SAVAGE PUBLIC SCHOOL
STUDENT/PARENT HANDBOOK
2026-2028

BOARD APPROVED: DATE: 7.16.2026

UPDATES WILL BE SENT OUT IN ACCORDANCE WITH NECESSITY UPON BOARD APPROVAL



Learning Today… Leading Tomorrow

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

PO BOX 110
368 Mesa Street
Savage MT 59262

Telephone: (406)776-2317 Fax: (406)776-2260
Website: http://www.savagepublicschool.com/

This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip _____

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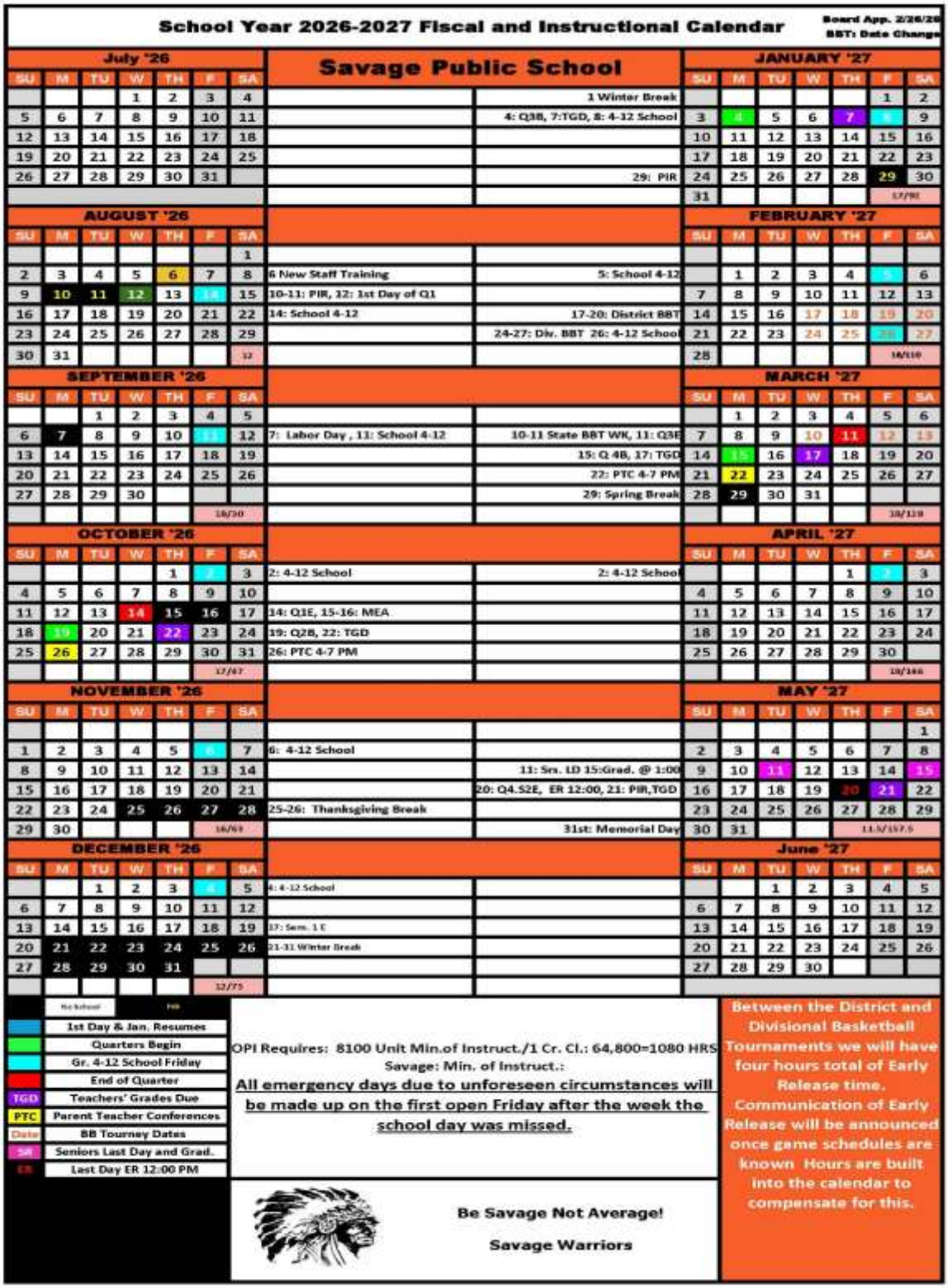
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Section I: Calendars, Schedules, School Hours, and Fees

School Instructional Calendar: 2026-2027



School Year 2026-2027 Fiscal and Instructional Calendar

Board App. 2/26/26
BBT: Date Change

Savage Public School

July '26						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Winter Break	
4: Q3B, 7:TGD, 8: 4-12 School	
29: PIR	
6 New Staff Training	5: School 4-12
10-11: PIR, 12: 1st Day of Q1	
14: School 4-12	17-20: District BBT
	24-27: Div. BBT 26: 4-12 School
7: Labor Day , 11: School 4-12	10-11 State BBT WK, 11: Q3E
	15: Q 4B, 17: TGD
	22: PTC 4-7 PM
	29: Spring Break
2: 4-12 School	2: 4-12 School
14: Q1E, 15-16: MEA	
19: Q2B, 22: TGD	
26: PTC 4-7 PM	
6: 4-12 School	
	11: Srs. LD 15:Grad. @ 1:00
	20: Q4.52E, ER 12:00, 21: PIR,TGD
25-26: Thanksgiving Break	
	31st: Memorial Day
4: 4-12 School	
17: Sems. 1 E	
21-31 Winter Break	

January '27						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '27						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	1st Day & Jan. Resumes
	Quarters Begin
	Gr. 4-12 School Friday
	End of Quarter
TGD	Teachers' Grades Due
PTC	Parent Teacher Conferences
Date	BB Tourney Dates
SR	Seniors Last Day and Grad.
ER	Last Day ER 12:00 PM

OPI Requires: 8100 Unit Min.of Instruct./1 Cr. Cl.: 64,800=1080 HRS
Savage: Min. of Instruct.:

All emergency days due to unforeseen circumstances will be made up on the first open Friday after the week the school day was missed.

Be Savage Not Average!

Savage Warriors

Between the District and Divisional Basketball Tournaments we will have four hours total of Early Release time. Communication of Early Release will be announced once game schedules are known. Hours are built into the calendar to compensate for this.

School Closings and Events: 2026-2027

Dates may change should we have schedule changes or adverse weather.

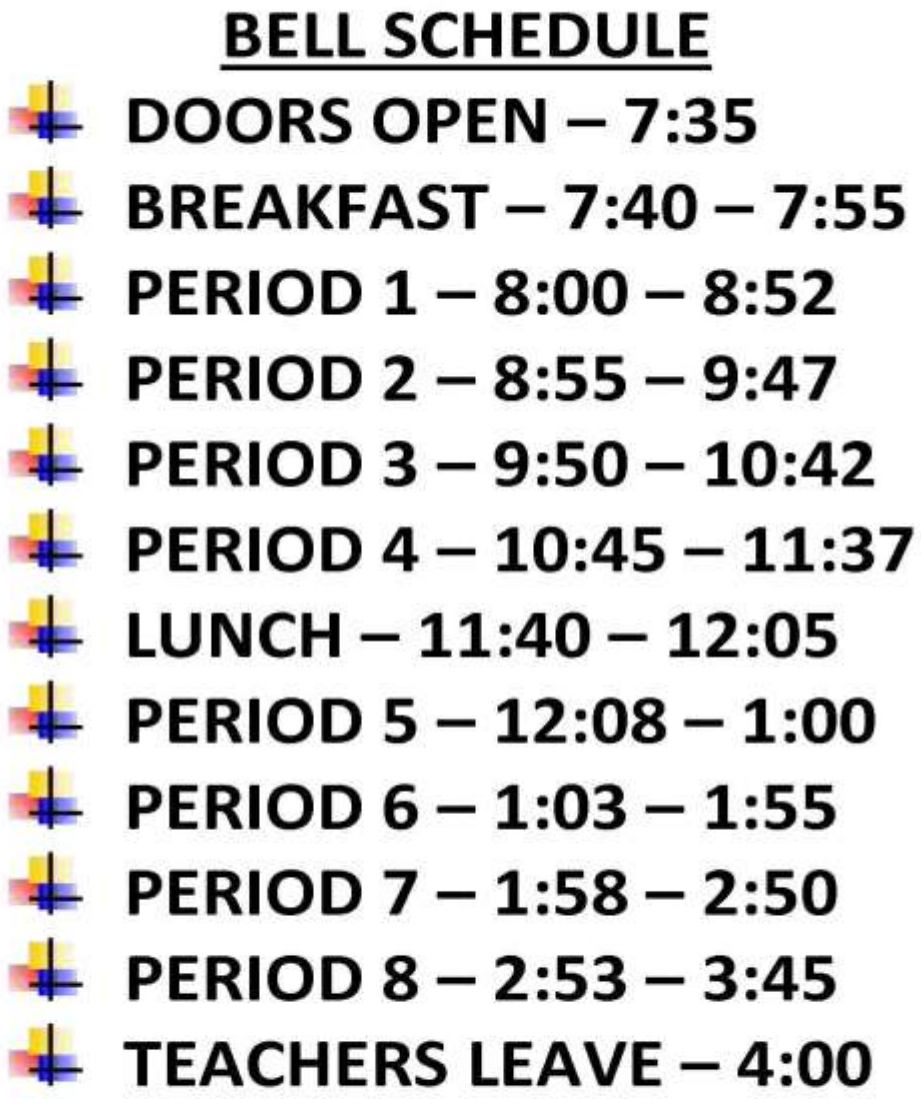
August 6	New Staff Training
August 10-11	PIR Day Teachers and Paras
August 11	*Fall Sports Meeting 5:30 PM*
	Family Meet the Teacher Night 6:00-7:00 PM Family Engagement
August 12	1st Day of School and Quarter 1 Begins
August 14	Grades 4-12 School
	High School Football and Volleyball Begin
August 17	*Junior High Football and Volleyball Begin*
September 7	Labor Day – No School
September 11	Grades 4-12 School
September TBA	*Homecoming Week*
October 2	Grades 4-12 School
October 5	*JH Basketball Begins*
October 14	Quarter 1 Ends
October 14-16	*All State Band and Choir (Billings)*
October 15-16	No School for Students
	MEA/PIR Days for Teachers
October 19	Quarter 2 Starts
October 22	Teachers' Grades Due
October 26	Parent Teacher Conferences 4:00-7:00 PM (.5 PIR Day for Teachers) Family Engagement
October 26-31	*District Volleyball Tourney (Culbertson)*
October 30-31	*1st Round Football Playoffs Start*
November	Family Engagement Activity to Be Announced
November 2-7	*Divisional Volleyball Tournament (Sidney)*
November 6	Grades 4-12 School
November 6-8	*Divisional Volleyball Tourney (Sidney)*
November 12-14	*State Volleyball Tourney (Bozeman)*
November 14	*Semi-Final Football Playoffs*
November 19	*High School Boys and Girls Basketball Begins*
November 21	*State Championship Football Games*
November 23-24	*District High School Honor Band and Choir (Glendive)*
November 25-26	Thanksgiving Break
December 4	Grades 4-12 School
December 17	Quarter 2 and Semester 1 Ends
December 21-31	Holiday Break
January	Family Engagement Activity to Be Announced
January 1	No School
January 4	School Resumes
	Quarter 3 Begins
	Elementary Basketball Begins
January 7	Teachers' Grades Due
January 8	Grades 4-12 School
January 29	Teacher PIR

February 5	Grades 4-12 School
February 18-20	*High School Girls and Boys District Basketball Tourney (Sidney)*
February 24-27	*High School Girls and Boys Divisional Basketball Tourney (Glasgow)*
February 26	Grades 4-12 School

****We will have four hours total Early Release time during District and Divisional tournaments. Communication of Early Release will be announced once game schedules are known.**

March 10-13	*High School Girls and Boys State Basketball Tourney (Billings)*
March 11	Quarter 3 Ends
March 15	Quarter 4 Begins
	High School Girls and Boys Track and Golf Begin
March 17	Teachers Grades Due
March 22	Parent Teacher Conferences 4:00-7:00 PM (.5 PIR Day for Teachers) Family Engagement
March 29	Spring Break
April	Family Engagement Activity
April 2	Grades 4-12 School
April 16-17	*District Music Festival (Location TBD)*
April 30	*State Music Festival (Location TBD)*
May 1	*State Music Festival (Location TBD)*
May 6	Spring Extravaganza Family Engagement
May 11	Seniors Last Day (ER for Seniors 12:00 PM)
	High School District Track (Lambert)
May 13	Awards Night and 8th Grade Graduation
May 15	Graduation (1:00 PM)
May 17-22	*High School Divisional Golf (Location TBD)*
May 20	Last Day of School for K-11 Students
	Quarter 4 and Second Semester Ends
	Early Release 12:00 PM
	High School Divisional Track Meet (Location TBD)
May 21	PIR Day for Teachers and Grades Due
May 24-26	*State Golf (Location TBD)*
	Quarter 4 Ends
	Early Release 12:00 PM
May 22	PIR Day for Teachers (Records Day)
	Teachers Grades Due
May 28-30	*High School State Track Meet (Location TBD)*

Daily Bell Schedule



Daily and Assembly Class Schedule



2:00 PM Early Release Class Schedule



M.Miller: ext. 217 D.Miller: ext. 239 W.Hagler : ext. 201 A.Nelson: ext.202 M. Potter: ext 225	2:00 PM Early Release Schedule: SY 2026-2027								
Period	1	2	3	4	5	Lunch	6	7	8
2:00 PM ER	8:00-8:39	8:42-9:21	9:24-10:03	10:06-10:45	10:48-11:27	11:30-11:27	11:57-12:36	12:39-1:18	1:21-2:00
Math ext. 214 Mrs. Sanders	9 Alg. & Pre. Alg.	7 Math	8 Math	11 - 12 Algebra II	Prep	School Year 2026-2027	11 - 12 Pre Calculus	10 Geometry	10 - 12 Entrepreneurship 12053/.5 credit
English ext 223 Mrs. Baxter	12 English IV	10 English 2	11 English III	12 Pre. Finance 1st Sem. 10-12 Microsoft 2nd Sem.	7 English		8 English	9 English	Prep
Science ext. 205 Mrs. Lange	10 Biology	8 Science	7 Science	9 Earth Science	Prep		11-12 Anatomy and Physiology 03053	11-12 AG Science 68002 18S AG	6 Science
History ext. 218 Mrs. Slack	11 History	9 World History	12 Government	Prep	8 History		7 History	6 History	9-12 Weights
Art ext. 204 Ms. Moos	7 Art: 1st Sem. 8 Art: 2nd Sem.	11-12 Crafting 55165	Elem. Art 1-4	10-12 Public Production 11104	9-12 Drawing Across Mediums 55156		K Art: M 5 Art T 6 Art TH	Prep	9-12 Drawing Across Mediums 55156
Music ext. 224 Ms. Esguerra	5 Band	6 Band	Prep	7 Band 8 Band	9-12 Band		3-4 Elem. Music	K-2 EL Music	9-12 Choir
Physical Ed. PH: 320-480-2661 ext 232 Mr. Mead	Prep	11-12 Sports Nutrition 1S 11-12 Sports Medicine 2S	9 10	10-12 Officiating	5 PE 6 PE		3-4 Elem. PE	K-2 EL PE	7 PE 8 PE
Industrial Arts ext. 215 Mr. R. Hagler	7 2nd Sem. Industrial Arts 8 1st Sem. Inustrial Arts	11-12 Automotive Service 17-Jan	Prep	11-12 Drafting 71102	9-12 Industrial Arts 63003		10 Career Exploration 22151 9/11/12 Study Hall AR/CC	11-12 Materials and Process 60352	10-12 Digital Media Design 11153 .5 credit
Fifth/Sixth ext. 220 Ms. Osterman	6 Math	5 Math	5 ELA		Prep	11:50-12:08 SOAR	5 STEM M/W 6 STEM T/TH	5 SS	5 Science
Library & 6th ELA ext. 206 Ms. Erickson	Prep	Library	6 ELA		Library	Lunch	5 LIBRARY/SH (T/TH) 6 LIBRARY/SH (M/W)	Library	Prep
Principal/504/ SPED/TI/WC ext. 202/222 Mrs. Nelson	Resource/504/SPED/Principal					Lunch	Resource/504/ SPED/Principal	7 2nd Sem. World Culture 8 1st Sem. World Culture	Resource/504/ SPED/Principal
SPED ext. 212 Ms. Shaw	SPED					Lunch	SPED		
SH/Classroom Para ext. 228/238 Ms. T. Sharbono	K-5 Classroom Para					Lunch	9-11-12 Study Hall AR/CC	Study Hall 7 SH: 1st Sem. 8 SH: 2nd Sem.	K-5 Classroom Para

School Hours

When does the school day begin?

- First bell will ring at 7:40 A.M.
- Second bell will ring at 7:55 A.M.
- Final Morning bell will ring at 8:00 A.M.

What are dismissal times for students?

- All students are released at 3:45 pm on a regular school day.
- On early release days the dismissal time will change.
    - 12:00 PM dismissal on noon dismissal days.
    - 2:00 PM dismissal on 2:00 PM dismissal days.

When is the Main Office open?

- The Business Office opens at 7:00 AM and the Main Office opens at 7:30 AM. Both close at 4:00 PM.
- Outside these hours, messages can be left on voicemail by calling (406)776-2317 and following the prompts.

Fees

Band and Instrument Fees

What are the fees for school owned musical instruments, practice books, and supplies?

- Rental Fee: **$100.00** at the beginning of the year or arrange with Michelle Miller for monthly payments.
- Practice Books: **$12.50** (These books will be the students.)
- Supplies: Reeds, oil, etc. are available for purchase. Quarterly bills will be sent home in the report cards.
    - Savage Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.
    - Any student who is unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or administration to make arrangements for an alternative method of payment of fees.

Cafeteria Prices and Procedures

What are the meal prices?

- If your student is not eligible for "Free and Reduced Meals" through the process of completing the "Free and Reduced Meal Application Form", which is online on our website or available at the office, then meal prices will be as follows:

Beginning prices of the 2026-2027 school year.					
Meal Prices	**Breakfast**	**Seconds**	**Lunch**	**Seconds**	**Seconds Milk**
Student Full	**$2.50**	**$2.50**	**$3.25**	**$0.50**	**$0.50**
Adult Full	**$3.50**	**$3.50**	**$4.50**	**$0.50**	**$0.50**
Reduced	**$0.30**	**$2.25**	**$0.40**	**$0.25**	**$0.50**
Student Free	**$0.00**	**$2.25**	**$0.00**	**$0.25**	**$0.50**

How do students pay for their meals?

- Meals may be purchased in any quantity: daily, weekly, monthly, yearly, or any of the above combinations.
- Accounts will be dealt with at the office.
- No food is to be taken from the cafeteria unless approved by school administration.

Extracurricular Participation Fees

What does it cost for my child to participate in extracurricular activities?

- A participation fee will be assessed to ALL students participating in middle school and high school activities.
- Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc. Fees will be as follows:
  - Savage Junior High (5-8) $50.00 (includes admission to all Savage school activities)
  - Savage High School $100.00 (includes admission to all Savage school activities)
    - 8th grade students must pay an additional $50.00 if they are moved up to participate in high school sporting events, due to lettering possibilities.
- Any student unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or administration to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation).
  - It is important to understand that Savage Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

Sports Activity Tickets/Passes

What does it cost to attend a home game?

- Individual Junior High Game Tickets:
  - Students: $4
  - Adults: $6
  - Seniors (65+): $4

- Individual JV/Varsity Game Tickets:
  - Savage Students: $5
  - Students: $7
  - Adults: $9
  - Seniors (65+): $5

- All Season Passes (Home Games)
  - Students: $100
  - Adults: $150
  - Seniors (65+): $100

Section II: Superintendent's Message, Board of Trustees, and School Staff

Superintendent's Message

It is an honor to serve as the superintendent of Savage Public School. Our dedicated staff is committed to providing a safe, positive, and productive environment where every student can grow, succeed, and reach their full potential.

We believe education is a partnership. We encourage you to get to know your child's teachers and stay connected with our school. Open and consistent communication between home and school is essential to your child's success. You'll receive information through newsletters, report cards, parent-teacher conferences, and phone calls. Please check backpacks regularly and follow our website and Facebook page for updates, policies, and important news.

The best way to reach me is by calling the main office at **406-776-2317**. If I'm unavailable, you may leave a message or request a call back. I will respond as soon as possible, typically within 24 hours. You may also schedule an appointment or email me; I check emails in the early morning and at the end of each day. Business office hours are from **7:00 AM to 4:00 PM**, and our fax number is **406-776-2260**.

Please take time to review the **Savage School District Student Handbook** with your child. It includes important information about school rules, expectations, and procedures. The handbook is organized by topic in alphabetical order and uses the term "parent" to include legal guardians or others responsible for the student. You'll also find references to board policies, which are available in the school office and online at **www.savagepublicschool.com**.

Once you've read through the handbook, **please sign and return the signature page by August 31, 2026**.
We are excited to partner with you for a successful school year. With support from families, staff, and the community, we will make this a great year for every student. Together, let's continue to "**Be Savage—Not Average.**"

Warmly,
Martha R. Potter, Superintendent

Superintendent's Rule

What is the Superintendent's Rule?

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

Board of Trustees 2026-2027

The Board of Trustees would like to extend an invitation to students, parents, staff, and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. The board is available to listen and will provide guidance to ensure concerns are addressed through the appropriate channels.

Board of Trustees
Board Chair: Shawn Conradsen
Board Vice Chair: Wayne Quinnell
Member: Chandi Tombre
Member: Daniel Lawrance
Member: Lee Reuter

District Office
Superintendent: Martha R. Potter
Supervising Teacher/Principal/Special Education: Angella Nelson
Payroll Clerk: Diana Miller
District Clerk: Michelle Miller
Administrative Assistant: Wade Hagler

School Staff 2026-2027

KinderReady
Nicki Reuter
Angella Nelson, Supervising Teacher

Kindergarten
Jill Verhasselt

First Grade
Kiena Murray

Second Grade
Kayleen Peters

Third Grade
Kayleen Peters

Fourth Grade
To Be Announced

Fifth Grade
Montana Osterman

Sixth Grade
Montana Osterman

Art
Cassandra Moos

Library/ELA 6
Jessica Erickson

Music
Joy Esguerra

Physical Education
Jeff Mead

English
Jolene Baxter

Math
Melissa Sanders

History
Staci Slack

Science
Bailey Lange

Industrial Arts/Technology
Riley Hagler

Para Educators
Missy Sharbono
Teah Sharbono
Tatum Happel

Resource, 504, Special Education, and Supervising Teacher
Angella Nelson

Special Education
Ashlee Vaira

Speech Pathologist
Prairie View Services

School Psychologist
Prairie View Services

Occupational Therapist
Prairie View Services

Cafeteria Staff
Jody Reed, Head Cook
Krista Gonsalves, Assist. Cook
Kathy Reynolds, Dishwasher

Custodial Staff
Justin Bean**,** Head Cust./Maint.
Jenny Bean, Custodian

Business Office Staff
Michelle Miller, Clerk
Diana Miller, Payroll

Central Office Staff
Martha R. Potter, Superintendent
Angella Nelson, Principal
Wade Hagler, Admin. Assistant

Section III: Core Ideology, Mission and Goal Statements

Core Purpose

What is Core Ideology?

- The description of a school district's consistent identity that transcends all changes related to its relevant environment.
- It consists of two elements-core purpose-the school district's reason for being and core values- essential and enduring principles that guide a school district

What is the Core Purpose of Savage Public Schools?

- The Core Purpose of Savage Public School is to maximize the potential of every child.

Core Values of Savage Public School

What are the Core Values of the Savage Public School?

- Respect – We value having respect for others at all times.
- Pride – We value pride and believe there is strong pride in our self, school, and community.
- Honesty and Integrity – We value honest communication and responsible actions.
- Support - We value and need the support of one another.

Mission Statement

What is a mission statement?

- A mission statement expresses the school's purpose.

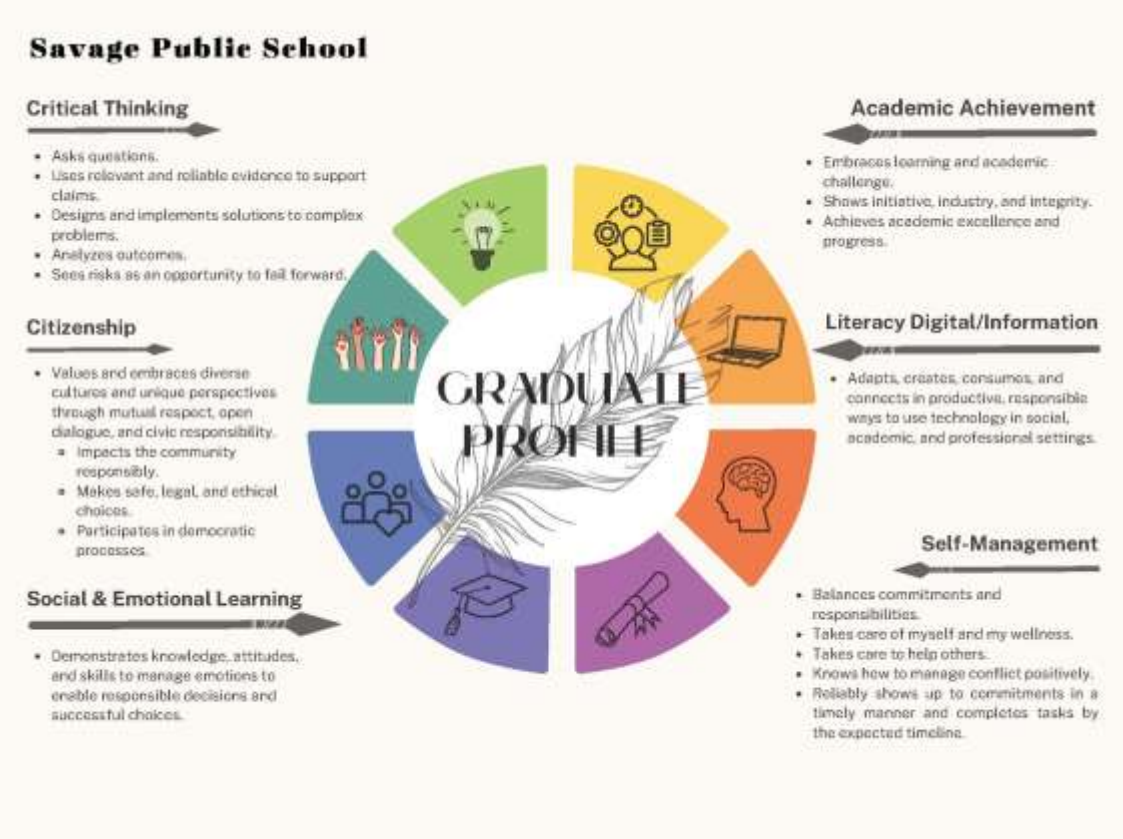
What is the mission of Savage Public Schools?

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

Goal Statements:

* We will provide a safe environment.
* We will provide an environment where each individual has the opportunity to learn.
* We will use positive, best-practice instructional methods and strategies to lead instruction.
* We will use frequent monitoring methods to ensure high levels of academic achievement.
* We will foster a cooperative relationship between home, school, and community.

Savage Public School Graduate Profile



Equal Education and Employment Policy Notice of Non-Discrimination

- As provided in the Constitution of the State of Montana, the Savage School District is committed to equality of educational opportunity.
- The district is also committed to equal employment opportunity.
- All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, and counseling, and employment assistance, extracurricular and other school-related activities.
- Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, and political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.
- Inquiries or complaints regarding discrimination should be directed to: Michelle Miller, Title IX, or Angie Nelson, Section 504 Coordinator, Savage school phone # (406)776-2317.
- Further Contact Information:

  Administrator, Montana Human Rights Commission, Room C-317
  Cogswell Building
  Helena Montana 59260, (406)444-2884
  Director, Office of Civil Rights
  Federal Office Building
  Denver, Colorado 80294 (303)844-5695.

Legal reference:
Title VI of the Civil Rights Act of 1964 (42 USC Section 2000e), Title IX of the Education Amendments 1972 (20 USC Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 USC 794) the Constitution of the State of Montana, 1972 (Article X, Section 1), the Montana Human Rights Act (Title 49, Chapter 2, MCA), the Montana Governmental Code of Fair practices (Title 49 Chapter 3, MCA) and the implementing federal and state rules and regulations.

Parental Involvement and Responsibilities

What does the district believe that parental involvement is and whose is responsible?

- The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student.

- Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:
    - Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

    - Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice**.** A parent with questions is encouraged to contact Angella Nelson, Principal.

    - Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.

    - Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.

    - Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher or the principal, please call the school office at (406-776-2317) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

    - Become a school volunteer. For further information, contact Martha R. Potter, Superintendent.

    - Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website - www.savagepublicschool.com .

    - Contact our principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.

- Take the opportunity as parents to support and be involved in various school activities, either

Parental Rights

What are parental rights?

- Parental rights are where the school collaborates with parents and guardians to promote the mutual goal of student achievement.
- To ensure parents are aware of their rights and the opportunity to engage with Savage School District specific policies and procedures are available on the School District's website and are available to be printed upon request.
- Please consult the following policies to learn more about methods to be an active part of your student's education:
  - Student and Family Privacy Rights – Policy 2132
  - Parent/Family Engagement and Involvement in Education – Policy 2158
  - Student Health Instruction – Policy 2335
  - School Activities and Clubs – Policy 3233 and Policy 3510
  - Student Health – Policy 3410
  - Student Immunization – Policy 3413
  - Student Records and Confidentiality – Policy 3600

Surveys

What rights do parents have when surveys are conducted?

- Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation that does not require the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a post-secondary institution.

- Parents have the right to opt their student in to a survey or data collection that requires the collection of personally identifiable information and is not necessary and essential for establishing the student's education record or validating an achievement test for admission to a postsecondary institution.

Special Education

What is the law on Special Education?

- The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

- For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

- Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

Section IV: Things to Know

Arrival of Students

How to drop off students that parent(s) or guardian(s) want first day of school pictures?

- Students will not be able to come into the school until 7:35 A.M. in the morning unless a teacher or other staff member requires the student to be here and is supervising that student.
- To not disrupt the flow of the "Student Drop-off and Pick-up Safety Procedure" parent(s) or guardian(s) will:
  - enter the Common's parking area from Mesa Street;
  - park in the Common's parking area;
  - enter the Common's and wait with your student(s) for further directions.

How early can I drop my student off in the morning?

- Students will not be able to come into the school until 7:35 A.M. in the morning unless a teacher or other staff member requires the student to be here and is supervising that student.
- The Drop-Off Safety Procedure must be followed at all times.

What if a student arrives late to school?

- Students must check in at the Office.
- The student is considered tardy when they are late for school. Please carefully read the information about being tardy and absences that appear later in this booklet.
- The parent(s) or guardian(s) must park in the marked visitors' area.
- The student will walk to class from the office and the parent(s)or guardian(s) accompanying the student(s) will remain at the office and then leave the school grounds.

What are the entry areas for bikers and bus students?

- KinderReady-12 bikers and bus students enter the building using the east elementary door.
  - Students who are in grades KinderReady-6 will go to the playground.
    - Students eating breakfast will be dismissed by the playground supervisor.
    - If weather conditions do not allow for outdoor recess, students will go to the gym.
  - Students who are in grades 7-12 students will go to the cafeteria to check in for the day.
    - Breakfast is available for students using their meal ticket.

What are the entry areas for KinderReady-12 walkers?

- Students who are in grades KinderReady-6 come through the east elementary entrance.
- Students who are in grades 7-12 enter through the north office entrance.
  - No student is allowed to open and let others in at an uncontrolled or supervised access.

What is the entry area for licensed student drivers into the Student Parking Lot by the Industrial Arts Building and the entry area for licensed student drivers into the building?

- Licensed student drivers enter the Student Parking Lot from Montana Street.
  - All vehicles will be parked facing the Industrial Arts Building at a vertical angle.
- Licensed student drivers enter through the north office entrance.
  - No student is allowed to open and let others in at an uncontrolled or supervised access.

What is the entry area for KinderReady-12 students for parent or guardian drop-off before the morning bell?

- Students who are in grades KinderReady-6 will be dropped off on the marked northeast corner on Montana Street.
  - The students walk on the sidewalk to the playground area.
    - Students eating breakfast will be dismissed by the playground supervisor.
    - If weather conditions do not allow for outdoor recess, students will go to the gym.
- Students who are in grades 7-12 will be dropped off on the marked northeast corner on Montana Street.
  - The student will enter the building at the north office entrance.
    - Students who are in grades 7-12 students will go to the cafeteria to check in for the day.
    - Breakfast is available for students using their meal ticket.

How and where do parents' or guardians' drop-off their student(s) before the start of the school day?

- Parent(s)or guardian(s) dropping off students will:
  - enter the marked "Pick-up and Drop-off Lane" that starts at the north office doors;
  - proceed down marked "Pick-up and Drop-off Lane" driving east;
  - stop at the northwest corner of the marked "Pick-up and Drop-off Lane" sign;
  - drop off the student(s) and stay in the vehicle at all times, the student(s) will exit the vehicle on the passenger side only.
    - One vehicle at a time may drop-off the student(s) at the marked "Pick-up and Drop-off Lane" sign.
    - NO student(s) may exit the vehicle from the driver's side of the vehicle at any time.
- Once the student(s) have safely exited the vehicle the parent or guardian will:
  - exit the "Pick-up and Drop-off Lane" and drive east on Montana Street;
    - Vehicles must yield to drivers on Montana Street and must turn north onto 1st Avenue.

Dismissal and Departure of Students

What are the dismissal procedure and time for the KinderReady students?

- Dismissal is at 11:00 AM.
- Students line up and exit the building using the east elementary door with their teacher.
  - All KinderReady students must be released to their parent or guardian.

What is the order of the dismissal of K-12 students at end of the day?

- Order is as follows:
  1. Bus Students
  2. Licensed Student Drivers
  3. Parent/Guardian Pick-up Students
  4. Bikers
  5. Walkers

What are the exit areas for bus students?

- Bus students who are in grades K-12 exit the building using the east elementary door.
  - Students who are in grades K-6 will be dismissed at the end of the day by their teacher.
  - Students in grades 7-12 will be dismissed at the student's final bell and move to the east elementary door through the hallway.

Where do bus students line-up and load the buses?

- K-12 bus students line up on the sidewalk with youngest grade level first.
- K-12 students will load onto their assigned bus and take their assigned seat in the order of line-up.

What is the exit area and procedure for licensed student drivers?

- Licensed student drivers will:
  - exit the building through the west exit across from the shop;
  - use the cross walk to walk to the student parking lot and enter their vehicle;
  - exit the student parking lot onto Montana Street;
  - and turn north onto Mesa by Michelle Miller's house.

What is the exit area and procedure for K-12 Parent/Guardian "pick-up"?

- Students who are in grades K-12 exit through the east elementary exit.
- Students will line up on the sidewalk according to the order of the parent/guardian cars in the loading zone.

How and where do parents' or guardians' pick-up their student(s) at the end of the school day?

- Parent(s)or guardian(s) picking up their student(s) will:
  - enter the marked "Pick-up and Drop-off Lane" that starts at the north office doors, while driving east;
  - stop at the northwest corner of the marked at the "Pick-Up and Drop-Off" sign;
  - wait at this sign until the route buses are in place in the loading zone by the east elementary entrance;
  - follow the marked "Pick-up and Drop-off Lane" when the buses are in place;
  - parallel park behind the loading zone area to await the loading of leaving of buses;
  - proceed into the loading zone in groups of three vehicles;
    - No driver may pass another driver at any time.
    - You will be directed to enter the loading zone by the staff member on duty.
  - pick up the student(s) and stay in the vehicle at all times;
    - The student(s) will enter the vehicle on the passenger side only.
    - NO student(s) may enter the vehicle from the driver's side at any time.
- Once the student(s) have safely entered the vehicle and is buckled in the parent or guardian will:
  - exit the loading zone and drive north on 1st Avenue.
    - Vehicles must yield to drivers on Montana Street.

What is the exit area and procedure for K-12 bikers?

- Biker students who are in grades K-12 exit through the east elementary exit.
- All bikers will wait until all bus students and parent pick-up students have exited school property.
- Biker students will cross Montana Street and head north on 1st Avenue.
- Biker students will ride to their homes.

What is the exit area and procedure for K-4 student walkers?

- K-4 walkers will exit through the east elementary exit.
- All walker will wait in the designated area until all bus students, parent pick-up students, and K-12 bikers have exited school property.

- K-4 walkers will cross Montana Street with the teacher of duty and head home.

What is the exit area and procedure for 5-12 student walkers?

- 5-12 walkers will have two choices of exiting the building.
  - Exit one will be down the hallway of the east elementary corridor and exit through the east elementary exit.
  - Exit two will be the west exit across from the shop.
    - All students will be held in a designated area until all bus students, parent pick-up students, and K-12 bikers have exited school property.
      - Use the crosswalk or sidewalk to go to your destination.

What if a student needs to leave immediately <u>after</u> school for an appointment or other activity?

- Call the office at (406)776-2317 or send a note no later than <u>1:00 PM the day</u> the student needs to be picked up early.
- Parent(s) or guardian(s) will:
  - park in the marked visitors' parking area;
  - enter through the north office entrance
  - come to the office to sign the student(s) out per the School Safety Plan;
  - accompanying the student(s) and leave the school grounds proceeding east on Montana Street;
  - and make a left-hand turn onto 1st Avenue North.
- Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian.
- No student will be allowed to leave early without the parent or guardian present for the pick-up.
- The student will meet their parent at the office.

What if a parent or guardian chooses to supervise their student(s) on the playground after dismissal?

- Procedure of playground parking will be:
  - drive down Montana Street directly to the playground parking area;
    - Do not enter the vehicle lane!
    - The angled parking area will begin across from the second bus barn on Montana Street directly in front of the playground area.
- Parent or guardian must notify the teacher on duty and pick up their child(ren) from the duty teacher.
- Parent or guardian will remain on the playground until all bus students, parent pick-up students, and K-12 bikers have exited school property.

What if a parent or guardian needs to pick up their child early because of an appointment or an illness?

- Call the office at (406)776-2317 or send a note no later than by <u>1:00 PM the day</u> the student needs to be picked up early.
- Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian.
- The office will contact the teacher.
- The teacher will help the child be prepared to leave with the classroom assignments that are necessary.
- Parent(s) or guardian(s) will:
  - park in the marked visitors' parking area;

- enter through the north office entrance
- come to the office to sign the student(s) out per the School Safety Plan;
- accompanying the student(s) and leave the school grounds proceeding east on Montana Street;
- and make a left-hand turn onto 1st Avenue North.

- No student will be allowed to leave early without the parent or guardian present for the pick-up.
- The student will meet their parent at the office.
- Students who are feeling ill will be provided a place to lie down at the school until parent or guardian can pick the student up from the office.
- Students who leave school without prior permission from administration and the parent/guardian is considered an unexcused absence.

What if a parent or guardian has an unforeseen emergency and needs to pick up their child after the 1:00 PM notice time?

- Call the office and an administrator will work with the parent or guardian to handle the situation.

Is my child allowed to stay after school?

- Students should leave the building once school is out.
- All students in the school after 3:45 PM must have a sponsor or advisor with them.

AM/PM Transportation

Who qualifies for AM and PM bus transportation?

- The District makes school bus transportation available to all students living three or more miles from school or are required by law to be transported.

- This service is provided at no cost to students. Bus routes and any subsequent changes are available.
  - The district contracts with True Blue, the provider of our transportation.
  - Ryan Karren is the owner of True Blue Transportation.
  - Further information may be obtained by calling 406-776-2317, Wade Hagler, Administrative Assistant.

What is expected of riders?

- Students are expected to assist staff in ensuring that buses remain in good condition and that transportation is provided safely.

- When riding school buses, students are held to behavioral standards established in this handbook. Students must:
  - Follow the driver's directions at all times.
  - Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
  - Keep hands, feet, books, band instrument cases, and other objects out of the aisle.
  - Not deface the bus or its equipment.
  - Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
  - Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
  - If there are seatbelts on the bus then must be fastened at all times.

What are the consequences of misconduct?

- Misconduct will be punished, and bus-riding privileges may be suspended.

Cancellation, Delays, or Closes Early

How will I know if school is canceled, delayed, or closes early?

- In case of bad weather, when it may be doubtful if school will be in session, or if any other emergency should arise, notice of the closing of school will be:
  - Posted on school social media.
  - Sent over the school alert system.
    - Parents, guardians, and staff will all receive a text message and phone call.

  In the event school is canceled, make up day will be on the first open Friday after the day missed.

What happens to bus students if the school buses are canceled or delayed?

- If buses do not run, out of town/district student absences will be waived.
- If buses run late, student absences beyond the delay will not be waived.
- Parents or guardians may choose to transport students yet are not required to if buses are not running or delayed.

Communicable Diseases

What do I need to do if my child has a communicable diseases?

- To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious.
- Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted.
- These diseases include, but are not limited to:

Amebiasis
Campylobacteriosis
Chickenpox
Chlamydia
Colorado Tick Fever
Coronavirus
Diptheria
Gastroenteritis
Giardiasis
Hansen's Disease
Hepatitis
Influenza
Lyme Disease
Malaria
Measles (Rubeola)
Meningitis
Mumps
Pinkeye
Ringworm of the scalp
Rubella (German Measles) including congenital
Salmonellosis
Scabies
Shigellosis
Streptococcal disease, invasive
Syphilis
Tuberculosis
Whooping Cough (Pertussis)

Communication with Students and Staff

When can a student use the school telephone?

- The office phone is to be used by students for emergencies or school-related business only.

- No one will use the telephones in the classrooms without a teacher's permission.

What happens if a parent needs to get a hold of their child or child's teacher during school hours?

- Should you need to communicate a message to your child, please contact the office and send the message to Class Dojo or the Remind App if your child's teacher uses those.
    - Messages sent via text, Facebook, email etc. to school personnel are not guaranteed to be seen and communicated in an appropriate time frame.
    - These communications include changes in after school plans.
- If you would like to speak with the teacher regarding your child's progress, please call the office or email the teacher to schedule a conference.
    - We do not interrupt the teachers during instructional time nor during arrival and dismissal.
    - Conferences will be scheduled in advance during an agreeable time for both parties.

Counseling

What types of counseling does the school provide?

- The school provides two types of counseling as stated and described below:
    - Academic Counseling
        - Students and parents are encouraged to talk with the principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures.
        - Each spring, students in grades eight through twelve will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements** on page 43.]
        - Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with the principal so that they take the high school courses that best prepare them.
        - The principal can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.
    - Personal Counseling
        - The district has an on-line counselor available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse.
        - The principal may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact Angella Nelson, Principal.

What if my child needs a psychological examination?

- The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law.
- The school will notify the parent or guardian of the right to opt a student out of a mental health screening and will be notified of any issues or concerns resulting from a mental health screening

Foster Care of Students

What does foster care mean?

- Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility."

- This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive home.

What does the district do for foster students?

- Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care.
- The District will take efforts to ensure that a child in foster care:
    - Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
    - If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.
- The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible.
- The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

Homeless Students

What is a homeless child?

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

- McKINNEY-VENTO ACT (Policy 3125)
    - McKinney-Vento Identification:
        - A child who lacks a fixed, regular, and adequate nighttime residence may be classified as homeless under the law known as the McKinney-Vento Act 42 U.S.C. 11434 a(2).
- If you have questions, please contact the administration.
    - Angella Nelson is our district's Homeless representative.

What are the rights of a homeless student?

- As stated by Savage School District Policy #3125, every child of a homeless individual and every homeless child is entitled to equal access to the same free, appropriate public education as provided to children with permanent housing. Homeless students will have access to services comparable those offered to other students, including but not limited to:
    - Transportation services;
    - Educational services for which a student meets eligibility criteria (e.g., Title I);
    - Educational programs for children with disabilities and limited English proficiency;
    - Programs in vocational and technical education;
    - Programs for gifted and talented students; and
    - School nutrition program.
- The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment.
- The District may not require an out-of-District agreement and tuition for a homeless child.
- The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Immunization

What are the rules on immunization?

- A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized.
- The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophiles influenza type B is required for students under age five (5).
- Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

What are the immunization rules for a transfer student?

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

What if my student has a religious belief that conflicts with the requirement?

- If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.
- This statement must be renewed yearly.
- This form will be maintained as part of the student's immunization records.

What if there are medical reasons that my child should not be immunized?

- If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction.
- This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.
- This certificate must be renewed yearly unless the physician specifies a life-long condition.
- The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P.
- [For further information, see policy 3413 of the Board Policy Manual]

Leaving School Grounds

Can a student leave the school grounds during the school day?

- No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the administration.

- Students are to remain on school grounds during the school day.
- All students are required to meet the early dismissal requirements and must be signed out and picked up by a parent or guardian, with a member of the Office staff present.
- Exception: Grades 7-12 students may check out at the office and walk to lunch during their lunch time.
    - A yearly permission form is required.
    - Use the Infinite Campus site to complete the form.
- The Administration reserves the right to grant or withhold approval.
- Leaving school grounds without permission will result in disciplinary action.

Medicine at School

What should parents do if their child needs prescription medicine at school?

- A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication.
- The student must bring the medicine in its original, properly labeled container, to the school office.
- The school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.
- The administrative office staff will record the time, dosage, and who administrated the medication.

What should parents do if their child needs to self-administer medication during school hours?

- A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration.
- The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen), epinephrine nasal spray, or asthma inhaler.
- The written order and written authorization must be provided annually.
- The administrative office staff will record the time, dosage, and who administrated the medication.
- For additional information, please see Policy 3416.

What should parents do if their child needs over the counter medication at school such as Benadryl, Tylenol, ibuprofen, cough syrup, etc.

- A student who has authorization to possess and self-administer medication must have completed and filed form from the parent on file with the office stating the amount the office can administer and provide the over-the-counter medication they are wanting their child to take.
- The administrative office staff will record the time, dosage, and who administrated the medication.

Morning Recess

How do I know if morning recess is indoor or outdoor?

- If you see a sign on the door in the morning reading OUT students will start their day on the playground, if you see a sign reading IN students will start the day in the gym.
- Administration will make the determination whether the recess will be indoor or outdoor.

Parents or Guardians Coming to School

What if a parent or guardian needs to come into the school during student arrival or dismissal?

- The parent must enter through the main doors of the school and check in at the office.
- A required visitor's pass must be picked up at the office when said by the office personnel.

Procedures for Concerns/Problems (Grievance Procedure)

Who does a parent talk to if there is a concern or problem?

- If you have any concerns regarding your child, please contact us. Begin your discussions with the teacher.

- Steps to follow in order:
    1. See the teacher or staff member immediately involved.
        - Make an appointment and discuss your concerns as soon as they arise, with the objective of resolving the matter promptly and informally.
    2. See the Principal or immediate supervisor.
        - If the situation has not been resolved to your satisfaction by the discussion with the teacher, make an appointment with the principal or immediate supervisor.
        - This step is informal and optional – may be bypassed by the grievant
    3. See the Title IX (Michelle Miller) and Section 504 Coordinator (Angie Nelson)
        - If the grievance is not resolved at Level 1 and the Grievant wishes to pursue the grievance, they may formalize it by filing a grievance in writing.
        - The grievance shall state:
            1) the nature of the grievance
            2) the remedy requested
            3) be signed by the grievant.
        - The filing of written grievance at Level 2 must be to the coordinator within ten (10) days of the event giving rise to the grievance or from the date the Grievant could reasonably become aware of such occurrence.
        - The coordinator shall investigate and attempt to resolve the grievance.
        - A written report regarding the decision and / or action of the coordinator will be sent to all concerned parties within fifteen (15) days after receipt of the written grievance.
        - If the superintendent is the coordinator and the grievance is not resolved at Level 2, either party may advance to Level 4.
    4. See the Superintendent
        - If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the Superintendent within ten (10) days of receiving the report from the coordinator.

- The parties may request a meeting with the Superintendent or the designee and Coordinator. The meeting shall be held within ten (10) days after receipt of the written appeal.
- A written report regarding the decision and / or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.

5. Meet with the Board of Trustees

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

6. See the County Superintendent

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

What do some of the definitions and terms mean of the Grievance Procedure?

- Grievance: a complaint alleging any policy, procedure, practice which would have been prohibited by Title IX / section 504 and other Federal and State Civil Rights Laws, Rules and Regulations.
- Title IX: Title IX of the Education Amendments Of 1972 (20 USC Section 1681), the 1975 implementing regulation and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted.
- Section 504: The Rehabilitation Act of 1973. (29 USC 794). Federal and State Civil Rights Laws, Rules and Regulations: see legal reference on model policy statement.
- Grievant(s): a student / parent / guardian or employee of Savage Public School who submits a grievance.
- Savage Public School: any reference to any school district as defined in 20-6-101, Montana Codes Annotated.
- Title IX / Section 504 Coordinator: the employee designated to coordinate Savage Schools efforts to comply with and carry out its responsibilities (Hereinafter-Coordinator).
- Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays. (20-1-305 MCA)
- Ridgeway et al, plaintiffs, V. Montana High School Association et al., and Defendants: hereinafter identified as Ridgeway Settlement.

What are the basic rights of the Grievance Procedure?

- Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- The designated Coordinator may not have a direct interest in the outcome of the grievance and must remain impartial.
- Relevant agencies / institutional records shall be available to all parties subject to requirements and clarifications in Guidelines for Student Records, Office of Public Instruction, September, 1984.
- Intimidation or retaliation of any kind is prohibited by law.

- Prior to contested case hearing (under the Rules of School Controversy) the rights of the Grievant confidentiality in proceedings and records shall be respected (ARM 10.6101 et seq. Also see Ridgeway Settlement pg. 29).
- This procedure does not deny the right of the Grievant to file normal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
- All records pursuant to the grievance shall be maintained by the clerk of the school district separate and apart from student and personnel records for a period of not less than five (5) years. (20-1-212 MCA).

Student Records

What are school student records?

- Student's school records are confidential document that are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA).
- The District maintains two sets of records: a permanent record and a cumulative record.

Who has access to the student records?

- By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.
- Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records.
- "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

Who is responsible for student records and record requests?

- The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.
- The principal will respond to reasonable requests for explanation and interpretation of the records.
- Access to records will be granted within 45 days of receipt of a written request.
- If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

What is the parent's or student's right of access to and copies of student records?

- The parent's or student's right of access to, and copies of, student records does not extend to all records.
    - Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.
    - Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.
- See Policy 3600 for more information.

What other individuals or entities have access to records?

- Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age).
- Disclosure to these governmental agencies may be made under some of the following circumstances:
    - The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
    - The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
    - The District will grant access to or release information from any student record as specifically required by federal or state statute.
    - The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
    - The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
    - The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
    - The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

What is the District's process when it receives a student's records request?

- The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.
- Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.
- Parental consent is required to release the records in most circumstances.
- When the student reaches 18 years of age, only the student has the right to consent to release of records.
- The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship.

- An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

What is the process to challenge content of records?

- Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- If the District refuses the request to amend the records, the requestor has the right to ask for a hearing.
- If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record.
- Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsions and out-of-school suspensions through this process.

What information is considered directory information?

- Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child.
- The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook.
- Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

What is the perpetuity for permanent and cumulative records?

- Permanent records are maintained in perpetuity for every student who has enrolled in the District.
- Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District.
- Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

Sick Students

Please DO NOT send your child to school sick.

- If your child becomes ill at school, we will be sure to call you right away.
- A child MUST stay home 24 hours free of fever, diarrhea, or vomiting.
- Students with a fever over 100.4^{o}F your child will be sent home.

Videotaping of Students

Does the district have the right to use security and surveillance video cameras?

- The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment.

- Video cameras may be used in locations as deemed appropriate by the Superintendent.

What other times may students be videoed?

- Students may be videoed at events and practices open to the public, including but not limited to public performances, dress rehearsals, athletic practices open to the public, and athletic competitions.
- The District will seek consent before recording students individually in the classroom.

What happens when a student is in violation of Board policies, administrative regulations, school rules, or law?

- Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

- Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

- Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom.

Visitors

Does the district have the discretion to permit visitors?

- The District has the discretion to permit visitors.
- For the safety of those within the school, all visitors must first report to the main office.
- Visits to individual classrooms during instructional time are permitted only with approval of the superintendent, principal, and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Volunteers

What does a person need to do to be a school volunteer?

- We welcome volunteers.
- All volunteers must complete fingerprinting and background check regulations.

Section V: Attendance

Absences

How many absences is my child allowed?

- A student will be allowed six (6) absences per class, per semester.
    - Both excused and unexcused absences count toward this number.

What if my child is absent?

- Parents/Guardians must always notify the school of their student's absence.
    - Parents must notify the school in advance of a student's absence if it is anticipated.
    - If prior notification is not possible, please call the school by 8:00 a.m. or before the start of the student's school day if enrolled on a part-time basis.
    - The school's office personnel will attempt to contact any parent, guardian, or legal custodian whose child is absent from school, but who has not reported the child as absent to determine if the parent, guardian, or legal custodian is aware that the child is absent.
- A student must bring a WRITTEN NOTE signed by a parent / guardian stating the reason for the absence upon returning to school.
- The school reserves the right to rule upon the validity of each excuse, subject to the guidelines set forth in this policy.
- All students in grades 7-12 returning from an absence must report to the office and receive an admittance slip before their first class.
    - No student will be admitted to class unless he or she presents an admittance slip to the teacher.
    - Teachers of each missed class must initial the admittance slip and write any makeup assignment on the admittance slip.
    - Grades will reflect completion of make-up work**.**

Attendance Requirements:

What are the requirements of attendance?

- Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.
- The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request.

What is the state law on attendance?

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused.
- A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- School employees must investigate and report violations of the state compulsory attendance law.
- A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action.
- The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered.

Classifying of Absences

How are absences classified?

- EXCUSED ABSENCES:
    - Excused absences under the Montana Law are: illness, bereavement, parent request due to instruction regarding human sexuality, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices, and any other reasons prescribe by the Board, listed in the handbook.
    - Absences that are excused by the student's parent or guardian by note for illness (which does not require hospitalization), family trips, scheduled medical appointments where no note is provided, etc.
    - These absences will be recorded as an AEX in Infinite Campus.
        - These absences do impact perfect attendance awards.
- HUMAN SEXUALITY OR IDENTITY INSTRUCTION ABSENCE
    - A student may be withdrawn or absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for human sexuality instruction.
        - Human sexuality instruction is instruction that has the goal or purpose of studying, exploring, or informing students about intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, abstinence, contraception, or reproductive rights and responsibilities.
    - These absences do not count toward the student's discretionary 10-day total.
    - Written consent from the parent or legal guardian is required prior to any student attending identity instruction.
        - Identity instruction is instruction that has the goal or purpose of studying, exploring, or informing students about gender identity, gender expression, or sexual orientation.
        - A student is excused from not attending identity instruction unless the student's parent/guardian provided written consent for the student to be in attendance prior to the instruction.
    - The District will provide parents/guardians with at least five (5) school days' notice (but not more than 14 school days' notice) before human sexuality or identity instruction is scheduled to occur.
- SCHOOL-RELATED ABSENCES:
    - These absences will apply to student's participation in school athletic events and other absences deemed curricular.
    - These absences will be recorded as an S in Infinite Campus
- WAIVED ABSENCES:
    - Subpoenas, to appear in court or court-ordered, out of district placements for special services.
    - Serious illness, family emergency, hospitalization or mental or physical, or medical appointment where a doctor's note is provided.
    - Bereavement as approved by administration.
    - Two days during both the junior and senior year of school for college visits with proof of attendance (i.e., brochures, signatures, letters, etc.)
    - These absences will be recorded as a W in Infinite Campus.
- UNEXCUSED ABSENCE:
    - The student is truant (absent from class or leaving school without prior approval or parental knowledge).
    - Any absence above the six (6) excused absences granted.
    - Failure to bring an excuse note from parents upon returning from an absence.

- These absences will be recorded as a UEX in Infinite Campus

Unexcused Absences

What happens if a student receives an unexcused absence?

- Beginning with the 1st unexcused absence the student will be subject to the administrative procedure.
- 2% Rule: A student's semester grade will be reduced by 2 percentage points for each unexcused absence from class.
  - Students will have an opportunity to make up the 2% by staying after school to make up the time missed. (52 minutes for each period)

Make-up Work

What are the expectations for make-up work?

- Makeup work is the responsibility of the student, not the teacher.
- If an absence is expected (trip/sports/dr. appointment/etc.) or unexcused, homework is due at the regularly scheduled time **of every class missed.**
- All other absences (illness, family emergency, etc.), students will be allowed one (1) day for each day absent to turn in their homework.
- Tests and quizzes announced before the absence will be taken on the day that the student returns to school.
- If a child is truant, then make-up work must have permission from administration and the teacher of record.

Tardiness

How is tardiness determined?

- A student is considered tardy when he or she is not in their assigned room, ready for class when the tardy bell rings.
- Students who are late 10 or more minutes to class are considered absent for the period.
- Students who are tardy and bring a note from a teacher will be excused.

What if my child is late for school in the morning or a class during school?

- Students who arrive at school after classes have started must report to the office before going to class.

What is the tardy policy?

- Each tardy over three (3) in 1 class period in each semester will require time to be made up.
  - 4th Tardy - 15 minutes after school detention
  - 5th Tardy - 30 minutes after school detention
  - 6th Tardy - the 6th tardy in any class period will be considered a 1st offense (step 1) in the Administrative Procedures
  - 7th Tardy –the 7th tardy in any one class period will be considered a 2nd offense (Step 2) in the Administrative Procedure.
  - 8th & Subsequent Tardiness - Third Offense of the Administrative Plan Etc.

Section VI: Academics

Add/Drop Course Procedure

What is the procedure to add or drop a course?

- To drop or add a course, students must have signatures of approval from the teachers, parents/guardians, and administration.

Classroom Aide Requirements

What are the requirements for being a classroom aide?

- Must be a junior or senior in high school.
- Student Aides require administration approval.
- Teachers requesting an aide must have an aide syllabus and schedule approved by the administration.

Homework

What is homework?

- Homework will be sent home that is meaningful and compliments our lessons.
- Homework is a great way to reinforce skills practiced at school as well as a method to keep you informed on our lessons.
- Please be aware your child may also bring incomplete class work home to complete.
- Each grade level will be different, and each teacher will communicate their own policy.
- If at any time homework becomes a concern, please contact your child's teacher.
- Homework should not be assigned for disciplinary purposes.

Grading Procedures

4-12 Grading System

A=4 Points		B=3 Points		C=2 Points		D=1 Point		F=0 Points	I= Incomplete.
Superior	100-97% A+	Above Average	89-87% B+	Average	79-77% C+	Below Average	69-67% D+	Failing	Course needs to be completed before a grade will be assigned.
Excellent	96-93% A	Above Average	86-83% B	Average	76-73% C	Below Average	66-63% D		
Excellent	92-90% A-	Above Average	82-80% B-	Average	72-70% C-	Below Average	62-60% D-		

PreK-3 Grading System

PreK	Kinder	First	Second	Third
4= I can do this by myself almost all of the time.	4= Consistent	4= Consistent	4= Consistent	4= Consistent
3= I can do this most of the time with little help.	3= Most of the time.	3= Most of the time.	3= Most of the time.	3= Most of the time.

2= I can do this some of the time with help.	2= Sometimes	2= Sometimes	2= Sometimes	2= Sometimes
4= I do not understand this yet.	4= Rarely	4= Rarely	4= Rarely	4= Rarely

Academic Misconduct

What is academic dishonesty and misconduct?

Academic misconduct is a term that includes several behaviors but is not limited to:

- Artificial Intelligence (AI)
  - Unauthorized use of artificial intelligence to complete schoolwork or submit schoolwork.
- Cheating
  - Presenting someone else's efforts as your own.
  - Giving or receiving unauthorized aid in academic work such as the use of another student's notes, tests, or papers.
  - Writing down answers as papers are graded.
  - Not contributing to the group in collaborative or cooperative group situation.
  - Looking at another person's work.
  - Providing another person with answers or completed assignments.
- Plagiarism
  - Using someone else's work, ideas, or data without proper documentation.
    - Students must acknowledge the use of another person's work through proper formatting, referencing of someone else's work.
- Forgery
- Fabrication
  - Presenting written or oral work/statements known by the student to be false.
- Theft of school owned instructional materials/equipment.
- Improper or unauthorized access to computer programs/records.
  - Entry into any school owned or operated property, documents, records, or files.
- Use of digital applications to complete homework when not authorized.
- Obtaining grades or credit through dishonest means.

What is the policy for academic dishonesty and misconduct?

- Any infraction of the academic misconduct code mentioned above will result in referral to the Administrative Plan and potential grade reduction based on teacher discretion.
- It is the responsibility of the student to clearly understand the expectations of this policy and corresponding consequences.
- Students must clearly understand the expectations held in each classroom setting related to testing, completion of daily homework, individual and group projects.
- Instructors are expected to clarify expectations for students, and students are responsible for seeking clarification with instructors when questions arise.

Academic Expectation for Student at Risk of Failing

What happens at school if my child is at risk of failing?

- Teachers of Kinder-3rd grade students are expected to keep weekly accurate records and report to the principal any student who is failing in their classroom.
- Teachers of 4th-12th grade students are expected to keep weekly accurate records in Infinite Campus.
    - Eligibility for students at risk of failing is based on a weekly evaluation of students' academic progress.
    - Every Tuesday by the end of 8th period students' grades will be gathered to determine any K-12 student failing a class.
    - Students in K-3 will be notified by their teacher.
    - Students in 4-12 will be notified by activities director, principal, or classroom teacher.
    - The students will meet with teachers in failing classes and call their parents to explain they are at risk of failing.

Can my child still participate in activities if they are academically ineligible?

- SEE ACTIVITIES SECTION OF THE STUDENT HANDBOOK FOR FURTHER INFORMATION PERTAINING TO EXTRACURRICULAR ELIGIBILITY PARTICIPATION DUE TO FAILING GRADES.

Academic Failure, Promotion, and Retention

How is the decision made to promote or retain a student?

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

Academic Honors

What are academic honors?

- The Savage School District will recognize the following quarterly achievements:
    - Principal's list—4.00-3.50 GPA
    - Honor Roll—3.49-3.00 GPA

Valedictorian or Salutatorian

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

- Must be enrolled as a full-time student.
- Must be in attendance at the campus of the Savage High School.
- Must have completed the College Preparatory or Rigorous track requirements.
    - Should there be no student in the College Preparatory or Rigorous track requirements, the minimum Graduate requirements will be considered.
- A transfer student must attend Savage High School a minimum of the second semester of the junior year and all of the senior year.
- Must have the highest and next highest-grade point average (rounded to the nearest hundredth) for 4 years. The selection of these students will be based on grade point average after their 7th semester.

- If there is a tie, selection is based on the following precedence, and the selection of these students will be based on grade point average after their 8th semester.

    1. Rigorous Track
    2. College Preparatory
    3. Graduate

Advanced Placement and Honors Courses

What qualifies a student to take an Advanced Placement, (AP) class?

- A student must take an AP test and pass with 3 out of 5 to receive credit to enter the course.

How are advanced placement courses weighted?

- Advanced Placement courses will be weighted and given 5/4-point value in determining GPA.
- The idea is to encourage students to take junior and senior level math and science courses as electives.
    - Any college course taken for dual credit over 100 level.
    - Advanced placement courses will be under the approval of Administration, one content teacher and one other high school teacher.

Graduation Requirements

What are the graduation requirements?

CREDITS FOR GRADUATION

- Savage offers 3 tracks for students to pursue:
    - Graduation
    - College Preparatory
    - Rigorous
- Students graduating from Savage High School must have a minimum of at least 24 credits.
- However, the Board will encourage all students to exceed the minimum.
- Students graduating from Savage High School must have at least the following credits prior to graduation.
- Correspondence or Early Start College credits may be used to meet these required courses only as a replacement for a failure of the local required offering.

Graduation Track

What are the requirements to complete the Graduation Track?

I.	English: I, II, III, IV	4 credits
II.	Social Studies: U.S. History, American Government, and World History	3 credits
III.	Mathematics: Algebra and Geometry	2 credits
IV.	Science: Earth Science and Biology	2 credits
V.	Fine Arts: Band, Chorus, or Art	1 credit
VI.	Vocational/Technical	2 credits
VII.	Health and Physical Education	2 credits
VIII.	Electives	8 credits

College Preparatory Track

What is the College Preparatory Track?

- The college preparatory track is the minimum college preparatory program for students who wish to enter a 4-year campus of the Montana University system.
- What are the requirements to complete the College Preparatory Track?

I. English: I, II, III, IV_____4 credits

II. Social Studies: U.S. History, American Government, and World History_____3 credits

III. Mathematics: Algebra, Geometry, and Algebra II_____3 credits

IV. Science: Earth Science and Biology_____ 2 credits

V. Fine Arts: Band, Chorus, or Art_____1 credit

VI. Vocational/Technical_____2 credits

VII. Health and Physical Education _____2 credits

VIII. Electives_____7 credits

2 of which MUST come from the following:

- World Language: preferably 2 years
- Computer Science
- Visual or Performing Arts
- Vocational Education

*Includes the vocational/technical credits earned above.

Rigorous Track

What is the Rigorous Track?

- The rigorous track was created as an alternative to the mathematics proficiency expectations of the Montana University System.
- The rigorous track is also the criteria for MUS Honors Scholarship. (Grades must be C or better.)
- What are the requirements to complete the Rigorous Track?

I. English: I, II, III, IV_____4 credits

II. Social Studies: U.S. History, American Government, and World History_____3 credits

III. Mathematics: Algebra I, Geometry, Algebra II, and Pre-Calculus_____ 4 credits
(Courses shall include ***Algebra I, Geometry, and Algebra II and a course beyond Algebra II, or Integrated Math III*** (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or Integrated Math IV.)

IV. Science: Earth Science, Biology, Physical Science, Physics (I, II), Chemistry (I, II)_3 credits
(These must be Lab Science courses such as Physical Science, Earth Science, Biology, Chemistry, Anatomy and Physiology, or Physics.)

****Alternate Rigorous Core Math/Science Combination: Based on course availability, 3 years of mathematics, including a course beyond Algebra II and 4 years of laboratory science, may be substituted for the 4 years of math**

V. Fine Arts: Band, Chorus, or Art_____1 credit

VI. Vocational/Technical_____2 credits

VII. Health and Physical Education _____2 credits

VIII. Electives_____7 credits

3 of which MUST come from the following:

- World Language: preferably 2 years
- Computer Science
- Visual or Performing Arts
- Vocational Education

*Includes the vocational/technical credits earned above.

Courses, Credits, and Eligibility

What courses count towards my student's GPA?

- All classes except for non-dual credit college courses will count towards a student's GPA.

College Credit Only, Dual Enrollment, and Concurrent Enrollment

What is dual enrollment/dual credit courses as defined by the state of Montana?

- College Credit Only Courses
  - Students receive college credit for courses taken from a post-secondary institution but do not receive high school credit. Students may or may not be taking these courses during the school day.

- Dual Credit Courses
  - Students receive both college credit and high school credit for courses taken from a post-secondary institution. Students may or may not be taking these courses during the school day. The faculty member must have an appropriate K-12 license and endorsement in the subject taught or a Class 8 license.

- Concurrent Enrollment Courses
  - The District offers these courses during the school day and they are taught by district high school faculty who have been approved by the post-secondary institution to teach these college level courses. Students receive both high school and college credit for the completed course.

College Courses

What are Savage Public School's requirements to take an on-line college class?

- A School Access FERPA Agreement form needs to be signed between the school entities by the parents and student. The college of record provides those forms.
- The Savage School Administrative Assistant will check weekly to meet course requirements.
- Two college courses maximum per semester allowed during school hours.
- If a college course is failed or dropped, the student will no longer be allowed to take college classes during school hours for the remainder of the school year.
  - The student will then be required to take Accelerated Reader, AR for the full amount of 135 points required for that semester that failed or dropped course occurred.
  - Note: Students, remember that more time may be needed to complete college courses outside of the school day.

Savage Courses

What courses are offered at Savage High School and how many credits are they worth?

LANGUAGE	4 required
**English I, II, III, IV	1 credit each
Creative writing or Introduction to Literature (dual enrollment)	1 credit/semester
Speech and Public Speaking will be incorporated into each year of English.	

MATH	2 required
**Algebra, Geometry	1 credit each
Algebra II	1 credit
Pre-Algebra	1 credit
Algebra B	1 credit
Algebra 1 ½	1 credit
Geometry B	1 credit
Consumer Math	1 credit
Pre-Calculus	1 credit
Calculus	1 credit
College Prep	1 credit
Applied Math	1 credit
Financial Literacy (State requirement by senior year.)	½ credit
(This course may be taught by a certified Business Teacher.)	

SCIENCE	2 required
**Earth Science	1 credit
**Biology	1 credit
Chemistry I, II	1 credit
Organic Chemistry	1 credit
Physics I, II	1 credit
Advanced Biology	1 credit
Anatomy and Physiology	1 credit
Zoology	1 credit
Comprehensive Agriculture	1 credit

SOCIAL STUDIES	3 required
**World History	1 credit
**U.S. History	1 credit
**Government	1 credit
Psychology (Dual enrollment)	1 credit/semester
Psychology	½ credit semester
Current Events	½ credit semester

Career Technology Education (vocational, industrial, and technology)	2 required
**Technological Literacy	1 credit
Accounting I, II (Dual enrollment)	1 credit/semester
Annual	1 credit
Computer Aided Drafting	1 credit
Vocational Careers/Mechanics	1 credit each
Applied Math	1 credit
Career Exploration	1 credit
Microsoft Office	1/2 credit

Welding	1 credit
Nelson Academy Ag related courses: See Administration for further information.	

ARTS	1 required
Band	1 credit
Chorus	1 credit
Theatrical Art	1 credit
Studio Art (courses vary each year)	1 credit
Advanced Art	1 credit
Art History (concurrent enrollment pending paperwork)	1 credit
Elements and Principles of Art (concurrent enrollment)	1 credit

P.E. / HEALTH	2 required
**PE 9	1 credit
**PE 10	1 credit
Weightlifting	1 credit
Sports/Nutrition	1 credit
Officiating	1 credit

OTHER ELECTIVES	7 or 8 required (pending track)
Accelerated Reading	1 credit
Foreign Language (MTDA)	½ credit per semester
Teacher's Aide and/or Internship (Jrs./Srs. Only)	½ credit per semester
Digital Academy Courses (MTDA)	½ credit per semester
Business Law	1 credit
College and Dual Enrollment College Courses (semester classes)	1 credit per semester
Concurrent Enrollment College Courses (1 HS Year)	1 credit HS Yr./1 credit col. Sem.

16 Required + 8 Electives = 24 Total

- Course offerings may vary each year
- **Mandatory Courses for Minimum of Graduation
- MTDA = Montana Digital Academy (Various Courses are available on MTDA)

National Honor Society Eligibility

What are the requirements to become a member of the National Honor Society?

- Be a student in grades 10-12 with a cumulative grade point average of 3.5 or better.
- Must be on track of rigorous or college preparatory.
- Meet the following evaluation criteria of the Four Pillars of NHS:
  - Scholarship
  - Service
  - Leadership
  - Character

Montana High School Association Eligibility

What is the Montana High School Association (MHSA) Eligibility criteria to participate in Association Contests? (Cited from the MHSA Handbook)

2.1 A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). Exception: students who are enrolled and participating in a

transformational learning program in their school that meets a district's proficiency-based learning requirements pursuant to the adopted policies of the local school board is exempt from the ten hours per week bricks and mortar requirement. Exception: Non-public or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities with the following stipulations:

1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).

2) The same rules of the MHSA apply including age, semesters and academics (see #3).

3) The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal. Academic eligibility includes provisions 2.2, 2.3 and 2.4.

4) The student may only participate in the school in the student's attendance area and cannot transfer. Exception – Home school or nonpublic school students who resides in a school district with more than one high school can participate in extracurricular activities at any high school in their district if approved by the school district. Districts that enforce attendance area restrictions may enforce those restrictions with home and nonpublic school students. Once a student participates in any extracurricular activity in a particular school, that is the only school that the student may participate at during the student's high school activities career. There is no transfer in district after the initial approval.

2.2 A grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format utilized (i.e. block, traditional, trimester etc.).

2.3 A student must have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any eighth-grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school's athletic teams. If the school prohibits participation by eighth grade students, this action by the local school will not be subject to review by the MHSA or its Executive Board.

2.4 A student must have received a passing grade and received credit in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was enrolled.

2.5 If a student is assigned an "incomplete" or a "condition" in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final.

2.6 In the case of two or more schools entering into a cooperative sponsorship of activities, a student enrolled as a student and otherwise satisfying eligibility requirements would be eligible to participate in any activity sponsored by the school, regardless of whether the activity is sponsored only by the school or in conjunction and cooperation with another school, without being in violation of Article II, Section 2

2.7 No student may establish eligibility concurrently at two member schools. Dual enrollment is not recognized for the purpose of eligibility in MHSA activities. A home school or nonpublic school student who participates at a MHSA member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.

2.8 This rule is not applicable to IDEA '04 and Section 504 students when their individual education plans (IEP) under IDEA or their educational accommodation plans under Section 504 certify that the students are not required to meet this minimum academic to have passed 20 hours of prepared work per week. However, all students must be enrolled in twenty hours per week and in regular attendance in ten hours per week. Special education or Section 504 certification that the student is not required to meet the minimum academic requirements may not be enacted retroactively (after grades have been assigned at the end of the previous semester).

2.9 The second semester begins on Monday morning following the week in which the first semester ends. A student who becomes eligible the second semester would then become eligible on Monday morning. A student who becomes ineligible the second semester would become ineligible on Monday morning.

NCAA and NAIA Sports Eligibility

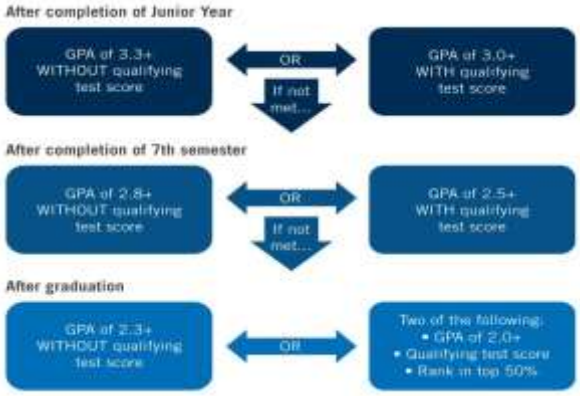
What are the NCAA and NAIA eligibility requirements?

- NCAA Division 1 eligibility requirements
    - For high school athletes graduating in 2024 and beyond (based on typical requirements from previous years):
        - Graduate high school
        - Earn a core course GPA of 2.3 or higher
        - Complete 16 core courses
            - 4 years of English
            - 3 years of math (Algebra 1 or higher)
            - 2 years of natural/physical science
                - 1 year must be lab science if your school offers it.
        - 1 additional year of English, math or natural/physical science
        - 2 years of social science
        - 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
        - You must complete 10 of the core courses by the end of your junior year (before the start of your seventh semester). Seven of the 10 core courses need to be in English, math or natural/physical science. The grades in these seven courses will be "locked in," meaning you will not be allowed to retake them to improve your grades.
        - Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division 1 sliding scale.
        - Receive final certification on your amateurism status via the NCAA Eligibility Center

- NCAA Division 2 eligibility requirements
    - For high school athletes graduating in 2024 and beyond (based on typical requirements from previous years):

- Graduate high school
- Earn a core course GPA of 2.2 or higher
- Complete 16 core courses
    - 3 years of English
    - 2 years of math (Algebra 1 or higher)
    - 2 years of natural/physical science
        - 1 year must be lab science if your school offers it
    - 3 additional years of English, math or natural/physical science
    - 2 years of social science
    - 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division II sliding scale.
- Receive final certification on your amateurism status via the NCAA Eligibility Center

- NAIA eligibility requirements for U.S. Freshmen
    - To be academically eligible, a student needs to meet one of the freshmen eligibility options that are shown in the graphic below. Transfer students or those who took a break between high school and college will need to fulfill additional requirements.
    - To get started, student-athletes must register with the NAIA Eligibility Center, creating a profile at PlayNAIA.org. In order to determine they meet these requirements, student-athletes must send the NAIA specific documentation. We provide more details about the NAIA eligibility requirements, as well as the documents that prospects must provide.



Section VII: Technology

Personal Computers, Cell Phones, and Electronic Devices

Can students have personal computers, cell phones, iPods, or any other electronic devices at school?

- *Students are not allowed to have personal computers on campus.*
- *School issued devices will be used only.*
- *No personal electronic devices are allowed during school hours. They will be checked in and secured in the designated areas.*
- *Students will check in all electronic communication devices upon arriving on campus, including but not limited to eg. smart watches, cellphones, tablets, etc.*

- Possession and use of cellular phones, pagers, iPods and all electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein.
- At no time will any person operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such an operation may violate the privacy right of another person.
- Any student found to be guilty of taking pictures deemed inappropriate or using their cell phones inappropriately (i.e. cyber bullying) will be subject to disciplinary action including suspension and / or expulsion.
- Devices for Pre-K through 5th grade will put their communication devices in a pocket holder in their first period class. Grades 6-12 will put their communication devices in the locked boxes located in the cafeteria Pre-K-12 will be allowed to get them after school.
- No use of phones/devices allowed in the lunchroom during lunch period.
- No phones/devices will be allowed in lockers.
- Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment; therefore, unauthorized use is grounds for confiscation of the device by the school officials, including classroom teachers.
- Confiscated devices will be returned under the following conditions:
    - 1st offense: warning the student and returned at the end of the day.
    - 2nd offense: 30 minutes of detention served over 2 days and parent must remove the phone.
    - 3rd offense: 1 hour of detention served over 2 days and parent must remove the phone.
    - Successive offenses: at the discretion of administration.

Child Safety GPS and Audio Child Tracking/Monitoring Systems

What are the expectations for parents and students on using GPC, audio child tracking, and monitoring systems?

- Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school.
- This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent.
- Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary.
- The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days.
- Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any “Listen-In” feature is disabled during school hours due to privacy concerns.

Computer Usage & Internet Policy

Who has access to the internet?

The following people are entitled to use the school’s internet access:

- All Savage School District employees

- All Savage School District students

What is the acceptable usage policy for the internet?

- The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- The system administrators will deem what is inappropriate use.
- The system administrators may close an account at any time as necessary.
- The District has the right to restrict or terminate internet access at any time for any reason.
- The District further has the right to monitor internet activity in any form that it sees fit to maintain the integrity of the network.
- The purpose of Savage School Internet access is to support research and education by providing access to unique resources and opportunities.
- The use of individual accounts must be in support of education and research and must be consistent with the educational objectives of the Savage School Districts.
- The provider of internet service also has acceptable use policies and users must comply with the rules appropriate for that network.
- Transmission of any material in violation of any US or State regulation is prohibited and violators will be referred to the proper authorities.
- This includes, but is not limited to:
    - Copyrighted material
    - Threatening or obscene material
    - Material protected by trade secret
- Use for commercial activities is not acceptable.
- Use for product advertisements or political lobbying is also prohibited.
- FAILURE TO ADHERE TO THIS POLICY AND ITS GUIDELINES MAY RESULT IN SUSPENDING OR REVOKING THE OFFENDER'S PRIVILEGES FOR INTERNET ACCESS AND MAY RESULT IN REFERRAL TO ADMINISTRATION FOR SCHOOL DISCIPLINARY ACTION.

What is network etiquette?

- Internet users are expected to abide by the generally accepted rules of network etiquette.
- These include (but are not limited to) the following:
- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. DO NOT swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or phone numbers of yourself, students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- People who operate the system do have access to all mail.
- Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Who is responsible for any issues caused by the internet?

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

What is the network security policy?

Security on any computer system is a high priority, especially when the system involves many other users.

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

What is the network vandalism policy?

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

Section VIII: General Rules and Expectations

Complaints by Students and Parents

What is the procedure should a student and parent have a complaint?

- Student or parent complaints or concerns usually can be addressed simply — by a phone call or a conference with the teacher.
- Complaints and concerns that cannot be handled by the teacher or coach, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex discrimination, and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office or the school website.
- If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with the District Principal under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

- Some complaints require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

Title IX Grievance Procedure

What is the complaint is a Title IX issue?

- Students shall use the Title IX Grievance Procedure to address complaints/concerns about sex discrimination. A copy of the Title IX Grievance Procedures can be obtained on the District's website or any District or school office or by contacting the Title IX Coordinator, Michelle Miller.
- Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's or any District or school office or by contacting Angella Nelson, Principal.
- Students shall use the Homeless Liaison and McKinney-Vento Grievance Procedure to address complaints/concerns about discrimination. A copy of the Grievance Procedures can be obtained on the District's or any District or school office or by contacting Angella Nelson, Principal.

Distribution of Materials

Who has the ability to produce school materials and publications?

- All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum.
- School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission.
- School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

What Non-School Materials can or cannot be distributed?

- Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted.
- Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.
- Prior approval must be obtained before displaying these materials. Materials should be submitted to Angella Nelson, Principal at least one week prior to the requested distribution.
- Any student who posts material without prior approval will be subject to disciplinary action.

18 Years Old and Older

Do all of the rules apply to my child if they are 18 years old or older?

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

Food and Drink

Can my child bring food or drinks to the building/their classroom?

- Approved beverages may be consumed in designated areas in the school building. The beverages need to have a lid on at all times. NO ENERGY DRINKS ALLOWED.
- It is up to the discretion of individual teachers if food and beverages are allowed in their classroom.
- Food and drink may be brought to class on special occasions that have been approved by the teacher.
- Sunflower seed chewing is not allowed in the building.
- Healthy food and drink in wrappers or containers that close may be kept in student lockers for convenience but must be removed from lockers at the end of each week. No unwrapped food or open top drinks.

Can my child take food from the cafeteria to eat later?

- No food is to be taken from the cafeteria unless approved by school administration.

Law Enforcement

What is the process of questioning students?

- Law enforcement or social service workers must contact students through the administrative office.
- Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school.
- When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:
    - The principal shall verify and record the identity of the officer or other authority.
    - If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school.
    - If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place.
    - Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
    - The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
    - In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
    - Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
    - Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

What is the law and school process if a student is taken into custody?

- State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest.

- To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.
- The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents.
- Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

What is Service of Process?

- At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons).
- Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment.
- If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service.
- Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session.
- Service on a student will be accomplished out of the view of other students in the administration offices.

Religious Practices and Prayer

What is allowed in school for religious practices and prayer for a student(s)?

- Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school.
- Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive.
- The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.
- Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

What is allowed for students who want to study religion?

- Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups.
- This study will give neither preferential nor derogatory treatment to any religion or religious belief.
- The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum.
- A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

School Bulletin Boards

Can my student post on the school bulletin boards?

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

School Dances

Can my student leave a dance and come back later?

- A student attending is not allowed to exit and re-enter during the dance. Once the student is out, the student stays out.

What are the rules for school dances?

- Regular rules as outlined in this handbook are in effect at all dances.
- All students will breathalyzed before Grand March of prom.

Can my child bring a friend to a dance from out of district?

- Any non-Savage student needs to be registered at the office before he or she can attend a dance.
- Savage students with non-Savage student guests are responsible for their guest's conduct.

School Dress Code

What should I wear to school?

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

What is the "Four B's" rule?

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

- Guidelines that will apply to the student dress code include:
  - Top clothing that does not reveal midriff, cleavage or underwear
  - No strapless tops
  - Shorts, skirts, and dresses that pass mid-thigh
  - No see-through leggings
  - No clothing with offensive, obscene or suggestive prints, lettering or picture, or clothing that advertises alcohol, tobacco or questionable products.
  - In cases where there is a question about the appropriateness of any item of attire, the superintendent will determine what is appropriate!
- Students with inappropriate clothing will either remain in the office until more appropriate clothing is brought from home or school clothing is issued.
  - Any school time missed will be considered as being absent and disciplined as such.

What are the rules for caps and hats?

- Students will remove caps and hats and always leave them off in the school building during the school day.
- Should there be a hat day for school spirit, hats and caps will be allowed.

School Trips/Field Trips

How do field trips work?

- When field trips are taken in conjunction with the curriculum, parents will be informed as to where and when students will be going.
- If the parent objects to their student attending the function, it will be the parent's responsibility to notify the school.
- Some field trips will require a parent consent form.
    - Students will be given ample time (3-5 days) to return all consent forms.
    - Failure to return a consent form will result in students not being allowed to attend the field trip.
- All field trips are a privilege and not a student right.
- Student behavior, academic progress, and attitude are considering factors when determining a student's participation in a school-sponsored field trip.
    - If your child is unable to attend the field trip, for any reason other than failure to return a consent form, the classroom teacher will notify the parent.
    - If a student is not allowed to go on a field trip, they are still expected to attend school on that day.
    - Administration determines whether or not the student is unable to attend a field trip.

How do school trips work?

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

Senior Class Educational Trip

What are the rules and expectations for the senior class educational trip?

- The School Board has adopted the following criteria to be completed prior to their approval of educational trips for Savage High School senior classes:
- A detailed plan of the trip must be submitted to the Board by the end of April of the class's junior year.
    - The plan will include all proposed educational sites (more than one site per day) to be visited during the trip in a daily log format.
    - The plan will show verified estimates of travel, room and board costs for the trip.
    - The plan should include a daily money disbursement to students for meals.
    - The students must confine themselves to this amount and NOT request additional funds from chaperones.
    - The plan will include a budget analysis that includes the following: current balance, projected expenditures (trip through graduation), and projected regular revenues.
    - If the budget analysis reveals a need for additional fund raising, a list of proposed fund-raising activities will be submitted with the plan.
    - Fundraising activities must have pre-approval of an Administrator who will give consideration to all the fund-raising needs of the school and school support groups.
    - Dates must be established for fund-raising activities and for reaching the fund-raising goal.

  - Senior class advisors will have the seniors before graduation determine what school funds will their remaining funds be donated to in accordance to financial and audit requirements.
- The Board, Superintendent and Class Advisors will choose appropriate chaperones in supervising the trip.
- The trip will need to be totally funded by Class Funds and Class Fund Raising Activities.
- Final trip approval will be considered by the Board in January.
  - The senior class will present a final trip to the administration one week prior to the regular January meeting.
  - This updated plan will be a detailed itinerary including meal plans, educational sites (length of tours), travel times to sites, etc.
  - The updated plan will include a current financial statement and any other pertinent information.

What are the individual student requirements for the senior class educational trip?

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

Search and Seizures

What rights does the district have for search and seizure of students and personal property located on school property?

- To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

- District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

- School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce

evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

- Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons.

- In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

- School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion.

- If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

- Evidence produced by a search may be used in a disciplinary proceeding against the student.

Student Lockers

What should students know about school lockers?

- All students will be issued ONE locker.
- This locker will be kept neat and clean.
- Food and drink in wrappers or containers that close may be kept in student lockers for convenience but must be removed from lockers at the end of each week. No unwrapped food or open top drinks.
- Savage Schools has the authority to inspect, supervise and search individual student lockers.
- The school assumes no responsibility for items lost or stolen from lockers.
- Do not leave valuables in your locker.
- If you want to lock your locker you may get a lock from the office. You will be required to give a $10.00 deposit which will be returned when the lock is returned to the office.

Student Vehicle Use

Can my student use their vehicle during the school day?

- Unless specific permission is granted by the superintendent, students who drive to school are not to be in their cars during the school day.

- No student will be allowed to ride in or drive any vehicles during the school day without the specific permission of the principal or superintendent.
- Students who drive to school will park their vehicle in the north Industrial Arts or the Commons parking lots.
- All student vehicles need to be out of the right of way of the streets.

Study Hall/Study Skills

What are the expectations for a study hall/study skill period?

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

Teacher Workroom

Can students use the teacher's workroom?

- Students who are teacher aides may use the workroom with approval from the teacher who they are an aide for.
- A list of aides will be posted in the workroom.
- Other students need approval from the office or adult supervision.

Can students use the copy machine?

- Students who are teacher aides may use the copy machine with approval from the teacher they aide.
- Other students need approval from the office.
- School material will be copied free of charge.
- All non-school material will be copied at $.25 per copy to be paid for at the time the copies are made.

Weapons

- It is the policy of the Savage Public School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.
- In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.
- In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy.
- Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

What is the definition of a firearm?

- For the purposes of the firearms, the term "firearm" means:
    - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    - The frame or receiver of any such weapon;

  - Any firearm muffler or firearm silencer; or
  - Any destructive device pursuant to 18 U.S.C. 921 (4).

Can a firearm or weapon be brought to school?

- The District does not allow weapons on school property.
- Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy.

What is the definition of a weapon?

- For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; num-chucks (also known as nun-chucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon Refer to Policy 3311
-

Weight Room/Gym Usage

When are the school weight room and gym available?

- Availability of the facilities for major functions should be coordinated through the Savage School Activities Director.
- Use of school facilities for school purposes has precedence over all other uses.
- Availability of the facilities for major functions should be coordinated through the Savage School Activities Director.

When are the supervision and usage requirements of the weight room and gym?

- Each user, including a non-school group, must complete and sign a School District Facility Use Agreement form (4430) and fill out a Weight Room/Gym Usage form prior to using the facilities or receiving an access FOB.
- Facility Use and Weight Room/Gym Usage Forms are available in the school district office.
- The usage agreement is for access to the gym and weight room only.
- Adequate supervision is required at all times.
  - All children and students must be under close adult supervision at all times in order to use the facility.
  - There should be at least one adult supervisor for every 12 child participants.
  - Use of the weight room by single individuals is prohibited.
  - Any person using the weight room must be closely supervised by an adult and have a spotter.
  - The supervisor(s) will be responsible for the actions of the participants in his/her activity.
- Supervisor(s) and group are responsible for sweeping the floor and keeping use areas free of litter.
- Failure to abide by these stipulations and requirements, or any irresponsible or negligent actions, may result in loss of rights to use the facilities.

FOB Policy

What is the FOB policy?

- To be eligible for an access FOB you must be an adult resident of the community (18 years old).
- Savage School students are not eligible to receive a FOB– including those who are 18 years of age.

- Each FOB holder will submit a non-refundable $10 deposit to the district.
- This is a one-time fee unless your FOB is invalidated.
- Inform the school district office if the access code is lost or stolen.
- FOBs must be only used by the registered user.
- Guests may accompany the user.
- Registered FOB users are responsible for their guests – both adults and students.
- Misuse of FOBs will result in the invalidation of the FOB and loss of access to Savage School District facilities.

Section IX: Discipline and Student Conduct

Clarification of Discipline

What is the thinking behind our discipline policy?

- The Savage School Board and Administration expect all students to demonstrate responsible behavior that reflects good citizenship, as required in a public education setting.
- Self-discipline and accountability are essential. While public education is a right under Montana law, it is subject to compliance with behavioral expectations and school policies (MCA 20-5-201).
- Students who fail to meet conduct requirements may face disciplinary action, including suspension or expulsion, in accordance with due process and applicable law (MCA 20-5-202 and 20-5-203).
- Students represent the school, their families, and the community at all school-sponsored events and are expected to conduct themselves accordingly.
- Appropriate behavior is required at all times on school property, in school buildings, on buses, and at school functions on or off campus.
- Students who violate school rules will be informed of the rule broken and the disciplinary action taken.
- Before consequences are imposed, students will be told the specific behavior or offense and a behavior report will be filed with administration.
- Students will be given the opportunity to respond to the allegation with both staff and administration, in accordance with due process requirements.

What are the general student conduct rules of Savage Public School for students to take advantage of available learning opportunities and to be productive members of our campus community?

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner and exercise self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.

- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Conduct Rules and Expectations

What are the classroom rules and expectations to achieve the best possible learning environment for our students, the Savage District's rules and discipline will apply?

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally affects the climate or efficient operations of the school.

Discipline of Students

Administrative Discipline Chart

How does the administrative discipline chart work?

- *Administrative action for any handbook violation may begin with any step as deemed appropriate in the administrator's sole judgment,*

Detention

How does detention work?

- For minor infractions of school rules and regulations, or for minor misconduct, staff may assign students after school detention to be served with that staff member.
- Parents will be notified the day that detention is assigned via a detention slip sent home with the student.
- Failure to meet detention requirements will result in a 1st offense relative to the Administrative Plan.

Expulsion

How does expulsion work?

- Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services.
- Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard.
- After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

Suspension

How does In-School Suspension work?

- The student will be placed at a desk in the office or in an unoccupied room away from the other students.
- The student will be required to work on classroom assignments.
- The student will not be allowed to talk or sleep.

- The student will not be allowed to use digital media other than for homework purposes.
- No phones will be allowed.
- The administration will bring the student lunch.
- The student may take bathroom breaks with the permission of the office staff.

How does Out-of-School Suspension work?

- Students assigned OSS will not be allowed in the school building on the day OSS is assigned.
- An admittance slip is required upon return.

Students with Disabilities

What are the laws of suspension and expulsion for students with disabilities?

- Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

Disciplinary Chart of Student Conduct

When is a student in violation of the Disciplinary Chart?

- When a student displays behaviors that are infractions listed of the chart on the following pages.

• USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING TOBACCO PRODUCTS, AND ALTERNATICE NICOTINE AND VAPOR PRODUCTS AS DEFINED IN 13-11-302, MCA.		
Offense	**1st Offense**	**2nd/Additional Offenses**
Using, Possessing, Distributing, Selling, or Purchasing tobacco products, alternative nicotine, and/or vapor products.	1–3-day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.	3–5-day suspension, parent notification and/or parent conference, and referral to law enforcement. Additional interventions as assigned.

USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING ALCOHOLIC BEVERAGES, INCLUDING POWDERED ALCOHOL.		
Offense	**1st Offense**	**2nd/Additional Offenses**
Under the influence, in possession, distributing, purchasing and/or selling of any alcoholic beverage.	5–10-day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Addition interventions as assigned.	10-day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion of up to 180 days. Addition interventions as assigned.

USING, POSSESSING DISTRIBUTING, PURCHASING, OR SELLING DRUG PARAPHERNALIA, ILLEGAL DRUGS, MARIJUANA, CONTROLLED SUBSTANCES, OR ANY SUBSTANCE WHICH IS REPRESENTED TO BE OR LOOKS LIKE A NARCOTIC DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, DEPRESSANT, OR INTOXICANT OF ANY KIND, INCLUDING SUCH SUBSTANCES THAT CONTAIN CHEMICALS WHICH PRODUCE THE SAME EFFECT OF ILLEGAL SUBSTANCES INCLUDING BUT NOT LIMITED TO SPICE AND K2		
Offense	**1st Offense**	**2nd Additional Offenses**
Under the influence, in possession, distributing, purchasing and/or selling of any of any illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5–10-day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Addition interventions as assigned.	10-day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion of up to 180 days. Addition interventions as assigned.

USING, POSSESSING, CONTROLLING, OR TRANSFERRING A FIREARM OR OTHER WEAPON IN VIOLATION OF BOARD POLICY 3311.
1st Offense
Confiscation of device(s), 10 day suspension, parent conference and recommendation for expulsion for 180 days, Referral to law enforcement. Parent/Student liable for damages.

USING, POSSESSING, CONTROLLING, OR TRANSFERRING ANY OBJECT THAT COULD REASONABLY BE CONSIDERED OR USED AS A WEAPON AS REFERRRED TO IN BOARD POLICY 3311.
1st Offense
Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days. Parent conference and referral to law enforcement.

DISOBEYING DIRECTIVES FROM STAFF MEMBERS OR SCHOOL OFFICIALS OR DISOBEYING RULES AND REGULATION GOVERNING STUDENT CONDUCT.		
1st Offense	**2nd Offense**	**Additional Offenses**
Loss of student/bus privileges -1-day suspension and parent notification.	1–2-day suspension and parent notification.	3–10-day suspension and parent conference.

USING VIOLENCE, FORCE, NOISE, COERCION, THREATS, INTIMIDATION, FEAR, OR OTHER COMPARABLE CONDUCT TOWARD ANYONE OR URGING OTHER STUDENTS TO ENGAGE IN SUCH CONDUCT.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Willful disregard for the safety of others or self (MCA 45-5-207). Committing acts that may endanger other students, including but not limited to: throwing snowballs, potentially dangerous objects, rubber bands, running in crowded areas, or pushing and shoving.	Detention - 3-day suspension and parent notification. Additional interventions as assigned.	1–3-day suspension and parent notification. Additional interventions as assigned.	3–5-day suspension and parent conference. Additional interventions as assigned.
Abusive, threatening, willfully defiant behavior or verbal/physical altercation (MCA 45-8-101). Typically, this is a mutually joined altercation or conflict between students.	Detention - 3-day suspension and parent notification. Additional interventions as assigned.	3–5-day suspension and parent notification and additional interventions as assigned.	5-day suspension. Parent conference. Referral to law enforcement. Additional interventions as assigned.
Fighting and/or inciting a fight (MCA 45-8-101). Typically, this is a mutually joined altercation between students.	3–5-day suspension and parent notification. Possible referral to law enforcement. Additional interventions as assigned.	5–10-day suspension and parent conference. Possible referral to law enforcement. Possible recommendation for expulsion up to 45 days. Additional interventions as assigned.	5–10-day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.
Assault (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214)	5–10-day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 45 days.	5–10-day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 45 days.	5–10-day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 180 days.

COMMITTED AN OBSCENE ACT OR ENGAGED IN PROFANITY OR VULGARITY (MCA 45-8-101, 45-5-504, 45-8-201).			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Profanity/Unacceptable language (MCA 45-8-101)	Detention - 1 day suspension and parent notification.	1-3 days suspension and parent Notification.	3-5 days suspension and parent conference.
Profanity, obscene acts or gestures toward staff, habitual profanity (MCA 45-8-101)	1-3 days suspension and parent notification. Possible referral to law enforcement.	4-day suspension and required parent conference. Possible referral to law enforcement.	5-day suspension and parent conference. Referral to law enforcement.
Obscene gestures or unsanitary acts (MCA 45-8-101, 45-5-504)	1-3 days suspension and parent notification or conference.	3-5 days suspension and parent conference.	5-10 days suspension and parent conference. Possible referral to law enforcement.
Lewd Acts (MCA 45-8-201)	1-3 days suspension and parent notification or conference; possible referral to law enforcement and DPHHS.	3-5 days suspension and parent conference; possible referral to law enforcement and DPHHS.	5–10-day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up to 180 days.

CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO, OR STEALING/ATTEMPTING TO STEAL SCHOOL PROPERTY OR ANOTHER PERSON'S PROPERTY.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Arson – Lighting a fire on school property.	1–10-day suspension and parent conference. Referral	10-day suspension and parent conference. Referral to law	10-day suspension and parent conference. Referral to law

	to law enforcement, restitution, possible recommendation for expulsion for up to 45 days.	enforcement, restitution, and recommendation for expulsion for up to 90 days.	enforcement, restitution, and recommendation for expulsion for up to 180 days.
Vandalism - Willful damage to, or destruction or defacement of, school property or personal property of other students or adults.	Detention - 3-day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 45 days.	3–5-day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 90 days.	5-10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days.
Stealing or attempting to steal school property or private property belonging to other students or adults.	Detention - 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 for up to 90 days.
Knowingly receiving stolen school property or private poverty belonging to other students or adults.	Detention - 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.

ENGAGING IN ANY ACTIVITY THAT CONSTITUTES AN INTERFERENCE WITH SCHOOL PURPOSES OR AN EDUCATIONAL FUNCTION OR ANY OTHER DISRUPTIVE ACTIVITY.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
False fire/emergency alarm.	1–3-day suspension, restitution, and parent conference. 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.
Willful disobedience disrupting school activities; failure to follow directions.	Detention -1-day suspension and parent notification.	2-day suspension and parent notification.	3–10-day suspension and parent conference.
Unauthorized use of cell phones and personal electronic devices.	Confiscation of device, and parent must pick up the device from administrator.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator.	1–3-day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.
Possession of disruptive devices (beepers, pagers, unapproved electronic devices or other nuisance items).	Confiscate device and parent must pick up the device from administrator. Possible confiscation until year end.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until the year end.	Detention(s) or 1–3-day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until the year end.
Refusal to cooperate in an investigation and/or impeding an investigation.	1–3-day suspension and parent notification. Possible referral to law enforcement.	3–5-day suspension and parent conference. Possible referral to law enforcement.	5–10-day suspension and parent conference. Referral to law enforcement and recommendation for expulsion for up to 180 days.

UNEXCUSED ABSENTEEISM. TRUANCY STATUTES THE BOARD POLICY WILL BE UTILIZED FOR CHRONIC AND HABITUAL TRUANTS.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Attendance violation	Detention - 1 day suspension and parent notification.	1-3 days suspension. Attendance letters, parent conference, detention, and suspension. Citation by law enforcement, possible recommendation for expulsion up to 45 days.	3-5 days suspension. Attendance letters, parent conference, citation by law enforcement, and possible recommendation for expulsion for up to 90 days.
Closed campus policy violation such as but not limited to: Vehicular use during school hours.	1–3-day suspension and parent notification.	4-day suspension and parent conference.	5-day suspension and parent conference.

INTIMIDATION, HARASSMENT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, HAZING OR BULLYING; OR RETALIATION AGAINST ANY PERSON WHO ALLEGED MISCONDUT UNDER BOARD POLICY 3225 OR 3226 OR PARTICIPATED IN AN INVESTIGATION INTO ALLEGED MISCONDUCT UNDER BOARD POLICY 3225 OR 3226			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Creating a hostile environment - Remarks and/or actions directed toward a student or staff member	Detention - 1 day suspension and parent notification. Possible	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.

designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. Can be either physical or verbal.	additional interventions as assigned.		
Inappropriate display of affection.	Possible detention and parent notification.	Detention - 1 day suspension and parent conference.	1-3 days suspension and parent conference.
Sexual Harassment - Sexual remarks or physical actions directed at and/or perceived by the receiving student(s) or staff as designed to demean, intimidate, embarrass, tease/taunt, excluded or humiliate.	Due to the potential seriousness of this offense and the requirements of this section of the Montana Code Annotated, any infraction of this rule may result in suspension or recommendation for expulsion. The conduct described in board policy 3225 and 5012 must be considered.		
Bullying - Repeatedly doing mean or hurtful things designed to demean, intimidate, embarrass, tease/taunt, exclude or humiliate and the targeted party has a hard time defending him/herself.	Principal conference; detention - 2-day suspension and parent notification. Possible additional interventions as assigned.	Principal conference; 1-3 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible referral to law enforcement; and/or recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program. Additional interventions as assigned.

FORGING ANY SIGNATURE OR MAKING ANY FALSE ENTRY OR ATTEMPTING TO AUTHORIZE ANY DOCUMENT USED OR INTENDED TO BE USED IN CONNECTION WITH THE OPERATION OF A SCHOOL.		
1st Offense	**2nd Offense**	**Additional Offenses**
Detention - 1 day suspension and parent contact. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.

RECORDS OR CAUSES TO BE RECORDED A CONVERSATION BY USE OF A HIDDEN ELECTRONIC OR MECHANICAL DEVICE WHICH MAY INCLUDE ANY COMBINATION OF AUDIO OR VIDEO THAT REPRODUCES A HUMAN CONVERSATION WITHOUT THE KNOWLEDGE OF ALL PARTIES TO THE CONVERSATION.		
1st Offense	**2nd Offense**	**Additional Offenses**
Detention - 1 day suspension and parent contact. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.

ENGAGING IN ACADEMIC MISCONDUCT WHICH MAY INCLUDE BUT IS NOT LIMITED TO: CHEATING, UNAUTHORIZED SHARING OR EXAM RESPONSES OR GRADED ASSIGNMENT WORK, PLAGIARISM, ACCESSING WEBSITE OR ELECTRONIC RESOURCES WITHOUT AUTHORIZATION TO COMPLETE ASSIGNED COURSEWORK, CLAIMING AI GENERATED CONTENT AS ORIGINAL WORK, AND ANY OTHER ACT DESIGNED TO GIVE UNFAIR ACADEMIC ADVANTAGE TO THE STUDENT.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
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.
Academic dishonesty: Cheating, Plagiarism, use of AI Generated Content.	Detention -1-day suspension. Parent conference and recording of incident in disciplinary file.	1-3 days suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class.	3–5-day suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class.

VIOLATION OF SCHOOL DRESS CODE		
1st Offense	**2nd Offense**	**Additional Offenses**
Change clothes, possible detention, and parent notification.	Change clothes, 1 day suspension, and parent notification.	Change clothes, 2-day suspension, and parent notification.

MISSUSE OF THE INTERNET AND/OR SCHOOL NETWORK ENABLED DEVICES SUCH AS CHROMEBOOKS, LAPTOPS, TABLETS, AND DESKTOPS		
1st Offense	**2nd Offense**	**Additional Offenses**
Student loss of school computer privileges, parent notification and restitution	Detention - 3-day suspension, parent conference, banned from school computer use and possible referral to law enforcement.	5–10-day suspension, parent conference, banned from school computer use and possible referral to law enforcement.

ENGAGING IN GAMBLING FOR MONEY WHILE IN SCHOOL, ON SCHOOL PROPERTY, IN SCHOOL VEHICLES, WHILE ON SCHOOL-SPONSORED TRIPS, OR WHEN REPRESENTING THE SCHOOL DURING ACTIVITY OR ATHLETIC FUNCTIONS (23-5-158 MCA).

1st Offense	2nd Offense	Additional Offenses
Student loss of privilege; detention - 1 day suspension and parent notification.	1–3-day suspension and parent conference.	3–5-day suspension and parent conference.

INVOLVEMENT, AFFILIATION, OR ASSOCIATION WITH GANGS OR GANG ACTIVITY (BOARD POLICY 3611).			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Wear, possess, use, distribute, or sell any clothing, jewelry, emblem badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang.	Detention - 1 day suspension and parent notification. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.
Engage in acts, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or representative of any gang.	Detention - 1 day suspension and parent notification. Possible additional interventions as assigned.	1-2 days suspension, parent conference, and possible referral to law enforcement. Additional interventions as assigned.	3-10 days suspension, parent conference, and referral to law enforcement. Additional interventions as assigned.
Engage in acts furthering the interest of any gang or gang activity, including, but not limited to 1) soliciting membership, 2) soliciting any person to pay for protection or threatening another person, 3) painting, writing, inscribing gang-related graffiti, messages, symbols, or signs on school property, or 4) engaging in violence, extortion, or any other illegal act.	1 day of suspension and parent notification. Possible additional interventions as assigned.	1-3 days suspension, parent conference, and possible referral to law enforcement. Additional interventions as assigned.	3-10 days suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days.

FAILURE TO SERVE SCHOOL DETENTION		
1st Offense	**2nd Offense**	**Additional Offenses**
3-5 lunch detentions or 1 day suspension and parent notification.	1-2 days suspension, combination suspension/lunch detentions, and parent notification.	3-5 day suspension and parent notification.

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

Intimidation, Hazing, Harassment, Bullying,

Bullying, Harassment, Hazing

What is intimidation, hazing, harassment, and bullying?

- Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.
- Bullying does not include the determination after an investigation that the student's used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.
    - Third parties include but are not limited to:
        - Coaches
        - School volunteers
        - Parents
        - School visitors
        - Service contractors or others engaged in District business, such as:

- Employees of businesses or organizations participating in cooperative work programs with the District.
- Others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

- District includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- Hazing includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to:
  - Forced consumption of any drink, alcoholic beverage, drug, or controlled substance
  - Forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation,
  - Any other forced activity that could adversely affect the mental or physical health or safety of a student
  - Requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article
  - Assignment of pranks to be performed
  - Other activities intended to degrade or humiliate.

- Bullying means:
  - Any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact
  - Any intentional written, verbal, or electronic communication ("cyberbullying")
  - Any threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
    - Physically harming a student or damaging a student's property
    - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
    - Creating a hostile educational environment, or
    - Substantially and materially disrupts the orderly operation of a school.
- Electronic communication device means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

Sexual Harassment

What is the sexual harassment?

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct,

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" *as* defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Refer to Policies 3225, 3225P and 3226 for additional information regarding the District's prohibition against discrimination and harassment.

Steps to Report

What should I do if I feel my child has been hazed, harassed in any way, or bullied?

- The Savage School system prohibits bullying, hazing, sexual intimidation or harassment of students and employees.
- Students who believe that they may have been sexually harassed or intimidated should contact a teacher, counselor or administrator who is not involved in the harassment or intimidation to assist them in filing a complaint.
- If you or your child feel they have been a victim of bullying, please obtain an incident report form from the school website or from the school office.
- Forms must be completed and returned to the office within one week (7 days).
- All complaints about behavior that may violate this policy shall be promptly reported and investigated.
- **Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.**
- For additional information see Policies 3225 and 3226.

Playground Rules Expectations

What are the expectations for the playground area?

- Use positive vocabulary.
- Walk to your destination on the sidewalk.
- When waiting, lining up, and passing stay in your designated spot.
- Wait for staff members on the sidewalk.
- Stay on campus.
- Nature stays on the ground.
- Stay off the trees.
- Store and return playground equipment to the Toy Shack (elementary) or storage bin (grades 7-12).
- Leave personal toys and sports equipment at home.
- Supervisors are in charge.
- Report Incidents to the supervisor.
- When using the slide, go down on your seat from the top.
- Use playground equipment properly.

- Take turns.

Walking Tickets/Student Redirection

In the elementary classrooms, what is done for a child who is disruptive or not on task?

- Redirecting students will always be the first step if your child needs redirection in making helpful/safe choices.
- Should redirection not be successful the following steps will be taken:
    - Redirecting: Now is the time to correct the behavior.
    - 1st Step: Student will receive a 5-minute walking ticket during recess.
    - 2nd Step: Student will receive a 10-minute walking ticket during recess.
    - 3rd Step: Student will receive a walking ticket for the length of the recess and the teacher will call the parent with the student.
    - 4th Step: Student referred to the office for further disciplinary measures in accordance to policy.
- As part of the walking ticket program, walking tickets will be sent home if a student gets more than 5 tickets in a month.
    - The tickets will be stapled together and will require a parent signature.
    - Students need to bring the signed tickets back to school.

What is redirection?

- Redirection is a term used for getting a child back on task by bringing the attention back on track.

Can a student do anything to earn the retraction of a walking ticket?

- A teacher reserves the ability to retract a walking ticket if the student's behavior has turned around and positive behavior is securely in place.

Student Handbook Rules Exceptions

Are there exceptions to the handbook rules?

- The Savage School Board will rule on requests for consideration of exceptions to its student handbook rules.
- Exceptions will be considered on a case-by-case basis.
- To be considered, the request must be in written form and must state the rule for which the exception is requested, the rationale for the exception and the names of the student or students involved.
- Exceptions need to be requested in advance when possible and must be delivered to the Superintendent 48 hours or more, in advance.

Student Rights

What rights does my student have?

1. To have a safe and healthy learning environment.
2. To learn in a drug-free, smoke-free, and violence free environment.
3. To be respected as individuals and to be treated fairly.
4. To learn without disturbance or distraction.
5. To have personal property respected and protected.
6. To appropriately express views and to be heard.
7. To be exposed to competent teachers and positive adult role models.

8. To be challenged with materials and instructional techniques that match the abilities and learning styles of students.

Does my student have freedom of expression?

- Students shall enjoy the privilege of free verbal and written expression providing such expression does not violate school policy or disrupt the educational atmosphere of the school.
- Students are responsible for the audio and video material that they play while in school or while attending all school sponsored activities.
- The principal, teacher, supervisor, shall have the authority to monitor student verbal, written, or digital media.
- Students will be held accountable for the contents of all digital media in their possession during school or school related activities.
- Students who violate the above standards shall be subject to the administrative plan.

Section X: Extracurricular and Cocurricular Activities

Guidelines and Expectations for Extracurricular and Cocurricular Activities

Concession Fundraising and Student Responsibilities (Grades 6-11)

What is expected of all students in grades 6-11 for concession fundraising?

- Students in grades 6–11 play an important role in supporting school-sponsored events through participation in concession fundraising.
- Participation in concession work is a required and valuable opportunity for students to contribute to their class or program goals and support their fellow students.
- All funds raised from concessions are used exclusively to support the Activity Meal Travel Fund and to help students earn money toward school-related expenses including:
    - Senior class trips
    - Graduation costs
    - Prom expenses
    - Student Council
    - National Honor Society
    - Skills USA
    - Music Program
    - Cheerleading
    - Other approved extracurricular and cocurricular activities

How does the district ensure equitable participation and support for student programs?

- To ensure equitable participation and support for student programs, all students in grades 6–11 will be scheduled to work no fewer than three (3) home sporting events during the school year.
- Work assignments may include concession stand duties, setup or cleanup, or other event-related tasks.

Who supervises the students from these classes?

- The overall supervision, protocols, and operation of the concession stand are under the direction of the hired concessionaire, who is responsible for managing inventory, setup, food safety, and closing procedures.
    - All student workers, staff, and volunteers are expected to follow the guidance and expectations set by the concessionaire while on duty.

- Students in grades 6–11 who are scheduled to work concessions or other assigned duties at home sporting events will be supervised by staff members who have agreed to serve as class supervisors for cocurricular and extracurricular activities associated with the students' grade level.
- *In addition to staff supervisors, parents may volunteer to assist with supervision at these events. All parent* volunteers must follow district guidelines and procedures for volunteering and must work in coordination with the assigned staff advisor.
- Cocurricular and extracurricular advisors supervising concession work will be compensated at the same hourly rate as other event workers, including ticket takers, scorekeepers, and football chain crew.
- This structure ensures safe and organized event operations while promoting student responsibility and encouraging community involvement.

Fundraising

What other fundraising is available for extracurricular, cocurricular, outside organizations and/or parent groups?

- Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes.
- An application for permission must be made to the Superintendent or Principal at least 10 school days before the event.
- Except as approved by the Superintendent or Principal fundraising by non-school groups is not permitted on school property. (Policy 4210)

General Issue Protocol/Chain of Command

What is the proper protocol if my child has a problem in an activity or sport?

- The District believes that the best educational result for each student occurs when all three partners are doing their best: The District staff, the student's parent, and the student.
- Such a partnership requires trust and much communication between home and school.
- To strengthen this partnership, every parent is urged to Follow the established chain-of-command when a question arises.
- General issues that can occur should be handled in the following order:
    - Player to Coach
    - Player and Parent to Coach
    - Player/Parent to Activities Director
    - Player/Parent to Principal
    - Player/Parent to Superintendent
    - Player/Parent to Local School Board

Little Warrior Program

What is the Little Warrior Program?

- The program consists of asking our younger players who partake in Elementary Savage Athletics to sit on the bench and experience a game with the Varsity team.

Is each activity required to participate in the Little Warrior Program?

- This is an optional program based upon coach discretion.

- Each activity is encouraged to participate in the Little Warrior Program.

What are the guidelines for the Little Warrior Program?

- The following guidelines are in place for this program:
  - Little Warriors are only allowed during home competitions, no travel.
  - A parent must be in attendance at the home competition and is responsible for supervising the Little Warrior.
  - A sign-off form (obtainable at the office) must be completed for each Little Warrior before the competition as the school assumes no liability and pictures may be used for social media.
- Coaches will choose who is eligible to participate for each activity, not all students are guaranteed participation.

Managers

How many managers is allowed in each activity?

- Each activity allows 2 managers to be determined at the beginning of the season.

How old does a student have to be a manager?

- Managers must be in grades 7-12 and must meet eligibility requirements.

What are the duties of a manager for an activity?

- Managers will be under the direct supervision of the coach/sponsor of the activity.
- Manager's duties are to be in writing and given to both the Activities Director and the manager. At minimum:
  - Managers are required to attend practices and games as required by the coach.
  - Managers will assist coaches and AD with setting up for events.
  - Managers are responsible for team water.
  - Managers are responsible for filming games if someone else can keep the book.
  - Managers are responsible for gathering team gear/equipment from the bench after games.
  - Managers are responsible for keeping the book at out-of-town games.

Lettering

What is required for a participant to letter in each sport?

- When an athlete competes in a Varsity MHSA sanctioned event the athlete will receive a letter.
  - FOOTBALL: Participation in at least one MHSA sanctioned varsity competition.
  - VOLLEYBALL: Participation in at least one MHSA sanctioned varsity competition.
  - BASKETBALL: Participation in at least one MHSA sanctioned varsity competition.
  - TRACK: Participation in at least one MHSA sanctioned varsity competition.
  - GOLF: Participation in at least one MHSA sanctioned varsity competition.
  - CHEERLEADING: Must be a Varsity Cheerleader in grade 8 or above.
  - PEP BAND: Participation performs in at least one MHSA sanctioned varsity competition, must be in 9th grade or above.
- A letter may be awarded, at the discretion of the coaches and/or the AD, to participants who, due to illnesses or injuries, did not meet the lettering requirements but most likely would have.

Minimum Number of Participants per Sport

Is there a minimum number of participants for each sport?

- All high school sports must have a minimum of 4 participants or the ability to field a team for Savage to have that sport for the year.

Practice Regulations

What are the guidelines for activity practices?

- Practice length:
  - Varsity and J.V. combined practice shall be a MAXIMUM of three hours.
    - If practicing separately, the Varsity portion will not exceed 2.25 hours and J.V. portion to be a minimum of 1.5 hours.
  - Practice blocks for Junior High will be 1.5 hours.
  - Practice blocks for Elementary will be 1-1.5 hours.
- Practice Times:
  - Practice blocks for High School boys and girls early and late will be rotated weekly, (unless mutually agreed upon by the coaches and Title IX guidelines).
- Practice on days with interference from other activities requiring the use of the gym will be scheduled as evenly as possible for boys and girls.
- Morning practices will be allowed and on a rotation that follows the aforementioned guidelines.
- No practice past 6:30 on Wednesday. No Junior High/Elementary practices on Wednesdays.
- Friday practices will be coordinated and adjusted by game schedules at all levels.

Senior Recognition Night(s)

When do they host the recognition night for seniors?

- Senior night will be held at the last home game for all sports, or a date deemed appropriate by the administration.
- Senior cheerleaders and pep band members will be recognized during the basketball senior night.

Uniforms and Equipment

What are the guidelines for school uniforms and equipment?

- All uniform purchases will have the design and price approved by the Board of Trustees.
- All uniforms/equipment are property of the school district and shall be treated as such.
- No uniforms will go home with the child, they will remain in the custody of the coach/sponsor.
- Under garments will be worn under all school uniforms.
- No modifications can be made without AD approval.
- All uniforms will be washed at the school in order to maintain the quality.
- Uniforms will be replaced on a five-year rotation for football, no less than a seven to nine-year rotation for all other sports, or rotated as determined by the School Board and Administration with input from Administration and Activity Director.
- When seasons are complete, all uniforms/equipment MUST be returned.

Management of Injuries

Statement of Risk

Who is responsible if my child gets injured while participating in an activity?

- MHSA Safety Plan is posted in the Gymnasium.

- Students and parents/legal guardians should be aware that athletics and many activities involve the potential for injury.
- Even with the best of coaching, professional trainers, the use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility.
- On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death.
- Parents/legal guardians must assume the responsibility for expenses for any injury received in practices or games.
- No student may participate in sports or activities without the required forms filed, such as a current physical examination by a licensed healthcare professional, participation consent forms, and any other such required forms.
- Savage Public School District does not carry primary insurance on students.

Injuries

What is the protocol if my child gets injured while participating in an activity?

- In the event of an injury please remember, the injured athlete takes priority.
- Coaches are cautioned to exercise great care in dealing with all injuries.
- The following procedure shall be followed:
    - Administer necessary first aid (i.e. call an ambulance if needed, provide ice, etc.)
    - DO NOT MOVE a seriously injured athlete.
    - Notify parent, if possible.
    - Contact Activities Director immediately who will then contact Administration.
    - Accompany athlete to the hospital if a parent is not present.
    - The coach will wait with the athlete until parents arrive.
    - Fill out an accident report and submit it to the office as soon as possible.
    - If medical care is necessitated for the injury, the coach will not allow the player to return to practice/play until a medical release is received.

Concussions

What training and forms are required for education on sports related concussions?

- Because of the seriousness of Sports Related Concussions, the following policy has been adopted by the district:
    - Activities Director or Administrator in Charge of Athletic Duties:
        - Updating: Each spring, the Activities Director, or administrator in charge of athletics if there is no AD, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSA or the MHSA web site.
        - If there are any updated procedures, they will be adopted and used for the upcoming school year.
    - Coach Training:
        - Every coach (head, assistant and volunteer including cheer coaches) is required by law and, prior to contact with student-athletes, to complete the NFHS online coaching program (www.nfhslearn.com):
            - Concussion in Sports: Certification is good for a one-year.
            - The district should restrict any coach from coaching until the course is completed or the school district is in violation of Montana State Law.
    - School, Student Athlete and Parent/Guardian Concussion Information:

- The MHSA require that schools distribute information to each student athlete and his/her parents or legal guardians before the student participates in an MHSA sport
- The student athlete and parents/legal guardians must sign the Concussion Form after verifying they have read and understand the information regarding concussions.
  - The sign off sheet must be retained on file by each school.
  - This information with a signature sheet cannot be distributed and completed until after May 1st for the next school year.
  - The student and parents/guardians only have to do this once per year and it must be completed before the first sport the student participates.

What will happen if a coach suspects a concussion or head injury?

- Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

When can my child return to sports after a concussion or head injury?

- In accordance with MHSA Return to Play Rules and Regulations, a student-athlete who has been removed from play or practice may not return to play or practice until the athlete is cleared and presents to the Activities Director a written documentation to return to play by a licensed healthcare provider (MD, DO, PAC, or NP).
- The health care provider may be a volunteer.
- Discipline Action for Non-Compliance: If an athlete is found to have altered, falsified, or forged a written documentation from the licensed health care provider, the athlete will be removed from the team for the remainder of the season.
- If the Coach plays a player who does not have the proper documentation releasing him/her to play or practice, they will be suspended with a pending board hearing.

Participation Requirements

Academic Requirements

What are the academic requirements for participating in extracurricular activities and can an athlete participate in more than one sport per season?

- Eligibility for extracurricular activities is based on a weekly evaluation of a student's academic progress.
- Students in grades 7-12 must be passing all of their classes with a "D" or better to be academically eligible to participate in activities.
- Students in grades K-6 become ineligible if they have any grade under 60%.
- Students are allowed to participate in only one sport per season as a player.

When is academic eligibility determined for students in extracurricular activities?

- Every Tuesday by the end of 8th period eligibility will be gathered and any student failing a class will be notified of failing status.

What happens at school if my child is academically ineligible?

- Students in grades 4-5 will contact their parents and arrangements will be made to remedy the situation.
- Any student playing up from grades 5-6 in Junior High Sports or grade 8 in High School sports will be done for the season if they become academically ineligible at any time.
- Students in grades 6-12 will stay after school each night (Tues, Wed, Thurs, Mon) of the ineligible week until 4:00 pm, including game days, with the teacher of the class they are ineligible in.

- Each student will be granted (one) 1 grace week per quarter total, not per class.
  During the grace week, students will not be required to stay after school, nor will they be required to miss any activities/events.
- Any student who is ineligible for 4 straight weeks, which includes the grace week, in one season, will be ineligible for that sport for the remainder of the season.

Can my child still participate in activities if they are academically ineligible?

- Ineligible students will be required to meet the demands of the coach regarding attending practice.
- They will not be allowed to travel or suit for games, unless during their grace week.
- It is up to the coach's discretion as to whether or not they can be on the bench/sidelines during home games, unless during their grace week.
- Any student playing up from grades 5-6 in Junior High Sports or grade 8 in High School sports will be done for the season if they become academically ineligible at any time.

Age

What are the age restrictions for participating in extracurricular activities?

- High School/Varsity sports
  - MHSA Ruling: Any student who has reached their 19th birthday before midnight, August 31st of the current school year is not eligible to participate in Montana High School Association extracurricular activities.
  - 8th grade participation
    - MHSA Ruling allows school districts to determine their own requirements for 8th graders playing up. Savage Public School requires that if there are less than 16 athletes on a Volleyball or Basketball team, any child can petition for 8th graders to be pulled up. Eighth graders can petition to be moved up in individual sports.
    - In order to be determine who will move up, the following process will be used:
      - A parent/guardian of the 8th grade student must complete Form L in the Appendix and turn it into the AD at least 3 weeks prior to the start of the season.
      - Administration will make the determination based on the applicant's physical, academic, behavioral, attendance, and other educational data; along with factual information and input from coaches, teachers of record, and the activities director, while taking into consideration the needs of fielding a high school team.
      - If there are insufficient numbers to field a team, 8th grade students will be eligible to be brought up.
      - 8th grade students are expected to complete their junior high season before starting their high school season, unless the seasons run concurrently or there is an insufficient number of athletes to field a varsity.
- Junior High sports
  - Any student enrolled in the 7th or 8th grade is eligible for Junior High sports.
  - If there are insufficient numbers to field a team, students from grades 5 and 6 are eligible to be brought up.
  - If a student would like to be moved up, the following process will be used:
    - A parent/guardian must complete Form L in the Appendix and turn it into the AD at least 3 weeks prior to the start of the season. This includes Football, Volleyball, Basketball, and Track.

        - Administration will make the determination based on the applicant's physical, academic, behavioral, attendance, and other educational data; along with factual information and input from coaches, teachers of record, and the activities director, while taking into consideration the needs of fielding a high school team.

- Elementary sports
    - Any student enrolled in the 5th or 6th grade is eligible for Elementary sports.
    - If there are insufficient numbers to field a team, students from grade 4 are eligible to be brought up.
    - If a student would like to be moved up, the following process will be used:
        - A parent/guardian must complete Form L in the Appendix and turn it into the AD at least 3 weeks prior to the start of the season including basketball.
        - Administration will make the determination based on the applicant's physical, academic, behavioral, attendance, and other educational data; along with factual information and input from coaches, teachers of record, and the activities director, while taking into consideration the needs of fielding a high school team.

Attendance Requirements

Can my child attend after school activities if they are absent from school?

- For a student to be eligible to participate in any extracurricular school activity (competition or practice), they must have attended the last four periods (or all periods if the student will be leaving before 4 full periods occur) of classes on the day of that activity.
- Students absent on the last school day of any week will not be eligible to participate in any extracurricular activities on that day yet will be allowed to compete with administrative approval on subsequent weekend or non-school days until school is back in session.
- Medical excused absences are considered as having been in attendance for this policy.
- In an unforeseen or emergency circumstance, other than medical, administration can waive this requirement.
- If absences become habitual on days before or after activities, administration may require students to miss activities until school attendance improves.

Forms

What forms does my child need to participate in extracurricular activities?

- A signed copy of the Savage District activity permission slip must be turned in by the third time a sport/group/club meets.
- A copy of the permission slip is included in the back of this handbook.
- ***A physical form must be turned in prior to beginning practice for any/all athletic events, (non-athletic activities do not require a physical).***
    - ***Before a student /athlete may practice or compete on an interscholastic level on behalf of Savage School, he/she must have had a physical examination by a competent physician.***
    - A copy of the results of the examination will be maintained in the high school office.
    - The district will not pay for any cost incurred by the student for the physical examination.
    - See Form in the Appendix.
- Students and Parents must also sign that they reviewed the MHSA Concussion Information on Form A.

Parent & Participant Meeting

Do parents and participants have to attend the rule and regulations meeting?

- In order for your student to participate in sports, your athlete and parent/guardian must attend the Mandatory Rules and Regulations meeting in the fall or watch the online presentation and return the acknowledgement form.

Rules for Extracurricular Activities: Sports, Drama, Drumline, SkillsUSA, and any Non-Co-Curricular Club or Competitions

Attendance

What are attendance requirements for extracurricular practices and games?

- All athletes must be on time and complete all scheduled practices (MHSA rules apply) and games; unless unable due to illness, medical reasons, academic needs, unforeseen circumstances or emergencies. The coach/advisor must be alerted of absence before practice or game begins by the participant's guardian or teacher pending reason.
- Exceptions: See: Superintendent Rule (refer to index for page number)

What are the consequences for missing extracurricular practices or games?

- If a student misses a scheduled practice or a game for another reason than illness, medical reasons, academic need, unforeseen circumstances or emergencies, the student will not compete in the next scheduled game or major activity, unless superintendent ruling was made.

Cell Phone Usage

What are the rules about cell phone usage during practice, games, or other activities?

- Cell phone or digital watch use during practice, a game, or an organized team activity is prohibited.
- No cellphones are allowed in the locker room due to MHSA policy and FERPA.

What are the consequences for cell phone usage during practice, games, or other activities?

- If a student is caught using their cell phone or digital watch during practice, a game, or another activity, the Administrative Discipline Chart is in effect.

Curfew

What are the rules about curfew during an activity or athletic season?

- Curfew:
  - 10:00 pm Sunday through Wednesday
  - 10:00 pm on nights preceding scheduled games, matches, meets, or activities
  - 12:00 midnight on Thursday, Friday and Saturday when no games, matches, meets or activities are scheduled.
- Exceptions to this rule will be made for church or school functions, and other activities excused by the administration.

What if my athlete is at risk of breaking a curfew due to unforeseen circumstances?

- Contact the coach, athletic director, or administration within 24 hours.

What are the consequences for curfew violations?

- If a student violates curfew, for any reason other than due to illness, medical reason, academic needs, school events, unforeseen circumstances or emergencies the student will not compete in the next scheduled game or major activity.

Substance Abuse

What are the rules about substance abuse during an activity or athletic season?

- There will be no possession or consumption of alcohol, marijuana or any other substance defined by law as a dangerous drug.
- There will be no use of tobacco in any form, including vape pens.
- MIP violations are considered violating these guidelines.

What are the consequences for substance abuse violations?

- First offense: 21-day suspension from all extracurricular activities the student is involved in at the time of the violation.
- Second offense: 42-day suspension from all extracurricular activities the student is involved in at the time of the violation.
- Third offense: recommendation to the board for suspension from all activities for the remainder of the year.

Violation Reporting Procedures

Who can report a violation of the activity rules?

- A student will be penalized if reported violating any extracurricular guideline by the following:
    - Coach
    - Faculty member
    - Student's parents
    - Law enforcement official (juvenile court)

What happens if the school receives a report of a violation of the activity rules?

- When the athlete has been reported, there will be a hearing (admission of guilt will waive the hearing procedure) with the athlete, administrators (superintendent and principal), Activities Director, coach, and parents.
- Upon completion of the hearing, the athlete will be made aware of the hearing consequences.
- A detailed report of the incident will be kept on file.
- At all stages of the disciplinary process, students will be accorded due process of law.
- Disciplinary consequences and suspension from any and all athletic and non-athletic extracurricular activities will begin immediately upon confirmation of the violation and will end at midnight on the last day of the suspension period.

What happens if my child self-reports a violation of the activity rules?

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

Does the school have the right to check my child's juvenile court records?

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

Additional Coach/Sponsor Rules and Regulations

Are there any additional rules for specific sports or activities?

- A coach/sponsor may elect to have additional rules/regulations for their sport/group beyond those addressed in the activity handbook.
- All additional rules must be turned in and approved by district administration prior to the first scheduled practice.
- A list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices/meetings and will be on file in the activity director's and/or principal's office.

Travel Requirements

Dress Code

What is the dress code for extracurricular activities?

- Extracurricular and athletic participants will follow the dress code for trips established and communicated to them and their parents by the coach/advisor for the activity or sport.
- At minimum, this will include:
    - No pants with holes
    - No sweatpants
    - No tank tops
    - No see-through leggings
    - Clean and appropriate clothing
- The 4 B's rule will be enforced.
- For travel, appropriate seasonal outerwear and footwear <u>are required</u> to be packed for any trip. This includes:
    - Closed-toed shoes appropriate for walking long distances
    - Winter coat
    - Hat, gloves, etc.
- Casual wear is allowed for the bus ride home but is not allowed to be worn until immediately before loading the bus.
- Home game attire is required to meet the school day dress code.

  ***Reminder: Savage students represent our school and pride in personal appearance is encouraged.**

Meals During Travel

When will the school feed my child when they are traveling for activities?

- Meals will be provided to students traveling AWAY from Savage under the following guidelines:
    - Junior High and High School:
        - District/divisional/state competitions

- Should a tournament be within 50 miles of Savage one meal will be provided during the entire tournament.
- Administration reserves the right to review and determine if an additional meal should be provided when students are involved in multiple competitions in the same day.

▪ Road trips that exceed 100 miles one way.

- Monday through Thursday meals will be provided by the school kitchen or students can pack their own meals.
- Friday through Saturday: A concession fund with the other school district will be set up by our Activities' Director in advance when this option is possible or make other arrangements for a meal(s).
- All teams have the option of using the "cooler clause" allowing parents/community members to send food for the teams.
- Competitions that require an overnight stay:
  - Breakfast will only be provided if the hotel does not offer a continental breakfast.
  - Lunch and dinner will be provided as needed in alignment with the travel schedule.

What are the cost limits for meals when traveling for activities?

- The school kitchen will prepare meals for travel when possible.
- When meals are purchased from a vendor by the District, the following meal allowances will be adhered to:
  - Each meal has a $15.00 limit, with a maximum of $45.00 per day.
  - If a student or adult chooses items over $15.00, they are responsible for the extra costs.
  - The district will not pay for additional desserts or beverages beyond the standard meal package.
  - Meals provided by the district must remain with the coach until distributed to the team.
  - Coaches are allowed when feeding their team to purchase groceries in bulk as long as costs do not exceed the $15.00 per meal limit.
  - A 15% gratuity may be added to meals that are purchased from a restaurant or fast foods.

Transportation for Activities

Who is in charge of arranging transportation?

- The Activities Director will be in charge of arranging all transportation.
- Coaches/advisors/teachers need to contact the Activities Director in advance if transportation is needed for an unscheduled event.

How will my child be transported to and from events?

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

Can my child ride to and from activities with someone else?

- Riding in vehicles other than school provided or sponsored will not be permitted.
    - The only exception will be a written request by a parent for their son/daughter to ride from the activity with their Parent or Guardian from the activity.
    - The parents must SEE the coach/sponsor and sign a release at the time of the request.
    - If for some reason, the parent may want the student to LEAVE an activity with someone other than themselves, a request must be made in writing PRIOR to the scheduled activity and must be pre-approved by Administration or Activities Director when administration is absent.
    - Any person providing transportation for student activity members, with a specific request from the parent/guardian as previously outlined, must meet one of the following qualifications:
        - An immediate family member; sister/brother, grandparent
        - An adult 21 years or older.
        - This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity.
- The 2nd exception will be if the student's parent/guardian has signed an AUTHORIZATION TO RELEASE FROM ACTIVITY AND RISK ACKNOWLEDGEMENT FORM which is available at the front office.

Can my student be picked up or dropped off at a place other than the school after an activity?

- As a condition to be dropped off and released from an activity at a location other than Savage High School, you must complete an AUTHORIZATION TO RELEASE FROM ACTIVITY AND RISK ACKNOWLEDGEMENT FORM which is available at the front office.
- If a parent would like their student to depart from the Savage Public Schools activity bus at the designated location, they must carefully read and sign this document.
- This departure and accompanying form are required.

What are the transportation rules for having my child picked up for an activity or practice instead of boarding the bus at the school?

- For players living in Sidney, they can arrange with their coach/advisor to be picked up at Town Pump, as long as the office and activity director is notified of this change.
- If a parent wants their student to meet the coach/advisor at the activity location, they must complete the alternative transportation form. In this case, the form must be signed by an administrator. A coach or AD signature will not be acceptable.

What are the transportation rules for activities?

- Under no circumstances is a student permitted to drive the vehicle.
- Students are to remain in seats and wear a seatbelt while the vehicle is moving (this must be strictly enforced).
- Students must comply with ALL Savage School District rules.
- Students must properly dispose of all waste material in the receptacle supplied (if food or beverages are allowed).
- Students must keep the noise level below that which disturbs the driver.
- Students must comply with all behavioral requirements of the bus driver, coach/sponsor and chaperone(s).
- Beverages will be allowed in District vehicles only if they have lids.
- Upon return from a trip, coaches and players are responsible for cleaning out the vehicle/bus. All trash must be removed and the floor swept when necessary.

If I am an employee of the school, can my family ride the activities bus with me?

- School employee family members may ride the bus to games when their parents are acting as a representative of Savage Public School using the following guidelines:
    - Permission from the bus driver, and
    - Administrator approval.
- Each decision will be determined case by case with extenuating factors taken into consideration.

Travel Rules and Regulations

What are the travel rules for extracurricular activities?

- Advisors/Teachers of non-athletic events must obtain proper form from the front office.
- Students, when traveling with a team/group/club/etc. must realize the standard of behavior expected in school is applicable at all times.
- All handbook rules apply.
    - Public and/or private displays of affection are prohibited at all times.
    - Violation of this rule will be addressed under the District Discipline Policy in the student handbook.
    - Students are not permitted to leave the facility without specific permission from their coach/sponsor in advance of the student's departure.
    - When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return.
    - One (1) coach/sponsor/chaperone is required for each 18 students who will be in attendance for all District activities travel, with a minimum of two.

How will I know where my child is and what they are doing?

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

When will students stay overnight for activities?

- When student travel requires overnight accommodations, the activities office will make arrangements in advance of the group/team departing Savage.
- In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.
    - If any emergency should arise on a trip, (e.g., adverse road conditions, injuries or major infraction of rules), the activities director and administration will be contacted by phone as soon as possible.
    - Parents will then be notified by the most efficient method.
- On a return trip from any tournament, if ETA is expected to be after midnight, the team will stay overnight or make a partial return (decision of partial return is up to the activities director).

What are the overnight travel rules for extracurricular activities?

- Motel/hotel reservations will be made based on availability, appropriateness and cost.
- Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus one roll-away)
- No student will remove, damage, or deface the property of any motel, restaurant, etc.
- Hotel Rules

- A room occupancy list will be given to the Activities Director prior to departure.
- Separate accommodations for male and female students will be provided.
- Students are not permitted in the rooms of students of the opposite sex at any time unless the coach/sponsor is present.
- If there is a need to use a hotel/motel phone contact the coach.
- Rental or use of video machines, tapes, games and/or pay per view movies is strictly prohibited without preapproval of your coach/sponsor.
- Rental of video machines, tapes, games and/or pay per view movies must be paid for by the student renting the equipment or watching the movies in advance of such use.
- At no time should video equipment, tapes, games, and/or movies be billed to Savage Schools.
- Students may not bring personal tapes to be viewed unless there is preapproval by the sponsor/chaperone.
- Rooms will be left in a picked up and neat fashion.
- Coaches will inspect each room.
- ANY DAMAGE requiring repair will be the responsibility of the students who shared the room.

What happens if my child gets in trouble on an overnight trip?

- If there is a major infraction of rules by a student, parents/guardians will be asked to come pick up their child.

Appendix A: Forms

- All forms are required to be filled out on Infinite Campus.
- Should you not have the electronics to complete the forms, set up a time to come to the school and use our electronics or request a paper copy.
- Forms requiring administrative approval and signature, a doctor's signature, or a notary must be requested in the office and filled out by hand.
- These forms are always required to be filled out by hand:
    - Student Physical
    - Petition to Play-up in Sports
    - Savage Public School District Extracurricular and Cocurricular Travel Regulations Alternative Transportation
    - Free and Reduced School Meals
    - Affidavit of Exemption on Religious Grounds from Montana School Immunization Law and Rules
    - Receipt of Handbook and Acknowledgement of Rights

STUDENT PHYSICAL FORM

PROVIDER'S PHYSICAL EXAMINATION FORM

Athlete Name: _____ **Date of Birth:** _____

EXAMINATION: TO BE FILLED OUT BY MEDICAL PROVIDER ONLY		
Height: _____ Weight: _____		
Pulse: _____ BP: _____/_____ Vision: R 20/_____ L 20/_____ Corrected: ☐ Y ☐ N Pupils: ☐ Equal ☐ Unequal		
MEDICAL (Please initial)	**NORMAL**	**ABNORMAL FINDINGS**
Appearance (Marfan stigmata)		
Eyes/Ears/Nose/Throat (pupils equal, hearing)		
Lymph Nodes		
Heart (murmurs)		
Pulses (simultaneous femoral and radial)		
Lungs		
Abdomen		
Skin (HSV, MRSA, tinea corporis)		
Neurological		
Genitourinary (males only)		
MUSCULOSKELETAL (Please initial)	**NORMAL**	**ABNORMAL FINDINGS**
Neck		
Back		
Shoulder/Arm		
Elbow/Forearm		
Wrist/Hands/Fingers		
Hip/Thigh		
Knee		
Leg/Ankle		
Foot/Toes		
Functional (double-leg squat test, single-leg squat test, box drop or step drop test)		

Notes: _____

_____

_____

CLEARANCE

☐ Cleared without restriction

☐ Cleared with recommendations for further evaluation or treatment for: _____

_____

_____

☐ Not cleared for ☐ All sports ☐ Certain sports _____ Reason: _____

Recommendations: _____

_____

_____

Name of Physician/Medical Provider [print or type]: _____ Date: _____

Address: _____ Phone: _____

Signature of Physician/Medical Provider: _____

(Updated 4/24)

PARENTAL PETITION TO PLAY-UP SPORTS FORM

Form L

Parental Petition for Advancement of Player

I would like to request my child,_____, be considered to participate at the

_____level in_____.
(Elem/JH/HS) (Volleyball(JH/HS), Basketball(Elem/JH/HS),Track & Field (HS relays only)

It is Savage School's intention to allow younger players to participate based on low participation numbers at the current level. MHSA Ruling allows school districts to determine their own requirements for 8th graders playing up. Savage Public School requires that if there are less than 16 athletes on a Volleyball or Basketball team, any child can petition for 8th graders to be brought up, with the clarification that only 12 athletes can participate in tournament play. Eighth graders can petition to be moved up in individual sports. All other rules pertaining to the procedure of 8th grade students will be changed in accordance with the above statement.

Elementary is also the choice of the local school district. Elementary advancement is handled the same way as the 8th grade stipulations.

Administration will make the determination based on the applicant's physical, academic, behavioral, and attendance data along with factual information and input from coaches, teachers of record, and the activities director; while taking into consideration the needs of fielding a high school team.

Please file the request with the Savage School AD for the elementary or junior high levels. Then Administration will consider the request before a student will be allowed to participate. Notification will be given to the parent by the AD, once a decision is made.

If we have too many requests there will be try-outs held by the coaches of the requested sport.

_____ _____
(Parent Signature) (Date)



SAVAGE PUBLIC SCHOOL ALTERNATIVE TRANSPORTATION FORM: EXTRACURRICULAR AND COCURRICULAR TRAVEL REGULATION

RETURN THIS PAGE TO THE SCHOOL OFFICE EACH TIME OF THE EVENT

This form is to be used when a Savage Public School District student rides to (must be approved before hand by administrator) or is returning from a school sponsored activity in other than school-provided transportation.

It shall be the parent(s)/legal guardian(s) responsibility to:

Have this form signed and approved by the activity sponsor and administration, ascertain and guarantee that the alternative transportation and its provider are safe and adequately insured, and that the provider be a person at least twenty-one years of age. The student cannot transport themselves or ride with a student. The student can only be released to a non-student adult.

By signing this agreement, I acknowledge the risks associated with a student not being transported on School District buses or vehicles. I agree to accept responsibility for my student's transportation. Any negligence arising out my student's transportation as a result of this authorization for alternative travel shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA.

This form must be signed by the parent/legal guardian in the presence of a school administrator or verified by phone before the planned activity.

In cases of emergency during the event in which the transportation is occurring:

- Option 1: The parent/legal guardian completes the form and sends a picture of the completed form to the Activities Director or coach; or
- Option 2: The parent is called by the Activities Director or Coach; or the parent calls the Activities Director or Coach and the Activities Director or Coach complete the form to document the authorization given by the parent/legal guardian with the date and time.

I agree to the above provisions and responsibility, and allow my son/daughter

_____ to ride with _____

to/from the school activity _____ on _____.

_____ _____

Signature: Parent/Legal Guardian Date

_____ _____

School Administrator Date & Time Activity Advisor/Head Coach Date & Time

Approved: November 17, 2020

Revised 07/17/2026

FREE & REDUCED APPLICATION INSTRUCTIONS

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the Savage Public School .**

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Michelle Miller, District Clerk, 406-776-2317, mmiller@savagepublicschool.com

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) [school/school system here]

A) List each child's name.	B) Is the child a student?	C) Do you have any foster children?	D) Are any children homeless, migrant, or runaway?
A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.	**B) Is the child a student?** If "Yes," write the grade level of the student in the "Grade" column to the right.	**C) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **Step 1**, go to **Step 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.	**D) Are any children homeless, migrant, or runaway?** If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

This institution is an equal opportunity provider. 1

Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:	B) If anyone in your household participates in any of the above listed programs:
• Check "No" in **Step 2,** leave the MT Case # box blank and and go to **Step 3.**	• Check "Yes" and provide a MT case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in SNAP and do not know your case number, contact: 1-866-706-1535. You must provide a MT case number on your application if you marked the box YES. Case numbers are subject to be verified. • Go to **Step 4**.

Step 3: List ALL household members and income for each member

1) List adult household members' names.
Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in **Step 1**.

2) List earnings from work.
List all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- ***What if I have multiple jobs?*** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- ***What if I am self-employed?*** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

3) List income from public assistance/child support/alimony.
List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

4) List income from pensions/retirement/all other income.
List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- ***What if I receive income from multiple sources in this category?*** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.
Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in **Step 1** and **Step 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

6) Provide the last four digits of your Social Security Number.
An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.
List the combined gross income for ALL children listed in **Step 1** in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- ***What is Child Income?*** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3

FREE & REDUCED SCHOOL MEALS FAQ

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Savage Public School** offers healthy meals every school day. Breakfast costs **$2.50**; lunch costs **$3.25**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **$0.30** for breakfast and **$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
   - All children in households receiving benefits from **[State SNAP], [the Food Distribution Program on Indian Reservations (FDPIR)]** or **[State TANF]**, are eligible for free meals.
   - All children in households receiving Medicaid, if the household's current income falls within the National School Lunch Programs' annual income guidelines, are eligible for free or reduced-price meals and are directly certified.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school's Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2026-2027			
Household size	Yearly	Monthly	Weekly
1	$20,748	$1,729	$399
2	$28,132	$2,345	$541
3	$35,516	$2,960	$683
4	$42,900	$3,575	$825
5	$50,284	$4,191	$967
6	$57,668	$4,806	$1,109
7	$65,052	$5,421	$1,251
8	$72,436	$6,037	$1,393
Each additional person:	$7,384	$616	$142

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Savage Public School, Angella Nelson, 406-776-2317, anelson@savagepubicschool.com Homeless Liaison Coordinator.**

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Michelle Miller, PO Box 110, Savage, MT 59262, 406-776-2317, mmiller@savagepublicschool.com** .

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the

instructions. If any children in your household were missing from your eligibility notification, contact **Michelle Miller, Clerk: 406-776-2317, mmiller@savabepublicschool.com** immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. To begin or to learn more about the online application process. Contact **Michelle Miller, Clerk: 406-776-2317, mmiller@savabepublicschool.com** if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **September 11, 2026**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a **hearing by calling or writing to: Martha R. Potter, 368 Mesa ST S., 406-776-2317, marthap@savagepublicschool.com** .

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Michelle Miller, Clerk: 406-776-2317, mmiller@savabepublicschool.com** to receive a second application.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **Montana SNAP]** or other assistance benefits, contact your local assistance office or call **1-866-850-1556 hotline number]**.

If you have other questions or need help, call **406-776-2317**.

Sincerely,

Martha R. Potter, Superintendent

AFFIDAVIT OF EXEMPTION ON RELIGIOUS GROUNDS FROM MONTANA SCHOOL IMMUNIZATION LAW AND RULES

AFFIDAVIT OF EXEMPTION ON RELIGIOUS GROUNDS FROM MONTANA SCHOOL IMMUNIZATION LAW AND RULES

Student's Full Name	Birth Date	Age	Sex

School: _____

If student is under 18, name of parent, guardian, or other person responsible for student's care and custody:

_____

Street address and city: _____

Telephone: _____

I, the undersigned, swear or affirm that immunization against

- ☐ *Diphtheria, Pertussis, Tetanus (DTaP, DT, Tdap)*
- ☐ *Polio*
- ☐ *Measles, Mumps and Rubella (MMR)*
- ☐ *Varicella (chickenpox)*
- ☐ *Haemophilus Influenzae Type b (Hib)*

is contrary to my religious tenets and practices.

I also understand that:

(1) I am subject to the penalty for false swearing if I falsely claim a religious exemption for the above-named student [i.e. a fine of up to $500, up to 6 months in jail, or both (Sec. 45-7-202, MCA)];

(2) In the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the Department of Public Health and Human Services until the student is no longer at risk for contracting or transmitting that disease; and

(3) **A new affidavit of exemption for the above student must be signed, sworn to, and notarized yearly, before the start of the school year and kept together with the State of Montana Certificate of Immunization (HES-101) in the school's records.**

_____

Signature of parent, guardian, or other person responsible for the above student's care and custody; or of the student, if 18 or older. — Date

Subscribed and sworn to before me this _____ day of _____, _____.

Seal

_____

Signature: Notary Public for the State of Montana

_____

Print Name: Notary Public for the State of Montana

Residing in _____

My commission expires _____

HES-113
revised 06/2015

MONTANA DPHHS

STUDENT-PARENT SIGNATURE PAGE (Must be signed, dated, and turned into office.)

Acknowledgment of Student Handbook Access and Directory Information Notice
Savage Public School – 2026–2027 School Year

I acknowledge that I have been provided digital access to the Savage Public School Student Handbook for the 2026–2027 school year. I understand that the handbook contains important information that my child and I may need throughout the school year. I also understand that all students are expected to follow the behavioral expectations outlined in the handbook and will be held accountable for their actions, including any disciplinary consequences described therein.

I further acknowledge that I have been informed of my right to opt out (or choose a limited opt-out) of the release of directory information about my child. If I wish to exercise this option, I will submit my request in writing to the Savage Public School Administrative Assistant's Office no later than August 31, 2026. A printed copy of the handbook is available upon request.

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

Student(s) name(s)_____Grade_____

Student(s) name(s)_____Grade_____

Student(s) name(s)_____Grade_____

Student(s) name(s)_____Grade_____

Student(s) name(s)_____Grade_____

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

PARENT / GUARDIAN SIGNATURE_____

STUDENT SIGNATURE_____

STUDENT SIGNATURE_____

STUDENT SIGNATURE_____

STUDENT SIGNATURE_____

STUDENT SIGNATURE_____

RETURN THIS PAGE TO THE ADMINISTRATIVE ASSISTANT LOCATED AT THE SCHOOL OFFICE.

Appendix B: Policies and Transact Forms Posted on Website: savagepublicschool.com

School Coordinators



Savage Public School Coordinators



Coordinators to contact pertaining to questions, concerns, or needs.

POSITION	PHONE: 406-377-2317	EMAIL ADDRESS
Title IX: Michelle Miller	Extension 217	mmiller@savagepublicschool.com
Foster Care: Martha Potter	Extension: 225	marthap@savagepublicschool.com
Indian Education for All: Martha Potter	Extension: 225	marthap@savagepublicschool.com
Gifted and Talented: Angella Nelson	Extension: 202	anelson@savagepublicschool.com
504 and Special Education: Angella Nelson	Extension: 202	anelson@savagepublicschool.com
Title I: Angella Nelson	Extension: 202	anelson@savagepublicschool.com
Homeless Liaison: Angella Nelson	Extension: 202	anelson@savagepublicschool.com
Assessment: Jessica Erickson	Extension: 206	jerickson@savagepublicschool.com
English Language Learner: Jessica Erickson	Extension: 206	jerickson@savagepublicschool.com
Technology: Riley Hagler	Extension: 205	rhagler@savagepublicschool.com
Main Office: Wade Hagler	Extension: 201	whagler@savagepublicschool.com

Savage Public School
Elementary District No. 7 & HS District No. 2
368 Mesa Street, Savage, MT 59262
(406) 776-2317 Fax: (406) 776-2260
www.savagepublicschool.com

Links to Transact Forms

District Parent and Family Engagement Policy Meeting Invitation to Participate: PFE-01
School Parent and Family Engagement Policy Meeting Invitation to Participate: PFE-02
Student-Parent Compact: PFE-06a
Parent Teacher Conference: PFE-07
Parent Meeting Sign-In Sheet: PFE-09
Parent and Family Engagement Meeting Invitation to Participate: PFE-12
Annual Parent Notice: Right to Request Teacher Qualifications: TPQ-01
Notice of Teacher Status: TPQ-03
Verification of Teacher and Paraprofessional Qualifications: TPQ-04
District Federal Grants Planning Invitation to Participate: FGP-01
English Language Program Placement: EL-02
Description of Programs: EL-03a
Request for Change in English Learner Program: EL-04
Meeting for Parents of English Learners: Invitation to Participate: EL-07
Status of School Performance Notice to Parents: SSI-01
Internet Safety Policy: T4P-02
Federal Requirements for Providing Equitable Public Schools Services to Private Schools and Private School Ombudsman Information: PSC-04
Application Development Access to Student Information by Military or College Recruiters: SP-01
Notice to Obtain Written Parental Consent for Military or College Recruiters SP-02
Family Educational Rights and Privacy Act (FERPA) Annual Notice of Student Education Record Privacy: SP-03
Family Education Rights and Privacy Act (FERPA) Annual Notice for Release of School Directory Information HS: SP-04a
(FERPA) Annual Notice for Release of School Directory Information EL or MS: SP-05a
Protection of Pupil Rights (PPRA) Annual Notic to Parents: SP-06
Protection of Public Rights Amendment (PPRA) Scheduled Activities and Surveys: SP-07
Public Notice Education Rights of Children and Youth that are Homeless: HS-01
Notice of Educational Services for Children and Youth that are Homeless: HS-04
Notice of Duties of District Liaison for Students that are Homeless: HS-08
Meeting to Determine School Placement of a Student in Foster Care: Invitation to Participate: FC-01
Educational Services for Students in Foster Care: FC-02
Determination of School Placement for a Student in Foster Care: FC-03
Transportation for a Student in Foster Care: FC-04
Students in Foster Care Point of Contact Letter: FC-05
Annual Tribal Consultation for Services Provided with Federal Education Funding: Invitation to Participate: TC-01
Verification of Tribal Consultant: TC-02
Response to Request for Non-District Provided Educational Services: TC-03
Policy 2335F-1 Human Sexuality Instruction Annual Notice