special trips the student shall wear clothing appropriate to the situation as per the advisor's judgment.

## **ELEMENTARY TECHNOLOGY USE POLICY:**

### General

Internet access and interconnected computer systems are available to the District's students. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

### Curriculum

The use of the District's electronic networks shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of the students

and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public form for general use.

#### Acceptable Uses

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

5. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

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

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

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

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

5. Students are prohibited from using e-mail; this includes District e-mail access through a web browser. E-mail access may be given to students by direct teacher permission only. Students are prohibited from joining chat rooms, or downloading instant message programs to District computers, unless it is a teacher-sponsored activity.

#### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of all users through direct observation and/or technological means, to ensure that no one is accessing such depictions or other material that is inappropriate. The Superintendent or designee shall enforce the use of such filtering devices.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the

Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

- Educating students to be “Net-smart”;
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using “Acceptable Use Agreements”
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The system administrator and/or superintendent shall monitor student Internet access.

### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

### Internet Access Conduct Agreements

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

### Warranties/Indemnification

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

### Violations

If any user violates this policy, the student’s access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the superintendent will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time with his/her decision being final.



Students will be required to pay for repair or replacement of their laptop, backpack, or charger in the event of loss or obvious abuse. All damages no matter the nature of occurrence, will be the responsibility of the student to whom the laptop was issued. Damage fees are as follows:

Laptop Screen damaged	\$70.00
Laptop Charger lost/damaged	\$40.00
Laptop Backpack lost/damaged	\$20.00
Laptop total replacement	\$400.00
Ipad total replacement	\$300.00
Ipad case replacement	\$15

### **SICKNESS OR INJURY AT SCHOOL:**

In case of an emergency, if the parent or family doctor cannot be located, the student will be taken to the nearest physician or hospital, unless parents notify the school of an alternate plan.

As a basic rule, no student will be given pain-relieving compounds by a staff member without consent from parents (See form at back of handbook).

#### Administering Medicines to Students:

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.
3. No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.
4. The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse or delegate (school administration, if nurse is not available), who has successfully completed specific training in administration of medication, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

#### Emergency Administration of Medication:

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

#### Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- There is written authorization for self-administration of medication from the student's parent or guardian.
- The principal and appropriate teachers are informed that the student is self-administering prescribed medication.
- Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications, provided that only the following acts are used:
- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-Administering medications;
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
- Opening the lid of the above container for the student;
- Guiding the hand of the student to self-administer the medication;
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
- Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

#### Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage, and physician's name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- Store medication requiring refrigeration at 36\_ F - 46\_ F.
- Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.
- No more than a forty-five-(45)-school-day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication: School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven-(7)-day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

## **STUDENT HEALTH/PHYSICAL SCREENINGS/EXAMINATIONS:**

The school may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Vision and hearing screening
2. Scoliosis screening
3. Any physical or mental health services, examinations, or screenings;
4. Immunizations as provided by the Department of Public Health and Human Services.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere with a student's progress. Parents or eligible students will be given the opportunity to opt out of any above-described screenings.

## **AIDS/HIV POLICY:**

These policies and procedure are designed to serve as a basis for making decisions regarding persons infected with HIV, the virus that causes AIDS. Ultimately, each decision will be made on an individual basis.

- A. Information about AIDS/HIV infection shall be provided to all students.
- B. All children with AIDS/HIV infection shall be reported immediately to the District Superintendent of Schools and to the County Health Department.
- C. Upon identification of a student by a competent medical authority as having AIDS/HIV infection, the following procedure shall be followed:

The Superintendent shall promptly appoint a team composed of the following individuals:

1. The School Nurse (or County Health Officer)
2. The Administrative Assistant
3. The School Counselor
4. The parents or guardians of the student
5. The student's physician
6. The teacher of a classroom where the student is assigned

The team shall promptly determine:

1. If the student can remain in his assigned classroom without risk to himself or others.
2. What precautions, if any, must be taken to assure no risk to the student or to others.
3. What alternative educational instruction is appropriate if classroom assignment is not medically advisable.

Based upon its determinations, the team shall recommend schooling options to the Superintendent who shall then implement appropriate schooling assignments for the student.

- D. A child with AIDS/HIV infection shall be allowed to attend school and to participate fully in programs and activities offered by the school unless the Superintendent, based upon team information, determines that the child should be placed in another program or excluded from school.

During the time this determination is being made, an infected student may be excluded from school or a school program.

- E. If a communicable disease (e.g. measles or chicken pox) occurs in a school classroom which would be threatening to an AIDS/HIV infected child, the infected child's parent or guardian will be notified so that the infected child can be excluded from school during the outbreak.
- F. The school shall respect the right to privacy of the individual student; therefore, knowledge that a child has AIDS/HIV infection shall be confined to those selected persons with the need to know as determined by the Superintendent. Those persons shall be provided with the appropriate information and should be aware of confidentiality requirements.
- G. Saco Public Schools shall provide education yearly to educate parents, students, and school employees regarding AIDS/HIV infection and its transmission whether an infected student is involved or not. Such education would serve to minimize the risk of transmission to others and to assist efforts to provide the best education for infected children.

## **HEALTH ENHANCEMENT POLICY:**

Parents/guardians must be given at least 48 hours notice before any "human sexuality instruction" is scheduled to occur. "Human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities. A parent/guardian may excuse a student from attending a scheduled class period, assembly, school function, or other instruction when the subject matter is related to human sexuality. Such absence is considered an excused absence.

Please refer to Board Policy 2335 & 3120 for more information.

## **McKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT:**

The McKinney-Vento Homeless Assistance Act is a federal law that states that children or youth who do not have a fixed, regular, and adequate nighttime residence are classified as homeless. Saco School actively enrolls and provides services for children and youth without regard to their home living situation. For assistance with the McKinney-Vento Homeless Assistance Act, please contact Tanya Funk, District Liaison.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973:**

Saco School District believes that its vocational rehabilitation program will not only continue to serve more individuals, but place more emphasis on rehabilitating individuals with more severe handicaps. No otherwise qualified handicapped individual, as defined by Section 504, shall, solely by reason of his handicap, be excluded from participation, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

The definition of "handicapped individual" as referenced in Section 504 reads as follows:

Any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

Saco School District must provide equal opportunity in areas such as counseling, physical education, recreational athletics, transportation, health services, recreational activities and special interest groups/clubs.

In accordance with Section 504, Saco School District has named a Section 504 Compliance Coordinator with whom a student, parent, guardian, or employee of the Saco School District may file a complaint of alleged discrimination. The Compliance Coordinator shall receive complaints, actively and independently investigate the merit of complaints, and assist the parties in the resolution of complaints. The Compliance Coordinator may be utilized as a resource by any party at any level of this procedure. Presently, the Section 504 Compliance Coordinator has been identified as Elena Ross, Saco School District Special Education Teacher. A more detailed grievance procedure is indicated in Section V of the Saco School District Board Policy.

As required, Saco School District must notify parents of their rights under Section 504 in the following circumstances: when eligibility is determined; when a plan is developed; and before there is a significant change in plan for the services. Notification should include the following rights: the right to file a grievance with the school district over an alleged violation of Section 504; right to have an evaluation that draws on information from a variety of sources; right to be informed of proposed actions related to eligibility and plan for services; right to examine all relevant records; right to an impartial hearing if there is disagreement with the school district's proposed action; right to be represented by counsel in the impartial hearing process; and right to appeal the impartial hearing officer's decision. Reevaluation must occur before any "significant" change in placement, i.e. expulsion, extended suspension, transfer of the student to home instruction, or change in student's class environment.

## **SEXUAL HARASSMENT/INTIMIDATION POLICY:**

The Saco Public School District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against an employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of such a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary actions against the offender.

This policy applies to individuals attending any events on District property, whether or not District-sponsored, and to any school-sponsored events, regardless of location.

## **STUDENT RECORDS:**

### Notification to Parents and Students of Rights Concerning a Student's School Records

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

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

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Student's name
- Address
- Telephone listing
- Photograph (including electronic version)
- Date and place of birth
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Most recent educational agency or institution attended

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.*

6. **The right to request that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

**STUDENT ATHLETIC ACTIVITY TICKETS:**

These tickets will be good for all regular season athletic activities played at home. They will not be good for any class plays or group-sponsored activities. Saco Senior Citizens (ages 62 and over) will be issued Free Passes for use at the regular season home athletic events.

**ACTIVITY TICKET PRICES**

Family.....	\$100.00
Single Adult.....	\$60.00
Family (School Age Children Only)	\$60.00
Students K-12.....	\$40.00

**GATE TICKET PRICES**

Adults.....	\$ 7.00
Student K-12.....	\$ 5.00

**HOT LUNCH PROGRAM:**

Hot lunch and breakfast will be served the first day of school and each day thereafter unless a notice is posted at least one day before the change.

Parents/guardians are encouraged to begin a lunch account at the office for their child. Accounts will be debited for each meal. Notices are sent out to keep you apprised of the balance. Charging is discouraged. Free and reduced lunch applications are available to any families who believe they might qualify.

The charges will be as follows:

Breakfast	K-12 @ \$1.25
Lunch	K-12 @ \$2.05

Meals include one carton of milk. Additional cartons of milk may be purchased for \$.40 each. Anyone wishing to eat at school one day, must come to the office and purchase the meal for that day.



## **SPECIFIC REGULATIONS**

### **BUILDING RULES:**

**The entrance doors will be open for admittance of students 30 minutes prior to the beginning of classes.** Students, upon entering the building in the morning, should secure materials for morning classes and report to their first period class. Students, upon returning to the building for the afternoon session, should secure the materials necessary for their afternoon classes and report to their 5th period classes. Buses will leave 5 minutes after the last class of the day. Students should leave the school building no later than 30 minutes after the last class of the day unless properly supervised by school personnel.

### **SNOWBALLS:**

Students are not to throw snowballs on or around school property. Those caught will be assigned a consequence by the Supervisor.

### **LASER LIGHTS:**

Laser lights have been deemed dangerous to eyesight, and are not allowed on school premises at any time.

### **CORPORAL PUNISHMENT:**

Any punishments may include or be replaced by applying corporal punishment as per Montana State Law.

### **NOON BREAK:**

All middle and high school students must check out at the office before going home for lunch or downtown during noon break. Students are not allowed to drive personal vehicles during noon break.

### **SCHOOL BUS:**

All students who are transported by bus must catch the bus at the designated stop in front of the high school. Please remain on the curb until the bus comes to a complete stop. Buses will wait no later than 10 minutes after the last class of the day and students will load as quickly as possible. Students not riding the bus are to notify the bus driver, so that he may leave when loaded.

When the bus is in motion all passengers are to be seated. Do not exchange seats while the bus is in motion.

Speak in normal tones. Loud noise or unnecessary confusion is a distraction to the driver. Boisterous or obnoxious behavior will not be tolerated.

Clothing or school supplies are not to be thrown around, passed about or left laying on the floor or aisles.

Students riding the bus must be properly clothed at the discretion of the driver.

No arms, legs or heads are allowed outside the bus window.

The driver is responsible for a student from the loading point to the designated stop. At no time is the driver to allow a student to leave the bus at other than the designated stop, except in emergency or by written direction from a parent or school official.

The bus driver is in complete authority. Follow the bus driver's instruction.

If discipline is necessary, the procedure is:

1. A warning by the driver.
2. If repeated warnings are necessary, the offender will be sent to the office and a warning will be issued.
3. Upon being sent to the office a second time for discipline, a three day suspension from riding the bus will be invoked.
4. Other appearances at the office for discipline will require the offender and his/her parents to appear at the next board meeting. Students will not be allowed to ride the bus during the interim period.

Riding the bus is a privilege. This privilege can be removed. It is our hope that this will not be necessary. With your cooperation it will not be.

While waiting for the bus, keep to the side of the road, well off the road.

When leaving the bus, if it is necessary to cross the road, pass in front of the bus so the driver is well aware of your location. The same is true for boarding.

## **POP MACHINES:**

Students may use these machines after school and at noon hour, but not during the school day. Individuals are to clean up their own spills. If money is lost in any machine, check in the office for a possible refund. Drinking pop is restricted to the multipurpose room only. Pop brought to school may not be kept in the lockers.

## **CELL PHONE AND OTHER ELECTRONIC EQUIPMENT USE:**

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

Students may use cellular phones, pagers and other electronic signaling devices on campus before school begins and after school ends. Students in grades 9 -12 may also use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

### **VIDEO SURVEILLANCE:**

The Board Authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. Video recordings will be totally without sound.

### **ASBESTOS PUBLIC NOTICE SACO PUBLIC SCHOOLS:**

The asbestos re-inspection of our school is now complete. Asbestos containing materials remain in our building. None of the asbestos containing materials are considered to be health hazards at the present time. It is being managed in a safe and proper way. Through the actions of the district the release of asbestos into the air has been eliminated. The entire Inspection, Management Plan, and Re-inspection Documents are available to you at any time. We are pleased to report that students and staff are attending school in a safe physical environment

#### **Parental and Family Engagement**

*-----Saco School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website at [www.sacoschools.k12.mt.us](http://www.sacoschools.k12.mt.us) and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:*

- Uniform Grievance Procedure – Policy 1700*
- Student and Family Privacy Rights – Policy 2132*
- Parent/Family Engagement and Involvement in Education – Policy 2158*
- Student Health Instruction – Policy 2335*
- School Activities and Clubs – Policy 3233, Policy 3510, Policy 3550*
- Student Health – Policy 3410*
- Student Immunization – Policy 3413*
- Student Records and Confidentiality – Policy 3600*

## STUDENT INTERNET ACCESS AND EQUIPMENT USE CONDUCT AGREEMENT

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the \_\_\_\_\_ School District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's equipment, computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me including payment of costs associated with damaged equipment.

User's Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student's access to the District's equipment computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am signing this Agreement and agree to accept full responsibility for supervision of my child's use of his/her equipment and access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet. I understand any negligence arising out of my student's use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I further accept that any costs to repair or replace damages to equipment or networks in accordance Section 20-5-202, MCA

Parent/Legal Guardian (Print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Date: \_\_\_\_\_

This Agreement is valid for the \_\_\_\_\_ school year only.

**PLEASE FILL OUT, SIGN, AND RETURN TO THE SCHOOL OFFICE AS SOON AS POSSIBLE.**

State law requires student and parent/guardian signatures to be kept on file showing policies have been read and understood.

**Your signature below denotes your understanding and knowledge of the rules and policies which are included in the student handbook.**

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

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

### **MEDICAL RELEASE**

(Not required if you do not want the school to administer medication during the school year. See Sickness and Injury at School for clarification.)

I hereby authorize the Saco School Authorities to obtain all necessary medical care for my child, and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child listed below.

STUDENT'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_

EMERGENCY NUMBER \_\_\_\_\_

\_\_\_\_ YES \_\_\_\_ NO YOU MAY GIVE MY CHILD NON-ASPIRIN

PAIN RELIEVER IF NECESSARY (Check appropriate responses.)

SIGNED \_\_\_\_\_  
(Parent and/or Guardian) (Date)

Please list any medical conditions, prescription medications, or requirements that should be made known.

**\*\*Please fill out ONLY if your child needs to carry and self-administer medication on school grounds, such as asthma or diabetes medication.**

**Montana Authorization to Carry and Self-Administer Medication**

For this student to carry and self-administer medication on school grounds or for school sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent, an individual who has executed a caretaker relative educational authorization affidavit, or legal guardian.

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

Sex: (Please circle) Female/Male

City/Town: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Year: \_\_\_\_\_ (Renew each year)

**Physician's Authorization:**

The above named student has my authorization to carry and self administer the following medication:

Medication: (1) \_\_\_\_\_ Dosage: (1) \_\_\_\_\_

(2) \_\_\_\_\_

(2) \_\_\_\_\_

Reason for prescription(s): \_\_\_\_\_

Medication(s) to be used under the following conditions: \_\_\_\_\_

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication on his own without school personnel supervision. I have provided a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

Signature of Physician \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

Date \_\_\_\_\_

*Backup Medication – The law provides that if a child's health care provider prescribes "backup" medication to be kept at the school, it must be kept in a predetermined location, known to the child, parent, and school staff.*

*The following backup medication has been provided for this student: \_\_\_\_\_*

**For Completion by Parent, an individual who has executed a caretaker relative educational authorization affidavit, or Guardian**

As the parent, individual who has executed a caretaker relative educational authorization affidavit, or guardian of the above named student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used an auto-injectable epinephrine, he/she understands the need to alert an adult that emergency medical personnel need to be called. If he/she has used his/her asthma inhaler as prescribed and does not have relief from an asthma attack, he/she is to alert an adult.

I also acknowledge that the school district or nonpublic school may not incur liability as a result of any injury arising from the self-administration of medication by the student and that I shall indemnify and hold harmless the school district or nonpublic school and its employees and agents against any claims, except a claim based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to also work with the school in establishing a plan for use and storage of backup medication if prescribed, as above, by my child's physician. This will include a predetermined location to keep backup medication to which my child has access in the event of an asthma or anaphylaxis emergency.

Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

I understand that in the event the medication dosage is altered, a new "self-administration form" must be completed, or the physician may rewrite the order on his prescription pad and I, the parent/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and the medication that is not picked up will be disposed of.

Parent/Guardian, Caretaker Relative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)