

Shields Valley Public Schools

Junior High/High School Student/Parent Handbook



2019-2020

“HOME OF THE REBELS”

Welcome to the Shields Valley Schools!

This handbook has been developed in response to common questions received from parents and students. On the following pages you will find important information regarding school policies and procedures such as schedules, rules, recommendations, and other information useful in planning.

As a district, the Shields Valley Public Schools believes that a quality education is best achieved through a family-school partnership where children, parents, and staff work together to enable each student to reach his/her maximum potential. With that in mind, we encourage you to read this handbook carefully and to keep it handy for future reference. Furthermore, we welcome your input concerning our educational programs and encourage you to call or visit should questions or concerns arise.

Please remember that this document is for your convenience and does not constitute comprehensive Administrative or Board Policy. Revisions of this book may be made on an on-going basis, and the district reserves the right to address any question or problem in the most appropriate manner at the time of occurrence.

Board of Trustees

Jon Croston
Dean Flatt
Jamie Lannen
Cleve Swandal
Maggie Stein (Chair)

Administration

Billi Taylor, Supt/Elem Principal
Greg Sager, JH/ HS Principal
Rhonda Lahaye (Clerk)

District Philosophy Statement

It is the philosophy of the Shields Valley School District that we exist to provide the opportunity for every student to achieve, in and out of the classroom, so that each may become a productive citizen. We also believe it is a privilege to be a part of the Shields Valley School District. Promotion of this philosophy requires several cooperating elements:

- 1. Students who express a desire and willingness to learn.*
- 2. A competent faculty which works together and fosters support for our students and for one another.*
- 3. An administration with realistic expectations and support for the students, faculty, parents, and community.*
- 4. Communities which provide the necessary resources and facilities for all educational needs.*

Open communication among these elements is essential. Members from each area must share responsibility and show respect for one another as educational partners.

School Colors: Blue, Silver, and Black

**Shields Valley Public Schools
Junior High/High School Faculty and Staff**

Shields Valley Junior High School

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Ms. Elizabeth Majors	Science
Mr. Scott Armstrong	Custodian
Mrs. Lacey Arthun	English
Mrs. Nancy Arthun	Library/Home Ec.
Mrs. Anita Crane	Secretary
Mrs. Dale Dominick	School Counselor
Mr. Jacob Fisher	JH English/History
Mr. Tom Gauthier	Math
Mr. Ken Huff	Social Studies
Ms. Tami Keefer	Kitchen
Mr. Mark Mills	Band/Choir
Mr. JR Pierce	Agriculture
Mrs. Kristen Pierson	Special Education
Ms. Belit Pigman	Art
Mr. Greg Sager	Principal/AD
Mrs. Lori Sarrazin	JH Math/Business Education
Mrs. Becky Stutterheim	Kitchen
Mr. Mitch Ward	K-12 Health Enhancement
Mr. Frank Wright	Custodian/Maintenance

Chain of Command

How to Appropriately Communicate with School Officials
Shields Valley Schools
Office of the Superintendent

Parents are often discouraged when they attempt to communicate with administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command," or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command

1. On Matters Involving Instruction/Curriculum
 - a. Classroom Teacher
 - b. Principal
 - c. Superintendent
 - d. Board of Education

2. On Matters Involving Athletics
 - a. Coach (meeting should be set up. Coaches should not be approached during or immediately after a game)
 - b. Athletic Director
 - c. Superintendent
 - d. Board of Education

3. On Matters Involving Student Discipline
 - a. Classroom Teacher
 - b. Principal
 - c. Superintendent
 - d. Board of Education

5. On Matters Involving Transportation
 - a. Bus Driver
 - b. Transportation Director
 - c. Superintendent
 - d. Board of Education

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Junior High/High School Student/Parent Handbook

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Absences

All student absences must be reported to the office by a parent or guardian by telephone or written excuse. When a student arrives to school after an absence (or tardy), he/she is required to report directly to the office. This is a requirement of the law and is not optional. All absences and tardies are recorded on the student's report card and the school's permanent record. At any time after school has started and before school has ended, student(s) must check in/out of the office for record keeping purposes.

Students who know in advance that they will be absent must notify their teachers and complete an advance make-up slip (available at the office) at least 24 hours prior to their absence.

Should a student become ill during school hours, he/she may request to be excused to the office. Students may be excused from school upon written or verbal approval by a parent or guardian or building administrator. (See also *Release of Students*.) In cases where the parent is not aware of an absence or does not request that an absence be excused, the absence will be considered unexcused. Unexcused absences will not be tolerated at the Shields Valley Schools. Each building administrator shall have the authority to determine the appropriate consequence for a student whose absence is considered unexcused. Unexcused absences may warrant suspension. (See also *Attendance, Tardies*.)

Absence Make Up

Students who are unexpectedly absent (eg: illness, funeral), are given one school day for each day of excused absence up to a maximum of four school days to make up any missed work. The work will be due at the beginning of class on the absence due date. If a teacher feels the student needs more time to fulfill the assignment(s) and the student has shown effort to complete the work, teachers may grant an extension. Otherwise the work will be considered late from the absence due date forth. Parent/guardians are always encouraged to pick up their child's assignments whenever possible.

Students who know in advance they will be absent for personal reasons (eg: family trip, dentist) or for school sponsored activities (eg: sports, organization events, board approved absences) will complete an advance make-up form at least 24 hours prior their absence. Teachers will notify the student of their assignments by the end of the day. Make up work will be due the day after the student returns at the beginning of class. If a student does not provide notice,

work will still be due the day after they return from their absence. If a teacher feels the student needs more time to fulfill the assignment(s) and the student has shown effort to complete the work, teachers may grant an extension. Otherwise the work will be considered late from the absence due date forth. Assignments assigned to the entire class before the absence, which are due during the absence, will be due at the beginning of class upon return. Multiple infractions or failure to notify teachers of absence may result in suspension from activities

Activity Fee

A mandatory Activity Fee (Activity Ticket) is charged to each junior high and high school student in the fall for the purpose of funding extracurricular activities. Students who have not paid their activity fee may not participate in SVS sponsored events (including all athletics, band, speech and drama, etc.). A paid activity ticket entitles students to admission to all home athletic events, regular band and choir concerts. The activity fee helps to pay for meals, lodging, travel, and equipment for students who participate in these activities. The current activity fee is \$35.00 per student. Parents may also purchase an activity ticket entitling them to similar privileges for \$50.00 each. Activity Tickets can be purchased at the school office and are available to all Shields Valley students, families, and community members.

Adding and Dropping Courses

Students should give considerable thought to the selection of their courses prior to the construction of a class schedule. However, an additional three-day period at the beginning of each semester is allowed for the purpose of dropping or adding classes.

At that time students wishing to drop or add classes must complete a “Class Drop/Add Form” (available at the office), which must be signed by the teachers of the corresponding classes, a parent or guardian, the principal, and counselor. After the three-day period students must remain in their assigned classes until the end of the semester. The principal’s decision concerning students dropping and adding classes is final.

Alcohol/Tobacco/Drug Use Violations

The Board of Trustees prohibits the possession or use of alcohol, drugs, or tobacco products by any student anywhere at any time on any school property. Violators shall be punished by suspension and/or local authorities will be notified. Students in possession of alcohol or tobacco on school grounds or at a school function shall receive a minimum of two days suspension. (See also *Rules for Student Conduct, Disciplinary Procedures.*)

Possession or use of illegal drugs by any student anywhere at any time on school property or on a school sponsored function shall be punished by a minimum of three days suspension and local authorities will be notified.

Attendance Policy

The general welfare of all students is best served by regular attendance. Research has found that regular attendance is the single most important factor in a student's success in school at any level. Therefore, students are expected to attend all assigned classes each day. We ask parents to help instill in their children the importance of attendance and that you avoid taking your child out of school for appointments, trips, and vacations.

For students in grades seven and eight where credit is not issued, a student will be in jeopardy of being retained at the current grade level when the lack of attendance exceeds 15% (11.5 days) of a semester.

High school students who exceed eight absences per class, per semester may lose credit in those subjects missed. The only absences not used in calculating the attendance record for the 8-day high school limit and the 15% junior high limit are:

1. Those that occur due to participation in school-sponsored activities, since these are considered an equivalent educational experience. These exemptions apply to students participating in sports events, music-related events, academic field trips, and others deemed co-curricular.
2. Bereavement in the immediate family (grandfather, grandmother, father, mother, sister, brother, or other immediate relatives). Extended bereavements may be reviewed by an Attendance Board on a per-case basis.
3. Subpoenas to appear in court or court-ordered appearances, and/or out-of-district placements for special services.
4. Illness, hospitalization and/or medical and dental appointments verified by a doctor's statement.
5. In-school and Out-of-school suspensions.
6. Seniors will be allowed a total of two (2) days for college visits with prior administrative approval. Juniors will be allowed one (1) day for college visits with prior administrative approval.
7. Pre-approved absences must adhere to parameters and procedures established by the board of trustees. Students seeking pre-approved

absences must present an absence approval form to the administration. This form will include dates of the absence, current grades, current attendance records and any comments teachers and administrators feel are relevant to how the extended absence will affect the student's success in the classroom.

After going over the eighth absence for high school students or the 15% limit for junior high students, the student, with parental accompaniment, must appear before the Attendance Board, consisting of the corresponding principal, the counselor, and those teachers in whose classes the student has exceeded the allowable number of absences.

The Attendance Board shall review the absence report to determine if the student will have credit withheld or be retained, which will occur unless there are extenuating circumstances. The Attendance Board may, after hearing a student's/parent's appeal for preservation of credit, deny grade advancement or create an agreement with student and parents concerning attendance in order to retain credit. In addition, the Attendance Board may make decisions regarding the student's participation in extracurricular activities.

Any decision by the Attendance Board to deny grade advancement can be appealed to the Superintendent and then to the school board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided. If the appeal is granted, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of grade advancement will result.

Bullying

Shields Valley School District

Policy 3226 – Bullying, Intimidation, and Hazing of Students

District Policy Statement

The Shields Valley School District is committed to providing a safe, productive and positive learning environment at all grade levels. A safe and accepting school environment is conducive to, and necessary for optimal academic achievement. Like other disruptive behaviors, bullying, intimidation and hazing negatively impact the learning environment. Bullying, intimidating, and hazing behaviors will not be tolerated at any grade level. Students and staff are strictly prohibited from taking any action that could be interpreted as bullying, hazing, or retaliation for reporting such action.

Definitions

1. "Bullying or intimidation" means any repetitive and ongoing threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication

or threat directed against a student regardless of the underlying reason for such conduct that:

- a. Causes a student physical or mental harm, damages a student's property or places a student in reasonable fear of harm to the student or the student's property;
 - b. Substantially interferes with the student's access to educational opportunity or benefit; or
 - c. Substantially disrupts the orderly operation of the school.
2. "Electronic communication" is defined in 45-8-213, MCA, and includes any communication by any electronic device including but not limited to text messaging, sexting, email, or use of social networking.
 3. "Hazing" means an act against a student or coercing a student into behavior that creates a risk of harm to a person in order for the student to be initiated into, or affiliated with a student activity, team, club or organization, or for any other purpose.
 4. "Retaliation" means an intentional act or communication intended:
 - a. As retribution against a person who has reported an incidence of bullying, or intimidation; or
 - b. To improperly influence the reporting, investigation, or discipline that results from an incidence of bullying or intimidation.
 5. "Sexting" means sending sexually explicit messages or photographs, primarily between mobile phones, such as sending a text message with a sexual image or sexual language.
 6. "Staff member" includes but is not limited to teachers, specialists, coaches, administrators, board members, volunteers, custodians, and any others employed or authorized by the school, school board, or district.
 7. "Designated investigator" is the principal of the school, or a staff member appointed by the principal responsible for receiving and investigating reports of bullying, or intimidation.

Prohibitions

1. No school student or staff member will engage in any of the following:
 - a. Bullying, intimidation or hazing of a student;
 - b. Retaliation against a student or staff member for reporting an incident of bullying, intimidation or hazing; or
 - c. Coercion of another person to commit bullying, intimidation, or hazing.
2. Bullying, intimidation and hazing is strictly prohibited:
 - a. In a classroom or any location on school premises;
 - b. During any school sponsored program, activity, or function where the school is responsible for the student, including on a school bus or other school related vehicle; or

- c. Through the use of electronic communication as defined in 45-8-213, regardless of when or where it occurs, that substantially disrupts the orderly operation of the school or any school sponsored program, activity, or function where the school is responsible for the student.

Consequences

1. If a student or staff member is found to have committed one of the above-prohibited behaviors, consequences may follow, up to and including expulsion or termination from employment. Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences may be implemented after reporting, investigation, and determination that a prohibited act has been committed.
2. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions for students may include, but are not limited to:
 - a. Parental Notification
 - b. Loss of privilege(s)
 - c. Parent Conference
 - d. Reassignment of seats
 - e. Reassignment of classes
 - f. Reassignment to another mode of transportation
 - g. Escort of the perpetrator
 - h. Completion of an apology letter and acknowledgement of behavior
 - i. Referral or appointments with school counselor or other professionals
 - j. Payment for damaged property
 - k. Detention
 - l. Suspension (in-school or out of school)
 - m. Referral to law enforcement
 - n. Expulsion

Any student disciplined will be afforded due process as required by District policy for action taken by school administration or the Board of Trustees.

3. Depending on the severity of the offense, disciplinary and remedial actions for school staff is subject and commensurate within the district's personnel policies and may include:
 - a. Verbal warning
 - b. Written warning
 - c. Suspension
 - d. Referral to law enforcement
 - e. Termination of employment

Intervention

1. All staff members shall intervene when witnessing potentially bullying, or intimidating behavior. If the staff member witnesses or receives a report of unresolved bullying, intimidation, or hazing the staff member will report the matter pursuant to the investigatory process below.
2. If it is determined the staff was aware of bullying, intimidation or hazing and did nothing to intervene, discipline or remedial action may be invoked.

Reporting

1. Students who feel they have been subjected to bullying, intimidation or hazing, or other students, parents, staff or other community members who believe they have witnessed bullying, intimidation, or hazing of a student may report the incident either in writing (via Incident Reporting Form) or verbally. Reports may be made to any staff member.
2. Any staff member that becomes aware of bullying, intimidation or hazing should attempt to resolve the matter immediately. When staff is made aware of unresolved incidents, they shall fill out an Incident Reporting form and submit it to the principal (unless the principal is the subject of the complaint) within 48 hours of the incident.
3. If the principal is the subject of the complaint, the report should be submitted to the District Superintendent.
4. Anonymous reports containing adequate detail to investigate will be investigated.
5. Incident Reporting Forms are available on the school district website and included in the student handbook.

Investigatory Process

1. All investigations should be initiated promptly, but no later than two school days after the Incident Report has been filed with the school administration office.
2. The designated investigator will determine whether bullying, intimidation or hazing has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same students should also be taken into consideration.
3. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary.
4. The investigation should be performed and concluded within five school days of receipt of a report. Upon conclusion, if it is found bullying, intimidation, or hazing has occurred parents of the target(s) and the aggressor(s) shall be notified immediately by a school administrator or designated investigator.
5. The school administration will determine whether another entity has jurisdiction over the incident. If instances of bullying, intimidation, or

hazing rise to the level of a possible criminal offense, a school administrator shall immediately notify the police.

6. The school principal, in conjunction with the counselor and other appropriate staff, shall determine and implement appropriate consequences, which may include discipline and/or remedial action for the aggressor and the target. The aggressor will be informed that retaliation is strictly prohibited and will be met with similar or additional consequences.
7. The school administration shall take all necessary steps to protect the target from bullying, intimidation, or hazing incidents. This can include but is not limited to changing the aggressor's seat, transportation route, or classes and identifying a staff member to act as supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – should be escorted.
8. The principal or other designated school administrator will follow up with the target of any bullying, intimidation or hazing to ensure that the negative behavior has stopped.
9. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusive findings, referral to other entities (e.g. law enforcement) and disciplinary and/or remedial action taken.

Notification and Training

1. The District policy and procedures will be included in student handbooks for all grade levels and posted on the district's webpage.
2. Reporting forms will be readily available to staff members, students, and parents, including on-line on the District's website.
3. Staff and students will be educated on the policy and procedures, including: recognizing inappropriate behaviors; using appropriate intervention and remediation; and possible consequences and discipline.

Legal Reference: ARM 10.55.701

Adopted on: 4.10.19

Reviewed on: 2.13.19 & 3.20.19

Bus Transportation

Shields Valley students who reside at a distance greater than walking distance to school are assigned a bus route that provides service to a designated bus stop area. Parents are responsible for having their children to the bus stops on time. For students who reside in the Wilsall area but attend school in Clyde Park, a shuttle bus will be provided between Clyde Park and Wilsall in the morning and at the end of the day.

All students who use the school bus transportation must abide by the following rules of bus conduct:

1. Pushing, fighting, throwing snowballs, or "horse play" while waiting to board a bus is not permitted.
2. Students must remain behind the yellow line and wait until the approaching bus comes to a complete stop before attempting to board.
3. Students may never walk between two parked buses or run along the side of a moving bus.
4. Students must be seated at all times when riding a moving bus. Throwing objects, loud or boisterous conduct, or any other activity that may distract the bus driver is not permitted.
5. The bus driver/contractor may adjust/add rules as needed.

Any disciplinary incidents on the bus will be handled by the bus driver/contractor with the building principal involved as needed. The bus contractor in conjunction with the building principal will determine appropriate disciplinary action.

At times transportation on the school bus may be provided for out-of-district activities such as field trips and activities. At those times students will be required to return a permission form that must be completed and signed by parents and returned to the school office or activity sponsor prior to the trip. Students who travel by school bus or other authorized school transportation must return in the same vehicle unless released to the direct custody of parents/guardians.

Change of Address/Telephone

It is important that the school office maintain up-to-date address and telephone records for each student in case of illness, emergency, or accident. Parents must contact the school office immediately should a change in address or telephone number occur during the year.

Cheating/Plagiarizing

Cheating and/or plagiarizing will not be tolerated. Student work accomplished through dishonest means or improper access including but not limited to copying another person's work, providing another person with answers, or plagiarizing the words or ideas of another will be assigned a grade of zero without opportunity for make-up. Other disciplinary procedures may be taken. (See also *Disciplinary Procedures*)

Class Period Schedule

Period	Times	Minutes	Pass Time
First Bell	7:55		5min
Period One	8:00-8:57	57	3min
Period Two	9:00-9:57	57	5min
Period Three	10:02-10:59	57	3min
Period Four	11:02-11:59	57	
Lunch	11:59-12:29	30	
Period Five	12:29-1:26	57	3min
Period Six	1:29-2:26	57	5min
Period Seven	2:31-3:28	57	3min
Period Eight	3:31 3:55 Shuttle 4:00 Dismiss		

Closed Campus Policy

Shields Valley Public Schools is entrusted with maintaining the safety and wellbeing of students from the time they leave for school until they return home. All students in all locations are required to remain on campus at all times unless prior permission to leave is obtained from the office. A student who requests to leave campus during the school day must provide the office with parental permission before he/she can be released. (See also *Release of Students*.)

Students who reside “in town” or within walking distance of school and/or parent or guardian’s place of employment may submit a “Closed Campus Exception Form” (available at the office) for permission to walk (only) to the residence of a parent or guardian or to their place of employment (only while working) to eat lunch. Students are not permitted to drive vehicles during lunch, nor are they permitted to be accompanied by other students without “Closed Campus Exception” forms. (See also *Vehicle Use*.) All students who leave campus during school hours, including those with “Closed Campus Exception” forms are required to “sign out” at the office before leaving and “Sign-in” upon return. Students without “Closed Campus Exception” forms are not permitted to leave school for lunch unless into the direct custody of a parent or guardian.

Computer Network/Internet Use Policy

All students are required to sign an “Acceptable Use Policy/Internet User Agreement Form” (to be sent home with students) before they are permitted to access the school’s network/internet on school computers. Once online, students

are expected to access sites consistent with educational objectives and are prohibited from inappropriately using the network/internet.

Acceptable Use:

“Acceptable use” of the network/internet is defined as activities consistent with the educational objectives of the Shields Valley School District, specifically those in support of education and/or educationally relevant research.

Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable and unauthorized uses include, but are not limited to the following:

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 District’s student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, software, or copyrighted materials.
2. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another’s reputation by lies); invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone; 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. Using the network for private financial or commercial gain.
5. Using the network while access privileges are suspended or revoked.
6. Posting material authored or created by another, without his/her consent.
7. Posting anonymous messages.

Discipline:

Violation of district policy and rules will result in, minimally, a loss of access to the district computer system:

1st Infraction: Removal from the computer network for 20 school days.

2nd Infraction: Removal from the computer network for 90 school days.

Additional disciplinary action may be determined at the building level, in keeping with existing School Board Policies and procedures.

Privileges:

Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers/devices. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Network Etiquette:

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users or that violates the privacy of others.
6. Consider all communications and information accessible via the network to be private property.

Warranties/Indemnification

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

charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Security/Network Safety:

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Students will be given a new secure network logon username and password at the beginning of each school year. Keep your account and password confidential. If the student feels their account password is known or they are having logon problems, please let a teacher know so that it can be changed. Users are not to share their account password or leave a computer unattended that they are logged on. Students will sit so that staff can visually monitor what they are doing at all times during use of the network/internet. Students will not have expectations of privacy on district computer systems. Attempts to log on to the Internet or any programs as a system administrator, teacher, or staff member will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Shields Valley provides a PF Sense firewall with content filter to prevent access to inappropriate sites that are obscene, contain pornography, or are harmful to minors in compliance with the Children's Internet Protection Act (CIPA). This filter is updated on a regular basis, but it must be understood that it does not always block everything. As with other media, some internet materials are unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. Due to the international scale and linked nature of Internet content, it is not always possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet Access.

Shields Valley Schools will monitor and enforce adherence to this Acceptable Use Policy (AUP) following CIPA requirements. Shields Valley Schools will not be responsible for damage or harm to persons, files, data, or hardware. While the Shields Valley School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Shields Valley Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Vandalism:

Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.

Social Networking and Cyberbullying Instruction

Students will receive instruction and verbal reminders on Internet Safety throughout all grade levels every year. The age limit to social media accounts is 14, so appropriate online behavior and social media usage instruction will begin in Junior High. These instructions will include interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and the dangers and consequences of harmful activities. Students will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Students will be guided in on-line activities that will support the learning outcomes planned for the student's age and maturity. Students will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

Shields Valley staff will be provided social media and cyberbullying training and guidelines to handle if – or when – students abuse social media privileges. Yearly Internet Safety Classes for Elementary classes will be included in the Guidance Counselor's as well as individual classroom curriculum. Junior High and High School students will receive yearly instruction in their Business, Social Studies, Health, Life Skills, and possible other class curriculums as part of integrating technology into the classrooms. Special speakers may be introduced to cover these topics as well.

Students are to be safe, appropriate, careful, and kind; they are not to try to get around technological protection measures; they are to use good common sense and ask if they do not know. All technologies provided by the District are intended for educational purposes.

Personal Computer Use

Students will not utilize personal computers in the school setting for any reason. Students, under the supervision of school personnel, may transport work via jump drives, and will scan the drives for viruses before use.

Mobile Device Policy:

Shields Valley Schools does not provide laptops available to check out to go home, as NCLB requires a filter on District provided computer equipment, even away from school.

Laptops used at school should be treated with extreme care due to the expense to replace and repair. Users should report any loss, damage, or malfunction immediately. Laptops should be kept on a flat surface when powered up and not moved around – movement could cause damage to hard drives. They must be properly shut down before closing the lid as failure to do so may cause overheating and damage. Never walk around with a laptop turned on and the screen open.

Cell Phones and Other Electronic Equipment:

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 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 or image taking capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person.

Cell phones are not to be used at any time from 7:30 a.m. – 4:30 p.m. at the Elementary School. At the Junior High and High School, students may only use cell phones and other electronic signaling devices on campus before school (8:00 a.m.), during lunch time, or after school (4:00 p.m.). These devices must be kept out of hand and turned off during the instructional day, unless granted specific permission for use by a teacher or administrator. Teachers are given latitude in granting permission to students to utilize cell phone capabilities to enhance their instructional program. At no time, will the use of social media, instant video and text messaging apps, or other functions be authorized. The District is not responsible for lost or stolen devices.

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. When devices are confiscated, students will shut off/power down their devices prior to handing them to the school officials and/or classroom teacher. Confiscated devices will be returned to the parent or guardian. Disciplinary action determined in Policy 3310P2.

The Shields Valley Technology Committee and Board of Trustees will continue to review the Internet/Network Policy as advances in technology continue, and they will revise when there is a need to update due to changes.

*The proposed Internet/Network policies are addressed at the School Board Meetings which have the agendas publicized in advance and are duly recorded by the District Clerk.

Dances

The Shields Valley Junior High and High School classes and organizations may plan and sponsor dances after submitting a “Dance Request Form” to the principal for approval. Sponsoring organizations are required to provide all necessary arrangements and clean-up for the dance.

Dances are open to students in the Shields Valley School District only. Exceptions are made for out-of-district dance guests at high school dances only, provided that a “Non-District Dance Guest Permission Form” (available at the office) is completed by a Shields Valley student and submitted to the principal at least 2 school days in advance of the dance for administrative approval.

Chaperones at school dances have the right to refuse students admission or ask students to leave based on student dress and/or behavior; students who leave during a dance will not be re-admitted. (See also *Shields Valley High School Constitution*.)

Disciplinary Procedures

Teachers have the primary responsibility and authority for the maintenance of discipline in the classroom, in the school buildings, and on the school grounds. They may use such reasonable measures as may be necessary to maintain control in these locations. Teachers are expected to make every effort to take care of discipline issues themselves without referral to the office. However, if problems occur repeatedly, or if any single incident of a more serious nature occurs, students may be referred to the office. Disciplinary measures may include, but are not limited to:

Detention

For minor infractions of school rules or regulations, or for minor misconduct, students may be detained after school. Detentions vary in length from 15 to 30 minutes. Multiple detentions may be assigned depending on the infraction and/or number of occurrences. Detentions are served on the day following the infraction. Detention can be served before school starting at 7:20 AM or after school starting at 4:05 PM at the teacher/administrator’s discretion. In cases of detention, parents are notified by mail that their child has been assigned detention.

Detentions are not scheduled at the convenience of the student or parent and may result in missed activities or practice, etc. If the student misses an assigned detention, his/her detention time is doubled the following day. If a second detention is missed, the student is placed on in-school suspension for the following day. Students detained after school will be under the supervision of a staff member or designee.

In-School Suspension

Any infraction, major or minor, may cause a student to be placed on in-school suspension. An in-school suspension will not count as an absence. A student on in-school suspension reports to the principal's office each day of the suspension immediately upon arrival on school property.

Students may not be allowed to participate in extracurricular activities or functions during the week of their suspension or in any way assume a position that associates them as members of the activity. The term "week" means a period of four school days from the first day of the suspension. Students receive credit for work done during in-school suspension, but it must be completed as assigned and must be handed in at the beginning of each class on the date following the suspension unless a prior arrangement with the teacher has been made

Out-of-School Suspension

Students may be suspended out of school for severe or repeated misconduct at the discretion of the administration. Students suspended out of school are prohibited to come on school property at any time during the suspension. A student who is suspended out of school will be excluded from participation in all extracurricular activities or functions during the suspension time, including practices. The term "week" means a period of four school days from the first day of the suspension.

Expulsion

Expulsion is the exclusion of a student from school for an indefinite period of time. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons. A student may be expelled from school only by the Board, and only after due process procedures have been followed.

Student Discipline Guidelines

3310P2

SHIELDS VALLEY SCHOOL DISTRICT

Montana Education Code 20-4-402 and Shields Valley Board Policy 3310 allows the superintendent and/or principal of a school to suspend, or recommend for expulsion, a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by Shields Valley Schools. If any of the listed offenses, when the conduct is of an extreme nature, may result in suspension of up to 10 days or a recommendation for expulsion. This list is not intended to be either inclusive or conclusive. Students with significant chronic behaviors may be recommended for expulsion.

1. Caused, attempted to cause, or threatened to cause PHYSICAL INJURY to another person (SVP #3310). Students who by their presence and/or actions encourage disruption, fights, or physical injury (as outlined 1.1-1.4) are also subject to disciplinary action.

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	ADDITIONAL OFFENSES
1.1 Willful Disregard for the safety of others or self (MCA 45-5-207)	1-3 day suspension and parent notification	3-5 day suspension and parent notification	5 day suspension and parent conference.
1.2 Abusive, threatening, willfully defiant, gang-related behavior or verbal/physical altercation. (MCA 45-8-101)	1-3 day suspension and parent notification. Possible mediation	5 day suspension and parent notification	5 day suspension and parent conference. Referral to law enforcement.
1.3 Fighting and/or inciting a fight. (MCA 45-8-101)	3-5 day suspension and parent notification. Possible mediation and referral to law enforcement.	5-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion.	5-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion.
1.4 Assault (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214); Sexual Assault (45-5-502)	5-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion.	5-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion.	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion.

2. Possessed, sold, threatened the use of, or otherwise furnished any FIREARM of any kind on school grounds or at school functions (SVP #3311, 3310; MCA 45-5-623; 45-8-316, 328, 334, 335)

1 ST OFFENSE
Confiscation of device(s), 10 day suspension, parent conference, and recommendation for expulsion up to 180 days. Referral to law enforcement. Parent/student liable for damages.

3. Possessed, sold, threatened the use of, or otherwise furnished any KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT used as a weapon or that could be used as a weapon unless, in the case of any object of this type, the pupil had obtained written permission to possess the item from a certified school designee of the principal (SVP #3310, 3311; MCA 45080334, 335, 361)

OFFENSE	1 ST OFFENSE
3.1 Explosives	Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of device(s) and may result in suspension or possible recommendation for expulsion up to 180 days. Parent conference and referral to law enforcement.
3.2 Weapons (including knives and objects used as weapons or that could be used as weapons)	Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of device(s) and may result in suspension or possible recommendation for expulsion up to 180 days. Parent conference and referral to law enforcement.

4. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND on school grounds or at school functions (SVP #3310)

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	ADDITIONAL OFFENSES
4.1 Under the influence of any alcoholic beverage or illegal drugs	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days.	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as

	interventions as assigned.	Additional interventions as assigned.	assigned.
4.2 In possession of any alcoholic beverage or illegal drug (MCA 45-5-624; 45-9-102, 121)	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.
4.3 To distribute, receive, or engage in any transaction involving the exchange of drugs or alcohol; or the intent to distribute or receive any drugs or alcohol (MCA 45-5-622, 623, 624; 45-9-102, 121)	10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned.	10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned.	10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned.

5. Possessed, offered, arranged, or negotiated to sell any controlled substance listed in the MCA, an alcoholic beverage, or an intoxicant of any kind; sold, delivered, or otherwise furnished to any person another liquid, substance, or material; represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant. (MCA 45-5-622-624; 45-9-102, 121)

1 ST OFFENSE
Confiscation. 5-10 suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.

6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any DRUG PARAPHERNALIA, as defined by MCA 45-10-103. (SVP #3310; MCA 45-5-101-105)

1 ST OFFENSE
Confiscation of device. 5-10 suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.

7. Possessed or used tobacco, or any products containing or mimicking the use of TOBACCO OR NICOTINE PRODUCTS, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco (snuff, chew packets, and betel), and e-cigarettes/hookah pens (SVP #3310; MCA 45-5-637)

1 ST OFFENSE	2 ND OFFENSE	ADDITIONAL OFFENSES
1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.	3-5 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.	5 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.

8. Caused or attempted to cause DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY (crime against property including, but not limited to, arson and vandalism). (SVP #3310; CMA 45-6-101, 102, 103). Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene. Recommended referral to law enforcement and/or fire marshal. Due to the potential seriousness of these offenses, infractions of this rule may result in suspension, or recommendation for expulsion.

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	ADDITIONAL OFFENSES
8.1 Arson-Lighting a fire on school grounds	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion up to 180 days.	10 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion up to 180 days	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion up to 180 days

8.2 Vandalism – Willful damage to, or destruction or defacement of, school property or personal property of other students or adults	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion up to 180 days	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion up to 180 days	5-10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion up to 180 days
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9. Stole or attempted to STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY. (SV #3310; MCA 45-6-301, 302) Due to the potential seriousness of this offense, infractions may result in 10 day suspension, recommendation for expulsion and/or referral to law enforcement.

1 ST OFFENSE	2 ND OFFENSE	ADDITIONAL OFFENSES
2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days.

10. Committed or attempted to commit ROBBERY OR EXTORTION (crime against person). (SV#??; MCA 45-5-401)

1st Offense	2nd Offense
5-10 day suspension, restitution, and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days	10 day suspension, restitution, and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days

11. Knowingly RECEIVED STOLEN SCHOOL PROPERTY or private property. (SV# ; MCA 45-6-301, 302)

1st Offense	2nd Offense	Additional Offenses
2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3 day suspension, restitution, and parent conference. Possible referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Possible referral to law enforcement.

12. DISRUPTED SCHOOL ACTIVITIES or otherwise WILLFULLY DISOBEYED THE VALID AUTHORITY of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (SV #3310, 3630 ; MCA 45-8-101)

Offense	1st Offense	2nd Offense	Additional Offenses
12.1 False fire / emergency alarm	1-3 day suspension and parent conference. Referral to law enforcement. Restitution	3-5 day suspension and parent conference. Referral to law enforcement. Restitution	5-10 day suspension and parent conference. Referral to law enforcement. Restitution
12.2 Willful Disobedience; gambling; disrupting school activities; failure to follow directions. (MCA 45-5-201, 202; 45-8-101)	1 day suspension and parent notification.	2 day suspension and parent notification.	3-10 day suspension and parent notification.
12.3 Possession of disruptive devices (beepers, pagers, unapproved electronic devices, or other nuisance items). (MCA 45-8-101)	Confiscate device and parent must pick up the device from an administrator. Possible confiscation until end of the school year.	Detention(s) or 1 day suspension, confiscation of device and parent must pick up the device from an administrator. Possible confiscation until end of the school year.	1-3 day suspension, confiscation of device and parent must pick up the device from an administrator. Possible confiscation until end of the school year.
12.5 Refusal to cooperate in an investigation and/or impeding an investigation	1-3 day suspension and parent conference. Possible to law enforcement.	3-5 day suspension and parent conference. Possible to law enforcement.	5-10 day suspension and parent conference. Referral to law enforcement.

13. Committed an obscene act or engaged in PROFANITY OR VULGARITY.
(SVP #3310)

Offense	1st Offense	2nd Offense	Additional Offenses
13.1 Profanity / Unacceptable language. (MCA 45-6-101)	Detention(s) or 1 day suspension and parent notification.	1 day suspension and parent notification.	1 day suspension and parent conference.
13.2 Profanity, obscene acts or gestures toward staff, habitual profanity. (MCA 45-8-101)	3 day suspension and parent notification. Possible referral to law enforcement.	4 day suspension and parent conference. Possible referral to law enforcement.	5 day suspension and parent conference. Referral to law enforcement.
13.3 Obscene gestures or unsanitary acts. (MCA 45-8-101; 45-5-504)	1-3 day suspension and parent notification or conference.	3-5 day suspension and parent conference. Possible referral to law enforcement.	5-10 day suspension and parent conference. Possible referral to law enforcement.

14. ATTENDANCE RELATED offenses (SVP #3120, 3123)

Offense	1st Offense	2nd Offense	Additional Offenses
14.1 Attendance Violation	Teacher assigned consequences or detention; and/or 1 day suspension.	Attendance letters, parent conference, detention, suspension, and/or loss of credit.	Attendance letters, parent conference, detention, suspension, and/or loss of credit.
14.2 Closed Campus policy violation	1-3 day suspension and parent notification.	4 day suspension and parent conference	5 day suspension and parent conference

15. Unauthorized making, duplicating, or possession of a KEY TO A PUBLIC BUILDING. (SVP# ; MCA 45-6-205)

1st Offense	2nd Offense
3-10 day suspension, parent conference, and restitution. Possible recommendation for expulsion up to 90 days.	3-10 day suspension, parent conference, and restitution. Possible recommendation for expulsion up to 180 days.

16. ACTS OF DECEPTION (MCA 45-6-325; 45-7-205, 302)

Offense	1st Offense	2nd Offense	Additional Offenses
16.1 Lying or presenting false information.	1-5 day suspension and parent notification.	2-5 day suspension and parent notification.	5 day suspension and parent conference.
16.2 Academic dishonesty; Cheating and Plagiarism	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course)	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course)	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course)

17. Presence in UNAUTHORIZED AREAS; parking lots and other out of boundary areas.

1st Offense	2nd Offense	Additional Offenses
Detention(s) or 1 day suspension; and parent notification.	1-3 day suspension; and parent notification.	3-5 day suspension; and parent conference.

18. Violation of SCHOOL DRESS CODE (SVP #3224)

1st Offense	2nd Offense	Additional Offenses
Change clothes	Change clothes; 1 day suspension, and parent notification	Change clothes; 2 day suspension, and parent notification

19. Failure to serve SCHOOL DETENTION PROGRAM

1st Offense	2nd Offense	Additional Offenses
1 day suspension and parent notification.	2 day suspension and parent notification.	4 day suspension and parent notification.

20. Failure to serve ISS

1st Offense	2nd Offense	Additional Offenses
1 day suspension (reverts to original day of suspension when appropriate) and parent notification.	2 day additional suspension and reverts to original days of suspension and parent notification.	4 day additional suspension and reverts to original days of suspension and parent conference.

21. Misuse of the INTERNET (SVP #3612; MCA 45-6-311)

1st Offense	2nd Offense	Additional Offenses
2 day suspension, parent notification, banned from school computer use, and restitution.	5 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement.	5-10 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement.

22. Misuse of COMPUTERS, CELL PHONES, AND OTHER MOBILE DEVICES

Offense	1st Offense	2nd Offense	Additional Offenses
22.1 Academic Dishonesty; cheating using a device	1-3 day suspension, parent notification, and/or loss of credit (assignment, test, quiz, or course); possible loss of mobile device privileges in school	2-5 day suspension, parent notification, and/or loss of credit (assignment, test, quiz, or course), possible loss of mobile device privileges in school	5 day suspension, parent conference, and/or loss of credit (assignment, test, quiz, or course), interventions as necessary; loss of mobile device privileges in school

<p>22.2 Use of computer, cell phone, or other mobile device in restricted areas (outlined in athletic and student handbook); An invasion of privacy</p>	<p>5-10 day suspension, parent notification, possible referral to law enforcement, suspension, and/or loss of credit (assignment or course); permanent loss of mobile device privileges during school hours, on school trips, on busses, in school facilities, and otherwise determined by administration (academic and extracurricular). Additional interventions as assigned.</p>	<p>10 day suspension, permanent loss of mobile device privileges during school hours, on school trips, on busses, in school facilities, and otherwise determined by administration (academic and extracurricular), parent conference, referral to law enforcement.</p> <p>Recommendation for expulsion up to 180 days. Additional interventions as assigned.</p>
<p>22.3 Use of computer, cell phone, or other mobile device to post/distribute inappropriate, embarrassing, illegal, unwanted, unsafe, and/or undesirable media of other students during school, school sponsored activities, on school premises, or at any school related functions.</p>	<p>3-10 day suspension, parent conference, referral to law enforcement; permanent loss of mobile device privileges during school hours, on school trips, on busses, in school facilities, and otherwise determined by administration (academic and extracurricular). Possibility of expulsion.</p>	<p>5-10 day suspension and possible recommendation for expulsion up to 180 days. Additional interventions as assigned following expulsion hearing. Possible referral to law enforcement</p>

22.4 Use of computer, cell phone, or other mobile device outside of school placing one's self or another at risk, disrupting the educational environment, and/or defaming one's character.	Depending upon severity – referral to law enforcement, 5-10 day suspension, additional interventions as assigned, and/or recommendation for expulsion up to 180 days.
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23. BULLYING, HARASSMENT, INTIMIDATION, HAZING BEHAVIOR, AND SEXUAL HARASSMENT (SVP #3225, 3310; 3226; MCA 45-5-203, 220, 221). Bystanders who by their presence and/or actions encourage bullying, harassment, intimidation, hazing, and/or sexual harassment are subject to disciplinary action as outlined in 22.1 through 22.4. Students who retaliate against another student for reporting the above mentioned behaviors are also subject to disciplinary action outlined in 22.1 through 22.4

Offense	1st Offense	2nd Offense	Additional Offenses
22.1 Creating a hostile environment -Remarks and/or actions directed toward a student or staff designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. Can be either physical or verbal.	Conference with administration; detention; 1-3 days suspension; and/or parent contact. Additional interventions as assigned.	Conference with administration; detention; 3-10 days suspension; and/or parent contact. Additional interventions as assigned.	3-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion.

22.2 Inappropriate displays of affection	Conference. Possible suspension and/or call to parents	Conference. Possible suspension and/or call to parents	1-3 day suspension and parent conference.
22.3 Sexual Harassment - Sexual remarks or physical actions directed at and/or perceived by the receiving student(s) or staff as intended to demean, intimidate, embarrass, tease/taunt, exclude and/or humiliate.		Due to the potential seriousness of this offense and the requirements of this section of the Montana Education Code, any infraction of this rule may result in suspension or recommendation for expulsion. The conduct described in section 3226 and 5012 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. (MCA 45-5-221)	
22.4 Bullying-repeatedly doing mean or hurtful things. (see 22.1 description) and the targeted party has a hard time defending himself or herself	Conference with administration; detention; 1-3 days suspension; and/or parent contact. Additional interventions as assigned.	Conference with administration; detention; 3-10 days suspension; and/or parent contact. Additional interventions as assigned.	3-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion.

Dress Code

Parents, as well as students, are expected to assume the responsibility for children wearing appropriate apparel at school. When a student's dress interferes with the education, health, or safety of other students, that student's manner of dress will be restricted, and his/her parents may be contacted. The school district has adopted the following guidelines for student dress at the junior high and high schools:

1. Students must be neat and clean.
2. Shoes must be worn in school at all times.
3. Headgear, hats, hoods, or bandanas are not permitted to be worn in school during regular school hours. Caps are OFF from door (arrival into the building) to door (leaving the building).
4. Halter tops, tank tops without another shirt with straps at least two inches wide, or apparel that exposes the midriff are not permitted. Tops that are low cut in the front or under the arm are not allowed. Tops with plunging necklines are not permitted without an undershirt. Undergarments will not be exposed.
5. Clothing with obscene or suggestive insignia or wording, or beer, liquor, or tobacco advertisements is not allowed. This includes apparel that has a known meaning related to previously identified topics and/or gang meaning.
6. Shorts may be worn that are in good quality with no holes or tears and must be at least mid-thigh in length or even with the fingertips extended, whichever is longer. Spandex is not allowed unless covered by appropriate shorts. Shorts worn for P.E. class are not allowed to be worn to the students other classes.
7. Skirts, "skorts," and acceptable long pants must be at least mid-thigh in length; all pants must be worn around the student's hips, no lower.

Student Dress Code Policy extends to Extra-Curricular, Co-Curricular events and any function that the students are a representative of Shields Valley Schools. The Board of Trustees authorizes the district administration to determine acceptable wear. If an administrator feels a shirt is obscene or offensive, for example, the student may be asked to turn the shirt inside out or go home and change. Likewise, the principal may grant exceptions to the above guidelines on a per-case basis. (See also *Personal Hygiene*.)

Eligibility for Extracurricular and Co-Curricular Activities

Extra- and Co-curricular activities shall include all athletics, clubs, organizations, recreation days, senior trip, music, etc., named here and any other not named but associated with the Shields Valley Public Schools.

MHSA Policy

To be eligible to participate in a Montana High School Association contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which the student was in attendance. If a student is assigned an "incomplete" or a "condition" in a subject, a passing grade has not been received in this subject. The record at the end of a semester is final.

"Interpretation"

Twenty hours of prepared class work means four subjects that grant one unit of credit each for the full school year or their equivalent, e.g. three classes carrying one unit of credit for the school year and two classes carrying one-half unit of

credit for the school year would meet this requirement. In addition to the Montana High School Association semester academic eligibility policy listed above, the Shields Valley School Board has adopted the more stringent academic policy listed below.

District Eligibility Policy

Eligibility for the Shields Valley High School and the Shields Valley Junior High School will be checked on a weekly basis. Each teacher will complete a teacher eligibility form on Monday or in case of holidays, the first day of the week, from which an eligibility list will be compiled. Any student with a cumulative average of “F” (below 60%) in any class shall be listed as ineligible and disqualified to participate in extracurricular or co-curricular activities for that eligibility week. The eligibility week shall run from Tuesday morning until the next Tuesday morning. If a student is deemed ineligible to compete at part of an overnight trip, the student will be ineligible to go with the school to the event. Eligibility for the first two weeks of each quarter will be based on the previous quarter’s grade.

Co-curricular activities such as Choir, Band, BPA, and FFA are still governed by current district eligibility policies. Weekly eligibility applies to all extra- and co-curricular activities with the exception of national competitions, in which the “F Rule” would apply.

“F Rule”

Students in extra- and/or co-curricular activities must not have an “F” (below 60%) in any subject at the end of the previous semester to be eligible to attend national competitions, and out of state trips where plane tickets are purchased in advance, or any other trip that may qualify as national competition.

Attendance Requirements

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extra- or co-curricular activities, including practice, students must be in school for the afternoon classes the date of the event. Unforeseen circumstances are subject for approval by the principal. (See also *Absence make up*.)

Prior to participation in extra-curricular activities

Students and at least one of their parents or guardians must attend a pre-season mandatory parent meeting where the rules are explained and discussed.

Extra-Curricular Chemical Use Policy
3340P

POLICY PURPOSE

It is the position of the Shields Valley Public Schools that participation in co-curricular and extracurricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the District's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

1. To emphasize concern for the health and well-being of students.
2. To provide a chemical-free environment that will encourage healthy development.
3. To promote a sense of self-discipline among students.
4. To confirm and support existing state laws prohibiting the use of certain dangerous chemicals and substances.
5. To emphasize standards of conduct for those students who through their participation are leaders and role models for their peers and the younger students.
6. To assist students who desire to resist peer pressure, which often directs them towards the use of illegal and dangerous chemicals and substances.

PROHIBITED ACTIVITIES

1. A student shall not use, have in possession, sell or distribute alcohol, drug paraphernalia, or illegal drugs at any time.
2. A Student shall not abuse prescription, non-prescription drugs, pharmaceuticals or use dangerous substances. This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in the prescribed manner.
3. A student shall not use, have in possession, sell or distribute tobacco, nicotine and any other tobacco innovation in any form at any time.
4. Students shall not knowingly attend gatherings or functions where prohibited substances or chemicals are being used illegally. A student who unknowingly attends a gathering or function where prohibited substances or chemicals are being illegally used must leave that gathering or function as soon as he or she knows, or reasonably should know, that prohibited substances or chemicals are being used illegally.

APPLICATION

This policy applies to all junior high and high school students who are involved (*including 6th grade students participating in junior high fall sports*) in the extra-curricular activities program which include all sports, FFA, BPA, Close-Up, Student Council, Pep Band, and any other activity not listed where a student is representing the school district. This policy is in effect each school year from the date of the first practice for Fall activities (August) until the last day of

school (May). For purposes of determining the appropriate discipline, violations are cumulative and will carry forward from year to year throughout the student's period of attendance in junior high (grades 7-8) and high school (grades 9-12). A student will be punished according to this policy and any other applicable District and School policies for violations that occur during the school year regardless of whether the violation occurred during the student's activity season or not.

DISCIPLINE

A school staff member can be made aware of the violation of this alcohol/drug/tobacco policy by any source (but not limited to) police, school personnel, counselors, coaches, advisors, community members, parents and other students.

PENALTIES FOR DRUG AND ALCOHOL VIOLATIONS

First Violation - Drug or Alcohol

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for 45-activity days; if violations occur at the end of an activity season suspensions will carry to next activity season (and/or school year) in which student chooses to participate
3. Students will be encouraged to enroll and participate in a chemical awareness class. Students agree to enroll and participate in chemical awareness class approved by the District and provide documentation of successful completion in chemical awareness class to school administration may have their suspension reduced to 15-activity days; all chemical awareness class fees, travel expenses, and any other expense associated with the completion of the class will be at the family's expense.
4. The student may or may not be allowed to participate in current or future activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
5. The student may be subject to further disciplinary proceedings including expulsion and referral to law enforcement.

Second Violation - Drug or Alcohol

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for 45-activity days, with no possible reduction of exclusion from competition; if violations occur at the end of an activity season suspensions will carry to next activity season (and/or school year) in which student chooses to participate

3. Students must enroll and participate in a chemical awareness class approved by the District before they will be eligible to participate in future activity seasons; all chemical awareness class fees, travel expenses, and any other expense associated with the completion of the class will be at the family's expense.
4. The student may or may not be allowed to participate in current or future activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
5. The student may be subject to further disciplinary proceedings including expulsion and referral to law enforcement.

THIRD VIOLATION - Drugs or Alcohol

Any student who has a third violation of this policy for any activity or any combination of prohibited activities, shall receive the following consequences:

1. Meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Student will be prohibited from participation in school co-curricular and extracurricular activities (as defined in this policy) for 12 consecutive months from the time the third violation is verified;
3. Student must obtain a professional substance abuse evaluation and follow the evaluation recommendations; All professional substance abuse evaluation fees, travel expenses, and any other expense associated with the completion of the recommendations will be at the family's expense.
4. The student may or may not be allowed to participate in extracurricular activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
5. The student may be subject to further disciplinary proceedings including expulsion and referral to law enforcement.

PENALTIES FOR TOBACCO OR NICOTINE VIOLATIONS

First Violation - Tobacco, Nicotine or Any Other Tobacco Innovation

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from participation in competitions for the activity for 15-activity days.
3. Students will be encouraged to enroll and participate in a tobacco awareness class approved by the District. Students who agree to enroll and participate in tobacco awareness class approved by the District and provide documentation of successful completion in tobacco awareness class to school administration may have their suspension reduced to 5-activity days. All tobacco awareness class fees, travel expenses, and

any other expense associated with the completion of the class will be at the family's expense.

4. The student may be subject to another team discipline as provided by the coach/sponsor;
5. The student may be referred to law enforcement for citation if appropriate. The student may also be subject to further disciplinary proceedings including expulsion.

Second Violation (and each violation thereafter) - Tobacco, Nicotine or Any Other Tobacco Innovation

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from participation in competitions for the activity for 20-activity days, with no opportunity to reduce suspension;
3. Students must enroll and participate in a tobacco awareness class approved by the District, before they will be eligible to participate in the current or next extracurricular activities season; All tobacco awareness class fees, travel expenses, and any other expense associated with the completion of the class will be at the family's expense.
4. The student may be subject to another team discipline as provided by the coach/sponsor;
5. The student may be referred to law enforcement for citation if appropriate. The student may also be subject to further disciplinary proceedings including expulsion.

PENALTIES FOR VIOLATING GATHERING CLAUSE

Administration may consider a student's honesty and the student's choice to be forthcoming with regard to a violation of this section when there is discretion for leniency in the application for a particular consequence.

First Violation - Attending Gathering Where Prohibited Substances are Present

1. Warning documented by Activities Director. There shall be one warning for junior high students and one warning for high school students. The warning is for those students who unknowingly attend a function where illegal substances are present or being provided and fail to leave as soon as they know, or a reasonably prudent person would know, that a prohibited substance or chemical is being used or is present.

Second Violation - (After Warning)

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for 15-activity days, but the student will be allowed to continue practice and will resume competition after the 15-activity days suspension from competition is completed;
3. The student may or may not be allowed to participate in extracurricular activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
4. The student may be subject to further disciplinary proceedings including expulsion.

Third Violation (and every violation thereafter)

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for 45-activity days; if violations occur at the end of an activity season suspensions will carry to next activity season (and/or school year) in which student chooses to participate
3. The student may or may not be allowed to participate in extracurricular activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
4. The student may be subject to further disciplinary proceedings including expulsion.

END OF SEASON VIOLATIONS

In the event a student violates this policy at the end of a current activities season, the coach or administrator has the discretion to continue the discipline into the student's following activities season by restricting participation in competitions for up to five games/events. This provision cannot be imposed beyond 12 months of the date of the infraction. This discretion will take into consideration the severity of violation by the student and whether or not the student has any prior violations.

STUDENT COOPERATION

All students subjected to this policy are expected to cooperate, with honesty and integrity, with administrators, staff and coaches who may be investigating violations of this policy. Refusal to cooperate in an investigation and/or impeding an investigation will result in disciplinary consequences.

If a student is found to have violated this policy, the student, parent, guardian or care-taker relative will be notified by a school administrator. The administrator will provide notice of the type of discipline to be administered or recommended.

IF THE STUDENT IS REFERRED TO THE BOARD OF TRUSTEES FOR EXPULSION OR OTHER DISCIPLINARY ACTION, THE STUDENT SHALL BE PROHIBITED FROM ANY PARTICIPATION IN CO-

CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES UNTIL OR UNLESS THE BOARD OF TRUSTEES DETERMINES OTHERWISE. All matters referred to the Board of Trustees will be afforded the due process as set forth in District Policy 3300 and 3340.

- *Note – If a student is involved in multiple activities they will accept the consequences of each activity as it pertains to this policy.*

PURPOSE-REFERRALS

SELF-REFERRAL FOR ALCOHOL/DRUGS: The purpose of this provision is to encourage a student/athlete to seek help. The student may not use this voluntary admission if the authorities already know the training infraction. This provision may be used only one time on a first violation by a student while enrolled in grades 7-8 and 9-12 and will be documented by the principal and/or activities director. To be treated as a self-referral, this must be the first knowledge that the school official has of a violation. A self-referral carries a 20-activity day suspension from competition, but the student will continue to practice. Students who agree to participate in a Screening and Brief Intervention with Southwest Chemical Dependency and follow any intervention that results from the screening will have their suspension reduced to 10-activity days. Students must participate in the Screening and Brief Intervention before they will be eligible for competition or to participate in a sports season. During this time the student will be allowed to practice. Activity days are defined as days in which practices and competitions are permissible by the MHSA.

SELF-REFERRAL FOR TOBACCO: The purpose of this provision is to encourage a student/athlete to seek help. The student may not use this voluntary admission if the authorities already know the training infraction. This provision may be used only one time on a first violation by a student while enrolled in grades 7-8 and 9-12 and will be documented by the principal and/or activities director. To be treated as a self-referral, this must be the first knowledge that the school official has of a violation. A self-referral carries a 5-activity day suspension from competition, but the student will continue to practice. Students who agree to participate in a tobacco awareness class will have their suspension removed. Students must participate in the Screening and Brief Intervention before they will be eligible for competition or to participate in a sports season. During this time the student will be allowed to practice. Activity days are defined as days in which practices and competitions are permissible by the MHSA.

REFERRALS: A school staff member can be made aware of the violation of this alcohol/drugs/tobacco policy by any source (such as police, school personnel, counselors, coaches, advisors, community members, parents and other students, but not limited to these.)

Definitions: Activity days are defined as days in which practices and competitions are permissible by the MHSA.

Prohibited substance means alcohol, tobacco, illegal drugs, and abuse of prescription or non-prescription drugs.

Possession means: (1) The use of a prohibited substance; (2) The knowing control of a prohibited substance for a sufficient time to be able to terminate control; or (3) The voluntary and knowing presence at a function or gathering at which a prohibited substance is illegally used, possessed, sold or distributed by any person.

Knowing means that which a reasonable prudent person would perceive and comprehend.

OTHER EXTRA-CURRICULARS AND CO-CURRICULARS

Activities that do not have a consistent practice and competition schedule will follow all of the stipulations of the *Extra-Curricular Chemical Use Policy* except that the consequences for violations will be determined by the activity advisor and building principal. These activities include FFA, BPA, Close-Up, Student Council, Pep Band, and any other activity where a student is representing the school district.

**Note – If a student is involved in multiple activities they will accept the consequences of each activity as it pertains to this policy.*

Participation

Ineligibility shall bar a student from participating in any inter-school activity (activity between our school and another school). Ineligibility shall not bar a student from participation in any intra-school activity (activity when only our school is involved).

Basketball games, football games, volleyball games, track meets, rodeos, speech and drama meets, and some co-curricular activities will be considered inter-school activities.

Ineligible students may practice with their activity groups in order to maintain interest and/or proficiency during the period of ineligibility (one week) but cannot enter into inter-school competition or performance of any kind or travel with a group or team. This eligibility policy goes beyond that of the Montana High School Association eligibility rule, with which the district will fully comply.

Family Night

Due to uncontrollable circumstances or with school board approval, there may be school activities on Wednesday evenings (Ex. host school scheduling; MEA/MFT conference; and post-season play-in games). Every attempt will be made to ensure activities are concluded by 6:00pm so that students will be free to attend family activities. No students are to be allowed to be in schools or gyms after 6:00 PM on Wednesdays unless they are in the building as part of a community-sponsored activity or family activity.

Fire and Disaster Drills

A fire alarm, consisting of a loud, intermittent buzzer at the high school and a loud, continuous bell at the junior high, is sounded for the purpose of a fire, either a drill or an actual emergency. At that time, students are to evacuate the building as rapidly as possible in an orderly manner, as directed by their classroom teacher. Fire exit routes are posted in each classroom.

Firearms Prohibition

It is the policy of Shields Valley Schools to provide a safe and secure environment for all students. In accordance with the Gun-Free Schools Act of 1994, any student who is determined to have brought a weapon onto school district property or to a school-sponsored event shall be expelled from school for a period of not less than one year.

This policy shall not apply to weapons brought onto school property with the express permission of the district administration, such as for weapons safety courses, authorized demonstrations, hunter safety courses, or under other circumstances deemed permissible by the district administration.

For purposes of this policy, a “weapon” shall be defined as: (A) any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device; or (E) any instrument, article, or substance that regardless of its primary function, is readily capable of being used to produce death or serious injury. (See also *Rules For Student Conduct*.)

Food or Drink

Pop and candy are allowed before school, in the gym after lunch (only), and after school. Food and drinks are allowed in the hall and lockers as long as garbage and spoiled food is disposed of properly. Morning snacks are provided to students during passing times between 1st and 2nd periods. Students are required to clean up after themselves and it is the individual teacher’s discretion if snacks or food items are allowed in the classroom. (See also *School Lunch*.)

Grading Scale

The Shields Valley Junior High and High School have adopted the following grading scale for the calculation of report card grades and grade-point average (GPA):

Grading Scale	GPA
100 – 93 = A	4.00
92 – 90 = A-	3.67
89 – 87 = B+	3.33
86 – 83 = B	3.00
82 – 80 = B-	2.67
79 – 77 = C+	2.33
76 – 73 = C	2.00
72 – 70 = C-	1.67
69 – 67 = D+	1.33
66 – 63 = D	1.00
62 – 60 = D-	0.67
<59 = F	0.00

Graduation Requirements

Twenty-three (23) units of credit are required for graduation for all students, except as listed below for transfer students. A unit of credit is defined as the equivalent of at least 225 minutes per week for one year. Semester-long courses usually earn one-half (0.5) credits, while year-long courses usually earn one (1) credit. Some courses may be offered for one-half (0.5) credits for the full year and one-quarter (0.25) credits for the semester, or less*. These are established at the discretion of the high school principal.

** Teacher Aide, Study Skills, etc. receive one-quarter (0.25) credits per semester.*

At a minimum, each student must complete the following course requirements to graduate from Shields Valley Public Schools:

- | | | |
|------|----------------------------|----------------------------------------------|
| I. | Language Arts: | 4 units of credit required. |
| II. | Mathematics: | 2 or 3 units of credit required. (See below) |
| III. | Science: | 2 or 3 units of credit required. (See below) |
| IV. | Social Studies: | 3 units of credit required. |
| VI. | Health Enhancement: | 2 units of credit required. |
| V. | Fine Arts: | 1 unit of credit required. |
| VI. | Vocational/Practical Arts: | 2 units of credit required. |

In order to meet the Shields Valley Schools graduation requirements, at least 3 credits must be earned in one of the two areas: Math, Science.

Students in the eighth grade may complete “accelerated” classes for high school credit at the discretion of the teacher and/or administrator. Credit will be awarded in increments of 0.5 or 1.0 credits to be determined by the teacher at the completion of the program. Students must earn at least one (1) credit per class to be exempted from a corresponding high school course. High school credit awarded for “accelerated” classes in the junior high will not apply toward the graduation course requirements.

In cases of transfer students, Montana graduation requirements must be met. Other graduation requirements will be at the discretion of the Superintendent of Schools. The following guidelines will be used and apply only to students transferring from schools with graduation requirements which are less than those of Shields Valley Public Schools. These are contingent on evaluation of transfer student transcripts.

A student who transfers into the following grades and attends for the amount of time listed must meet the following credit and graduation requirements:

Sophomores:	Full year – 23 credits and meet district graduation requirement Half year – 22.5 credits with required courses taken
Juniors:	Full year – 22 credits Half year – 21.5 credits
Seniors:	Full year – 21 credits Half year – 20.5 credits

Homework Guidelines

Shields Valley Schools is committed to developing well rounded citizens. As such students are encouraged to excel academically and in a variety of extra and co-curricular activities. Research has shown that participation in extra and co-curricular activities as well as meaningful homework assignments increases learning and supports positive lifestyle choices among students. Therefore, Shields Valley Schools has adopted the following Homework Guidelines in order to facilitate the objective of developing well rounded citizens. Research has shown that the “10-minute rule” seems to best accommodate typical student learning via grade level. That is a student should be given 10 minutes of homework per grade level. For example, a 7th grader would receive no more than 70 minutes of TOTAL homework per night. In accordance with this research Shields Valley Schools will utilize the following guidelines:

7th grade: 70 minutes per night with a maximum of 15 minutes per class/subject
8th grade: 80 minutes per night with a maximum of 15 minutes per class/subject
9th grade: 90 minutes per night with a maximum of 15 minutes per class/subject
10th grade: 100 minutes per night with a maximum of 15 min per class/subject
11th grade: 110 minutes per night with a maximum of 15 min per class/subject
12th grade: 120 minutes per night with a maximum of 15 min per class/subject

In addition to the times allowed by the guidelines above, teachers should implement the following practices:

- Teachers will assign homework that is meaningful and explain the rationale for the homework being assigned.
- Teachers will take into account activities that are scheduled after school. E.G. Games, competitions, leave times, return times etc...
- Students will be allowed to turn in late assignments with penalty. Students will receive a penalty of one letter grade deduction per day that the assignment is late. For example, a student who turns in a “B” assignment one day late would earn a “C” letter grade.
- Teachers will not assign homework as punishment or for disciplinary reasons.
- On Wednesday “family night” homework will be cut in half. (50% of any other school night)

Honor Roll

To receive honor roll recognition, a student must earn a 3.33 GPA average. Students with a 3.75 GPA average or better qualify for high honor roll. Computer-generated nine-week report card averages will be used in determining honor roll achievement. All subjects with the exception of Aides count toward the calculation of honor roll. (See also *Grading Scale*.)

Students in grades 9-12 who have earned a 3.75 grade point average for the previous quarter will be entitled to go to the designated honor study hall classroom or outside in front of the school to study and/or visit. This privilege can be revoked at the discretion of the high school principal.

Lockers

School lockers are the property of the district and are to be cared for properly. Students may use only the locker to which they are assigned. Lockers are to be kept closed and orderly at all times. Students may not store personal items in lockers that do not fit, or in hallways or empty, unassigned lockers. Any items left in the hallway will be placed in the school's lost and found. A student may be subject to fines for willful damage to lockers and/or other school property. Students may place locks on their lockers if the office is provided with the lock's combination or a duplicate key prior to the lock being placed on the

locker. Locks placed on lockers without approval are subject to removal without notice. **The school is not responsible for lost or stolen property.**

Locker room lockers are supplied to students in P.E. and the district's extracurricular athletic programs. Because these students store district athletic equipment and personal belongings during hours that the locker rooms are not monitored, each student will be assigned a lock and locker that they are required to use. These locks are the property of the school and any damage or loss must be replaced at the student's expense.

As lockers are the property of the school, they are subject to inspection at any time. The school reserves the right to inspect individual lockers without advance notice or student permission. (See also *Search and Seizure Policy*.)

Medication

The Shields Valley School District strongly encourages the administration of medication at times other than during the school day. However, it is recognized that such a practice may not always be feasible. Therefore, all medications used by students at school, including asthma inhalers, aspirin, etc., must be registered with the school office before they can be taken. Medication is defined as all drugs, whether prescription or over-the-counter.

When necessary the district shall provide caretaking/handling of prescription medications. Caretaking means storage of prescription medication with reasonable precautions for security and preservation. Handling means providing students with proper dosages at times specified on container labels or in written instructions from a physician. Neither caretaking nor handling means administering medication to students.

When a child is required to take prescription medication during school hours and the parent cannot be at school to administer it, the building level central office personnel or their designees shall assume the responsibility for medication caretaker/handling once the following requirements have been met:

- A current, signed parental consent form has been submitted to the district. A current, signed physician's order for medication has been provided to the district and will include:
 - a. Child's name
 - b. Name of medication
 - c. Purpose of medication
 - d. Time medication is to be taken
 - e. Dosage
 - f. Possible side effects
 - g. Termination date for administering the medication

- A properly labeled pharmaceutical container with patient name, medication name, specific dosage and dispensation time instructions has been provided to the district.
- Written communication regarding any special storage instructions (e.g. refrigeration required) has been provided to the district.
- Written affirmation from parent/guardian that:
 - a. The initial dose of the prescription has been administered to student at home, in the physician's office, or in the hospital.
 - b. A continued supply of the medication is the sole responsibility of parent/guardian.
 - c. Delivery of medication to district is the sole responsibility of parent/guardian.
 - d. The District has no responsibility if medication is not delivered or is otherwise not available.

The student will be required to take medication on his/her own while at school. School personnel may assist the student by reminding him what time to take medication, but under no circumstances will school personnel administer routine medication. Exceptions to this policy include life-threatening conditions such as allergic reactions to bee stings or other pre-existing conditions requiring school personnel to administer medication.

The parent of the child must inform the school office of any change in the child's health or change of medication. The school district reserves the right to reject requests for permission to store/handle prescription medications.

Parent-Teacher Conferences

Parents are an essential component to ensuring a student's academic success. Parent-teacher conferences are scheduled twice a year (Fall and Spring) and serve as an opportunity to discuss student progress at school. Parents are encouraged to contact their child's teacher at any time throughout the school year as questions or concerns arise.

Additionally, Shields Valley Schools utilizes the Infinite Campus student information system for grades, attendance information, discipline information, and assignments due. Teachers update this grading system weekly and we encourage parents and students to consistently monitor the Infinite Campus program to ensure each student is reaching their maximum potential.

Passes

All students must have a written, signed pass from a staff member to be outside of their classrooms during class time. Written passes are obtained from teachers or from the main office. A hall pass may be a common object from the classroom with hall pass written clearly on the object or a piece of paper that is clearly marked as a hall pass and has the teacher's initials and student destination specified.

Any student found in the hallway without a pass will be assigned a 15-minute detention by the teacher/administrator whose classroom the student left without a pass. Habitual offenders may be punished in more severe ways. (See also *Discipline Procedures*)

Personal Hygiene

Children are expected to come to school clean, well groomed, and free from offensive odors resulting from poor personal hygiene. Students are expected to be well-groomed at all times; i.e. teeth brushed, hair combed and clean, clean undergarments worn daily, and all outer clothing neat and clean. (See also *Dress Code*.)

Physical Examinations

All students participating in athletic extracurricular activities must have a current physical examination **before they will be permitted to practice or play**. This examination must be certified by a physician and shall be in effect for one (1) school year. Per Montana High School Association rules, physical examinations are valid for the succeeding school year if completed on or after May 1st.

Promotion Requirements

Grades 7-8

To be promoted, students in grades seven and eight must meet three (3) criteria:

1. In each grade, pass for the year at least three (3) of the core subjects of English, Mathematics, Science, and Social Studies*; and
2. In each grade, pass at least 50% of the semesters taken in any of the subjects not listed above.
3. In each grade, perform acceptably in all subjects as determined by the faculty for grades seven and eight, and/or the administration.

**NOTE: This requires that a student fail no more than one of the four subjects for the year.*

Grades 9-12

In high school, students are required to take seven (7) subjects per year and must complete the following courses and earn the following number of credits for promotion to the next grade level. The following is a suggested sequence of courses to be taken:

Freshman (5 or more)

Earth Science
English 9
Physical Education
Math
Technical Applications
Electives

Sophomores (10 or more)

Math
Biology
English 10
Physical Education
World History
Electives

Juniors (15 or more)

English 11
U.S. History
Electives

Seniors (22 or more)

English 12
Government
Electives

The courses listed above are required for graduation and are considered part of the 23 credits required for graduation. (See also Graduation Requirements.)

Semester Tests

High school students are administered a final semester test or project at the end of each semester session to be weighted no more than one-tenth (10%) of the grade for that grading period. Semester tests are given at the end of the second and the fourth grading periods. All students in grade 9-12 are required to take semester tests or complete a final project.

Semester tests are given to junior high classes at the discretion of the teacher.

Release of Students

Parents who wish to remove their child during the school day for medical appointments, etc., are required to report to the office and/or inform the attendance secretary or principal of their intent before removing their child. No child may be removed from any classroom, building, grounds, or function except by a parent having legal custody or a legal guardian. (See also *Closed Campus Policy*.)

Report Cards

Student report cards are issued at the end of each academic quarter. All report card grades are entered in the permanent school records together with the complete record of attendance.

Additionally, parents may access grades and attendance records at any time by visiting the parent portal of Infinite Campus. (See also *Grading Scale*.)

Rules for Student Conduct

Teaching responsibility for one's actions, self-discipline, and setting guidelines for youth are part of the educational process and is a responsibility of the public schools. Accordingly, the following basic standards are adopted:

1. Disciplinary action shall be restricted to correcting behavior that occurs on school property or in connection with any school-sponsored activities in any location. On occasion, corrective disciplinary action may be carried out if students are on the way to or from school or participating in a non-school-sponsored activity on school grounds.
2. A student shall not be permitted by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of any individual, student, or school. A student shall not be permitted to urge other students to engage in such conduct for the purpose of causing the material and substantial disruption of the educational process.
3. A student shall not threaten, assault, or cause physical injury to other students, school personnel, or any other person on school property or in connection with any school-sponsored activities in any location.
4. A student shall not knowingly possess, use, transmit, or be under the influence of any controlled substance, including, but not limited to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while on school property or in connection with any school-sponsored activities in any location, whether participant or spectator.
5. A student shall not smoke, chew, or possess any tobacco product in any school building or on school property. Regulations are applicable to school time, school hours and to all school-sponsored events at home or away from home.
6. The willful destruction of any school property (desks, textbooks, equipment, buildings, etc.) either before, during, or after school hours shall not be permitted

and will result in the offender(s) paying for or replacing damaged or destroyed property, in addition to any other action the administration and/or board may deem fit.

7. A student shall not possess, handle, or transmit sling-shots, snow balls, knives, razor blades, razors, ice picks, matches, lighters, explosives such as firecrackers and smoke bombs, guns or any other object that reasonably may be considered dangerous or could be used as a weapon.

8. Foul, abusive, or inappropriate language is barred from use at all times.

9. Electronic devices such as televisions, radios, handheld games/computers, cell phones, video cameras, MP3 players, etc., are not permitted in the school without administrator permission. At the Junior High and High School students may only use cell phones and other electronic signaling devices on campus before school (8:00 a.m.), during lunch time, or after school (4:00 p.m.). These devices must be kept out of hand and turned off during the instructional day, unless granted specific permission for use by a teacher or administrator. Teachers are given latitude in granting permission to students to utilize cell phone capabilities to enhance their instructional program. At no time, will the use of social media, instant video and text messaging apps, or other functions be authorized. The District is not responsible for lost or stolen devices.

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. When devices are confiscated, students will shut off/power down their devices prior to handing them to the school officials and/or classroom teacher. Confiscated devices will be returned to the parent or guardian. Disciplinary action determined in Policy 3310P2.

Use of these devices on school sponsored athletic or activity trips (including, but not limited to field trips, Close-Up trips, overnight stays, FFA trips, BPA trips, etc.) shall not, at any time, during the District's time of supervision, be utilized to violate any District Policy in relation to other students or District employees. If at any time, this occurs and violates the privacy or safety of other's law enforcement will be contacted.

10. Community-approved socializing activities between boys and girls are encouraged; however, a hands-off policy is enforced. Public displays of affection such as arms around the waist, necking, etc., are interpreted as a violation of good conduct and are not permitted. The only public display of affection permitted is hand holding. This applies to all school functions on school property.

11. Students shall obey all directions of administrators, teachers, aides, bus drivers, custodians, secretaries, and other school personnel, all of whom are authorized to give such directions in accordance with school district rules and regulations unless such personnel are otherwise directed by administrative personnel or by board action.

12. All rules for student conduct are enforced from arrival at school/ bus stop to leaving of school premises/bus drop-off. They will also be enforced from arrival to dismissal of all Shields Valley School events. Rules of conduct may also be enforced if violations occur outside of school, which disrupts the school atmosphere.

School Lunch

School lunch tickets currently cost \$3.00 each for junior high and high school students and include milk and salad. Lunch tickets may be purchased in advance; students may also bring a lunch from home and milk may be purchased separately for \$.25 a carton. Free and reduced lunches are available for those students who qualify; application forms are available in the main office.

Our cooks determine the daily menu for school lunch. These menus are produced monthly and are posted in the office(s) as well as published in the monthly Community Newsletter. Our cooks appreciate written suggestions for meal ideas as they continually seek to prepare meals that are nutritious and which students like to eat.

Good, orderly conduct is expected of every student while eating lunch. After lunch, students are to remain in the gym, or they may be permitted outside depending on weather. Pop is not permitted at the lunch tables at any time during the lunch period. (See also *Food or Drink*.)

Search and Seizure Policy

To maintain order and discipline in the schools and to protect the safety and welfare of the students and staff, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Locker Searches

Students' lockers are school property and remain at all times under the control of the school; however, students are expected to assume responsibility for the security of their lockers. School authorities may for any reason conduct periodic

general inspections of lockers at any time without notice or student consent, and without a search warrant. (See also *Lockers*.)

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and to inspect the exteriors of automobiles on school property. The interiors of student vehicles may be inspected when a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice or student consent, and without a search warrant. According to the state statute called "Drug Free School Zones," vehicles used by students to attend school that are parked within 100 yards of school property may also be searched. Alerts by trained canines may establish reasonable suspicion.

Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official or designee (i.e. school nurse) of the same gender, and with an adult witness present when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official or designee (i.e. school nurse) of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the Superintendent or designee in the absence of the Superintendent - unless the health or safety of students will be endangered by the delay which might be created by following these procedures.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition, and/or will result in appropriate school disciplinary action. In cases involving personal searches or automobile searches, district officials will attempt to contact parents as the process progresses. However, inability to reach parents will not cancel or delay the search process unless law enforcement authorities become involved and advise otherwise.

Student Records

Under the Family Educational Rights and Privacy Act (FERPA), the parents of a student or an eligible student are permitted to inspect and review the education records of that student. In case of divorce or separation, the school district will provide access to educational records to both custodial and non-custodial

parents, unless there is a legal binding document that specifically removes that parent from inspection rights. Otherwise, schools cannot legally disclose information considered to be part of an education record without the prior consent of the holder of FERPA rights

Information that can personally identify a student may be released without prior consent, however, when the information is considered *directory information*. Directory information may include a student's name, address, phone number, birth date, e-mail address, phone number, class schedule, height, weight, dates of attendance, honors, awards, clubs and teams to which the student belongs, and pictures of the student participating in events.

The Shields Valley School District designates all information listed above as directory information that it may release without prior consent. Directory information does not include grades and GPA, Social Security number, student identification number, race, gender, or ethnicity. FERPA does not mandate that the school release directory information when requested; the school may release information at its own discretion.

Study Hall

Students in study hall are encouraged to use their time to prepare for class. Students without relevant class work are expected to have other work or materials to keep themselves busy during study hall. Students who fail to bring something to do may be given work by the study hall teacher. Students are expected to work quietly so as not to interrupt or disturb other students. Students unwilling to comply with study hall guidelines and/or teacher instructions may face disciplinary actions.

A student may be excused from study hall to do lab work or other relevant work in the classroom of another teacher by securing a pass in advance from that teacher. Students with permission to leave study hall are required to report to study hall for roll before leaving the classroom.

Tardies

Students in the junior high and high school have at least three minutes to pass between classes and are expected to be in class on time. Students who are inexcusably tardy to class or school will receive one-half hour detention for each unexcused tardy after their second unexcused tardy per semester. Suspension will be warranted if a student is a habitual offender. Students who are tardy will be counted "absent" in any class which 50% or more of the class was missed. (See also *Attendance*.)

When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conference, or

disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

Telephone Use

When a student receives a phone call during the day, office personnel will take the message. Students will not be called from class unless it is an emergency. For emergencies or for school business students may ask permission to use the telephone in the office which may be permitted if the phone will be used between classes, before/after school, or at lunchtime.

Title IX (Equal Opportunity) Policy

It is the intention of the school district that equal opportunity shall be provided in all areas of the education program, regardless of sex, national origin, race, or disability, and that discrimination for whatever reason shall be eliminated.

Therefore, the Shields Valley Public Schools hereby:

- Affirms the right of every student to have access to all courses (including physical education classes, vocational education courses and programs) without regard to sex;
- Affirms the right to counseling without regard to gender;
- Affirms the right to equal treatment (including aid, benefits, services, employment, assistance, honors and awards, extracurricular activities, and application of rules and regulations) without regard to gender;
- Prohibits discrimination on the basis of sex in policies, programs, or practices relating to student marital or parental status;
- Affirms the right of every student to participation in interscholastic, intramural, and club athletics without regard to gender; (The school may operate separate teams for each gender where selection for such teams is based upon competitive skill or the activity involves a contact sport.);
- Affirms the right of every student to eligibility for financial assistance without regard to gender;
- Allows persons (students, parents, members of the community, and staff) wishing to present complaints concerning gender discrimination by the school to prepare a written statement or appear in person before the principal at any time. If satisfaction is not received, the person may appeal directly to the school board.

Valedictorian and Salutatorian Honors

Valedictorian and Salutatorian honors are determined through a point system which multiplies a student's G.P.A. (grade point average) by "difficulty factor" points assigned to each class offered in the high school. The senior with the highest "point" average at the end of the seventh semester receives the

Valedictorian honor, while the senior with the second highest “point” average receives the Salutatorian honor. (See also *Grading Scale*.)
The rationale behind this kind of point system is to ensure that all students are given an opportunity to compete for Valedictorian and Salutatorian, while not discriminating against those who may have chosen a more difficult curriculum. The following difficulty factors* have been determined by a panel of teachers and are used in the determination of Valedictorian and Salutatorian honors only: (Revised April 2016)

Classes with a value of 1 point: Art, Band, Weights/Life Sports/Nutrition, Chorus, Consumer Math, English Foundations, Life After High School, Graphic Design/Yearbook

Classes with a value of 2 points: Construction, Industrial Arts, Current Events, Images of U.S., Mechanics, Geography, P.E., Pre-Algebra, Technical Math, Foreign Language I, Accounting I, Technical Applications, Desktop Publishing, Business Concepts and Finance, Woods & Welding, .

Classes with a value of 3 points: Accounting II, Technical Applications II, Algebra I/II, American History, Biology, Earth Science, English, Geometry, Government, Foreign Language II, World History, English Elective, Vo-Ag, Economics, Vet & Animal Science, Food Production Science.

Classes with a value of 4 points: Advanced Biology, Pre-Calculus, Calculus, Statistics & Probability/Trigonometry, Chemistry, Physics, Psychology, Sociology, Advanced Placement.

**Classes without difficulty factors will be assigned a point value at the discretion of the high school principal. Point value is based on value when class was taken*

**Digital Academy classes not already specified weights will be determined by building principal at start of semester.*

To be eligible for Valedictorian and Salutatorian honors, a student must be a full-time senior who will have attended school for not less than eight semesters. Students must be enrolled in the Shields Valley High School full time for the last two, consecutive semesters.

Vehicle Use

The Shields Valley Public Schools enforces the following guidelines for student vehicle use:

- Any student who drives a motorized vehicle to school is required to have a valid driver's license.
- Students are not allowed to drive cars or motorcycles during the school day without the permission of the principal.
- Students are to observe a 15 mile per hour speed limit around the school(s) at all times.
- Students are required to park in designated parking spaces on the southwest side of the school. Students needing to park in visitor areas, and areas outside of the student lot need administrative approval.
- Students who fail to comply with these stipulations and speed limits may lose their right to park on school property and/or the local authorities will be notified.

Visitors

All visitors are requested to report to the school office upon entering the building. All non-parent visitors must make prior arrangements with the administrator of a minimum of forty-eight (48) hours' notice prior to the visit. Unscheduled visitors will be directed to the office so that a visit may be scheduled for them. Student-age visitors are not permitted unless supervised by an adult other than the classroom teacher or other district employee, and whose visit is briefer than one-half day.

Parents are welcome and are encouraged to visit the school but must report to the main office upon their arrival. In the case of divorced or separated parents, the school cannot grant a non-custodial parent the right to see his/her child without a court order. (See also *Release of Students*.)

Withdrawal from School

Any student desiring to transfer to another school and/or withdraw from school must have written consent of a parent or legal guardian. After submitting written permission to the principal, the student must complete a withdrawal form indicating that all books, equipment, and/or other school property has been returned in acceptable condition. Once all items have been checked in and any fees and fines paid, the student will be withdrawn from the school and his/her records or grades forwarded.

Shields Valley High School Constitution

Preamble

We, the Associated Students of Shields Valley High School, in order to form a more perfect school, establish justice, ensure student and individual rights, and to promote education of the students herein, do hereby establish this constitution for Shields Valley High School.

ARTICLE I

Section 1 – All the legislative powers granted shall be vested in a student council, which shall consist of one representative from each of the four classes, four executive officers elected from the student body, and the four classes' presidents.

Section 2 – The Student Council shall be composed of one member from each class, chosen by popular vote by the members of the respective classes for a term of one school year. The four executive officers, president, vice-president, secretary-treasurer and delegate-at-large, shall be elected at large by the entire student body.

Section 3 – The Student Council shall approve all awards given by the various organizations with the president of the Student Council signing each of the award certificates.

Section 4 – The Student Council normally shall meet once every school month. The Student Council President shall set these meetings by conferring with the principal.

Section 5 – The Student Council quorum shall consist of two executive officers and five out of eight representatives.

Section 6 – All measures shall be passed by a majority of the Student Council, excluding the president.

ARTICLE II

Section 1

Clause 1 – The executive power shall be vested in the president of the Associated Students of Shields Valley High School. He/she shall hold office for the term of one year and, together with the vice-president, secretary-treasurer; delegate-at-large shall be elected as follows:

Clause 2 – Regular elections shall be held on the second Tuesday in May. Polls will open only during the noon hour on that day. To file for nomination a student must file a petition with the secretary-treasurer of the Associated Students stating the office for which he/she wishes to run and containing his own signature and the signatures of ten percent (10%) of the student body. Deadline for filing shall be 3:30 p.m. on the Wednesday preceding Election Day.

Clause 3 – To be eligible for election to the above-named offices, a student must be a member of the incoming junior or senior class. The student must have passed all solids for the previous semester.

Clause 4 – If an elected officer fails to maintain passing grades while holding office, he/she shall be immediately removed from said office and a special election shall be held on the second Tuesday after the end of the semester to fill the vacancy. However, in the event that the president is removed from office, the vice-president shall be elevated to the office of president and a special election shall be held to elect a vice-president.

ARTICLE III

Section 1

Each class shall have officers consisting of president, vice-president, secretary-treasurer, and one student council representative to be elected at large within the class no later than the first month after school convenes. The term of office for each officer shall be one school year.

Section 2

Clause 1 – The president shall preside over all meetings of his/her respective class. He/she will oversee all other officers of the class, and he/she has the power to appoint class members to various committees.

Clause 2 – The vice-president shall preside over all respective class meetings in the absence of the president. All powers vested in the president shall devolve on the vice-president in the case of the president's death, removal, resignation, or inability to perform his/her duties.

Clause 3 – The secretary-treasurer of each respective class shall record all minutes of the meeting of that class. He/she shall carry on all correspondence and financial business relating to that class and keep records of such.

Clause 4 – The student council representative shall attend all Student Council meetings, take an active part in council discussions and activities, and report back to the class all-important business.

Clause 5 – The vice-president and secretary-treasurer shall be given the right to participate in all class discussions and are entitled to vote on all class business. The president shall vote only in the case of a tie to break that tie or to make it. The student council representative shall have one vote in Student Council business.

ARTICLE IV

A student shall be eligible to hold office only if he/she has maintained passing grades in all core subjects the previous quarter. If an elected officer fails to uphold this standard of eligibility, the student shall be removed from office. The new person shall be elected or appointed to fill said vacancy.

ARTICLE V

All debts contracted and engagements entered into before the adoption of this constitution shall be as valid against the student body as before.

ARTICLE VI

Section 1

This constitution and the laws of the Student Council which shall be made in pursuance thereof, and all rules made of which shall be made under the authority of the Student Council, shall be the supreme law of this school, anything in the constitution or laws of any organization or class notwithstanding, providing they shall be within the limits of, and conform to the laws of the State of Montana, and or policies and rules of the Board of Trustees, and/or the administrative rules and regulation of this school.

Section 2

The Student Council shall have power to propose an amendment to this constitution upon approval of at least two-thirds (2/3) of the Council membership, excluding the president. An amendment shall originate either by motion or approval within the Council, or by petition from the student body. Said petition shall clearly state the proposed amendment and be signed by ten percent (10%) of the student body. An amendment becomes valid upon ratification by a two-thirds (2/3) majority vote of each of the classes; provided that any amendment does not infringe in any way upon the students' rights provided for in this constitution.

Section 3

This constitution shall be in full force and effective when ratified by two-thirds (2/3) majority vote of each of the four classes of this school.

BY-LAWS

ARTICLE I: AWARDS

Section 1: Rules concerning the awards system of Shields Valley High School.

- a) Only students who earned letters in their respective activity will be permitted to wear the block "SV."
- b) All other organizations will be permitted to have their choice of emblem, subject to Article I, Section 4 of the Constitution.

The following organizations have chosen the following emblems:

- 1) Band – Lyre type emblem with block "SV" inset
 - 2) Speech and Drama – Drama mask with "SV"
- c) All other organizations desiring emblems must submit their emblem to the Student Council for approval.

ATHLETIC LETTER REQUIREMENTS

- BASKETBALL: Participate in at least one-half (1/2) of all varsity quarters during the regular season.
- FOOTBALL: Participate in at least one-half (1/2) of all varsity quarters during the regular season.
- VOLLEYBALL: Participate in at least one-half (1/2) of all varsity matches during the regular season.
- TRACK: Qualify for the Divisional Track meet in an individual or relay event and/or score a minimum of twelve (12) points during the season in varsity matches.
- RODEO TEAM: Attend a minimum of ten rodeos and a majority of all meetings and functions.
- SPEECH AND DRAMA: Place a minimum of fifth in a meet and/or attend all scheduled meets.
- MUSIC: One full year of successful participation.

Due to extenuating circumstances, a coach or sponsor may vary these requirements when awarding a varsity letter. This will be done only with the approval of the building principal and athletic director.

ARTICLE II: HIGH SCHOOL DANCES

Section 1: Persons eligible

- a) All Shields Valley High School students.
- b) Shields Valley High School students may invite an out of district guest. This guest must be younger than 20 years of age and successfully completed the 8th grade. An out of district dance form must be filled out and approved by the school principal 2 school days prior to the dance.
- c) Students participating against our school in different activities on the date the dance are held.
- d) Students who come on pep buses, when their team is participating in some activity on the date the dance is held.

Section 2: Persons ineligible, when accompanied by a high school student or not

- a) Student on suspension.
- b) Persons who leave the dance after they arrive inside the dance cannot return.
- c) Groups from another town when they have no apparent reason for being there.
- d) All elementary and junior high students.

Section 3: Dance violations

- a) No person shall at any time be in possession any prohibited substance (*see Chemical Use Policy*).

Section 4: Chaperones

- a) There shall be at least three chaperones at each dance.
- b) At least two of the chaperones must be members of the faculty.
- c) Parents may be the other chaperone at a dance.
- d) The Student Council and High School Principal must approve all music.

ARTICLE III: ORGANIZATIONS

Section 1: The athletic department is organized to promote interscholastic sports.

- a) Anyone interested in extracurricular or co-curricular activities may join.

- b) Athletes participating in the various sports may earn a varsity letter. To earn a letter in basketball, football, and volleyball, a player must participate in at least one half of the quarters played by the team each season. In those situations where there are less than ten players, lettering shall be left to the discretion of the varsity coach. To letter in track, a participant must earn a minimum of twelve points or qualify for the Divisional Track Meet.
- c) School awards for basketball, football, volleyball, and track will be:
 - 1) First year of lettering – chenille letter (a block “SV”) with a basketball, football, volleyball, music, speech and drama, cheerleading, rodeo, or track emblem.
 - 2) Second year and each succeeding year the participants will receive a bar emblem.
 - 3) Junior varsity players will receive a certificate.
 - 4) Varsity managers will receive a chenille letter (a block “SV”) and a manager’s emblem.
 - 5) Statisticians will receive a certificate.
 - 6) Captains will receive an emblem.
- d) The coaches may give special awards. All awards given must be in compliance with the rules established by the MHSA.
- e) Shields Valley High School shall be a member of the conference assigned them by the Montana High School Association.

Section 2: Band is organized to raise the musical taste and standards of the school and community.

- a) Band is open to all students.
- b) Members furnish their own instruments or rent a school-owned instrument for the year.
- c) Band members may earn awards for participation. Band students will receive a lyre-type emblem with the block “SV” inset and a band emblem for the first year of participation. For the second year and each succeeding year, band students will receive a bar.

Section 3: The choir is organized to better understand and appreciate music.

- a) Any student may join by registration at either semester.
- b) There will be regular rehearsal, special rehearsals, and some special groups.
- c) There are no special dues, and members may earn awards.

Section 4: The National Honor Society is organized to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Shields Valley High School.

- a) Students are selected by a faculty committee picked by the building principal. Students must have a 3.33 grade point average to be considered.
- b) Each member of this chapter will be entitled to wear the emblem adopted by the National Honor Society.
- c) The superintendent shall appoint the sponsor of the organization.

ARTICLE IV: AMENDMENTS

The By-Laws may be amended by a two-third (2/3) affirmative vote of the Student Council at any regular or special meeting.

Section 1: Homecoming

- a) Student Council president and vice-president will crown the king and queen before the varsity game begins that evening.
- b) The flowers will be paid for out of Student Council funds.
- c) The boy's crown will be paid for from the Student Council fund and kept by the school.
- d) Homecoming king and queen are not eligible as king and queen candidates for the Junior Prom.

Section 2: Junior Prom

- a) King and queen candidates must be members of the senior class. All seniors interested in competing for prom king and queen will have their names placed on a ballot. Only students in the junior class will be allowed to vote.
- b) The junior class will select students from their class to crown the king and queen.
- c) The flowers will be paid for from the junior class fund.
- d) The boy's crown will be paid for from the Student Council fund and kept by the school.

Section 3: Parent Night

- a) This night will be used to honor senior players and their parents since it will be the last home game the seniors will have the opportunity to play in during their high school career.

- b) Flowers for the seniors and their parents will be purchased by the Booster Club or from the athletic fund.

Section 4: Senior Trip

- a) Unless the senior class petitions the Board of Trustees, the senior trip will be limited to 450 miles by bus (from school to initial destination) within the continental United States (a greater distance would necessitate providing an additional driver). The trip will be restricted to a total of four days to be completed at least ten days prior to the completion of the school year, and it will replace no more than two regularly scheduled school days.
- b) Chaperones are with students to advise, direct, and make necessary decisions, not to prevent students from breaking the rules – to abide by the rules is the individual student’s responsibility. At least one chaperone will be provided for every six students, and one member of the Board of Trustees and/or a school administrator shall serve as one chaperone.
- c) At least two chaperones will be chosen from school district personnel on a volunteer basis. If there are no volunteers, the school district holds the right to assign the duty. A committee consisting of at least one administrator, one senior class sponsor, the senior class president, the student council president, and one or more parents of members of the senior class will screen other potential chaperones for suitability.
- d) Rules
 - 1) All rules concerned with proper conduct in the Student Handbook will be followed.
 - 2) Students will be responsible for the protection of their own money and other valuables.
 - 3) Students will abide by all curfews established by chaperones.
 - 4) Luggage and other personal belongings may be inspected by chaperones at any time.
 - 5) Students who use tobacco products will be disciplined by the procedures established in the Student Handbook.
 - 6) Students who consume, have in their possession, or are guilty by association of a controlled substance, including alcohol, are breaking the law. They will be remanded to the proper local authorities and will remain there until a parent or legal guardian picks them up. Those students will no longer be a part of the Shields Valley School District’s sponsored trip. The student or students involved in this type of conduct will not be allowed to participate in the graduation ceremony.
 - 7) Any student who leaves a designated area without a chaperone’s permission will not be allowed to participate in the graduation ceremony and will be disciplined during their

next regular school day, which could include in/out-of-school suspension.

- 8) Chaperones may enforce additional rules as the need arises.
- 9) No monies will be refunded to individual seniors who do not participate in the trip.
- 10) During the academic semester in which the trip takes place, students who have been cited with an M.I.P. (Minor In Possession), convicted of other serious violations of the law, or disciplined with out-of-school suspension(s) will not be eligible to participate in the trip.
- 11) Students may not get tattoo or a body piercing while on the senior trip.
- 12) Discipline issues that occur in or out of school of an outrageous nature, that impact the educational process, including but not limited to: alcohol violations, drug offenses, violations of state or local laws during the school year will not be eligible to participate in the trip.
- 13) Academic Eligibility: Seniors must be academically eligible under the same guidelines as athletics/extracurricular activities on the Tuesday prior to departure on their trip. Ineligible students will not attend the Senior Trip.

Shields Valley Public Schools
PUBLIC NOTICE FOR SECTION 504 OF THE REHABILITATION ACT
OF 1973

Section 504 is an Act prohibiting discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities. Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- Has a record of such impairment; and is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Shields Valley School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No illegal discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, she/he has a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the Superintendent of Schools, Section 504 Compliance Coordinator, Shields Valley Public Schools, Box 131, Wilsall, MT 59086, phone 578-2535.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) requires notification to parents that parents and eligible students (age 18 or older) are permitted to inspect and review the educational records of their child. This Act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.

Ask for an explanation of any report on the grounds that it is inaccurate, misleading, or violates the child's rights.

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
- Statewide student identifier assigned by the Office of Public Instruction
- 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.

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" 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, within forty-five (45) days, 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 contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; 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
- Electronic mail address
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of 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. When a student transfers, leaves the

District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.

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A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

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

Shields Valley Public Schools

**PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION
AND PLACEMENT**

Below is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to the following:

- Right to have your child with disabilities take part in and receive benefits from public education programs without discrimination because of her or his disability.
- Right to receive all information in the parent's or guardian's native language or primary other mode of communication.
- Right to have your child receive a free appropriate public education which includes the right of the child to be educated with students without disabilities to the maximum extent appropriate.
- Right to have your child have equal opportunity to participate in school programs and extracurricular activities sponsored by the school.
- Right to receive notice a reasonable time before the district identifies, evaluates or changes your child's placement.
- Right to inspect and review all of your child's educational records, including the right to obtain copies of education records at reasonable cost unless the cost would deny you access to the records, and the right to request amendment of the record if you believe information contained in the record is inaccurate or misleading. If the school district refuses to amend the record, you have the right to request a hearing.
- Right to have educational evaluation and placement decisions made based on information from a variety of sources and by persons who know the needs of the student, meaning of evaluation data and placement options.
- Right to periodic re-evaluation and evaluation before any significant change in placement. (Normally three years review.)
- Right to an impartial hearing if you disagree with the school district's proposed action. You will be an active participant. You have the right to be represented by counsel in the impartial hearing process. You have the right to appeal the impartial hearing officer's decision.

Billi Taylor
Superintendent
Section 504 Compliance Coordinator
Phone 578-2535

Shields Valley Public Schools

Academic Calendar Dates

2019-2020

First Quarter

August 15-16

August 19

August 26

August 27

September 2

September 6

October 3

October 17

October 24

Orientation/Staff Development

First Day of School

JH/HS Open House (6:30-8:00 PM)

Elementary Open House (6:30-8:00 PM)

Labor Day – No School

Friday School Day

Parent/Teacher Conferences (4:00-9:00 PM)

Staff Development – No School

End of the First Quarter

Second Quarter

November 27

November 28

December 20

at Noon

December 23 - January 1

January 2

January 3

January 9

Early Release – School Dismissed at Noon

Thanksgiving Break – No School

Friday School: Early Release – Dismissed

Winter Break – No School

School Resumes

Friday School Day

End of Second Quarter

Third Quarter

February 27

March 19

No School

End of the Third Quarter

Fourth Quarter

March 26

April 9

April 13

April 14

May 17

May 22

Parent/Teacher Conferences (4:00-9:00 PM)

Early Release – School Dismissed at Noon

Spring Break – No School

School Resumes

Graduation – 2:00PM

Last Day of School – Noon Release - **This is a Friday**