

Big Sandy Public Schools

7-12

Parent/Student Handbook

2023-2024



## Big Sandy Public Schools

7-12 Parent/Student Handbook 2023-2024

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Dan Schrock Superintendent

Heather Wolery Principal

Dear Parent:

Welcome to **Big Sandy Schools** where we all share a commitment to our vision, respect for our differences and delight in learning together. This handbook provides an overview of the policies, procedures and practices in our District. You can find more information in our detailed Board Policy which is available at the main office or the school webpage at [www.bigsandy.k12.mt.us](http://www.bigsandy.k12.mt.us) (click the button labeled School Board Policy). Also please take the time to download our app called Big Sandy Schools from your app store and follow us on our facebook page called Big Sandy Schools.

It is important that we all work together to create the best possible learning environment and that we all know what is expected at school. Big Sandy Schools believes in the following core values and strives to teach and instill them in our students:

- **Purposeful** – As a District, we are committed to do what is best for our youth and for the community we serve.
- **Respectful** – Our District and our Community value showing one another respect at all times and being respectful in everything we do.
- **Inspiring** – We value being role models for our students and inspiring them to reach their full potential.
- **Determined** – As a District and a Community, we are strong-willed and will persevere through challenging times and celebrate our successes.
- **Encouraging** – We are a positive, encouraging community that believes our youth are the keys to our future success.

Please take time to involve yourself in your child's educational efforts on a daily basis. Encouragement, communication and assistance when needed all help your child succeed in school. If you have questions or concerns, please contact the instructor or administration so we may work to solve problems together. We encourage you to keep lines of communication open with the school, and we will work to communicate with you. Respectfully,

Dan Schrock, Superintendent  
Heather Wolery, Principal

**To Students and Parents:**

The Big Sandy Public School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school- related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters, board agendas, and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office and online at [www.bigsandy.k12.mt.us](http://www.bigsandy.k12.mt.us)

In case of conflict between Board policies or any provisions of student handbooks, the provisions in the Board policies are to be followed.

Big Sandy Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Act.

The following District staff member has been designated to coordinate compliance with these requirements:

Dan Schrock, Superintendent

Big Sandy Public Schools

398 1st Avenue

Big Sandy, MT 59520

406-378-2501

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## ACADEMIC NON-PERFORMANCE

Academic non-performance results when a student does little or no homework, fails to complete assignments, and receives grades of Fs and/or Ds on a regular basis. Non-performers are students sixteen years of age or older who choose not to take advantage of their educational opportunities. These students will be assessed to determine their educational needs and placement. Non-performers may face expulsion.

## ALL SEASON PASS

Adult All-Season Passes for all regular season home games can be bought through the clerk's office. Big Sandy students are admitted to all home games free of charge. All season adult pass is \$100.00

## ASSEMBLIES/PEP RALLIES

A student's behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program. At pep rallies poor sportsmanship toward the school, other classes, and refusal to participate is considered unacceptable.

## ATTENDANCE INCENTIVE

Students in grades 4 - 12 who are absent one day or less per quarter and have no unexcused absences or tardies are eligible to receive one percentage point added to their final quarter grade in each class in which they are enrolled.

## ATTENDANCE POLICY (See Board Policy 3122, 3122P & 3122P3, 1005FE)

1. Transfer students will have all absences they have accumulated in their prior school(s) transferred and used to calculate their total absences for the semester.
2. Absences due to weather, caused by buses not running their routes or parents not being able to bring students to school because of blocked roads, shall not count against the perfect attendance record of any student.
3. Students who are absent from school because of a health reason (a medical appointment would be an exception) or working ***must be at school by the start of 1st period that day in order to participate in any after school or evening extracurricular activity on that day***, unless they receive permission from the Superintendent to participate in such activities.

- **EXCUSED ABSENCE:** An excused absence indicates a legal absence from school with parental permission. Full credit is given for all makeup work. Students absent on the due date of a preannounced assignment/test are expected to turn in the assignment or complete the test the first (1st) day back in school. A letter will be sent home to parents after four (4) absences. **ADMIT:** Parents may excuse an absence by phone (378-2502) or by written note. The school reserves the right to require a written note when contacted by phone. Students have **one school week** to clear absences. Absences not cleared in this time span will be unexcused, and the students will receive zeros (-0-) for work during the absence. No late documentation will be accepted. See the Superintendent if circumstances make obtaining a parental note impossible within the required **one week**.
- **SCHOOL ACTIVITY ABSENCES:** A student participating in a school-sponsored event is not considered to be absent from school. All work that is missed will have to be made up to gain the necessary skills taught in the courses. A student with a school activity absence is expected to see his or her teachers prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure, if he/she wishes to have these requirements changed. A student may be excluded from school-approved absences, due to inadequate arrangements prior to departure, failure to complete assignments, or poor classroom performance.



- **UNEXCUSED:** An unexcused absence indicates that a student either failed to check out properly or lacks proper documentation for an absence. The school has final authority to accept or deny an excuse. Work due during unexcused absences must be completed and submitted to the teacher and will receive a grade of zero (-0-).
- **TRUANCY:** This type of absence is an unexcused absence which does not have the approval of a parent or guardian, is the result of a student's leaving the school without checking out through the attendance office, or is the result of the failure of the parent or guardian to notify the school within twenty-four (24) hours of his or her knowledge of the absence. While students are encouraged to complete any work they missed during classes from which they were truant, they will not receive credit for the work. It should be noted that the school determines truancy and not the parents or students. Students who are truant will make up missed school time as determined by the Superintendent.
- **TARDY:** A student is tardy if the student is not in the assigned classroom when the bell rings. Late arrivals to school will generally not be excused. After the ten-(10)-minute mark, a student is considered absent. Students tardy to first (1st) and fifth (5th) periods must check in at the office. Students will receive a warning for 1 tardy per quarter. ***Tardies accumulated after that will count as follows: 2 tardies in the same period will count as 1 day absence. Every tardy beyond 2 in the same period will count as an absence for that period.***

## AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Board of Trustees of the Big Sandy School District recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The Board has purchased one or more of these units for use by qualified personnel (See Board Policy 8450)

## BUILDING HOURS

The buildings are open in the morning by 7:40 am and closed by 4:20 pm. Students cannot be in the building without permission before 7:30 am. Students must be out of the building by 4:20 pm, except for those students in tutoring. Any student or

group of students remaining in the building after 4:20 pm must have administrative approval and be supervised by an adult or a member of the faculty. Classrooms will be open at 7:40 a.m. Because of safety considerations, please do not allow children to arrive at school earlier than 7:40 am. Breakfast is served daily at 7:40 am. Following is a schedule of bells in the high school:

## Bell Schedule

Subject	Period 1 8:00-9:00	Period 2 9:03-10:03	Period 3 10:06-11:06	Period 4 11:09-12:09	Lunch 12:09-12:37	Period 5 12:40-1:42	Period 6 1:45-2:46	Period 7 2:49-3:50
A. Terry								
J. Sant	Math 8	Geometry	Algebra II	Prep		Algebra I	Math 7	Pre-Calculus
T. Taylor	9/10 World History	Social Studies 8	Prep	History Elective		American History	Government	Social Studies 7
M. Schwarzbach	Science 7	Earth Science	Physics	prep		Biology	Science 8	AD prep
M. Ray	English 11	English 7	English 9	prep		English 12	English 10	English 8
S. Andreason	Personal Finance	Adv Bio	Business Math	Pub		prep	Mobile Computer Apps	Business Math
L. Taylor	prep	AG IV	AG II	Woods		7/8 Ag	AG III	AG I
J. Jaramillo	Prep	Art	Art	Art		7/8 Art	Art	Art
T. Bond	prep	Jazz Ensemble	7/8 Music	Band/Choir		Elementary	Elementary	Elementary
PE	9/10 PE	Prep	7/8 PE	Weights		Elementary	Elementary	Elementary
T. Rodewald	Testing	Prep	Animal Science	JH Study Skills		Elementary	Elementary	Elementary

## BULLETIN BOARD

The main entrance bulletin board is a place for posting notices of a general nature. Students should acquire the habit of checking the bulletin board both in the morning and at noon. Bulletins may be posted by student groups, provided that the bulletin is pleasing in appearance, neat, and does not in any way conflict with the expressed and legal purpose of the school. Approval by the Superintendent must be obtained before posting.

## BULLYING, HARASSMENT, INTIMIDATION AND HAZING POLICY

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying"). (See Board Policy 3225 & 3226)

# BUS RULES

To help the bus drivers in their efforts to provide safe transportation, we wish to solicit the cooperation of the students and also the parents. We request that parents review the rules below with your respective students, stressing safety consciousness and orderliness in bus transportation. We hope to thereby create better feelings and relationships between parents and the school as well as providing safe transportation.

Students are reminded to follow the directives of the bus driver as they are the supervisors for the bus. The following are rules that should be followed with respect to conduct on the bus:

- There should be no activity that takes the attention of the driver from his/her driving.
- Talking should not be louder than ordinary conversational level.
- Students should sit in their seats and not have their feet in the aisle.
- There should be no “horseplay” such as cap-snatching, keep-away, teasing, jabbing, or punching, etc.
- There should be no profanity or name-calling.
- Students should get on and off the bus in an orderly manner.
- Students should take pride in the appearance of their bus and keep it clean and free of vandalism.
- Students are not to have any part of their body out of a window, throw objects out of a window, or shout out of a window.
- Seats may be assigned to students.
- Additional rules may be added by the individual bus driver in order to maintain order and ensure the safety of the students.

Misconduct will be handled in the following manner. Minor offenses will be dealt with by the bus driver talking to the student. Major offenses will be dealt with as follows:

- **First Offense:** Driver will report the offense to the administration and the administrator will call the parents.
- **Second Offense:** Driver will report the offense to the administration; the student will be suspended from riding the bus for three (3) days.
- **Third Offense:** The student will be suspended from riding the bus the balance of the year. Parents may appeal this to the School Board.

## CAMPUS CLOSURE

Big Sandy School District maintains a closed campus for students in grades 7-12. Students will not leave campus without school supervision during the school day except:

- Students who are part of a cooperative education class.
- Students with written parental permission for medical or business reasons and approved by the office.
- Students walking to lunch during lunch hour.

## CHAIN OF COMMAND

It is expected that issues and problems will be resolved with the people involved. If an issue or problem cannot be resolved at that level, it should be appealed to the next person in the chain of command starting from the bottom up. The chain of command in the Big Sandy District is as follows:

Parent/Student  
Employee  
Athletic Director (for athletics only)  
Principal  
Superintendent  
School Board

The chain of command should be followed in both directions. If the chain of command is not followed because of extenuating circumstances, the superintendent/principal should be the first informed.

## CHEMICAL USE AND DEPENDENCY (See Pioneer Pride Policy)

The use/abuse and possession of controlled substances and dangerous drugs is prohibited on school grounds during school hours and at school activities.

Necessary and appropriate disciplinary action consistent with state and Federal law will be taken when guidelines of conduct regarding alcohol and other drugs are violated. Disciplinary sanctions will also include the completion of a chemical abuse assessment or the completion of a rehabilitation program. The district cannot be held financially responsible for any such sanctions. The school guidance and instruction programs will provide skill development in the area of prevention.

If school officials have reasonable suspicion to believe that a student in school or at

a school-sponsored function possesses and/or is under the influence of alcohol or other drugs, the school will take the following action:

1. The parents will be notified by phone if possible. 2. The school administrator will refer all instances of illegal use, possession, or sale of alcohol or other drugs to law enforcement officials for prosecution. 3. The school will take appropriate disciplinary action:

- a. First offense: Five (5) school days out-of-school suspension. Students must complete a chemical awareness class approved by administration and meet with the school counselor on a regularly scheduled basis. The student will be removed from school activities groups and travel for a nine (9) week period.
- b. Second offense: Ten (10) school days out-of-school suspension. Students must (at his/her own expense) attend and complete a twelve (12) hour on-site chemical awareness program approved by administration and meet with the school counselor on a regularly scheduled basis. The student will be removed from school activities groups and travel for an eighteen (18) week period.
- c. Third offense: Recommended expulsion before the Board of Trustees. See Board Policy (3350)- Drug Testing Program

This policy is cumulative for a student's school career.

## CHROMEBOOKS

Students are responsible for unnecessary damage to their chromebooks.

## COOPERATIVE EDUCATION AND WORK SKILLS

The district is happy to provide opportunities for our students to learn work skills by working in various places of our community. Co-op classes are scheduled during the regular school day and offered to Juniors and Seniors. Students may not Co-op for family members. Students may only take one period of Co-op per semester. Co-op students must maintain a C average in Co-op class to be able to take a 2nd semester of Co-op, students who are continually failing Co-op for 2 or more weeks will not be eligible to take a 2nd semester of Co-op.

## CREDITS

Credits are earned at the end of a semester by maintaining a passing grade and acceptable attendance. Credit is awarded at the rate of .5 credit for each full semester of a course completed. Some courses that do not meet on a daily basis will earn .25 credits for each full semester. NOTE: Students will not earn credit if they receive a failing cumulative mark for the semester.

## CREDIT RECOVERY

Students who fail courses and need to recover credits will take the course over from the teachers on staff if the schedule allows. If the schedule does not allow the student to take the course from a teacher on staff and an online credit recovery course is the last option students will have to enroll and take the course on their own time. Students will not be given a period(s) to work on credit recovery courses unless part of an individualized education plan.

## CREDITS FOR PLACEMENT

All students must attain the following credit levels for class placement:

Freshmen 0 – 6 credits Sophomores 6-12 credits Juniors 12 – 18 credits Seniors 18 – 24 credits

Any student not attaining sufficient credits to matriculate at the next class level will be registered the following year according to the above standards. Students transferring from schools with lesser requirements for graduation will be evaluated by the administration for placement.

A regular education student who cannot meet class-standing requirements due to lack of credit will not be allowed to enroll with their class based on years of attendance. If a student is in this situation at the start of their fourth year of high school, they will be enrolled according to the above credit guidelines. Students who do not attain senior standing will not attend senior functions or senior events and will not be eligible to participate in Big Sandy High School graduation ceremonies. A student who lacks credits for graduation and completes correspondence work will be reinstated to class standing provided they will have enough credits to graduate.

Grades transferred into Big Sandy High School from another school will be based on the sending school transcript. Whenever possible, a percentage will be used. If only letter grades are available, the Big Sandy High School scale will be used.

## COLLEGE VISITS

Seniors are allowed two days of school related absences to visit colleges of their choice unless otherwise approved by the school administration. Students **MUST** leave an acknowledgement from the college visited with the main office.

## COMMUNICABLE DISEASES / CONDITIONS

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 Hepatitis Rubella (German Measles), Campylobacteriosis Influenza including congenital Chickenpox Lyme disease Salmonellosis Chlamydia Malaria Syphilis Colorado Tick Fever Measles (Rubeola) Scabies Diphtheria Meningitis Shigellosis Gastroenteritis Mumps Streptococcal disease, invasive Giardiasis Pinkeye Tuberculosis Hansen's disease Ringworm of the scalp Whooping Cough (Pertussis) (See Board Policy 3417)

## COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the matter 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. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

## COMPUTERS AND INTERNET USAGE

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. (See Board Policy 3612,

## CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

## COURSE WORK REQUIREMENT

Students will participate in all course work requirements. In the event of a medical condition, a note from the attending physician stating the reason for the exception and the date the exception ends must be submitted to the office. This rule is applicable to all courses including physical education courses. Non-medical exceptions will be handled on a case-by-case basis by the administration.

## COUNSELING SERVICES

The Big Sandy Public Schools have counseling services available to all students. The role of the counselor is to guide, advise, recommend, consult, and assist with the nearly limitless variety of concerns that students, parents, teachers, administrators, and the school community may have. Specifically, the thrust of the counseling program in Big Sandy is defined by three major goals:

Students will exhibit personal and academic growth including knowing how to cope with stress, how to study, and how classroom behavior affects academic achievement.

Students will develop educational and career decision-making skills which include knowing how to make decisions, formulating and modifying a personal career development plan, and selecting appropriate educational and/or vocational training programs. Students will develop interpersonal skills, such as knowing how to resolve conflicts, how to communicate, and how their behavior affects others.

Counselors address these goals through the delivery of many services which include appraisal, consulting, counseling, information management, program management, public relations, and referral.

The components of the school counseling program are:



- Guidance Curriculum
- Responsive Services
- Individual Student Planning
- System Support

Counseling offers a means for the students to grow in knowledge of self and others, thus enabling the student to develop a sense of responsibility needed to live effectively in today's world. The counselor's functions are varied as they help students better understand themselves and the world around them and to be more receptive to learning in the classroom.

Individual meetings with the counselor are confidential and information will not be shared with other parties with the following limitations. Confidentiality cannot be guaranteed if the student is under 16 years of age and parents desire information. Confidentiality may also be broken if the counselor thinks a student is at risk of harming themselves or others or if the counselor suspects a child or elder is being harmed or abused.

The counselor and all staff in the school system are mandated reporters, which means that if a staff member thinks a child is being abused, that staff member is required by law to report to the state Health and Human Services Department the suspected abuse.

NOTE: Numerous scholarships are offered and monitored through the Big Sandy School System. Please see the high school counselor for information.

## CURRICULAR ACTIVITIES

### REQUIREMENTS FOR GRADUATION

1. State Requirements: The State Board of Education requires that every person, in order to be eligible for graduation from an accredited high school in the State of Montana, must have completed a minimum of twenty units of coursework as prescribed by the state accrediting rules.

#### 2. **Big Sandy School District Requirements:**

1. English I, II, III, IV
2. American History
3. American Government
4. Two years of high school science
5. Three years of high school mathematics

6. One credit of high school health enhancement (one semester for two years)
7. One credit of fine arts
8. One credit of practical arts
9. Personal Finance, one credit

Additional requirements and considerations for graduation from Big Sandy Schools:

1. Biology or Physics must be one of the two years of science required
2. Algebra or Geometry must be one of the three years of mathematics.
3. Personal Finance will be taken as a Senior.
4. Students need a minimum of twenty-four (24) credits for graduation
5. Practical Art courses are Agriculture and Publications Classes.
6. Fine Art courses are Music and Art Classes.

**GRADUATION POLICY-** All coursework issuing credits needed for meeting graduation requirements must be completed before a student is allowed to participate in graduation exercises. Any student who is not eligible to receive a diploma at the commencement exercise shall not be permitted to participate in the graduation ceremonies.

Any student who is making up a course failed in a previous quarter, semester, or year must have successfully completed this course no later than three (3) school days before the date of graduation exercise in order to receive credit for this work and to participate in graduation ceremonies that school year (unless that deadline has been extended by the administration because of special circumstances such as illness). Exception: Students who are making up course work in a regular classroom situation would not be under this regulation provided that the course being made up would still be in session for the fourth quarter of that school year.

**SALUTATORIAN AND VALEDICTORIAN-**In order for a student to be class salutatorian or valedictorian, that student must have completed sufficient course work to satisfy one of the Montana University System college preparatory programs, must have attended Big Sandy High School for the past three semesters when these honors are determined, and must have completed at least eight (8) semesters of grades 9-12. Classes taken that were already passed will not be included in determining the student's GPA in regard to salutatorian and valedictorian honors. Valedictorians must have a minimum cumulative GPA of a 3.25 and a minimum score of 22 on the ACT exam. Salutatorians must have a minimum cumulative GPA of a 3.00 and a minimum score of 20 on the ACT exam.

## DANCES AND SPECIAL EVENTS

School dances will be supervised by at least three adults who have been approved by the administration. At least one of these three chaperones must be a staff member, preferably the sponsor of the group sponsoring the dance.

All students are expected to follow the same dress rules as those that apply in school, unless the dance is formal or masquerade, or otherwise specified. Prom dance requires the students to be dressed in formal attire throughout the entire evening. Carnival is semi-formal attire for the candidate introductions and crowning ceremony.

Students will not leave the dance and be allowed to come back in once it starts. One hour after a dance has started; no one will be admitted to the dance. Students who bring a guest to a dance are responsible for the behavior of their guest. No students from any school may attend the prom as participants unless they are at least in the 9<sup>th</sup> grade and a date of a Big Sandy High School student.

Preparations for the dances, such as names of chaperones, time and date, must be submitted in writing to the administrator by the Monday prior to the weekend of the dance or the dance will not be held.

## DISCIPLINARY PRACTICES

1. All students shall submit to the rules of the Big Sandy School District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. In an attempt to maintain a school atmosphere conducive to learning, procedures dealing with a student who constantly attempts to disrupt the normal routine or displays other behavior problems are set down as follows.

- **DETENTION:** A student who disrupts classes, wastes time, etc., shall be given detention. Detention may be assigned by both administrators and teachers.
- **PROBATION:** A student who is guilty of misconduct may be placed on probationary status at the discretion of the Superintendent/Principal.
- **OUT-OF-SCHOOL SUSPENSION (OSS):** Parents are primarily responsible for their child's behavior and have the greatest influence in the modification of any inappropriate behavior exhibited by their child in or out of school. A student who is disrupting the normal routine, the learning of others in a classroom setting or displays other behavior problems may be referred by a

teacher or other staff member to the Superintendent or Principal and may be subject to OSS. A student must keep up with assignments during the out-of-school suspension but cannot receive credit for the work. The student may return to school provided that parents visit the school in advance and vouch for the student's future good behavior. **A suspended student is not allowed on or near school grounds while serving suspension without prior administrative approval.**

- **EXPULSION:** A student guilty of gross misconduct or constant violations of school regulations may be expelled from school. This action is normally the result of a recommendation to the Board of Trustees. **An expelled student is not allowed on or near school grounds while expelled.**

2. For attendance purposes the following will be in effect:

- Detention will be assigned for excessive tardies
- Time lost due to skipping will be made up in triple during suspension.

3. Physical Discipline, Corporal punishment will not be administered to any student. However, reasonable and necessary physical restraint may be used if a clear and present danger exists for students, teachers, staff, and/or others. This will be administered in accordance with 20-4-302 of Montana School Law and Senate 84..

## DRESS CODE

Considering that not all clothes are suitable for an educational setting, Big Sandy Schools have developed minimal requirements for school dress. Listed below are the minimum standards of acceptable dress. Other dress may be deemed inappropriate if it creates an obvious distraction to the educational setting. Students sent home to change clothing will be considered unexcused absence from class. Dress for both girls and boys are to be neat, clean and appropriate for school. T-shirts, sweatshirts or jackets that make reference to sex, drugs, and alcohol and/or tobacco products are prohibited. Shirts must be long enough to touch the top of their pants. Caps, hats or sweatshirt hoods may not be worn in the school. Clothing must be able to cover all parts of student undergarments. Dress with excessive holes is not appropriate; including pants with holes above mid-thigh. Chains as well as necklaces and bracelets which have sharp spikes are not allowed. Shorts, skirts or dresses may be worn if they are an appropriate length, such as long enough that an individual's arms hanging at their side are even with the garment.

## DRIVER EDUCATION

Big Sandy School District will attempt to offer courses in driver education as often as needed. Once the course begins, the school cannot refund payment for the class to the student or parent. Students are placed in the class by order of birth date. No absences are allowed for the entire course.

## DROPPING AND ADDING SUBJECTS

Student requests to drop and/or add classes will be considered through the first week of the 1st and 2nd semester. Following that period, only special cases will be considered.

## DUAL ENROLLMENT

Dual enrollment is offered to Juniors and Seniors, and those Sophomores that qualify, through the following approved Dual Enrollment partners- Great Falls College - MSU, MSU - Billings, and MSU - Northern. Students must have a minimum core class GPA of 3.00 to be eligible for dual enrollment classes. No more than two dual enrollment classes may be taken during the first semester that a student attempts them. No more than five dual enrollment classes per semester may be taken after that. No more than one period will be given for dual enrollment classes per semester, except for special circumstances. If a student receives a failing grade in any dual enrollment class, then no more may be taken while that student is enrolled at Big Sandy Schools, unless permission is granted by the administration. Students must register for dual enrollment classes for fall semester classes before the end of the fourth quarter. Students must register for dual enrollment classes for spring semester before the start of Christmas vacation.

## ELECTRONIC EQUIPMENT AND DEVICES

Student possession and use of cellular phones and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of a District employee is a privilege which will be permitted only under certain circumstances. (See Board Policy 3630)

## FAMILY NIGHT – WEDNESDAY EVENING

No school activities are to be held on Wednesday evenings. No students are to be allowed in the school or gym (including those students who participate on a town team) after 7:00 p.m. on Wednesdays.

## FIRE DRILLS/EARTHQUAKE DRILLS

A prolonged horn sound (different from the bell) will be the fire signal. Please make sure that you know the proper escape route from every room where you attend class.

Earthquake drill alarms will be announced by the PA system. Please follow the instructions previously given to the teachers.

## GIFTED AND TALENTED EDUCATION

Students are the first priority at Big Sandy Schools. The District is committed to the recognition of individual differences among students and to serving the social, emotional, physical, and academic needs of the young people enrolled in our schools. Our goal is to enrich the education of all students through events and activities designed to expose them to a variety of challenging and higher-order critical and creative thinking experiences.

Embodied in this commitment is a responsibility to academically challenge highly able and artistically talented students to help them maximize their high potential and allow them to thrive, flourish and create.

Students who are academically gifted differ from others in learning profile, particularly in the areas of pacing, knowledge base, memory, and depth of thinking. Artistically talented students differ from others in their intensity, level of expression, divergent thinking, and creative productivity. The Big Sandy Gifted Education Program is designed to meet these needs. Providing students with enhanced, differentiated instruction enables us to nurture the diverse talents and abilities of our student body.

## GRADING

The grading scale at Big Sandy High School is as follows: (Board approved June 28,

2016).

Grade	Percentage	GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	0-59	0
I	Incomplete	0

## GRADUATION

1. Any senior who does **not** wish to participate in graduation must have a letter signed by his/her parents submitted to the superintendent by the first of May.
2. Caps and gowns will not be decorated for the graduation ceremony unless approved by the Board of Trustees with the exception detailed in Board Policy 2333.
3. Only seniors who are legitimately graduating will be allowed to participate in the graduation ceremony. No certificates of attendance will be given unless specified by legal requirements.

## GUIDELINES OF CONDUCT

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to obtain an education in an orderly, safe, and healthy atmosphere and is expected to contribute and engage in the educational environment in a positive manner. To meet this goal each student is expected to respect themselves and others and avoid actions or situations that are harmful to self, others and the school. Students are expected to be punctual and regular in attendance and respond positively and promptly to direction from faculty and staff. Below is a list of offenses that will result in disciplinary action. The list is not exhaustive, but serves as a guideline for good conduct.

- Profanity – Offensive language. Avoid using language that is vulgar, offensive and/or racially or ethnically degrading.
- Dress Code – In order to provide a safe orderly school environment the district will enforce a dress code. See page item “Dress Code” in this handbook for specific guidelines.
- Personal Hygiene – Students are expected to come to school with clean hair, hands, and clothing.
- Vandalism and Graffiti – Damage or defacing private or school property. Students will be financially responsible, with parents or guardians, for willful damage or destruction of school property.
- Theft of Personal or School Property. This includes stealing while at school-sponsored activities.
- Inappropriate Display of Affection – Physical contact that is not generally acceptable in a school setting is dictated by common sense and decency. Kissing is not acceptable.
- Hazing, Intimidation and Bullying – Big Sandy School District will not permit any acts of hazing, intimidation or bullying between or among students. Montana law and the Civil Rights amendment prohibit such actions as hazing and intimidation. Students caught hazing will be suspended immediately from school and will be referred to law enforcement. Bullying by any intentional means such as written, electronic, verbal or physical acts will not be tolerated.
- Use of or Possession of a Weapon – Firearm (Federal Gun Free School Act), a knife, chemical or explosive – No student shall bring onto school property or possess any firearm, knife, dangerous chemical, weapon or explosive. Violation of the Gun Free School Act policy shall result in discipline up to and including expulsion for not less than one calendar year.
- Trespassing – unauthorized entry into, or misuse or damage of school property.
- Alcohol, Dangerous Drugs or Narcotics – Use of these controlled substances on school premises and at school functions is prohibited (see “Chemical Use and Dependency” policy in this book).
- Tobacco – Use and possession are prohibited on school grounds and at school functions.
- Food and Drinks - Be neat and clean with any food stored in your locker or taken down the hallway. Food in the classrooms is under the discretion of each individual teacher.



- Lunch Period - During lunch time, no sitting in front of the trophy cases and no lying on the floor.
- Lunch Bus – While riding the lunch bus, no horseplay. Sit in your seat. The bus will load according to class specifications: senior to 7<sup>th</sup> grader. Any discipline referrals will result in the following: 1<sup>st</sup> discipline referral – student is off the bus for one week. 2<sup>nd</sup> discipline referral – student is off the bus for one month. 3<sup>rd</sup> discipline referral – student is off the bus for the remainder of the year.
- Student Parking – Seniors will park along the north side of the gym annex. All other students will park in the main parking lot. There will be no parking allowed on the south side during school hours.
- Forgery, Cheating and Plagiarism – Includes forgery of absence notes, tampering or altering school records, cheating on academic assignments and exams.
- Sexual Harassment – Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature.
- Sexual, Drug, Alcohol, and Tobacco Materials and Content – Possession or distribution of written or visual materials that advocate or advertise drugs, drug paraphernalia, alcohol, or sexual materials/connotations. This item includes Internet media. Legitimate education research excluded as approved by administration.
- Open Defiance of Authority – Refusal to comply with a staff member’s directions. Continuous violation of school regulations also constitutes open defiance of authority.
- Fighting – In school, on school property or at a school function, during school or while traveling to or from school. Students encouraging a fight will be considered in violation of the fighting rule.
- Threats to, or Intimidation of, School Personnel – Whether physical, written, spoken, in act or deed, on or off school grounds – will not be tolerated.

## **IDENTIFIED LEVELS AND CONSEQUENCES FOR UNACCEPTABLE CONDUCT FOR A STUDENT ATTENDING BIG SANDY JUNIOR/SENIOR HIGH SCHOOL**

**LEVEL 3: SAFE ENVIRONMENT** – Any behavior that is physically and/or mentally threatening to others or is illegal. This list is not inclusive. Administration reserves the right to use discretion in handling matters not included in this list. These behaviors will receive a discipline referral to the Superintendent/Principal’s office. This list of disciplinary actions is meant to be a guideline for determining discipline actions. The Superintendent/Principal will impose disciplinary action at their discretion.

- Possession of weapons of any type: Immediate hearing for expulsion.
- Physical or verbal (gross disrespect or threat of physical aggression) assault on faculty or staff: Immediate hearing for expulsion.
- Arson or bomb threat: Immediate hearing for expulsion.
- Distribution of alcohol/drugs on school property or at a school function: Immediate hearing for expulsion.
- School security threat: i.e., false fire alarm: 1st offense, 8 days OSS; 2nd offense, hearing for expulsion.
- Possession of alcohol/drugs on school property or at a school function: 1st offense, 4 days OSS; 2nd offense, 8 days OSS; 3rd offense, hearing for expulsion.
- Fighting or assault on another student: 1st offense, 4 days OSS; 2nd offense, 8 days OSS; 3rd offense, hearing for expulsion.
- Theft, burglary, vandalism and/or extortion: 1st offense, 4 days OSS; 2nd offense, 8 days OSS; 3rd offense, hearing for expulsion.
- Physically hazing or sexual harassment of any kind: 1st offense, 2 days OSS; 2nd offense, 4 days OSS; 3rd offense, 8 days OSS; 4th offense, hearing for expulsion.
- Possession and/or use of tobacco on school property: 1st offense, 1 day OSS; 2nd offense, 2 days OSS; 3rd offense, 4 days OSS; 4th offense, 8 days OSS.

**LEVEL 2: ORDERLY ENVIRONMENT** – Any behavior in the classroom or outside the classroom that is not physically or mentally threatening, and is not illegal, but negatively affects an orderly environment. This list is not inclusive. Administration reserves the right to use discretion in handling matters not covered in this list. These behaviors will receive a discipline referral to the Superintendent/Principal's office. This list of disciplinary actions is meant to be a guideline for determining discipline actions. The Superintendent/Principal will impose disciplinary action at their discretion.

- Truancy or misuse of hall pass: 1st offense, 1 day OSS; 2nd offense, 2 days OSS; 3rd offense, 3 days OSS; 4th offense, 4 days OSS.
- Use of vulgarity or profanity in response to a request by a staff member: 1st offense, 1 day OSS; 2nd offense, 2 days OSS; 3rd offense, 3 days OSS; 4th offense, 4 days OSS.
- Fraudulent written excuses or phone calls to excuse absences: 1st offense, 1 day OSS; 2nd offense, 2 days OSS; 3rd offense, 3 days OSS; 4th offense, 4 days OSS.
- Willful disobedience, insubordination or disruptive conduct: 1st offense, 1 day OSS; 2nd offense, 2 days OSS; 3rd offense, 3 days OSS; 4th offense, 4 days OSS.

OSS.

- Dress code violation: 1st offense, detention; 2nd offense, 1 day OSS; 3rd offense, 2 days OSS; 4th offense, 4 days OSS.

**LEVEL 1: CLASSROOM ENVIRONMENT** – Behavior that occurs in the classroom that interferes with the learning of others or may only negatively affect the individual student. This list is not inclusive. Teachers and staff reserve the right to use discretion in handling matters not covered on this list or in determining if the behavior is a Level 2 violation at which time the student will receive a discipline referral to the Superintendent/ Principal's office

- Insubordination: Detention.
- Talking out: Detention.
- Horseplay: Detention.
- Disturbing another student in any way: Detention.
- Malicious misuse of equipment: Detention.
- Not having appropriate materials: Detention.
- Sleeping: Detention.
- Off task, but not disturbing others: Detention.
- Violation of any rules the teacher has posted: Detention.
- Use of vulgarity or profanity: Detention.

**Parent notification of consequence for unacceptable behavior:** Teachers will assign and host detention for Level 1 misconduct. A detention notification form will be filled out by the teacher. It is the teacher's responsibility to contact the parent/guardian when detention is administered. The teacher will keep a copy, give one to the student, and two copies will be handed in to the office. One copy will be kept on file in the office and the other will be mailed to the parent. Failure by the student to serve assigned detention will result in a referral for insubordination to the Superintendent/Principal.

The Superintendent/Principal will handle all Level 2 and Level 3 misconduct. The Superintendent/Principal will contact parents by phone if possible. A discipline form will be filled out by the Superintendent/Principal. One copy will be given to the student to take home to their parents, one copy will be kept on file in the main office, and a copy will be mailed home to the parents.

Violation of the internet agreement or any computer violation such as computer hacking will result in loss of computer privileges for one (1) semester and could result in OSS and possibly a hearing for expulsion.

Cheating or any academic misconduct, depending on the nature and severity of the

incident, will range from teacher discipline to OSS and possible loss of credit.

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Failure of a student to comply with these regulations and guidelines of conduct is an infringement upon the rights of other students, staff and the school. Probation, detention, suspension, or expulsion may result from violation of the preceding regulations. Items found in violation of the code of conduct will be confiscated. Administrative discretion will be used to determine penalty(ies) in accordance with the severity of the infraction. The school may also seek referral for prosecution for any violation(s) of Federal and Montana legal statutes. Legal Reference: MCA 20-4-302 Discipline and Punishment of Pupils

Definition of Corporal Punishment MCA 20-5-201 Duties and Sanctions MCA 20-5-203 Secret Organization Prohibited MCA 49-1-101 Right of Protection from Personal Injury MCA 49-1-102 Freedom from Discrimination MCA 45-8-101 Disorderly Conduct MCA 45-5-201 Assault MCA 45-5-221 Malicious Intimidation or Harassment

## Honor Roll

Honor Roll will be gathered for students in grades 9-12 at the end of every quarter. To be eligible for Honor Roll Students must have a 3.3 GPA or higher and no Ds or Fs in any class.

## IMMUNIZATIONS

The Montana Immunization Law was changed during the 2015 legislative session. Students will not be admitted to school until evidence of immunization is shown. There is no longer a personal exemption. Students who wish to claim a religious exemption must file a religious exemption affidavit on an annual basis. Students whose records are incomplete will not be admitted until evidence of immunization status is presented.

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents

approved by the department. Haemophilus influenzae type “b” immunization is required for students under age five (5). (See Board Policy 3413)

## LIBRARY RULES AND PROCEDURES

The Library is to be used by students doing research, browsing, or leisure reading. A quiet study atmosphere will be maintained. Small groups may work together at the discretion of the librarian or monitor. A student transferring to the library must be prepared to work quietly or he/she will lose library privileges.

**No food or drink of any kind is allowed in the library.**

The library is open from 8:00 a.m. to 4:00 p.m. Monday through Thursday if staff members are available to monitor it.

Students transferring to the library must have a pass. Please fill in the time and purpose. Students will not transfer to the bathroom, locker, or office from the library.

All computer use will be in compliance with the district Internet Use Policy. Use of the computer stations will be scheduled at the circulation desk.

Material Circulation/Check Out: Bring all materials to the Circulation desk for check out.

- Books may be checked out for two (2) weeks
- Reference books, encyclopedias and oversized books may not be checked out.
- Magazines may be checked out for one week, except current issues.
- Books may be renewed until another student or teacher requests the book.
- All materials must be returned to the library before they may be renewed.

Lost books and media will be charged to the student at the replacement cost of the book or media

Nonpayment of fines and failure to return materials will result in report cards being held and lockers being assigned until payment is made and materials are returned. Lost or damaged books and equipment must be paid for by the student. Treat all property with respect; your parents have paid for these materials with school taxes.

## LOCKERS

Students are assigned a school locker to store their books and personal belongings. Students are to keep the same locker unless permission to change lockers is obtained through the office. Students may place a lock on his or her locker, but must

turn in a spare key or combination to the main office. Lockers need to be kept clean and neat at all times.

## MAJOR POSSESSION OR DISTRIBUTION

Major possession is defined by the District as possession of alcohol, illicit drugs, or any other controlled substance not prescribed by a physician, during school hours, on school premises or any school-sponsored activity, in quantities that would indicate the intent to sell or distribute. Distribution is the selling or distribution of illicit drugs or any other controlled substance during school hours, on school premises or at any school-sponsored activity.

**First offense: Suspension with recommendation for expulsion initiated by the school administration.**

Appropriate school disciplinary action will be taken regardless of the law enforcement action. Students will be afforded due process as provided by law.

## MAKE-UP WORK

Students have two days for every day of absence to make up assigned work for days absent. (This does not include school related absences or pre arranged absences as that work should be done before leaving). NOTE: While students are encouraged to complete any work they missed during classes from which they were truant, they will not receive credit for the work. It should be noted that the school determines truancy, not the parent or student.

## MEDICATIONS

If a grade 7-12 student must have medication during school time, the school must be notified, proper medical prescriptions provided and a release filed in the office from an attending medical professional. Please contact the high school office for policy and proper procedures prior to sending any medication to school with your student. (See Board Policy 3416)

## MONTANA UNIVERSITY SYSTEM

In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory program for

students who wish to enter a unit of the Montana University System. Traditional Students

A traditional student is defined as one who enters college within three years of high school graduation or within three years from the date when they would have graduated college.

#### Admissions Checklist for current High School Students

In order to receive full admission to a four-year university in the MUS, entering traditional students are required to meet the following standards:

#### **Achieve one of the following:**

1. Earn at least a 2.5 high school GPA; or 2. Rank in the top half of the school's graduating class; or 3. Earn a minimum composite score of 22 for the ACT or 1540 for the SAT

(exception: MSU-Northern requires an ACT score of 20, SAT score of 1440).

#### **Complete either the Regents' College Preparatory Program or the Rigorous Core College Preparatory Program**

Complete the Regents' College Preparatory program: mathematics (3 years), English (4 years), lab science (2 years), social studies (3 years), and college prep electives (2 years), which include world language, computer science, visual and performing arts, and career/technical education units that meet the office of public instruction guidelines.

Complete the Rigorous Core College Preparatory Program: mathematics (4 years), English (4 years), lab science (3 years), social studies (3 years), college prep electives (3 years), which include world language, computer science, visual and performing arts, and career/technical education units that meet the office of public instruction guidelines. The Rigorous Core is an advanced alternative to the Minimum Core for math proficiency standards.

High school students who successfully complete the Rigorous Core are eligible for the MUS Honor Scholarship.

#### **Demonstrate Mathematics Proficiency via one of the following methods:**

- Earn a minimum ACT math score of 22
- Earn a minimum SAT score of 520
- Earn a minimum score of 3 or above on the AP calculus AB or BC subject examination or a score of 4 on the IB calculus test
- Earn a minimum of 50 on the CLEP subject examinations in selected topics [college

algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]

- Complete the Rigorous Core College Preparatory Program

**Demonstrate Writing Proficiency via one of the following methods:**

- Earn a minimum ACT writing/English score of 18
- Earn a minimum SAT score of 440
- Earn a minimum score of 7 on the ACT/SAT writing essays
- Earn a minimum score of 3.5 on the MUS writing assessment test (MUSWA)
- Earn a minimum score of 3 on the AP English language or literature exam
- Earn a minimum score of 4 on the IB language A1 exam
- Earn a minimum score of 50 on the CLEP subject exam in composition

**Provisional Admission**

Provisional admission is granted to students scoring 18-21 on the ACT or 440-510 on the SAT mathematics tests and 2.5-3.0 on the MUSWA or 5-6 on the ACT/SAT writing essays.

Students who do not meet the writing and math proficiency standards are admitted to four-year universities on a provisional basis. Students who are provisionally admitted can gain full admittance by demonstrating one of the following:

- Earn a “C” or better in developmental math and writing courses preparing students for college level coursework (must be completed within the first 3 semesters)
- Earn the required score on one or more of the math or writing assessment tests required for admissions
- Complete an associate of arts (A.A.) or associate of science (A.S.) degree
- Submit a letter to the admissions office documenting a disability that prevented the student from adequately demonstrating proficiency in a test setting if no accommodation was provided at the time of the test.

## MOTOR VEHICLES

Students are permitted to drive motor vehicles, but are urged to use extreme caution while driving on school premises. The speed limit on and near school grounds is 15 mph. Conditions and situations may require much lower speeds than 15 mph. Those who disregard or neglect the use of proper safety precautions may have driving privileges revoked.



# NATIONAL HONOR SOCIETY

After the first semester of their respective year, any sophomore, junior or senior who has a 3.50 GPA and is enrolled in or has completed a college prep course (science and/or math) and is not in Honor Society will receive a letter inviting them to make an application to be inducted into the National Honor Society. Once applications are received, names of those students who have applied will be given to high school faculty and staff. Included with each student's name, faculty and staff will receive an evaluation form by which to evaluate each student. There are four criteria plus compliance with the "Pioneer Pride Participation Code" by which each student will be judged: Leadership, Service, Character and Academics. A committee consisting of faculty (teachers) is formed to review the applications and evaluation forms to determine if each candidate has met the requirements for induction.

★ **LEADERSHIP**-Leadership criterion is highly important for membership selection. Some committee members may interpret positive leadership in terms of the number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside elective positions including effective participation in other co-curricular activities offered on campus. Other committee members may define leadership in less objective terms. Leadership roles in both school and community may be considered, provided they can be verified. The student who exercises Leadership:

- Is resourceful in proposing new problems , applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals .
- Contributes ideas and improves the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others.
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted

- Is willing to uphold scholarship and maintain a loyal school attitude.

★ **SERVICE**-Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, community, as well as the student's attitude toward service can be reviewed. The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students.

★ **CHARACTER**-Character is probably the most difficult criterion to define. The committee will consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor. A person of character demonstrates the following qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. In addition, it can also be said that a student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom

- Has power of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

## PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parents, 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 Superintendent Kelly Haaland.

Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.

Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or superintendent please call the school office at 406-378-2501 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.

Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See Protection of Student Rights]

Become a school volunteer.

Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Offer to serve as a parent representative on the District-level or campus-level

planning committees formulating educational goals and plans to improve student achievement. For further information, contact Superintendent Kelly Haaland.

## PERMANENT RECORDS

Big Sandy School District maintains two (2) sets of school records for each student – a permanent and a cumulative record.

The permanent record will include Basic identifying information, academic work completed (transcripts), level of achievement (grades, standardized tests), immunization records, attendance record, record of disciplinary actions that are educationally related.

The cumulative record may include intelligence and aptitude scores, psychological reports, participation in extracurricular activities, honors, awards, teacher anecdotal records, verified reports or information from non-education persons, verified information of clear relevance to the student's education, information pertaining to release of this record and disciplinary information.

Big Sandy School District will comply with the mandates for student records as directed by the following: Standards of Accreditation of Montana Schools, Family Rights and Privacy Act (FERPA) of 1974, Laws and Regulations of Special Education, and Montana Laws and Regulations pertaining to student records.

Students and parents will be informed of their rights in accordance with Regulation 99.7 of FERPA during orientation or registration. The parent or eligible student has a right to

1. Inspect and review the student's educational records.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; and
3. Obtain a complete copy of the policy contained in the school Board of Trustees policy.

## PROMOTION AND RETENTION

For grades K-8, the Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administrators and teaching staff are directed to make every effort to develop curricula and programs that will meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed in or promoted to grade levels with other students of compatible age, physical, social, and emotional status. It is the District's philosophy to promote students who demonstrate effort within those compatibilities. It is equally the District's philosophy and practice to retain students who do not make a reasonable effort to meet grade-level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning. The primary reasons for considering retention are:

1. Indifference or lack of effort on the part of a capable student; 2. Physical or social immaturity; 3. Frequent or long absences; and/or 4. Violation of attendance policy. (See Board Policy 2421)

## PROTECTION OF STUDENT RIGHTS

- SURVEYS- Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.
- INSTRUCTIONAL MATERIALS- Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.
- COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING- The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions. Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:
  - Political affiliations.
  - Mental and psychological problems potentially embarrassing to the student or family.
  - Sexual behavior and attitudes.
  - Illegal, antisocial, self-incriminating, and demeaning behavior.
  - Criticism of other individuals with whom the student or the student's family has a close family relationship.
  - Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

## REPORTING SYSTEM

1. A final report card will be mailed out at the end of the year, during the year grades can be found through your infinite campus portal. 2. Credit is awarded at the semester end for courses which credit is earned. 3. Comments are written in good faith, with the student's proper development being the teacher's major concern. Parents and students are encouraged to talk with teachers about progress being made in any area deemed necessary. 4. Teachers will contact the parents of any student who is not working up to his/her potential and/or whose grades are in jeopardy. Parents are encouraged to respond by meeting with teachers to discuss remedies for the problem areas.

## SCHOOL LUNCHES

1. Hot lunches are available for all students in the lunchroom. 2. Student lunch prices (grades 7 - 12) are \$2.25 per meal. Elementary (K-6) are \$2.00 per meal. Adult lunch prices are \$2.25. 3. Students who carry cold lunches are encouraged to eat them in the lunchroom. 4. Sack lunches may be eaten in the high school concessions area.

We highly encourage any student/family to apply for the free and reduced lunch program. Lunch accounts for students qualifying for this program are not identified in any way.

**Breakfast is provided at both buildings at a cost of \$1.10 per meal.**

## SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student without notice or consent of the student. This applies to student vehicles parked on school property. High school students and/or parents, in signing the student handbook,

agree to handbook requirements, which may include school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists. (See Board Policy 3231 & 3231P)

## SECTION 504

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, counseling, employment assistance, extra-curricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding discrimination should be directed to the Superintendent, Title IX/Section 504 Coordinator, Big Sandy High School, Big Sandy, MT 59520 (406 ) 378-2502. (See Board Policy 2162 & 2162P)

## STUDENTS ENTERING FROM A NON-ACCREDITED SCHOOL

Only credits earned from a school that is recognized for accreditation through the state of Montana and/or member schools located only within the original states of the Middle States Association of Colleges and Schools, North Central Association of Schools and Colleges, New England Association of Schools and Colleges, Northwest Association of Accredited Schools, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges, and subject to any of their own state laws. Credits will also be accepted from third-party schools that are accredited by the Northwest Association or other above agencies through official third-party agreement with those agencies; accredited homeschool curriculum providers or other registered homeschools. Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. This will be done by the school counselor or the Superintendent or, in the case of homeschoolers, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the Superintendent. (See Board Policy 2413)

# STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. 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.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. 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.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to 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 the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

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.

Certain officials from various governmental agencies may have limited access to the records. 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 to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release 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 requester 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 through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon a written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow 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. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

## TRANSCRIPT GRADES

- Failed Classes Repeated – if a failed class is repeated, both the original failing mark and the passing repeat grade are shown on the transcript and are averaged equally in computing the student's GPA
- Repeating a Class Already Passed – Students may be permitted to retake a class they have already passed if a scheduling problem is not involved. The decision as to which grade is to be used for GPA purposes will be decided by the instructor, the student, and the school administrator who will have the ultimate approval. Both grades will appear on the transcript.

## VIDEOTAPING OF STUDENTS

The District uses 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. 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 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.

## VISITORS

Parents and others are welcome to visit District schools. 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 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.

## WELLNESS

Students will be sent home from school if they have a fever over 100.4 degrees. They must be fever free for 24 hours before they can be admitted back to school. A student that vomits at school will be sent home for the day.

# Acknowledgement of the Student Handbook

I have reviewed a copy of the Big Sandy Public Schools Student Handbook found on the Big Sandy School website. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## Dissemination of Student Information Form

Please select one of the options below and return this form to the main office at Big Sandy High School.

\_\_\_\_\_ I give permission for my child's name and/or photo to be printed in the school annual, school web pages, school's facebook pages, sports rosters/program, and newspaper articles.

\_\_\_\_\_ I DO NOT give permission for my child's name and/or photo to be printed in the school annual, school web pages, school's facebook pages, sports rosters/program, and newspaper articles.

Student(s): \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Signature Date: \_\_\_\_\_

**Please return this page to the District Office by Monday, August 28th, 2023.**