

# SAVAGE PUBLIC SCHOOL

## STUDENT ACTIVITES HANDBOOK

### 2017-2018



Our mission as "**Savage Warriors**" as to provide each Individual the opportunity to learn in a safe environment through positive instructional leadership to frequently monitor progress ensuing high levels of academic achievement, and to foster a cooperative relationship between home, school, and community.

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## **STUDENT BEHAVIOR POLICY**

The School Board and the Administration of the Savage Public Schools, in support of the aims of public education, believes the behavior of students attending the public schools shall reflect standards of good citizenship demanded of members in a democratic society. Self-discipline (responsibility of one's actions) is one of the important ultimate goals also, that while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements, the courts speak of education as a limited right or a privilege; that is, should the pupil fail to perform those duties required of him upon attendance in public school, he may then be excluded from the school.

Savage students represent the community, the school and their families when either attending or participation in school sponsored activities. With this in mind then, students shall conduct themselves in an appropriate and responsible manner while in the school building, on school property, on school buses, and while present at any school function either home or away. Inappropriate displays of affection will not be allowed. The consumption, apparent consumption or possession of dangerous drugs, tobacco in any form, or liquor, by students, regardless of age, while under school supervision is prohibited. Based upon reasonable suspicion, students may be required to submit to a breath or oral swab alcohol test. Students are not allowed to possess weapons while on school grounds or while attending school sponsored events. It is a violation of federal law, while on school property or at school functions, for students to have in their possession any form of weapon. Refer to the District's definition of weapons.

Assault, defiance, profanity and disregard for the rights and property of others are serious offenses and will be dealt with accordingly.

## **FREEDOM OF EXPRESSION**

Students shall enjoy the privilege of free verbal and written expression providing such expression does not violate school policy or disrupt the educational atmosphere of the school. Students are responsible for the audio and video material that they play while in school or while attending all school sponsored activities. The principal, teacher, supervisor, shall have the authority to monitor student verbal, written, computer disks, recorded audio or recorded video expression. Students are required to acknowledge ownership of computer disks, audio disks, audio tapes, and video tapes with their name affixed to the disk, tapes, jump drives, and DVD's. Student will be held accountable for the contents of all tapes and disks in their possession during school or school related activities. Tapes or disks without proper labeling will be confiscated. Students who violate the above standards shall be subject to administrative plan.

## **DUE PROCESS CLAUSE**

Any Student who violates rules and regulations as outlined in this handbook will be informed what rule or regulation has been violated and what action is being taken against him or her by school personnel.

### **STUDENT HANDBOOK RULES EXCEPTIONS**

The Savage School Board has established a board committee for the purpose of ruling on requests for consideration of exceptions to its student handbook rules. Exceptions will be considered on a case by case basis. To be considered, the request must be in written form and must state the rule for which the exception is requested, the rationale for the exception and the names of the student or students involved. Exceptions will only be considered in advance (not after the fact) and must be delivered to the chairperson of the handbook committee 48 hours or more, preferably more, prior to the date of the exception needing to be in place. The committee will respond to requests as soon as possible after receiving a written request.

### **SCHOOL WIDE DISCIPLINARY PLAN**

#### **Purpose**

It is the goal of the Savage School District to unify the efforts of its faculty and staff in the area of consistent and effective discipline. The purpose of this plan then is to: 1. Recognize and distinguish inappropriate and insubordinate student behavior. 2. Communicate to the disruptive student the inappropriateness of the behavior and possible alternatives. 3. To specify types of disciplinary action and the steps that will secure district wide disciplinary consistency and effectiveness.

#### **PLAN**

Success and discipline go hand in hand. Very seldom do you see one without the other. Discipline brings self-control, character, orderliness, structure and growth, all necessary ingredients for success. The Savage School District desires that all its students be achievers, grow academically, become productive citizens, and are successful. With that thought in mind then, school discipline is not only necessary but critical.

Most disciplinary problems will be dealt with at the classroom level. It is the student's responsibility to maintain a behavior that does not require that the student be referred to the principal. In cases where a student does not respond appropriately to a teacher's disciplinary action, that student then gives up his / her right to remain in the classroom. In situations when a student does not respond appropriately to administrative disciplinary action he / she can lose the privilege of remaining in school.

### **1. CLASSROOM DISCIPLINE**

#### **GENERAL SAVAGE SCHOOL DISTRICT RULES**

1. Students will show respect for others and their property.

2. Students will obey all rules and instructions.

Individual teachers will have specific classroom rules and guidelines for conduct and classroom behavior. These rules and guidelines will be posted in the classroom as a daily reminder of each student's responsibilities, plus a copy will be sent home for parental notification. Each classroom teacher will explain to the students the consequences of inappropriate behavior, insubordination, and poor decision making.

**THE FOLLOWING CLASSROOM DISCIPLINARY STEPS WILL BE FOLLOWED:**

1. Verbal warning
2. Verbal warning and / or loss of privileges.
3. Detention, notify parent(s), notify superintendent.
4. The student will be temporarily removed from class and sent to the superintendent. The student will be subject to step 1 (1<sup>st</sup> offense) of the administrative plan.

If a student is sent to the superintendent a second time they will be subject to step 2 (2<sup>nd</sup> offense) of the Administrative Plan, etc.

Classroom teachers may skip to step 2, 3, or 4 if deemed appropriate.

## **2. ADMINISTRATIVE PLAN**

General administrative guidelines regarding: Truancy, Inappropriate Behavior, Insubordination, Attendance Violations, Excessive Tardiness, or other school policy or handbook violations.

Grade reduction only applies in cases where student attendance is affected.

Step 1. First offense: Notification of parent, detention or loss of privileges.

Step 2. Second offense: Notification of parent, 1 Day in School Suspension (ISS).

Step 3. Third offense: Meeting with student and parent, 2 Days Out – of – School Suspension (OSS).

Step 4. Fourth offense: Meeting with School Board and recommendation of expulsion for remainder of the year, Minimum of 5 days OSS.

Step 5. Fifth offense: Meeting with School Board and recommendation of expulsion from school for remainder of the school year, minimum of 10 days OSS.

**\*\*\*Administrative Action for any handbook violation may begin with steps 1,2,3,4 or 5 as deemed appropriate in the Superintendent's sole judgment, or may include detention, loss of privileges or other action as determined by the Superintendent\*\*\***

## **ATTENDANCE**

Savage School attendance criteria are based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

A student will be allowed eight (8) absences per class, per semester. Beyond this is considered excessive. Both Excused and Unexcused absences count toward this number.

When students miss class more than 8 times in a semester, they may be penalized two percentage points on their nine weeks grade for each absence beyond the eighth day.

**A student is not allowed any (0) unexcused absences.**

**Definitions:**

**Unexcused Absence:**

(The student is considered to be truant) absent from class or leaving school without prior approval or parental knowledge, failure to bring an excuse note from parents upon returning from an absence. It also includes in-school-suspension and out-of-school suspension.

**Excused Absence:**

Absences that are excused by the student's parent or guardian by note for illness(which does not require hospitalization), family vacations, family hunting trips, scheduled medical appointments, etc.

**School-Related Absence:**

These absences will apply to student's participation in school athletic events, school music events, academic field trips, and other absences deemed curricular.

**Waived Absence:**

1. Subpoenas, to appear in court or court-ordered, out-of-district placements for special services.
2. Serious illness, family emergency, hospitalization or mental or physical
3. Bereavement of an immediate family member (father, mother, brother, sister or grandparent).

**ABSENCE DISCIPLINARY PROCEDURE**

**2% Rule:**

A student's nine weeks grade will be reduced by 2 percentage points for each unexcused absence from class and for each absence over 8 in any 1 semester. Excused or unexcused absences will be counted toward the first 8 absences. ISS and OSS are considered unexcused absences.

**Unexcused Absences:**

A student will not be allowed any unexcused absences. Beginning with the 1st unexcused absence the student will be subject to the administrative procedure. First offense, 2% reduction of nine weeks grade in classes affected and notification of parent, 2<sup>nd</sup> offense, step 2 of administrative procedure, etc. Unexcused absences will be recorded as a U in PowerSchool.

### **School-related Absences**

These absences will not mandate a grade reduction and will not be counted as one of the (8) permissible absences. These absences will be recorded as an S in PowerSchool.

### **Waived Absences**

These absences will not mandate a grade reduction and will not be counted as one of the (8) permissible absences. These absences will be recorded as a W in PowerSchool.

Parents/Guardians must always excuse their student's absence. Parents must notify the school in advance of a student's absence if it is anticipated. If prior notification is not possible, please call the school by 8:07 a.m. The school's office personnel will attempt to contact any parent, guardian or legal custodian whose child is absent from school, but who has not reported the child as absent to determine if the parent, guardian or legal custodian is aware that the child is absent. **A student must bring a WRITTEN NOTE signed by a parent / guardian stating the reason for the absence upon returning to school.** The school reserves the right to rule upon the validity of each excuse, subject to the guidelines set forth in this policy.

### **RE-ADMITTANCE PROCEDURE**

All students returning from an absence must report to the office and receive an admittance slip before their first class. No student will be admitted to class unless he or she presents an admittance slip to the teacher. Teachers of each missed class must initial the admittance slip and write any makeup assignment on the admittance slip.

### **MAKE UP WORK**

Students will be given one (1) make up day for every day absent, if excused, to make up for missed work due to absences in that period. Make up work is the responsibility of the student, not the teacher. Tests and quizzes announced before the absence will be taken on the day that the student returns to school.

### **TARDY**

A student is considered tardy when he or she is not in their assigned room when the tardy bell rings. Students who are late 10 or more minutes to class are considered absent for the period. Students who are tardy and bring a note from a teacher will be excused. Students who arrive at school after classes have started must report to the office before going to class.

### **Student Discipline for Tardiness**

Each tardy over three (3) in 1 class period in each semester will require time to be made up.

#### **Detention**

**4<sup>th</sup> Tardy** - 30 minutes

**5<sup>th</sup> Tardy** - 40 minutes

**6<sup>th</sup> Tardy** - (excessive Tardies) the 6<sup>th</sup> tardy in any class period will be considered a 1<sup>st</sup> offense (step 1) in relation to the Administrative Procedures. The 6<sup>th</sup> tardy in any one class will result in a 2% reduction in all classes missed. A U will be recorded for each class missed because of the ISS.

**7<sup>th</sup> Tardy** – (Excessive Tardies) the 7<sup>th</sup> tardy in any one class period will be considered a 2<sup>nd</sup> offense (Step 2) in the Administrative Procedure. The student will be in ISS for one day and will receive a 2% reduction in all classes missed. A U will be recorded for each class missed because of ISS.

**8<sup>th</sup> Tardy** - Third Offense of the Administrative Plan Etc.

Detention for tardiness will be handled by the superintendent. If a student fails to meet the detention requirements the failure to meet these requirements will result in a 1<sup>st</sup> offense relative to the Administrative Procedure.

### **DISMISSAL PRECAUTIONS**

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal. The office shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. As a general rule students may not leave school to go home due to illness unless it can be established that some relative of the students is at home to care for him / her. Students who are feeling ill will be provided a place to lie down at the school until permission is granted from the parents to dismiss their student. Students who leave school without prior permission from a parent / guardian are considered unexcused absent.

### **ADVANCE MAKE UP SLIP**

Obtain a make-up slip from the office and take it to your teacher for lesson work and assignments due for days of planned absence. Absences for school sponsored activities do not require an advanced make-up slip.

### **STUDENT DUTIES MONTANA STATE LAW**

Duties and sanctions: Any pupil shall:

1. Comply with the policies of the trustees and the rules of the school which he / she attend.
2. Peruse the required course of instruction.
3. Submit to the authority of the teachers, principal, and district superintendent while he / she is in school or on school premises, on his / her way to and from school, or during his / her intermission or recess. Any pupil who continually and willfully disobeys the provisions of this section, defaces or damages any school building, school grounds, furniture, equipment, book

belonging to the district, or harms or threatens to harm another person or their property shall be liable for punishment, suspension, or expulsion under the provisions of this title. When a pupil defaces or damages school property as defined above, his / her parent or guardian shall be liable for the cost of repair or replacement upon the complaint to the teacher, principal, superintendent, or any trustee and the proof of such damage. In addition to the sanctions prescribed in this section, the trustees of a high school district may deny a high school pupil the honor of participating in the graduation exercise or exclude a high school pupil from participating in school activities. Such action shall not be taken until the incident or infraction causing such consideration has been investigated and the trustees have determined that the high school pupil was involved in such incident or infraction.

### **AUTHORITY OF A TEACHER OR PRINCIPAL OVER PUPILS**

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

Where a district superintendent or principal is employed, only he / she shall have the authority to suspend a pupil for good cause. Whenever a teacher suspends a pupil, he / she shall notify the trustees immediately of such action and the trustees shall meet as soon as practicable to consider the suspension action of the teacher. It shall be the duty of any teacher to report the truancy or incorrigibility of any pupil to the district superintendent, principal, or the trustees, whichever.

### **SUSPENSION**

Suspensions may be In-School or Out-of-School suspensions.

#### **In-School suspensions:**

Will be handled in the following manner.

1. The student will be placed at a desk in the office or in an unoccupied room away from the other students.
2. The student will be required to work on classroom assignments.
3. The student will not be allowed to talk or sleep.
4. The superintendent will bring the student lunch.
5. The student may take lavatory breaks with permission of the superintendent.
6. In-School suspensions will be considered as unexcused absences and a U will be reflected in PowerSchool for classes missed. 2% of the student's grade will be deducted from each class period missed.

#### **Out-of-School Suspensions:**

Out-of-School suspensions will be as unexcused and a U will be reflected in PowerSchool for classes missed. 2% of the student's grade will be deducted from each class period missed.

## **CLASSROOM CONDUCT**

Students who are a consistent annoyance and a disturbance in class will be removed from that class, sent to the office for appropriate action by the Superintendent, and will receive no credit for the class period. Disrespect for the rights of teachers and of other students can lead to suspension from school.

## **ACADEMIC MISCONDUCT**

Academic misconduct is a term that includes several behaviors but is not limited to cheating, plagiarism, forgery, fabrication, thief of school owned instructional materials / equipment, improper or unauthorized access of computer programs / records, and / or other attempts to complete work, obtain grades or credit through dishonest means.

Individual knowledge is best achieved if it is arrived at through one's own effort or through a collaborative effort in which two or more individuals share equally in the acquisition and understanding of the educational materials being studied. With respect to academic learning and integrity, the following definitions are provided for clarification.

1. Cheating is anything that presents someone else's efforts as your own. Cheating includes giving or receiving unauthorized aid in academic work such as the use of another student's notes, tests or papers; writing down answers as papers are graded, not contributing to the group in collaborative or cooperative group situation; looking at another person's work; or providing another person with answers or completed assignments.
2. Plagiarism is the use of someone else's works, ideas or data without proper documentation. Students must acknowledge the use of another person's work through proper formatting, referencing of someone else's work.
3. Fabrication is the presentation of written or oral work / statements known by the student to be false.
4. Unauthorized access is entry into any school owned or operated property, documents, records, or files.

Procedures for dealing with academic misconduct will vary with the infraction. In general, work completed through dishonest means will be taken from the student and will be assigned a grade of zero with the student having NO opportunity for making up the work, regardless of the assignment. For cases involving fabrication or unauthorized access, infractions will be reviewed on a case-by-case basis and offenses will normally result in suspension. Chain of command practices will be followed. The classroom teacher will determine violations of academic misconduct. The teacher's decision may be appealed to the superintendent. The superintendent's ruling may be appealed to the school board.

It is the responsibility of the student to clearly understand the expectations of this policy and corresponding consequences. Additionally, students must clearly understand the expectations held in each classroom setting related to testing, completion of daily homework,

individual and group projects. Instructors are expected to clarify expectations for students, and students are responsible for seeking clarification with instructors when questions arise.

## **GUN FREE SCHOOLS**

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon recommendation from the district superintendent.

In accordance with the provisions of the Gun-Free School Act, 18 USC 922 (q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the district superintendent.

No student shall possess any firearm, without authorization, on the way to and from school, or during intermission or recess. Violation of this provision shall result in discipline up to and including expulsion.

The term “firearm” shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The district superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advanced written permission must be received before such objects may be brought onto school property.

If a student violating this policy is identified as a child with disabilities either under the IDEA or section 504, a determination must be made whether the child’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the board of trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the board of trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

The district shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law.

## **WEAPON**

A weapon is considered: a firearm, a bow, a knife, a club, or any type of fighting utensil.

## **ACADEMIC HONORS**

It is the desire of the Savage School District to encourage academic growth and stability by providing students with a variety of educational opportunities. The Savage School District will recognize this academic growth by posting the following quarterly achievements: Principal’s list—3.50-4.00 GPA and Honor Roll—3.00-3.49 GPA.

## VALEDICTORIAN OR SALUTATORIAN

To be eligible for valedictorian or salutatorian the following conditions must be met.

1. Must be enrolled as a full-time student.
2. Must be in attendance at Savage High School a minimum of the second semester of the junior year and all of the senior year.
3. Must have the highest and next highest grade point average for 4 years.
4. Advanced Math and Science courses will be weighted and given 5/4 point value in determining GPA. The idea is to encourage students to take junior and senior level math and science courses as electives.
5. The selection of these students will be based on grade point average after their 7<sup>th</sup> semester.

## CREDITS FOR GRADUTION

Students graduating from Savage High School must have a minimum of at least 24 credits. However the Board will encourage all students to exceed the minimum. Students graduating from Savage High School must have at least the following credits prior to graduation. Correspondence or Early Start College credits may be used to meet these required courses only as a replacement of a failure of the local required offering.

- A. Language Arts 4 credits
- B. Social Science 3 credits
  1. U.S. History
  2. American Government
  3. World History
  4. Geography
- C. Mathematics 3 credits
- D. Science 2 credits
- E. Fine Arts 1 credit (Band, Chorus, Art)
- F. Practical Arts 2 credits
  1. Typing / Word Processing
  2. Home Economics, Industrial Arts and Agriculture
- G. Health and Physical Education 1 credit (2 yrs. High School P.E.)
- H. Electives 8 credits

## CREDITS PER COURSE AND GRADE POINT AVERAGE CALCULATION

All classes except for ITV classes with college credit will count towards a student's GPA

\*\*Algebra 3, Algebra 4, and junior / senior level science electives will be worth 5/4 point value on the 4.0 GPA Scale.

## COURSES OFFERED AT SAVAGE HIGH SCHOOL

|   |                   |
|---|-------------------|
| <b>LANGUAGE</b>                             | <b>4 required</b> |
| English I, II, III, IV                      | 1 credit each     |
| <b>MATH</b>                                 | <b>3 required</b> |
| Algebra, Geometry, Algebra III, Algebra IV, | 1 credit each     |
| Business Math                               | 1 credit          |

**SCIENCE** **2 required**

|                           |          |
|---------------------------|----------|
| Earth Science             | 1 credit |
| Biology                   | 1 credit |
| **Chemistry               | 1 credit |
| **Physics                 | 1 credit |
| **Advanced Biology        | 1 credit |
| ** Anatomy and Physiology | 1 credit |

**SOCIAL STUDIES** **3 required**

|                 |          |
|-----------------|----------|
| World History   | 1 credit |
| U.S. History    | 1 credit |
| Government      | 1 credit |
| Montana History | 1 credit |
| Geography       | 1 credit |

**VOCATIONAL / TECHNICAL EDUCATION** **2 required**

|                                 |               |
|---------------------------------|---------------|
| Business Law                    | 1 credit      |
| General Business                | 1 credit      |
| Accounting I, II                | 1 credit each |
| Office Practice                 | 1 credit      |
| Computer Applications I, II     | 1 credit each |
| Web Publishing / Computer Tech. | 1 credit each |
| Annual                          | 1 credit      |
| Agriculture Experience          | 1 credit      |
| Ag I, II, III, IV               | 1 credit each |
| Leadership                      | 1 credit      |
| Ag Mechanics                    | 1 credit      |
| Computer Aided Drafting         | 1 credit      |
| Consumer Economics              | 1 credit      |

**ARTS** **1 required**

|                              |          |
|------------------------------|----------|
| Band                         | 1 credit |
| Music Appreciation / History | 1 credit |
| Chorus                       | 1 credit |

**P.E. / HEALTH** **1 required**

|                        |               |
|------------------------|---------------|
| <b>OTHER ELECTIVES</b> |               |
| Advanced PE            | 1 credit      |
| Driver's Training      | ½ credit      |
| Weight Lifting         | ½ credit      |
| Accelerated Reading    | 1 credit      |
| Spanish I, II          | 1 credit each |
| Teacher's Aide         | ½ credit      |

**16 Required  
+8 Electives  
24 Total**

## STATE COLLEGE PREPARATORY PROGRAM

Students must have these to enter a campus of the Montana State University System:

- 4 English
- 3 Math
- 3 Social Studies
- 2 Lab Sciences
- 2 Units of Electives

## GRADING SYSTEM

|                                |                                |
|--------------------------------|--------------------------------|
| Superior...100 to 97=A+...4.00 | Average...79 to 77=C+...2.00   |
| Excellent...96 to 93=A...4.00  | Average...76 to 73=C...2.00    |
| Excellent...92 to 90=A-...4.00 | Average...72 to 70=C-...2.00   |
| Above Ave...89 to 87=B+...3.00 | Below Ave...69 to 67=D+...1.00 |
| Above Ave...86 to 83=B...3.00  | Below Ave...66 to 63=D...1.00  |
| Above Ave...82 to 80=B-...3.00 | Below Ave...62 to 60=D-...1.00 |
|                                | Failing...59 & below=F...0.00  |

## AGE AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Any student who has reached their 19<sup>th</sup> birthday before midnight, August 31<sup>st</sup> of the current school year is not eligible to participate in Montana High School Association extracurricular activities.

## PHYSICAL EXAMINATIONS

Before a student / athlete may practice or compete on an interscholastic level on behalf of Savage School, He / She must have had a physical examination by a competent physician. A copy of the results of the examination will be maintained in the high school office. The district will not pay for any cost incurred by the student for the physical examination.

## DRESS CODE FOR EXTRACURRICULAR TRAVEL

Extracurricular and athletic participants will follow the dress code for trips established and communicated to them and their parents by the coach for the activity or sport. The dress code will be at a minimum: no blue jeans, no sweats, no mini-skirts or shorts. Additional dress code rules will be furnished to participants of each activity and sport.

## HIGH SCHOOL BASKETBALL PRACTICE SCHEDULES (SAME SEASON BOYS AND GIRLS)

A Practice Schedules and Times: Varsity and J.V. combined practice shall be a MAXIMUM of three hours. If practicing separately, the Varsity portion will not exceed 2.25 hours and J.V. portion to be a minimum of 1.5 hours.

B. Practice blocks for High School boys and girls early and late will be rotated weekly, (unless mutually agreed upon by the coaches and Title IX guidelines).

C. Practice blocks for Elementary will be 1 hour.

D. Practice on days with interference from other activities requiring the use of the gym will be scheduled as evenly as possible for boys and girls.

E. Morning practices will be allowed and on a rotation that follows B guidelines.

Elementary Practice Schedule

3:30-4:30pm

Junior High Practice Schedule

3:30-5:00pm

High School Practice Schedule

5:00-7:00/7:00-9:00

4:30pm-6:30/6:30-8:30

No practice past 6:30 on Wednesday. No Junior High/Elementary.

Friday practices will be coordinated and adjusted by game schedules at all levels.

### **ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Eligibility for extracurricular activities is based on a weekly evaluation of student's academic progress. Every Thursday morning eligibility will be gathered and any student failing a class will be listed and be given one (1) week to bring the failing grade to up to passing. If the end of the week the student is still failing, he / she will then be ineligible for the next week (Thursday AM through Thursday AM). The student remains on the ineligibility list until he / she brings their failing grade up to passing.

In an effort to ensure that students remain eligible for extracurricular activities and take responsibility for the academic success, we are implementing a mandatory study session for students that may become ineligible. Students that are failing a class will be given a "grace week". During this grace week the student will:

1. On the Thursday of the grace week, the student shall call and notify his or her parents/guardians that he or she is taking part in mandatory study sessions in order to raise his or her grades.
2. Meet with teachers in failing classes on Thursday, after school, to develop a "plan of action" to bring his or her grade up to passing.
3. Supply the "plan of action" to the detention teacher, the athletic director, and the superintendent.
4. Check their grades and missing assignments in Power School.
5. Report to the assigned detention duty teacher each day, Thursday-Wednesday, including game days, for a mandatory study session.

If a student completes his or her plan of action prior to the end of the grace week, with teacher and athletic director approval, he or she will no longer be required to attend detention. Students that are in their grace week are still eligible for games.

Students will be able to check grades at the end of each school day.

If the student does not complete their plan of action or continues to be ineligible they will:

1. Complete all the steps of the grace week

2. Report to the assigned detention duty teacher each day, regardless of whether or not he or she completed the plan of action.

Students that are on the ineligibility list are ineligible to play in any games that week.

#### **A. Students must meet the minimum requirements according to the MHSA Handbook.**

To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:

- Be enrolled in twenty (20) hours a week at the school where the student participates.
- Be in regular attendance
- Have received a passing grade and received credit in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high schools' athletic teams. If the school prohibits participation by ninth grade students this action by the local school will not be subject to review by the MHSA or its Executive Board.
- Have received a passing grade and received credit in at least twenty (20) periods of prepared work per week or its equivalent during the last preceding semester in which he / she was in attendance. This rule shall be waived for IDEA'97 and Section 504 students when their individual education plan (IEP) under IDEA or their education accommodation plan under Section 504 certifies that the student is not required to meet this minimum academic requirement. If a student is assigned an "incomplete" or a "condition" in a subject he / she has not received a passing grade in this subject. The record at the end of the semester is final.

#### **STUDENT INELIGIBILITY**

Students ineligible will be required to meet the demands of the coach regarding attending practices, traveling with the team, and suiting out for games. They will not be able to participate in the games. In the case that the extracurricular event or travel to the event takes place during school time, the ineligible student will stay at school and attend scheduled classes.

#### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES FOLLOWING ABSENCES**

In order for a student to be eligible to participate in any extracurricular school activity (competition or practice), he / she must have attended for (4) classes on the day of that activity. Students absent on the last school day of any week will not be eligible to participate in any extracurricular activities until the required class attendance for eligibility is met. Example: if a

student misses school on Friday, he / she cannot participate Friday evening, or on Saturday. Medical excused absences are considered as having been in attendance for this policy.

### **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES FOLLOWING ABSENCES**

In order for a student to be eligible to participate in any extra-curricular school activity (competition or practice), he/she must have attended four (4) classes on the day of that activity. Students absent on the last day of any week will not be eligible to participate in any extra-curricular activities until the required class attendance for eligibility is met. Example: If a student misses school on Friday, he/she cannot participate Friday evening, or on Saturday.

**Medical excused** absences are considered as having been in attendance for this policy.

### **ACTIVITIES GUIDELINES FOR SUBSTANCE ABUSE, CURFEW, AND PRACTICE**

Any student who wants to participate in extracurricular activities at Savage High School and who will not abide with these guidelines should no plan on participating. The administration, coaches and advisors at Savage High School feel that every student who participates in any extracurricular event should follow the substance abuse rules year round. Sponsors, parents and athletes are responsible for insuring that activity guidelines are maintained throughout the school year.

The following guidelines apply to all students who participate in any of the following categories of extracurricular activities sponsored by Savage Schools.

ATHLETIC: Football, Basketball, Track, Volleyball, Cheerleading

MUSIC: Tournament Pep Band, Honor Choir or Band, State Band or Choir, Music Festival Individual or Small Group

OTHER: JR. or SR Class Play, Academic Olympics

1. There will be no possession or consumption of alcohol, marijuana or any other substance defined by law as a dangerous drug.
2. There will be no use of tobacco in any form.
3. There will be no attendance at functions where alcohol, marijuana or any other substance defined by law as a dangerous drug is present (riding in a Car, house parties, keggers, or other gatherings where minor in possession could be charged). Students must leave immediately or obtain permission to attend in advance from the coach / advisor will establish conditions (parental supervision, etc.) under which the student may attend.
4. Curfew, regular hours, will be kept: 10:00pm Sunday through Friday if a game, match, or meet is scheduled for Saturday, otherwise 12:00 midnight on Friday and Saturday. Exceptions to this rule will be made for church or school functions, and other activities excused by the coach.
5. Everyone will be on time and complete all scheduled practices.

6. If you have a valid reason for missing practice, you must let the coach / Advisor know before practice begins.

**VIOLATORS OF THE PRECEDING RULES 1, 2 & 3 WILL BE PENALIZED AS FOLLOWS:**

1. First offense: 21 day suspension from all extracurricular activities the student is involved in at the time of the violation.
2. Second offense: suspension from activity for the remainder of the year. Second offenses will be tabulated by categories (Athletic, Music, or Other).
3. Third offense: suspension from all activities for the remainder of the year.

VIOLATION OF RULES 4, (INTERSCHOLASTIC ATHLETEICS ONLY) 5 AND 6 WILL RESULT IN THE FOLLOWING:

1. First Offense: cannot compete in:
  - A. next 2 basketball or volleyball games
  - B. next football game
  - C. next track meet
  - D. next scheduled major performance of activity
2. Second Offense: automatic suspension from the activity for the remainder of the year.

**COACH/SPONSOR RULES AND REGULATIONS**

A. A coach/sponsor may elect to have additional rules/regulations for their sport/group beyond those addressed in the activity handbook. A list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices/meetings, and will be on file in the activity director’s and/or principal’s office.

B. A coach/sponsor will require every activity participant from Savage Schools, to return a signed copy of the Savage District activity permission slip by the third time a sport/group/club meets. A physical form must be turned in prior to beginning practice for any/all athletic events, (non-athletic activities do not require a physical). A copy of the permission slip is included in the back of this handbook. All Students participating in an Athletic activity must take an IMPACT Baseline Test. Students and Parents must also sign off on they reviewed the MHSА Concussion Information.

**Participation Fees**

A participation fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc. Fees will be as follows:

Savage Junior High (6-8) \$25.00

Savage High School \$50.00

**\*\*8<sup>th</sup>** grade students do not pay an extra fee if they are moved up to participate in high school sporting events.

**\*\*NOTE\*\*** Any student unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or administration to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation ). It is important to understand that Savage Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

## **TRAVEL RULES AND REGULATIONS**

Students, when traveling with a team/group/club/etc. must realize the standard of behavior expected in school is applicable at all times. Students are representing Savage Public School and should conduct themselves in such a manner that the school and community can be proud of them. The following specific rules combined with any/all rules stated in the Savage Public School Handbook(s) will be in effect at all times:

- 1) Students are not permitted in the rooms of students of the opposite sex at any time unless the coach/sponsor is present.
- 2) Public and/or private displays of affection are prohibited at all times. Violation of this rule will be addressed under the District discipline policy in the student handbook.
- 3) Phone calls outside of the motel/hotel facility are not to be made from student rooms at any time. If you wish to make a call, use public pay phones in the facility in which you are staying, or request that your coach/sponsor allow you to use the phone in their room.
- 4) Rental or use of video machines, tapes, games and/or pay per view movies is strictly prohibited without pre approval of your coach/sponsor. Rental of video machines, tapes, games and/or pay per view movies must be paid for by the student renting the equipment or watching the movies in advance of such use. At no time should video equipment, tapes, games, and/or movies be billed to Savage Schools. Students may not bring personal tapes to be viewed unless there is pre approval by the sponsor/chaperone.
- 6) Cell phone use during practice, a game, or an organized team activity is prohibited. Coaches and/or Sponsors have the right to confiscate student cell phones on overnight trips.
- 7) Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return.

One (1) coach/sponsor/chaperon is required for each 18 students who will be in attendance for all District activities travel.

## **ACTIVITY TRANSPORTATION**

Because of the legal implications regarding school district responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Savage. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

The only exception will be a written request by a parent for their son/daughter to ride with THEM to/from the activity. The parents must SEE the coach/sponsor and sign a release at the time of the request. If for some reason, the parent may want the student to LEAVE an activity with someone other than themselves, a request must be made in writing PRIOR to the scheduled activity and must be pre-approved by the activities director or another Savage Schools administrator. Any person providing transportation for student activity members, with a specific request from the parent as previously outlined, must meet one of the following qualifications: 1) an immediate family member; sister/brother, grandparent, and/or adult 21 years or older. This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity. The 2<sup>nd</sup> exception will be if the student's parent has signed an AUTHORIZATION TO RELEASE FROM ACTIVITY AND RISK ACKNOWLEDGEMENT FORM which is available at the front office. As a condition to be dropped off and released from an activity at a location other than Savage High School, you must complete this form. If a parent would like their student to depart from the Savage Public Schools activity bus at the designated location, they must carefully read and sign this document. This departure and accompanying form is strictly voluntary.

Any participant who arrives late for a coach's/sponsor's announced leave time will NOT be allowed to participate in the activity for that day.

IT SHOULD BE UNDERSTOOD THAT:

- A) Under no circumstances is a student permitted to drive the vehicle.
- B) Students are expected to use seat belts at all times the vehicle is in motion.
- C) Students must comply with ALL Savage School District rules.

**IF A SCHOOL BUS IS TO BE USED:**

- A) Students are to remain in seats while the bus is moving, (this must be strictly enforced).
- B) Students must properly dispose of all waste material in the receptacle supplied (if food or beverages are allowed on the bus).
- C) Students must keep the noise level below that which disturbs the driver.

D) Students must comply with all behavioral requirements of the bus driver, coach/sponsor and chaperone(s).

E) Beverages will be allowed in District vehicles only if they have lids.

### **OVERNIGHT TRIPS**

A) Students will be given an agenda and a tentative time schedule for student and parent information. Students will be responsible for seeing that their parents receive this information.

B) No student will remove, damage, or deface the property of any motel, restaurant, etc.

C) Riding in vehicles other than school provided or sponsored will not be permitted.

D) It is recommended that Coaches and Sponsors confiscate cell phones prior to "lights out". Students then can collect their personal cell phone at the beginning of the next day. Parents will be provided with cell phone number of coach/sponsor as well as the motel number in case of emergency.

### **LODGING**

When student travel requires overnight accommodations the activities office will make arrangements in advance of the group/team departing Savage. In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.

Motel/hotel reservations will be made on the basis of availability, appropriateness and cost. Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus one roll-away).

Separate accommodations for male and female students will be provided.

If any emergency should arise on a trip, (e.g., adverse road conditions, injuries or major infraction of rules), the activities director and/or administrator will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method. If there is a major infraction of rules by a student, parents/guardians will be asked to come pick up their child.

### **MEALS DURING TRAVEL**

Meals will be provided to students traveling AWAY from Savage under the following guidelines:

- a) HIGH SCHOOL -The only meals provided for high school athletes/participants will be at district/divisional/state competitions, road trips that exceed 120 miles,
- b) or competitions that require an overnight stay.

b) MIDDLE SCHOOL - Lunch and dinner meals will be provided THE SECOND DAY for middle school athletes/participants at tournaments that extend beyond one (1) day.

When meals are provided by the District, the following meal allowances will be adhered to:

Breakfast \$7.00

Lunch \$8.00

Dinner \$12.00

Daily total: \$27.00

NOTE: Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM. Specialty Drinks and/or desserts are the student's responsibility. A 15% gratuity may be added.

### **Statement of Risk**

Students and parents/legal guardians should be aware that athletics and many activities involve the potential for injury. Even with the best of coaching, professional trainers, the use of the most advanced protective equipment and strict observation of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death. Parents/legal guardians must assume the responsibility for expenses for any injury received in practices or games. No student may participate in sports or activities without the required forms filed, such as a current physical examination by a licensed health care professional, participation consent forms, and any other such required forms.

Savage Public School District does not carry primary insurance on students.

### **Parent Involvement, Responsibilities, and Rights**

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

Follow the established **chain-of-command when a question arises**. General issues that can occur should be handled in the following order:

1. Player to Coach

2. Player/Parent to Coach
3. Player/Parent to Athletic Director
4. Payer/Parent to Superintendent
5. Parent to Local School Board

### **JUVENILE COURT RIGHTS**

As of May 15<sup>th</sup> 1987, the courts will release the records of any juvenile offender to school authorities upon request. It is the intention of Savage School to periodically check for possible violation of activities guidelines.

### **SELF REPORTING OF GUIDELINE VIOLATIONS**

We encourage our students to be honest at all times; therefore, students who self-report any violation will receive one half of the number of days suspension for that level of violation. However, students reported by coaches, faculty member, or law enforcement official will still be suspended for the full number of days for the level of violation. Self-report constitutes notification of school administration, athletic director, coach, or sponsoring advisor within 24 hours of the violation or the next regularly scheduled school day following the violation. Disciplinary consequences and suspension from any and all athletic and non-athletic extracurricular activities will begin immediately upon confirmation of the violation and will end at midnight on the last day of the suspension period.

### **ACTIVITY GUIDELINES PROCEDURES**

1. A student will be penalized if reported violating and extracurricular guideline by the following:
  - A. Coach
  - B. Faculty member
  - C. Student's parents
  - D. Law enforcement official (juvenile court)
2. The athlete will have the right to know who has reported him or her.
3. When the athlete has been reported, there will be a hearing with the athlete, administrators (superintendent and principal), coach, parents, and person reporting him / her. Upon completion of the hearing the athlete will know what he or she will have to do.
4. A detailed report of the incident will be kept on file.
5. At all stages of disciplinary process, students will be accorded due process of law.

Admission of guilt will waive the hearing procedure.

### **RIDING THE BUS TO ACTIVITIES**

All students attending an activity which requires transportation will ride the bus to that activity. They may ride home with their parents. Their parent(s) / or guardian(s) must submit a written

request with the coach and / or sponsor, before their child will be permitted to leave with them. **School employee family members may ride the bus to games when their parents are acting as a representative of Savage Public School using the following guidelines:**

- 1. Permission from the bus driver.**
- 2. Administrator approval.**
- 3. Each decision will be determined case by case with extenuating factors taken into consideration.**

### **CLOTHING FOR BUS TRAVEL**

All students will wear clothing that is neat and clean. During the winter months students will be required to wear a warm coat, gloves and bring some type of cap.

### **HAIR LENGTH**

1. Hair is to be out of the eyes and should be neat and clean.
2. Beards and mustaches are permitted if kept well-groomed.
3. Students who violate this regulation will be:
  - a. First offense: WARNING correct before the next school day.
  - b. Subsequent offenses: Sent home to get a conforming haircut or shave with the time counted as absent.

### **DRESS CODE**

Personal appearance and hygiene reflect an individual's character and innermost being. Appropriate, neat and clean attire compliments the great educational atmosphere that we have at the Savage School! It is the co-responsibility of each Savage School parent and their student to monitor that student's attire and appearance. Student appearance should be governed at all times by what is appropriate, what is clean and neat, and what reflects our community's standards and values.

**THE FOUR B'S SHOULD BE ENFORCED: no breasts, no backs, no bellies and no butts.**

Guidelines that will apply to student dress code include 1 inch top straps on shirts, tops and dresses; top clothing that does not reveal midriff, cleavage or underwear; shorts, skirts, and dresses that pass mid-thigh. Cut-offs are not allowed, also "wife-beaters" will not be allowed; clothing with offensive, obscene or suggestive prints, lettering or picture, or clothing that advertises alcohol, tobacco or questionable products. In cases where there is a question about the appropriateness of any item of attire, the superintendent will determine what is appropriate! Students with inappropriate clothing will either remain in the office until more appropriate clothing is brought from home, or they will be sent home to change. Any school time missed will be considered as being absent and disciplined as such.

**CAPS AND HATS**

Students will remove caps and hats and leave them off at all times in the school building during the school day. Confiscated caps, etc., will be returned at the end of the school year or at the principal's discretion.

**DANCE REGULATIONS**

Dances are provided for the students. A student attending is not allowed to exit and re-enter during the dance. Once the student is out, the student stays out. Regular rules as outlined in this handbook are in effect at all dances. Any non-Savage student needs to be registered at the office before he or she can attend a dance. Savage students with non-Savage student guests are responsible for their guest's conduct.

**BULLETIN BOARDS AND POSTERS**

Students must have approval of the principal for posting any notices, posters, or publicity on walls or bulletin boards.

**USE OF STUDENT CARS DURING THE DAY**

Unless specific permission is granted by the superintendent, students who drive to school are not to be in their cars during the school day. No student will be allowed to ride in or drive any vehicles during the school day without the specific permission of the principal or superintendent. Students who drive to school will park their car or pickup in the school parking lot by the school shop.

**18 YEARS OLD AND OLDER**

Eighteen-year-old and older student must abide by all of the rules and regulations that apply to all other students at any time in the school building, on school grounds, or on school-sponsored trips.

**SCHOOL TRIPS**

On all school trips the coach, sponsor, or advisor is responsible for the supervision of other chaperons and students and as a result has the final say in all matters. Regular school rules as outlined in this handbook and printed information concerning a particular trip are in effect while on school-sponsored trips. Possession or consumption of alcohol, tobacco, or illegal drugs on a school trip, guilt by association on a school trip, or theft on a school trip by students will result in consequences that may include but are not limited to immediate suspension from all school activities for one year.

**SENIOR CLASS EDUCATIONAL TRIP**

The School Board has adopted the following criteria to be completed prior to their approval of educational trips for Savage High School senior classes:

1. A detailed plan of the trip must be submitted to the Board by the end of April of the class's junior year.
2. The plan will include all proposed educational sites (more than one site per day) to be visited during the trip in a daily log format.
3. The plan will show verified estimates of travel, room and board costs for the trip. The plan should include a daily money disbursement to students for meals. The students must confine themselves to this amount and NOT request additional funds from chaperones.
4. The plan will include a budget analysis that includes the following: current balance, projected expenditures (trip through graduation), and projected regular revenues. If the budget analysis reveals a need for additional fund raising, a list of proposed fund raising activities will be submitted with the plan. Fund raising activities must have pre-approval of an Administrator who will give consideration to all the fund raising needs of the school and school support groups. Dates must be established for fund raising activities and for reaching the fund raising goal.
5. The Board, Superintendent and Class Advisors will choose appropriate chaperones in supervising the trip.
6. The trip will need to be totally funded by Class Funds and Class Fund Raising Activities.
7. Final trip approval will be considered by the Board in January. The senior class will present a final trip to the administration one week prior to the regular January meeting. This updated plan will be a detailed itinerary including meal plans, educational sites (length of tours), travel times to sites, etc. The updated plan will include a current financial statement and any other pertinent information.

#### Individual student requirements

1. Student must be academically eligible as stated in the student handbook for extra-curricular activities.
2. Student will have passed all core classes and electives their senior year.
3. Student will have fulfilled fund raising obligations.
4. Student's personal luggage will be searched prior to departure.
5. Student and their parent/guardian will sign a behavior contract that outlines inappropriate behaviors and their consequences.
6. Students who do not meet the requirements must attend school during the designated class trip time or be counted as unexcused.

#### **CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

Possession and use of cellular phones, pagers, iPods and all electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of District

employees is a privilege which will be permitted only under the circumstances described herein. At no time will any person 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. Any student found to be guilty of taking pictures deemed inappropriate or using their cell phones inappropriately (i.e. cyber bullying) will be subject to disciplinary action including suspension and / or expulsion.

Devices must be kept out of sight and in silent mode during the instructional day unless given special permission by a staff member to be used for educational purposes only. 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 the school officials, including classroom teachers. Confiscated devices will be returned under the following conditions:

1<sup>st</sup> offense: warning to the student and returned at the end of the day.

2<sup>nd</sup> offense: 30 minutes of detention served over 2 days and parent must remove the phone.

3<sup>rd</sup> offense: 1 hour of detention served over 2 days and parent must remove the phone.

Successive offenses: at the discretion of administration.

#### **TELEPHONE**

The office phone is to be used by students for emergencies or school related business only. Other than emergencies, students are to use the pay telephone by the gym. No one will use the telephones in the classrooms without a teacher's permission.

#### **CAFETERIA**

Lunch tickets are to be purchased at the main office. Purchase prices are: K-12 \$.80 / breakfast, \$1.60 / lunch, Adults \$1.00 / breakfast, \$2.10 / lunch. Breakfast seconds are \$.80 and lunch seconds are \$.25 and a second milk is \$.25. Meals may be purchased in any quantity: daily, weekly, monthly, yearly, or any of the above combinations. No food is to be taken from the cafeteria.

#### **FOOD AND DRINK IN THE BUILDING**

Approved beverages may be consumed in designated areas in the school building. The beverages need to have a lid on at all times. It is up to the discretion of individual teachers if food and beverages are allowed in their classroom. Food and drink may be brought to class on special occasions that have been approved by the teacher. Sunflower seed chewing is not allowed in the building.

#### **STUDENT RESPONSIBILITIES AT NOON**

If you stay in at noon, report to the study hall room if you have schoolwork to do. You may quietly visit with friends in the hallway or library with staff permission. You may use the

restrooms. Rough play and noisy behavior in the hallway will not be allowed. Go outside for this type of behavior.

### **STUDY HALL**

A study hall is to be used for studying, completing school work and / or reading a book. Computers with word processing capabilities will be available for completing necessary assignments. Playing computer games, using electronic devices (audio players / mp3 players, etc.) are not permitted. Sleeping, visiting and food / drink are not permitted.

### **LOCKERS**

All students will be issued lockers. Keep these lockers neat and clean. Food and drink are not to be kept in lockers. Savage Schools have the authority to inspect, supervise and search individual student lockers. The school assumes no responsibility for items lost or stolen from lockers. Do not leave valuables in your locker. If you want to lock your locker you may get a lock from the office. You will be required to give a \$10.00 deposit which will be returned when the lock is returned to the office.

### **DOORS OPEN**

Students will not be able to come into the school until 7:40 A.M. in the morning unless a teacher or other staff member requires the student to be here and is supervising that student. Students should leave the building once school is out. All students in the school after 3:24P.M. must have a sponsor or advisor with them. Students in athletics should take their books with them to the gym and leave the school through the north door by the gym.

### **INCLEMENT WEATHER**

In case of bad weather, when it may be doubtful if school will be in session, or if any other emergency should arise, notice of the closing of school will be announced over the Sidney radio station, posted on school social media, and sent over the school alert system.

### **COPY MACHINE**

Students who are teacher aides may use the copy machine with approval from the teacher they aide. Other students need approval from the office. School material will be copied free of charge. All non-school material will be copied at \$.10 per copy to be paid for at the time the copies are made.

## **TEACHERS WORK ROOM**

Students **will not** be allowed in the teacher's lounge at any time. Students who need a teacher that is in the lounge can knock on the door and ask for the teacher.

## **END OF NINE WEEK GRADING PERIOD**

October 16- Quarter 1 ends

January 5<sup>th</sup> - Quarter 2/Semester 1 ends

March 13<sup>th</sup> - Quarter 3 ends

May 17<sup>th</sup> - Last day of school

## **Holidays**

September 4<sup>th</sup> - Labor Day

October 19<sup>th</sup>-20<sup>th</sup> - MEA

November 22<sup>nd</sup>-24<sup>th</sup> - Thanksgiving

December 20<sup>th</sup>- Jan. 2<sup>nd</sup> - Winter Break

March 30<sup>th</sup> - Spring Break

## **SAVAGE SCHOOL GRIEVANCE PROCEDURE**

### **I. DEFINITIONS**

A. Grievance: grievance means a complaint alleging any policy, procedure, practice which would have prohibited by Title IX / section 504 and other Federal and State Civil Rights Laws, Rules and Regulations.

B. Title IX: Title IX means Title IX of the Education Amendments Of 1972 (20 USC Section 1681), the 1975 implementing regulation and any memoranda, directives, guidelines or subsequent legislation that may be issued or enacted.

C. Section 504: The Rehabilitation Act of 1973. (29 USC 794). Federal and State Civil Rights Laws, Rules and Regulations: see legal reference on model policy statement.

D. Grievant(s): grievant means a student / parent / guardian or employee of Savage Public School who submits a grievance.

E. Savage Public School: any reference to any school district as defined in 20-6-101, Montana Codes Annotated.

F. Title IX / Section 504 Coordinator: means the employee designated to coordinate Savage Schools efforts to comply with and carry out its responsibilities (Hereinafter- Coordinator).

G. Day: day means a working day; the calculation of days in grievance processing shall exclude Saturday s, Sunday s, and school holidays. (20-1-305 MCA)

H. Ridgeway et al, plaintiffs, V. Montana High School Association et al., and Defendants: hereinafter identified as Ridgeway Settlement.

### **II. BASIC PROCEDURAL RIGHTS:** Applicable to all levels of the grievance process.

A. Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.

- B. The designated Coordinator may not have a direct interest in the outcome of the grievance and must remain impartial.
- C. Relevant agencies / institutional records shall be available to all parties subject to requirements and clarifications in Guidelines for Student Records, Office of Public Instruction, September, 1984.
- D. Intimidation or retaliation of any kind is prohibited by law.
- E. Prior to contested case hearing (under the Rules of School Controversy) the rights of the Grievant confidentiality in proceedings and records shall be respected (ARM 10.6101 et seq. Also see Ridgeway Settlement pg. 29).
- F. This procedure does not deny the right of the Grievant to file normal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination. All records pursuant to the grievance shall be maintained by the clerk of the school district separate and apart from student and personnel records for a period of not less than five (5) years. (20-1-212 MCA).

### **III. PROCESS:**

#### **Level 1: Principal or immediate Supervisor**

(Informal and optional – may be bypassed by the grievant). A student, parent or guardian with a grievance should first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. Employees with a grievance should first discuss it with their principal or immediate supervisor, with the same objective.

#### **Level 2: Title IX and Section 504 Coordinator**

If the grievance is not resolved at Level 1 and the Grievant wishes to pursue the grievance, they may formalize it by filling a grievance in writing. The grievance shall state: 1) the nature of the grievance; 2) the remedy requested; 3) be signed by the grievant.

The filing of written grievance at Level 2 must be to the Coordinator within ten (10) days of the event giving rise to the grievance or from the date the Grievant could reasonably become aware of such occurrence. The Coordinator shall investigate and attempt to resolve the grievance. A written report regarding the decision and / or action of the Coordinator will be sent to all concerned parties within fifteen (15) days after receipt of the written grievance. If the superintendent is the Coordinator and the grievance is not resolved at Level 2, either party may advance to Level 4.

#### **Level 3: Superintendent**

If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the Superintendent within ten (10) days of receiving the report from the Coordinator. The parties may request a meeting with the Superintendent or the designee and Coordinator. The meeting shall be held within ten (10) days after receipt of the written appeal. A written report regarding the decision and / or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.

#### Level 4: The Board of Trustees

Either party may process the grievance beyond the decision reached in Level 3 by filing written grievance within ten (10) days with the chairperson of the board of trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the board of trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.

#### Level 5: Rules of Controversy

Either party may appeal the decision of the school board by filing a Notice of Appeal with the county superintendent within thirty (30) days after the final decision of the board pursuant to the Rules of School Controversy. (10.6.103 et. seq. ARM, see also Ridgeway Settlement, pg. 29)

### **SEXUAL HARASSMENT**

The Savage School system prohibits sexual intimidation or harassment of students and employees. Sexual harassment and intimidation include any unreasonable behavior, verbal or non-verbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender. Students who believe that they may have been sexually harassed or intimidated should contact a teacher, counselor or administrator who is not involved in the harassment or intimidation to assist them in filing a complaint.

### **BULLYING / HARASSMENT**

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

#### Definitions

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

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

Hazing: includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with and District-

sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Harassment, Intimidation, or Bullying: any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonable be considered to be a threat or an attempted intimidation of a student or staff member of an interference with school purposes or an education function, and that has the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- Creating a hostile educational environment.

Electronic communication device: any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

### **SAVAGE SCHOOL EQUAL EDUCATION AND EMPLOYMENT POLICY**

As provided in the Constitution of the State of Montana, the Savage School District is committed to equality of educational opportunity. The district is also committed to equal employment opportunity. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, and counseling, and employment assistance, extracurricular and other school-related activities. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age physical or mental handicap, and political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding discrimination should be directed to: Lynne Peterson, Title IX, or Angie Nelson, Section 504 Coordinator, Savage school phone # (406)776-2317. (Optional to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena Montana 59260, (406)444-2884 or Director, Office of Civil Rights, Federal Office Building, Denver, Colorado 80294 (303)844-5695.

Legal reference:

Title VI of the Civil Rights Act of 1964 (42 USC Section 2000e), Title IX of the Education Amendments 1972 (20 USC Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 USC 794) the Constitution of the State of Montana, 1972 (Article X, Section 1), the Montana Human

Rights Act (Title 49, Chapter 2, MCA), the Montana Governmental Code of Fair practices (Title 49 Chapter 3, MCA) and the implementing federal and state rules and regulations.

## **ACCEPTABLE USE POLICY**

### **INTERNET ACCESS**

The following people are entitled to use the libraries' internet access:

All Savage School District employees

All Savage School District students

### **ACCEPTABLE USE**

The purpose of Savage School Library Internet access is to support research and education by providing access to unique resources and opportunities. The use of individual accounts must be in support of education and research and must be consistent with the educational objectives of the Savage School Districts. The provider of internet service also has acceptable use policies and users must comply with the rules appropriate for that network. Transmission of any material in violation of any US or State regulation is prohibited and violators will be referred to the proper authorities. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

**FAILURE TO ADHERE TO THIS POLICY AND ITS GUIDELINES MAY RESULT IN SUSPENDING OR REVOKING THE OFFENDER'S PRIVILEGES FOR INTERNET ACCESS AND MAY RESULT IN REFERRAL TO ADMINISTRATOR FOR SCHOOL DISCIPLINARY ACTION.**

### **PRIVILEGES**

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use. The system administrators may close an account at any time as necessary. The District has the right to restrict or terminate internet access at any time for any reason. The District further has the right to monitor internet activity in any form that it sees fit to maintain the integrity of the network...

### **NETWORK ETIQUETTE**

Internet users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. DO NOT swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or phone numbers of yourself, students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Savage School Library makes no warranties of any kind, whether expressed or implied, for the service it is providing. Savage Public School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your own errors of omissions. Use of any information obtained via the internet is at your own risk. Savage School Library specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **SECURITY**

Security on any computer system is a high priority, especially when the system involves many other users. If you feel you can identify a security problem on the internet, you must notify a system administrator. Do Not demonstrate the problem to other users. Do Not use another individual's account without written permission from that individual. Attempts to breach system security will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the internet.

### **VANDALISM**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or harm equipment of this network or equipment of any agencies connected to this network. This includes, but is not limited to the uploading or creating of computer viruses.

### **Homeless Students**

As stated by Savage School District Policy #3125, every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District agreement and tuition for a homeless child.

The Superintendent will review and revise and necessary rules or procedures that may be barriers to enrollment of homeless children and youth.

A" homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

**STUDENT RIGHTS:**

- To have a safe and healthy learning environment.
- To learn in a drug-free, smoke free, and violence free environment.
- To be respected as individuals and to be treated fairly.
- To learn without disturbance or distraction.
- To have personal property respected and protected.
- To appropriately express views and to be heard.
- To be exposed to competent teachers and positive adult role models.
- To be challenged with materials and instructional techniques that match the abilities and learning styles of students.

**SUPERINTENDENT'S RULE:**

There may be situations, not described in this handbook or in any other handbook that may occur during the school year. The superintendent and or designee will rule on those situations as they occur and take appropriate action.

# STUDENT-PARENT SIGNATURE PAGE

## 2017-2018

Parents are required to submit signatures indicating that they and their student(s) have received and read the information outlined in the student-parent handbook.

Student(s) name(s) \_\_\_\_\_ Grade \_\_\_\_\_  
Student(s) name(s) \_\_\_\_\_ Grade \_\_\_\_\_

**MANDATORY SIGNATURE**-as parent and / or legal guardian of the child named above, I take responsibility for the knowledge of the rules and regulations that are included in the student handbook.

PARENT / GUARDIAN SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_  
STUDENT SIGNATURE \_\_\_\_\_  
STUDENT SIGNATURE \_\_\_\_\_  
STUDENT SIGNATURE \_\_\_\_\_  
STUDENT SIGNATURE \_\_\_\_\_

### RETURN THIS PAGE TO THE SCHOOL OFFICE

**Cell Phone and Electronic Communication Devices Policy of Savage Public Schools Agreement.**

I give my consent for \_\_\_\_\_  
Student name grade

I give my consent for \_\_\_\_\_  
Student name grade

I give my consent for \_\_\_\_\_  
Student name grade

I give my consent for \_\_\_\_\_  
Student name grade

I give my consent for \_\_\_\_\_  
Student name grade

**To use their Cell Phone or other Electronic Communication Device in accordance with the Savage Public School Policy.**

**Parent / Guardian Name (printed)** \_\_\_\_\_

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

**RETURN THIS PAGE TO THE SCHOOL OFFICE**

# BELL SCHEDULE

| <u>PERIOD</u>          | <u>REGULAR</u> | <u>EARLY DISMISSAL</u>            |
|------------------------|----------------|-----------------------------------|
| BREAKFAST              | 7:45-8:05      | 7:45-8:05                         |
| 1 <sup>ST</sup> PERIOD | 8:10-8:59      | 8:10-8:52                         |
| 2 <sup>ND</sup> PERIOD | 9:02-9:51      | 8:55-9:37                         |
| 3 <sup>RD</sup> PERIOD | 9:54-10:42     | 9:40-10:22                        |
| 4 <sup>TH</sup> PERIOD | 10:46-11:35    | 10:25-11:07                       |
| <b>LUNCH</b>           | 11:35-12:01    | <b>5<sup>TH</sup> 11:10-11:53</b> |
| 5 <sup>TH</sup> PERIOD | 12:04-12:52    | <b>LUNCH 11:53-12:18</b>          |
| 6 <sup>TH</sup> PERIOD | 12:55-1:43     | 12:21-1:02                        |
| 7 <sup>TH</sup> PERIOD | 1:46-2:34      | 1:05-1:46                         |
| 8 <sup>TH</sup> PERIOD | 2:37-3:25      | 1:49-2:30                         |

