



Saco School District
HS/JH
Student/Athletic
Handbook
2025-2026

TABLE OF CONTENTS

TITLES

PAGE

Preface Grades 6-12 Class Time Schedule

1

General Policies

Independent Study and Drop/Add	1
Registration	1
Graduation	1
Valedictorian and Salutatorian	2
Grading System	2
Failing Grades	3
Correspondence Courses	3
Work Based Learning	3
Attendance	3
Senior Skip Day	3
Senior Trip	4
Make-Up Work	4
Advance Make-Up Work	4
Excused Absence	4
Un-excused Absence	4
Excessive Absences	5
Tardiness	5
Leaving the Building	6
Transcripts	6
Transfers and Drops	6
Care of the School	6
Student Aides	6
Immunization	6
Technology Acceptable Use Policy	7
General	7
Curriculum	7
Acceptable Uses	7
Unacceptable Uses	7
Internet Safety	8
Confidentiality of Student Information	8
Internet Access Conduct Agreements	8
Violations	8

General Regulations

Discipline Policy	9
Level I Infraction	9
Level I Discipline Plan	9
Level II Infraction	10
Level II Discipline Plan	10
Level III Infraction	10
Level III Discipline Plan	10
Consequences	11
Classroom Detention	11
Lunch Detention	11
Saturday School	11
In-School Suspension	11
Out-of-School Suspension	11
Cheating and Plagiarism	11
Late Assignment Policy	11
Possession of Alcohol, Tobacco, and Substances	12

Specific Regulations

Building Rules & Doors	13
Snowballs	13
Laser Lights	13
Corporal Punishment	13

Noon Break	13
School Bus	13
School Dress Code	14
Use of Phone	15
Pop Machines	15
Student Vehicles	15
Conduct for Student Travel	15
School Dances	16
Student Activity Tickets	16
Hot Lunch and Breakfast Program	16
Food in Building	17
Weapon-Free Schools	17
Process for Expulsion	17
Extra/Co-Curricular Activities	18
Definitions	18
Fees for Participation	18
Athletic Participation Requirements	18
Training Rules	19
Practices	19
Curfew	19
Games	19
Team Transportation	20
Lettering	20
Maverick Training Rules	21-22
Academic Eligibility	23
Emergency Authorization	23
Sickness or Injury at School	23
Administering Medicines to Students	24
Emergency Administration of Medication	24
Self-Administration of Medication	24
Handling and Storage of Medication	24
AIDS/HIV Policy	25
Section 504 of the Rehabilitation Act of 1973	26
Student Health/Physical Screenings/Examinations	27
Sexual Harassment Policy	27
Harassment and Intimidation Policy	28
Student Records and Directory Information	29
Notification to Parents	30
Cell Phone and Other Electronic Equipment Use	31
Video Surveillance	32
Emergency Protocols	32
Emergency Procedures	33
Emergency Procedures for an external shooter	33
Emergency Procedures for an internal shooter	33
Emergency Procedures for mass evacuation of building	33
District Asbestos Management Plan	34
Sign-Off Sheets - (These must be returned to the office within the first week of school)	35
Medical Release	
Internet Access Conduct Agreement	
Authorization to Carry and Self Administer Medication	
Designation and acceptance of administering glucagon	

PREFACE

The purpose of this handbook is to answer questions, and acquaint the students with the basic procedures and rules required to operate effectively in Saco School District #12 A & B. The philosophy and responsibility of this school are to make available to each student the best learning atmosphere and facilities possible.

GRADES 6-12 CLASS SCHEDULE

Period	1	2	3	4	5	6	7a	7b
M-Th	8:00-8:57	9:00-9:57	10:00-10:57	11:00-11:59	12:19-1:16	1:19-2:16	2:19-3:12	3:15-3:30

GENERAL POLICIES

INDEPENDENT STUDY AND DROP/ADDS:

Students may elect to take independent study courses and dual credit classes, and credit will be allowed if approved by the counselor, the superintendent, and the student's parents. (See rules for correspondence (distance), on-line classes and dual credit, page 3)

Adding or dropping courses will be possible only two days into each semester unless the Superintendent and Counselor agree that it is in the best academic interest of the student. Drop-add forms may be picked up in the office. Attendance is a necessary requirement in order to pass a course.

REGISTRATION:

Pre-registration will take place before the end of the second semester of the preceding year. The courses must be approved by the student's parent(s) or guardian(s), counselor and the superintendent.

Student schedules may be changed by the office to take into account courses failed, missed, conflicts, class size, prerequisites or other legitimate reasons. Students (grades 9-12) need to check their schedules against the graduation requirements so you can plan ahead.

Students shall be given a copy of their individual schedules the first day of school.

GRADUATION:

Each student will have earned a minimum of 24 credits in order to graduate from high school. Of these credits, the following specific courses are required:

1. Four credits of English
2. Two credits of Health & Physical Education
3. Three credits of Mathematics
4. Three credits of Science
5. Three credits of Social Studies
 - * One credit must be American Government (Seniors)
6. One credit of Fine Arts
7. One credit of Vocational/Practical Arts
8. One credit of Financial Literacy (Juniors or Seniors)

If, after four years of attendance, a student has not met graduation requirements, a certificate of attendance may be awarded in lieu of a diploma. Graduation will not precede the last day of school by more than four school days. The commencement speaker (if there is one) will be selected by the senior class with the class advisors' and superintendent's approval. The advisors and class secretary will co-sign all letters of invitation. Selection should take place immediately after school begins for the year. The senior class will pay for all graduation expenses. All student speeches need to be approved by the superintendent.

Early graduation may be allowed. Information and regulations may be received from the counselor's office. Early graduation shall not occur prior to seven (7) semesters of attendance of high school.

The Valedictorian and Salutatorian awards will be awarded on the basis of grade point average in their regular coursework. Non-resident students transferring to the Saco school district must attend for a minimum of three semesters before becoming eligible for consideration for these awards. To be considered for either award, the student must:

- A. Have a GPA of 3.5 or higher
- B. Have a score of 20 or higher on the ACT exam or SAT math/verbal scores of at least 504/516 respectively.
- C. Have completed at least two of any of the following:
 - a. One credit of Chemistry
 - b. One credit of Physics
 - c. One credit of Advanced Math
 - d. One credit of an AP class or Dual Credit class
 - e. Any one of the following: Four credits of music, four credits of technology, or four credits of business
 - f. Any other course or combination of courses determined by a committee consisting of the administration, the school counselor and three high school teachers.

GRADING SYSTEM:

There will be two official grading periods each year and grades will be assigned alphabetically, i.e., A, B, C, D, F and P, at the end of each semester. The following school-wide scale will be used to assign letter grades:

100-95 = A (4.00)	82-7 = C (2.00)
94-93 = A- (3.66)	77-76 = C- (1.66)
92-91 = B+ (3.33)	75-74 = D+ (1.33)
90-87 = B (3.00)	73-71 = D (1.00)
86-85 = B- (2.66)	70 = D- (0.66)
84-83 = C+ (2.33)	69 and Below = F

Advanced Placement classes carry a wider range of percentages for letter grade values. The following scale is to be applied to AP course work. Classes that contain college level curriculum, and can lead to dual credit in high school and college should use this grading scale, or the one recommended by the APEX instructors as it applies. Advanced Placement may be taken pass/fail if the course is not considered for meeting graduation requirements. If the course is offered in house by an instructor, it may not be taken pass/fail.

100-94 = A (4.00)	76-74 = C (2.00)
93-90 = A- (3.66)	73-70 = C- (1.66)
89-87 = B+ (3.33)	69-67 = D+ (1.33)
86-84 = B (3.00)	66-64 = D (1.00)
83-80 = B- (2.66)	63-60+ = D- (0.66)
79-77 = C+ (2.33)	59 & Below = F

After each four and one-half week period, a progress report will be sent to all parents for all students. All teachers' grade books must show mathematical verification for recorded grades. On the permanent record, the student's grades will be figured on the 4-point system. Only semester grades are recorded on a student's permanent record and official transcript. Quarters 1 & 2, as well as quarters 3 & 4 are continuous and grades will not "start over" at the end of one quarter to the next. Grades start over only at the semester break.

If a grade of "Incomplete" is given, a student will have two weeks from the time the incomplete is given to make it up. After two weeks, the grade will be calculated and recorded by including the missing assignment(s) as zeros.

Credits will be issued according to the time per week. Classes meeting every day for one period will receive one full credit at the end of the year. Classes only meeting part of a period or less than four days per week will have credits pro-rated, i.e., one-half time will equal one-half credit.

Saco Schools is on a 4.0 grading system. A 3.25 grade point average is required for Honor Roll, a 3.75 is required to make the Superintendent's Honor List. Any pass/fail grade will not be considered for Honor Roll or class rank.

Promotion and Retention

The decision to promote a student to the next grade level shall be based on the successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reasons not related to academic performance. See Policy 2421.

CORRESPONDENCE/ONLINE/ DUAL CREDIT COURSES:

Students are encouraged to expand their academic opportunities by availing themselves of the Internet and other offsite curriculum offered through the technology of the Saco School. Such courses are challenging and students must evaluate their ability to work independently and be responsible for the requirements of the class enrolled in. Saco Schools will cover the cost of any course required for graduation, AP classes, and courses deemed required by the student's post-secondary school choice. A refundable deposit is placed with the school clerk for no less than half the cost of the class and material. This deposit will be returned to the student on the satisfactory completion of the course. Courses needed for credit recovery and any other elective class may be taken at the cost of the student. The student must explain the reason for taking any class not required and must gain permission from a committee to do so. The cost of taking any AP exam (for college credit) will be the responsibility of the student. Students will pay for the cost of the dual credit class and all required materials.

[For further information, see Policy 2410]

WORK BASED LEARNING:

Students may submit a proposal for a tailored Work Based Learning (WBL) program that divides their time between instruction in school and specific learning at a job. Each proposed program will be planned by Work Based Learning coordinators (Superintendent & Counselor) and the employer. The WBL program will be available to seniors who are in good standing in regards to grades, attendance, and credits required for graduation. Students will not be allowed to work for family members. Pass/Fail grading will be used and students will receive credit upon completion. Prior to starting the WBL program, all necessary paperwork from school board Policy 2600 must be completed, including employer signature, employer's proof of worker's compensation coverage, and parent signature. The student and employer must both agree to follow Option 1 of Policy 2600P. WBL coordinators will communicate with employers on a monthly basis and will visit work sites to determine if the placement is appropriate for student employment. In the event the student is not making satisfactory progress, he/she may be required to return to regular classes at the school.

ATTENDANCE:

Every student should make a concerted effort to attend school regularly. Everyday attendance for students is necessary if they are going to learn and teachers are going to be able to teach them. Therefore, it is extremely important that absences be kept to a bare minimum. All pupils who are absent, must bring an excuse signed by parents giving the reason for the absence. A make-up slip, must then be signed by each of the student's teachers as an "admit" to class. Your teachers will also place your make-up assignments, if any, on this slip. Students will complete the required make-up assignments and have each teacher sign the slip verifying completion of the assignments. The student must then return the slip to the office. If you forget your note and parents cannot be reached, you will be given one day to correct or receive an unexcused absence.

Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

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

[See policy 3122 and 3123.]

Senior Skip Day:

Each spring, the Seniors have been allowed a single day as a skip day. This day is to be used during the Senior Trip. If the class does not have enough money to take a trip, an organized skip day will be designated by the class. The advisors will be involved in the planning and attend the event. This day will be the only excused skip day for Seniors. Any students, other than Seniors, who attend, or have an undeclared skip day will be charged with an unexcused absence. Parental knowledge of the student's absence will be sought, but will not excuse the absence for that occasion.

Senior Trip

- The Senior Trip shall not exceed a total of 2 school days.
- The length of the trip can be extended by including the weekend or other vacation days if appropriate.
- The trip will be taken by either public transportation or school bus and the total cost of the trip cannot exceed the current available class funds.
- The destination and all travel shall be within the 50 United States.
- The destination and number of chaperones must be presented to the board of trustees for their approval. Approval must be granted by a vote of a majority of the board.
- All chaperones will be subject to fingerprinting and background checks.
- The senior trip can take place after graduation but all transactions (bills, claims, invoices, etc.) must be completed by 6/30 of that year.
- All money raised by the senior class belongs to the senior class and not to any one individual.
- If a student leaves Saco School District at any time, all money earned and/or donated by the student and/or their family will remain in the senior class fund.
- Any student that enrolls in Saco High School by the first day of the second semester of their senior year is permitted to go on the senior trip.
- If plane and/or train tickets are not used for the senior trip, any senior will be allowed to go regardless of when they enroll in the school.
- Any student that is unable to attend the senior trip due to a school or legal discipline issue is expected to reimburse the senior class fund for any and all expenses incurred by that student. (purchased plane tickets, pre-paid excursion passes, etc.)
- The School District is willing to furnish a vehicle if needed and available and one tank of gas towards the senior trip.

Make-Up Work:

Students who have been absent from school will be credited two school days to make-up time for each day they are gone up to a **maximum of 4 days**. Cases involving lengthy illnesses or unique problems may receive additional consideration. Students may not have days to make up work that was previously planned (E.g. test, presentation, etc.)

Advance Make-Up Work:

Secure advance make-up slips any time you know ahead of time that you are going to be absent. Students who must be away from school for co-curricular events or other important business are requested to secure advance make-up slips to cover all periods of attendance and turn those slips into the office.

Excused Absence:

Any absence that has the prior approval of parents. All written excuses must be dated. Any student failing to bring an excuse for an absence will be given an admit slip marked unexcused. Teachers will not admit a student to class without an admit slip, either excused or unexcused. Any student who has an unexcused admit slip will not be permitted to make up the work until an excuse is brought to the office and the excuse changed to an excused absence. Instructors will not sign the slip if it is marked unexcused, nor assign work to the individual until he/she has an excused make-up slip.

Unexcused Absence:

Any student who has an unexcused admit slip will receive zeros for all work assigned that day and will not be permitted to make up the work.

Excessive Absences (applies only to grades 6-12):

Regular attendance on the part of the student is essential if the continuity of the learning process is to be maintained. Any student that is absent for more than nine (9) days for a particular class, may lose credit for that semester. The policy on excessive absenteeism per semester is as follows:

1. All absences, excused or unexcused, will be counted toward the nine day limit.
2. Medical appointments are excluded although documentation is required.
3. School related absences and Montana High School Rodeo events are excluded.
4. On a student's sixth (6th) absence from a particular class, the parent/guardian will be notified.
5. On the ninth (9th) absence in any class, the superintendent will notify the parent(s)/guardian again. If the superintendent deems it necessary, an Attendance Review Committee will be put together to evaluate the reason for the absences, if credit will be taken away or not, any restrictions regarding future absences, and any other pertinent information.
6. The committee will meet within one week of notification of the 9th absence. Reasonable attempts will be made to meet with the parent, however, in the event the parent or guardian will not show up for the meeting, the Attendance Review Committee will meet without them.
7. It is recommended that the committee be made up of the superintendent, the counselor, a board member, and at least one of the student's teachers. The parent(s) or guardian, and the student should also be present.
8. The student and a parent/guardian will present their explanation for the excessive number of absences to the committee. If necessary, the committee will also review grades, make-up work, and number of referrals to the office. If necessary, each committee member will rate the student responses from 1-10; (10 being the best justification in each category)
9. After hearing testimony, the Committee scores will be tallied. The student must receive 80% of the total points possible to maintain credit for the class(es) in question.
10. If credit is not granted, the student will be reassigned at the superintendent's discretion for the remainder of the semester.
11. If an appeal is granted, the student will return to class with the Attendance Review Committee's stipulations. If the stipulations are violated, a loss of credit will result.
12. Students losing credit in more than half of the school day will be suspended for the remainder of the semester.
13. The Board of Trustees will hear any appeals to the decision of the Attendance Committee at the next regular Board meeting in Executive session.
14. When necessary, the superintendent will contact the parents regarding any additional absences in any other classes and explain any potential ramifications.

Tardiness:

Your school must insist that you be on time not only because of the interruption that tardiness makes in the school, but, more important, because of the kinds of habits you are forming. By being late for classes and appointments, you create the impression of being unreliable. This will certainly work against your best chances for success. All students reporting late to class without an excuse slip, obtained **prior** to arriving at the class, will be counted as tardy. The following tardy policy covers each class period for each semester. Tardies are charted cumulatively in all classes.

1st citation:

(Second tardy) Warning

2nd citation:	(Third tardy) 1 hour Friday School
3rd citation:	(Fifth tardy) 3 hours Friday School
4th citation:	(Seventh tardy) 1 day In School Suspension with full credit for assignments
Beyond 4 th citation:	1 day of In School Suspension added for each citation with 70% credit for assignments.

NOTE: If ISS or OSS is assigned because Friday School was skipped/missed, the student will receive no credit on all assignments missed on the day in ISS or OSS.

Leaving the Building:

Any student needing to leave school during the school day needs to sign out at the office, verify this with office personnel, and have a signed note or phone call from their parents. If students do not follow this procedure, the school will contact their parents, and the student will be cited for truancy. Youth court services will be contacted if this behavior continues.

TRANSCRIPTS:

Any reasonable number of transcripts are available to a student and/or parents or guardians upon request.

TRANSFERS AND DROPS:

A student, upon leaving the school, must fill out a withdrawal form furnished by the office. Upon request, all necessary records will be sent to the school to which the student transfers. If you have previously had directory records withheld, your parent or guardian, or the student if they are 18, must sign a form to release any records.

CARE OF SCHOOL:

An important part of the learning process is care of equipment, supplies, and facilities. The building and the equipment are yours and the community's. Pride in yourself, your school, and your community are visually obvious by the appearance of the school. Lockers and locks are furnished by the school for you. You are responsible for items stored in them, including your own belongings as well as school property. Lockers, desks and laptops are considered school property and may be searched without prior notice given to the student when the school authority has reasonable suspicion that it contains illegal, unauthorized or contraband items.

Students are expected to wear clean, non-marking court shoes while in the gymnasium. Students caught on the playing surface in their outdoor shoes will be cited with an appropriate disciplinary consequence.

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. Student 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 3231.** The parent will be notified if any prohibited items are found in the student's desk or locker.

Drug Detection Dogs

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

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.

STUDENT AIDES:

Seniors and Juniors are allowed to apply for a position as a teacher’s aide. Applications are available from the Counselor. Teachers have the right to choose the person whom they believe to be the most qualified for their assistant. Student aides receive a Pass/Fail grade and no credit is issued for the class.

IMMUNIZATION:

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under the age of 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 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.

[For further information, see policy 3413]

TECHNOLOGY ACCEPTABLE 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.**

[For additional information, see policy 3612 and 3612P]

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 forum for general use.

Acceptable Uses

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 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable 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. Using school equipment to download music, and/or burn CDs is strictly prohibited.
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 given a school E-mail address to use on the school's internet service. Private E-mails are not to be used during school hours unless authorized. 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. Inappropriate use 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. [Policy 3612F]

Violations

If there are violations of this policy, the student's internet access may 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:

Screen damaged	\$70.00
Charger lost/damaged	\$40.00
Backpack lost/damaged	\$20.00
Total replacement	\$400.00

GENERAL REGULATIONS

DISCIPLINE POLICY:

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the key to good conduct and proper consideration for other people. The Superintendent is responsible for carrying out the overall procedures and policies of the school. It is the teachers' responsibility to develop procedures and policies in individual classrooms.

The duties and sanctions for a student, as per Montana Law, state that all pupils shall:

1. Comply with the policies of the trustees and the rules of the school which he attends;
2. Pursue the required course of instruction;
3. Submit to the authority of the teachers, principal, and Superintendent of the district; and
4. Be subject to the control and authority of any person charged with supervisory responsibility while he/she is in school or at school activities or on school premises, on his/her way to and from school, or during his/her intermission or recess.

Each classroom will have an established discipline plan in place, and will be posted or disseminated so students are aware of expectations for behavior in that classroom. Infractions of the classroom rules and consequences will be determined by the classroom teacher and will be documented with the superintendent. Serious student infractions of school rules will be documented with an incident referral and sent to the superintendent's office. The infraction level will be determined by the superintendent based on the list below. Consequences will be assigned based on the discipline plans listed. When necessary, the superintendent will assign a level to an infraction not listed.

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. Also, the superintendent will determine the infraction placement for any incident not listed below. 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 violations	Inappropriate display of affection	Dress code
Yelling/Screaming building	Littering	Running in
Not following playground rules violation	Food or beverages in undesignated areas	Cell phone
Offensive language and/or gestures	Disrupting classroom functions	
Not keeping hands, feet, or other objects to self	Inappropriate lunchroom behavior	

LEVEL I DISCIPLINE PLAN

1 st offense:	Referral filed in office and administrator talks with student
2 nd offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and one lunch detention
3 rd offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and one hour Friday school.
4 th offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and two hours Friday school.
5 th offense:	Referral filed in office and administrator talks with student, letter/referral sent to parent and three hours Friday school.
6 th offense:	Any other subsequent offense automatically becomes a LEVEL II offense starting at 3 rd offense protocol.

LEVEL II INFRACTION includes but is not limited to:

Profanity	Theft	Insubordination/defiance	of
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authority
Vandalism
Cheating
Abuse of technology

Harassment/bullying
Plagiarism
Sexual Harassment

Pornographic materials
Striking or punching someone

LEVEL II DISCIPLINE PLAN

1st offense Referral with office, phone call and letter to parent. Removed from class for remainder of period if necessary. One hour Friday school.
2nd offense Referral with office, phone call and letter to parent. Removed from class for remainder of period if necessary. Three hours Friday school.
3rd 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%.
4th 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%.
5th 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%.
6th offense Recommendation for expulsion

Sexual harassment has a discipline all its own.

Should a student be found guilty of Sexual Harassment, it will carry an automatic 3 day In School Suspension (ISS). A second violation will likely cause the student to go in front of the school board where they will be determined if expulsion is necessary.

[For Further information, see policy 3225]

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 firearms, 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 serve detention that day, a 24 hour's 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.

Friday School: Infractions that lead to office referrals may be assigned from one to three hours of time on Friday/Saturday morning as a consequence. A copy of the Friday/Saturday school assignment will be photocopied and sent to the counselor, Friday/Saturday School supervisor and parent. **Failure to appear at Friday School as assigned will result in In-School or Out-of-School suspension with no credit for school work missed.**

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 based on the student handbook, school policy and/or by the superintendent. 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" on that assignment.

POSSESSION OF ALCOHOL, TOBACCO AND SUBSTANCES:

Possession of these substances is harmful and/or unlawful. The County Sheriff's Department (in the case of illegal possession) and the parent will be promptly notified if any student is found in possession of, in use of, or in the presence of alcoholic beverages, tobacco, e-cigarettes, nicotine substitutes, marijuana, illegal drugs, or otherwise legal substances used in an inappropriate fashion on school premises, school buses, at school sponsored activities, or on school sponsored trips.

Consequences for Violation of Alcohol, Tobacco and Substance Rule:

First Violation - Students found in violation will receive in-school suspension for up to three (3) days and be suspended from extra/co-curricular activities as described below for four (4) calendar weeks from the date of the hearing regarding the rule infraction. Students or parents who self-report prior to the school receiving information of the violation will have their suspension reduced to two (2) weeks.

Second Violation - Students found in violation for a second time will receive out-of-school suspension for 4 days and will be suspended from extra/co-curricular activities for the remainder of the season, or six (6) weeks whichever is longer. The Superintendent will suggest that the student participate in an appropriate chemical awareness experience.

Third Violation - Students found in violation for a third time will be suspended from school and recommended for expulsion. If the student is readmitted to school by the School Board of Trustees, the student shall be suspended from participating in all extra/co-curricular activities for One (1) Calendar Year.

Should the violation occur at the end of the school year (state track meet, etc.), the hearing regarding the rule infraction shall be held immediately. However, any consequences will be enforced as though the date of the hearing were the first day of school of the ensuing school year.

ALL VIOLATIONS AND CONSEQUENCES SHALL BE CONCLUDED WITH AN EXIT CONFERENCE BETWEEN THE STUDENT, THE ADMINISTRATION, THE PARENTS, AND THE COUNSELOR. TOPICS WILL INCLUDE, BUT ARE NOT LIMITED TO, HOMEWORK, GRADES, BEHAVIOR EXPECTATIONS AND FUTURE CONSEQUENCES IF VIOLATION OCCURS AGAIN. Any violation of this policy will be cumulative if an additional infraction occurs within a 12 month time frame from the most previous infraction. If a student is free of any infraction for more than 12 months, the offense number will start over at that time.

The student and his/her parents are entitled to a due process hearing where they can review the documentation of the incident. If desired they may appeal to the board of trustees. All discussion will be held in executive session to protect the student's privacy.

<u>Extra -Curricular Activities:</u>	*cannot travel
	*cannot participate in competitive events
<u>Co-Curricular</u>	
School sponsored trips	*cannot travel (includes senior trip)
Dances	*cannot attend
Open Gym	*cannot participate

Violations of the school district substance/alcohol/tobacco policy away from school sponsored activities or grounds will be subject to extra/co-curricular penalties only. ISS/OSS will not apply. Action will be taken on information from school officials, law enforcement, parents of the student in violation or student self-admission.

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.

DOORS: All doors are locked at all times. DO NOT ever open a door for someone. EVER. They are instructed by a sign on every door to use the West Entrance Only. **DO NOT OPEN DOORS FOR ANYONE EVER.**

SNOWBALLS/ROCKS: Students are not to throw snowballs or rocks 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: Corporal punishment is not allowed by Montana State Law.

MOVIES/VIDEOS: All videos will be censored, (G, PG, and PG-13 only) inappropriate movies/videos will not be allowed.

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

SCHOOL BUS: All students who are transported by bus must catch the bus at the designated stop in front of the school. Please remain on the curb until the bus comes to a complete stop. Buses will wait no later than 5 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 lying 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 an 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.

The steps above may be modified based on the severity of the infraction and student behavior. 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.

SCHOOL DRESS CODE:

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

following guidelines. Dress codes apply to gym classes and practices unless specific exceptions are given by the superintendent. Restrictions and/or limitations for clothing include, but are not limited to the following:

1. Grades K-12 may wear shorts the whole year. The shorts will be hemmed and neat in appearance. Spandex and compression shorts must be covered. Shorts, skirts and dresses cannot be shorter than 4" above the student's knee.
2. No significant holes in pants, sweats, or shirts. All clothing must be hemmed. Muscle/sports jersey type shirts with "deep armpit cuts" are not allowed unless covered. Administrative Discretion
3. No half shirts (Shirts must be long enough to remain tucked into waistband while going through normal school day activity). Clothing that shows the belly or midriff, are not allowed. Cleavage must not be visible.
4. 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
 - F. Suggestive terms/names or double entendres
 - G. Inappropriate images
6. No caps or other head gear shall be worn 30 minutes prior to the beginning of classes and 30 minutes after the last class of the day and other times as deemed necessary or appropriate. Caps are to be removed when you enter the building between the two entry doors. Head gear will not be put on until you exit the two entry doors on your way out. Violators will lose the item for the length of time determined by the superintendent.
- 7.
8. No roller shoes shall be worn in the school buildings. Students will wear a helmet while using scooters, roller shoes, roller blades, etc. on school property.
- 9.
10. If you wear "tights", "yoga pants", or "leggings", your top should be long enough to cover "back end".

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.

The superintendent and/or the advisor will make final determinations on any item of clothing or accessories not mentioned in this handbook that may disrupt the normal educational process.

A good rule to follow: If you wouldn't wear it at a place of employment (work), then don't wear it at school.
[For further information, see policy 3224]

USE OF PHONE:

The phones in the office are for school business. Any student wishing to use the phone must obtain permission first. Any student wishing to make a long distance call must obtain permission from the sponsor.

POP MACHINES:

Due to recent Federal regulations, pop may NOT be purchased by students during school hours and 30 minutes before and after school hours. Teachers are not to allow students to have pop during school hours.

STUDENT VEHICLES:

Permission to drive cars, motorcycles and bicycles to school is a privilege allowed by the school. According to state laws, school officials have the right to regulate the use of each vehicle by students during school hours. School hours extend from one-half hour before classes start until one-half hour after school is dismissed.

Students shall not drive any vehicle from the time they arrive at school until it is time to leave the school, except with permission from the office.

All drivers will observe the fifteen miles-per-hour speed limit in the school zone. **Students driving vehicles to school must have a valid driver's license and the vehicle must be covered by liability insurance.**

Any student observed driving recklessly around the school premises will be reported to the law enforcement agency.

CONDUCT FOR STUDENT TRAVEL:

1. Students shall attend all sessions and activities assigned.
2. Students shall wear acceptable attire to all sessions and activities.
3. Students shall keep their adult advisors informed of their activities and whereabouts at all times.
4. Students shall not use their own cars or ride in a car belonging to others during the session unless accompanied by an advisor.
5. Students shall not patronize public places which would bring reproach to the organization or to themselves.
6. Curfew each night shall be determined by the advisor, and all students shall be in their rooms by curfew.
7. Students will not be allowed in the rooms assigned the opposite sex unless approved by an advisor.
8. If students are found in violation of these or other student handbook rules:
 - a. the parents will be contacted;
 - b. the parents may be required to retrieve their child from the trip or have the student returned to Saco at the parents' expense;
 - c. local law enforcement will be contacted, if necessary;
 - d. the student may be suspended from participating in all extra/co-curricular trips, -As per the Superintendent discretion.

SCHOOL DANCES:

1. Only students will be allowed to participate.
2. All rules concerning alcohol, substances and tobacco apply.
3. Students are not allowed to re-enter the building once they have gone out.
4. No student lower than the sixth grade is to be permitted to attend school dances.
5. All dance dates (non student) are to be approved by the administration prior to the dance.
6. The doors will be closed by 9:30 p.m. or one-half hour after dances start. Dances must end by 12:00 a.m.
7. Local law enforcement will be contacted prior to the dance.
8. Junior and Senior Prom - High school students will participate and Middle School students if they are the guest of a high school student or an invitation from the Junior Class has been extended to the entire Middle School. The maximum age limit for prom is 19.
9. In the event of a shared or multi-school prom, changes in these regulations may be determined by the cooperative efforts of the schools involved.

STUDENT 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

Junior High Games (Sept –Nov)

Adults..... \$5.00

Student K-12.....-\$3.00

GATE TICKET PRICES

High School Games

Adults..... \$7.00

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

HOT LUNCH & BREAKFAST 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	Adults \$2.00
Lunch	K-12 @ \$2.05	Adults \$3.50
Milk		\$.40
Reduced Lunch		\$.40
Reduced Breakfast		\$.30

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.

FOOD IN BUILDING:

Students may keep enclosed snack foods in their lockers. No beverages or perishable foods are allowed. No sunflower seeds are allowed. Pop or other drinks are not allowed in any classroom. Any exception must be cleared by the superintendent. If there is a problem, there will be a warning issued to the student body, on the second violation, food rights may be revoked for the remainder of the year for the entire school. Problems may include such things as leaving messes for others to clean up, stealing food from lockers, etc. Foods are allowed in the classroom at the teacher discretion. Exclusions to this are the computer Labs and the Library. If there is a substitute teacher, the snacks are automatically prohibited for that time. The Student Council shares in the responsibility for enforcement of this policy. **If students are getting food from the kitchen during the day please have them eat it in the cafeteria.**

WEAPON-FREE SCHOOLS:

In accordance with the provisions of the Gun-Free Schools Act of 1994, 20 USC 3351 and state law 20-5-202 (2), MCA, any student who brings a firearm or other weapon onto school property shall be expelled immediately for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the Superintendent.

Students found in possession of a weapon will be referred to law enforcement. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution on the grounds of allowing a minor to possess a weapon.

“Weapon” is defined as any device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

[Refer to policy 3311]

PROCESS FOR EXPULSION:

Expulsion may occur only at a hearing before the board of trustees and imposed by the board of trustees.

1. Parents and students are allowed the discretion of having their case heard in executive session or in an open meeting.
2. The superintendent will read the charges against the student and the recommendations of the administration.
3. The student, parent(s), or a representative thereof, will be given an opportunity to state their versions of the incident, ask questions, or produce witnesses or evidence.
4. The board will then reach its decision. If expulsion is the decision it will not be less than the remainder of the semester.

As an alternative to expulsion the board of trustees may, upon request of the student and parent(s), agree to special provisions for re-admittance. This will be in the form of a parent student agreement kept on file in the district office.

EXTRA/CO-CURRICULAR ACTIVITIES:

The Saco School recognizes the value of co-curricular and extra-curricular activities for the development of the whole student. Several activities, clubs and sports are available for all students to choose to participate in. Well-designed programs emphasize student development, positive self-esteem and school pride. Following are the descriptions of those activities and the responsibilities of the school, parents, and student participants.

Definitions:

Co-Curricular Activities - Those credit bearing courses that involve activities both inside and outside the classroom setting. (i.e. Pep Band) Included as co-curricular are school sponsored clubs and class organizations that include activities both in and out of school.

Extra-Curricular Activities - Those athletic activities beyond the immediate scope of graded requirements. (i.e. football, basketball, volleyball, track, cheerleading/drill team)

All activities must be held under the sponsorship of a faculty member or advisor. No student activity will be held until the office has been informed by the organization's assigned sponsor as to which sponsors will be in attendance of the activity in question. If a cash box is needed, the office must be notified two (2) working days in advance.

All classes and organizations of the school must be sanctioned by the Student Council and many will be required to have constitutions or regulations.

Fees for Participation:

All students who participate in any co-curricular or extra-curricular program offered by Saco School will be required to purchase an activity ticket prior to the first contest or they may not be allowed to participate.

All football fees charged by the Malta School as a requirement of participation must be paid to the Malta football coach at the beginning of the season. Players will not be allowed to participate in practice or games until they have paid the fee. Fees are \$100.00 for High School Students and \$60.00 for Junior High Students and may be changed at the discretion of the Malta School District.

Fees for Band instrument rental or use must be paid at the beginning of the school year. Parents who have difficulties in paying the fee may apply to the Saco Band Boosters for a scholarship that will cover all costs.

Other fees:

Materials that are part of the basic educational program are provided with state and local funds and

are at no charge to a student. A student, however, is expected to provide his or her own pencils, pens, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Participation fees for extracurricular activities

Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

Personal apparel used in extracurricular activities that becomes the property of the student.

Parking fees and student ID cards

Fees for lost, damaged, or overdue library books.

Fees for driver training courses, if offered.

Fees for optional courses offered for credit that require use of facilities not available on District premises.

Summer school courses that are offered tuition free during the regular school year.

The Saco School District may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

[Refer to Policy 3520]

Athletic Participation Requirements:

Physicals: Students in grades 5-12 (4th grade if needed) will be allowed to practice only upon passing a physical every other year, with the exception of incoming freshmen, who must have a current physical. (per MHSA guidelines).

School Attendance: A student must attend school for the full school day prior to a performance. Exceptions to this rule could be made by the administration if an absence is unavoidable. Illness and unexcused absence will curtail participation.

Eligibility: Montana High School Association rules pertinent to eligibility will be followed at all times. All student athletes must also meet the extra-curricular academic eligibility criteria standard. Exceptions to the 2.0 rule may be made for special education students but no exception may be made for the MHSA rules. The head coach and the Superintendent will determine exceptions jointly.

Training Rules:

- A. Get eight (8) hours of sleep each night.
- B. Eat pre-game meals at least three hours before game time.
- C. Lift weights.
- D. Report all injuries, major or minor.
- E. Clean all gear daily.
- F. Avoid the company of those people who habitually do not follow your training regimen.
- G. Forget about your personal problems during practice and during games.
- H. Make sure that your diet is a balanced one. Stay away from all carbonated beverages.
- I. Treat all adults and teachers with the respect that is due them. Remember that you are "their" team and their support is much needed if we are to have a successful season.
- J. Any athlete in violation of possession of alcohol, substances or tobacco will be subject to the school consequences outlined in the "Possession of Alcohol, Tobacco, and Substances" section of this handbook.

Practices:

1. All athletes must have a signed physical examination before they can practice and participate.
2. All players must put in a minimum of 8 practices before the first competitions as required by MHSA.

3. All athletes must be on time. An athlete that is not on time will receive extra conditioning.
4. Any verbal abuse toward other players and/or coaches will result in removal from practice that day. This will be considered an unexcused absence.
5. Foul language or obscene gestures are punishable by extra conditioning.
6. Missing practices: All missed practices must be accompanied with a written excuse or a phone call from a parent/guardian. Unexcused absences will not be tolerated.

Consequences:

- 2 absences within one week - Curtailed playing time
- 3 absences within one week - No playing time
- 1 unexcused absence - 1 week suspension
- 2 unexcused absences - 2 week suspension
- 3 unexcused absences - Removal from team

Curfew:

Curfew is set at the following times for the following days:

Monday-Friday	10:30 PM
Saturday	12:00 AM
Sunday	10:30 PM

If these times cannot be made for some legitimate reason, contact one of the coaches and let them know of your whereabouts and the approximate time you will make it home.

Team Transportation:

Students are obligated to ride to and from each activity on a school bus or other school furnished transportation. Exceptions may be granted if parents make arrangements ahead of time with the sponsor/coach involved or Superintendent. Parents may take a student from an activity only after having personally talked with the head coach/sponsor or Superintendent and signed a travel waiver release form available from that coach/ sponsor or Superintendent. In most cases, students are expected to utilize school-provided transportation. The following rules apply to bus travel:

- No sitting with the opposite sex on trips
- The bus leaves at a given time, be on it!! If you miss the bus, discipline will be at a coach's discretion, even if you find an alternate ride.
- All music played on the bus will be censored. Inappropriate music will be taken.
- All videos viewed will be censored. (G, PG or PG-13 only) Inappropriate videos will be taken.
- If you are not traveling home from the games on the bus, make sure you have your parent/guardian sign a travel release form. It is recommended that all team members ride home together on the bus.

Lettering:

1. Boys' and girls' basketball letters will be granted after eighteen (18) quarters of varsity play, and suiting up for district tournament.
2. Boys' and girls' track letters will go to participants who participate in 4 track meets, participate in 4 events at the district meet, and qualify for the divisional track meet.
3. Girls' volleyball letters will be granted after participation in 16 matches and suit up for district tournament.
4. Golf: Boys' and girls' will letter if they qualify for state and/or earn at least 6 points during the current golf season under a specified point system. Details of the point system are

- available from the coach.
5. Band letters will be granted upon fulfilling the requirements for pep band and concert band as outlined by the band instructor.
 6. The coach has the option of awarding a letter to a participant who has not met the minimum requirements based on hardship or injury.

Athletic Handbook

The three school co-op committee met and found common ground for training rules that all three schools will follow. Those specific rules and regulations are listed below.

In addition, every student must continue to follow their own school rules found in each of their student handbooks. Any violation outside of the athletic protocols will be enforced by each individual school. Make sure and review your school's handbook.

Training Rules/Eligibility

- **Grade Eligibility:** Grades will be checked every four and a half weeks. If a student is failing a class or has below a 2.00 GPA, they will be put on a one week probation in which they will be able to practice and play. After the probation period, if the student is still failing a class or has below a 2.00 GPA they will be ineligible to play and travel but may still practice. The student's grades will be checked weekly, if a student is ineligible for three straight weeks they are no longer allowed to practice, play or travel.
- **Missing Practice or being late to practice:** Coaches decision.
- **Dress:** No blue jeans, dress up before and after games. No caps in school buildings. (Long trips, i.e. Scobey, can be modified by coach's discretion.)
- **Curfew:** 10:30 PM on school and game nights, 12:00 AM on weekends.
- **NO CELL PHONES IN THE LOCKER ROOMS! (Note: This violation could be a criminal act. Make sure cell phones are never used in the locker room)**
- **Lettering:** Basketball – play in 18 quarters and suit up for post season tournament. Coach's discretion may be used for athletes who are injured during the season. Volleyball – play in 18 games and suit up for postseason.
- **Alcohol, Tobacco, Drugs:** 1st offense - 2 week suspension if student self-reports. 4 weeks if coach or administration investigate and find student at fault, may practice but no travel. 2nd offense – suspended for remainder of season. No guilt by association.
- **Physicals:** Must be completed before any athlete can practice/participate.
- **All MHSA rules are to be followed** (transfer students, practices, playing quarters, grades, etc.). Check out the MHSA website for specific deals if you have any unusual issues.
- **Behavior and Attitudes:** Athletes are to refrain from swearing or causing any verbal or physical abuse towards fellow athletes. Coaches have full discretion on punishing such behavior including but not limited to extra conditioning, limited playing time, or traveling with the

team. Severe situations will be taken to the student's superintendent for possible discipline decisions.

- **Transportation:** Participants are expected to ride the team bus to and from competitions. Prior arrangements should be made and a release form filled out. Special circumstances must be cleared with their coach and/or the specific school superintendent. Music and movies must be school appropriate. Movies must be rated below an R rating. Coaches have the discretion to assign seating (male/female restrictions) and other incidentals that may occur during trips.
- **Attendance:** Athletes should be in school the day of, or the day before, any contest. Exceptions can be made by the coach and/or the superintendent and prior notification is desired when possible. Missing more than half of the school day due to illness may be problematic for any athlete and the coach will make final determines. If you are sick, you shouldn't be playing anyway. Decisions related to missing school due to appointments or family situations can be determined by the coach, and if necessary, the student's superintendent.

2.

For any unusual things that might arise during the season or on trips, the best policy is to check with your coach beforehand. Making sure everyone understands the situation ahead of time is far better than discovering the ramifications later. Always communicate with your coach.

ACADEMIC ELIGIBILITY:

Grades will be checked every four and a half weeks. If a student is failing a class or has below a 2.00 GPA, they will be put on a one week probation in which they will be able to practice and play. After the probation period, if the student is still failing a class or has below a 2.00 GPA they will be ineligible to play and travel but may still practice. The student's grades will be checked weekly. If a student is ineligible for three straight weeks they are no longer allowed to practice, play or travel.

Missing practice: coaches decision

Dress: No blue jeans, dress up before and after the games. No caps in school buildings.

Curfew: 10:30 PM on a school and game night, 12:00 AM on weekends.

NO CELL PHONES IN LOCKERROOMS!

Lettering:

Volleyball-play in 18 games and suit up for post season tournament.

Basketball-play in 18 quarters and suit up for post season tournament.

Coaches' discretion may be used for athletes who are injured during the season.

EMERGENCY AUTHORIZATION:

In the absence of specific rules and advice from the board, the Superintendent shall assume the authority or perform duties which a particular situation, unforeseen and suddenly arising, may demand, subject to later consideration and action by the board.

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 the back of handbook). [Refer to policy 3416, 3416F]

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.

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.

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, school nurse or delegate (school administration, if the 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 a 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 orders 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 up to 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 procedures 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 chickenpox) 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.

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.

[Refer to Policy 2162 and 2162P]

SEXUAL HARASSMENT POLICY:

The District forbids employee conduct constituting sexual harassment of students. The District forbids

students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools.

Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), nonverbal, physical, or visual conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Sexual harassment of student by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds)

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment by an employee. Notification may be by telephone, letter, or personal conference.

When an administrator receives a report that a student is being sexually harassed, he or she will initiate an investigation and take prompt action to intervene.

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment by an employee may request a conference with the administrator or the District's Title IX coordinator. The conference will be scheduled and held as soon as possible. The administrator or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation. A complaint form will be supplied by the school personnel assisting in the initial interview. A complaint may also be filed separately with the Office of Civil Rights.

The Title IX coordinator for the District is:

Amber Erickson
Counselor
Saco School
Box 298 Saco, MT 59261
406-527-3531

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX. The District has adopted a complaint procedure for handling Title IX complaints, which may be obtained from the administrator or Title IX coordinator. The student may be accompanied by the parent or other advisor throughout the complaint process.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

If the parent is not satisfied with the District's initial response to the complaint, he or she has fifteen days to request a conference with the Superintendent, who will schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written statement of the complaint and any evidence in its support, the solution sought, the student's or parent's signature, and the date of the initial contact with the school personnel. If the parent is not satisfied with the District's response to the complaint, he or she has fifteen days to appeal to the Board in accordance with policy 3225.1.

If an appeal is received by the Board, it shall be referred to the Superintendent for investigation. Depending upon the subject of the appeal, the Superintendent in his/her discretion, may assign the investigation of the appeal to other District personnel or to an outside investigator. Such assigned personnel shall be responsible to the Superintendent. The investigation of the appeal may include a personal conference with the appellant. If the need for a hearing of the appeal no longer exists at the conclusion of the Superintendent's investigation, the findings and results of the investigation shall be reported to the Board of Trustees. Steps shall be taken to protect the privacy of all persons discussed in the report as required by law.

If the Superintendent cannot resolve the appeal, he/she shall schedule a hearing by the Board at the next regular Board meeting. All interested parties shall be notified of the scheduled appeal hearing. the Board will hear

the complaint in closed meeting, unless otherwise required by the Open Meetings Law. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

[For more information concerning the Saco School District Complaint Procedure, see policy 1700]

(See also Sexual Harassment Grievance Procedure Policy 3225P)

BULLYING/HARASSMENT AND INTIMIDATION POLICY:

The terms “intimidating”, “hostile”, and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of harassment include, but are not limited to, unwelcome touching, intimidation by words, actions, insults or name calling, teasing, bullying or threatening.

Harassment is a form of discrimination and is prohibited in the District. An employee, District agent, or student engages in harassment whenever he/she commits acts or actions that have the purpose or effect of:

1. substantially interfering with the student’s educational environment;
2. creating an intimidating, hostile, or offensive educational environment;
3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

Students who believe that they may have been harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of harassment or intimidation, may themselves be subject to discipline.

An individual with a complaint alleging a violation of this policy shall be provided with a complaint form by the Title IX coordinator, administrator or other staff member, to compile facts needed for the investigation.

Any District employee who is determined, after an investigation, to have engaged in harassment or intimidation will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in harassment or intimidation will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy and severity of the act. Any person knowingly making a false accusation regarding harassment or intimidation will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of harassment or intimidation, are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

If the parent is not satisfied with the District’s initial response to the complaint, he or she has fifteen days to request a conference with the Superintendent, who will schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written statement of the complaint and any evidence in its support, the solution sought, the student’s or parent’s signature, and the date of the initial contact with the school personnel. If the parent is not satisfied with the District’s response to the complaint, he or she has fifteen days to appeal to the Board in accordance with policy 3226.

If an appeal is received by the Board, it shall be referred to the Superintendent for investigation. Depending upon the subject of the appeal, the Superintendent in his/her discretion, may assign the investigation of the appeal to other District personnel or to an outside investigator. Such assigned personnel shall be responsible to the Superintendent. The investigation of the appeal may include a personal conference with the appellant. If the need for a hearing of the appeal no longer exists at the conclusion of the Superintendent’s investigation, the findings and results of the investigation shall be reported to the Board of Trustees. Steps shall be taken to protect the privacy of all persons discussed in the report as required by law.

If the Superintendent cannot resolve the appeal, he/she shall schedule a hearing by the Board at the next regular Board meeting. All interested parties shall be notified of the scheduled appeal hearing. The Board will hear

the complaint in closed meeting, unless otherwise required by Open Meetings Law. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

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

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. Caution: These can be criminal violations and law enforcement may be contacted.**

Students may use cellular phones, and other electronic devices on campus before school begins (8:00 am) and after school ends (3:30 pm). The devices CANNOT be used at lunch. iPod that don't have text or picture capabilities (the older iPod and "shuffles") can be used for music in classrooms if their teacher allows it. These devices must be kept out of sight and turned off during the instructional day unless otherwise authorized by the Superintendent and/or the student's teacher. 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 student at the end of the day. Repeated unauthorized use of such devices will result in disciplinary action according to policy or at the discretion of the superintendent.

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.

EMERGENCY PROTOCOLS:

The school has a comprehensive safety and/or crisis management plan that has been adopted by the board. The plan provides for protocols for every possible emergency the school may face including, but not limited to, fire, floods, high winds (tornadoes), severe winter storms, bomb threats, chemical and/or gas spills (inside or outside of the building), intruder and/or active shooter situations, and bus hostage circumstances.

With regard to mass evacuation protocols, students must pay close attention to whether the event is an internal or external spill or leak. If the problem is inside the building, students must exit the building right away.

However, if the problem is outside of the building (for example: a train derailment), students must not go outside until a bus is waiting for them and they are told to get on the bus. Students should then exit quickly and quietly to get on the bus.

In the unlikely event of a serious emergency, the following protocols will be utilized.

[Policy 8301]

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 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*

Emergency Procedures

Weapons Threat

EXTERNAL SHOOTER/INVADER: CODE-E

1. Grab radio and move away from all windows. If you can see a window, they can see you.
2. If you can't move away from all windows, move to hallway or other safe room.
4. Do not open doors for any reason. Contact 911 if possible.
5. If external invader attempts to break your window, move out of the classroom immediately and find a safe location which **likely could mean evacuation**. If you must leave building, leave on opposite side of building from where intruder is trying to enter.
6. If on playground, sound whistle and move to bus barn immediately.
5. Do not assume the threat is STILL outside. Be vigilant that intruder may have gotten inside. Use radio to inform others of the location of the intruder.
6. Consider the threat active until you hear an "all clear" statement THREE TIMES!

INTERNAL SHOOTER/INVADER: CODE-I

1. Shut and lock your door immediately. **Contact 911.**
2. Grab radio and if possible inform others as to the location of the intruder.
3. Secure the door by any means possible.
4. Barricade the door with anything available in the classroom. Do not worry about damaging school property. Protect yourself at all cost.
5. Be prepared to attack the intruder should he/she gain access to your room. Throw chairs, laptops, books, shoes, anything that will detract the intruder. **Secure intruder quickly.**
6. Evacuate the building if the intruder is in a known location away from your classroom.
7. After evacuation, go to the Pay-n-Save if possible. Otherwise, go to one of the churches in town.
8. Stay in safe location until you hear the "all clear" statement THREE TIMES!

Mass Evacuation Protocols

If we are to leave the building, immediately go to the bus barn:

1. K-5 students (and their teachers) get on bus #1 (Joyce)
2. 6-8 students (and their teacher(s) & all other teachers and staff get on bus #2 (Amber)
3. 9-12 students (and their teachers) get on bus #3. (Chris)
4. Buses will then head in the opposite direction of the threat

If we need to stay in the building, wait for your bus to arrive and exit through the following doors:

1. K-5 students (and their teachers) exit building at south elementary doorway and bus will pick up there.
2. 6-12 students (and their teachers) and all other staff, exit through main entrance/office doorway and bus will pick up there.

First bus will move to main entrance, second bus stops at elementary door.

ANNUAL ASBESTOS NOTIFICATION TO PARENTS AND EMPLOYEES OF THE SACO SCHOOL DISTRICT

(Required by the Asbestos-Containing Materials in *Schools Rule*, §§ 763.84(c) and 783.93(g)(4))

Asbestos is a naturally-occurring fibrous mineral which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is a nonconductor of electricity, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes *friable*, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the *AHERA* mandate. These regulations are incorporated within the *Asbestos-Containing Materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule*, the Saco School District had its' school building(s) inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspected ACBM were identified. The type, condition, and location of this ACBM was noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building(s). (*list of types and locations of ACBM are available upon request*).

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the District by an asbestos management planner, accredited by the *State of Montana*. The Asbestos Management Plan(s) includes a description of the maintenance and condition of the ACBM that will not pose a threat to the health of our students and employees. These Plan(s) describe past response actions taken to abate ACBM, as well as response actions planned for the future, available in our Asbestos Management Plan(s). The Asbestos Management Plan(s) provide information on the periodic monitoring of the condition of ACBM remaining in our school building(s) through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

Asbestos Management Plan(s) is/are available for your review in the School/School District administrative office during regular office hours. Eugene Salvesson is the designated Asbestos Program Coordinator for the School/School District. Please direct all inquiries regarding the Asbestos Management Plan to him/her at telephone 406-527-3531.

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.**

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)

****Please fill out ONLY if your child may need Glucagon administered during the school day.**

DESIGNATION AND ACCEPTANCE TO ADMINISTER GLUCAGON

As a parent, an individual who has executed a caretaker relative educational authorization affidavit, an individual who has executed a caretaker relative medical authorization affidavit, or a guardian of a diabetic student, I have designated _____ to administer glucagon to _____ only in emergency situations. I understand the designee must be an adult.

Signature

Date

As the parent-designated adult, I agree to administer glucagon in emergency situations to _____. I understand the glucagon must be provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, an individual who has executed a caretaker relative medical authorization affidavit, or the guardian of the student. I confirm that I have been trained in recognizing hypoglycemia and the proper method of administering glucagon. I have been trained by _____ on the _____ day of _____, 20____.

Signature of parent-designated adult

Date