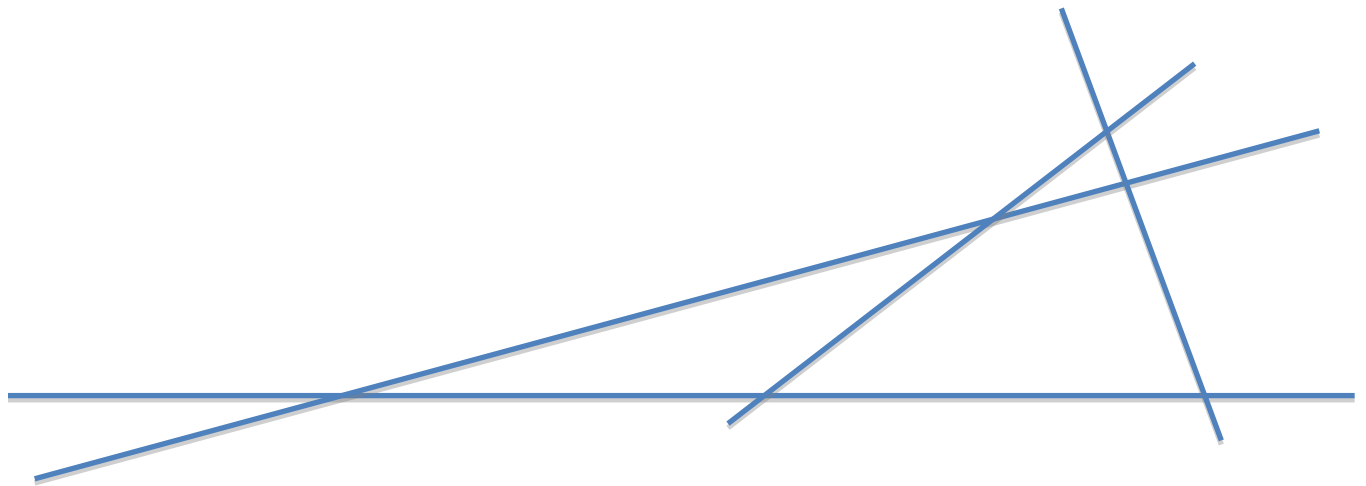


# FAIRFIELD SCHOOL DISTRICT

## JUNIOR HIGH AND HIGH SCHOOL STUDENT HANDBOOK



*2025 – 2026*

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## **TO STUDENTS AND PARENTS:**

The Fairfield Public School District 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 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.

## **SUPERINTENDENT’S MESSAGE**

Welcome to Fairfield School District. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the accompanying signature card for return to the School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

*Dustin Gordon, Superintendent*

## **BOARD OF TRUSTEES 2025-2026**

The Board of Trustees would like to extend an invitation to students, parents 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. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Current Fairfield School Board of Trustees:

Chris Christensen (Board Chairman), Chad Becker (Board Vice-Chair), Jim Dauwalder, Robert Garner, Michelle Gjerde, Emily Gulick, Serena Kolste, Stephen Ostberg

## **NOTICE OF NON-DISCRIMINATION**

The Fairfield School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

**Paul Wilson, 7-12 Principal (Title IX Coordinator)**  
**13 7<sup>th</sup> St. N, Fairfield, MT 59436**  
**(406) 467-2528 ext. 202**

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

### **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.

- 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.
- 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. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. 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.
- 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. See Policy 3122.0.

When a student is absent from school, the parent/guardian must call the school (406)467-2528 any time after 7:00 a.m. to notify the school of the absence. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student's parent/guardian will have one (1) day to contact the school office via phone or email, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth student assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

### **Types of absences**

The Fairfield Board of Trustees believes that classroom participation is an important part of the learning experience. Prompt and regular attendance in school is the beginning of dependability in adult business, personal and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance. Each high school student is allowed a maximum of ten (10) absences per class each semester. This number includes excused and unexcused absences, but does not include absences due

to participation in school-sponsored activities. Any absence beyond that number may mean a loss of credit in those subjects missed. If credit is denied, a grade of "F" will be assigned for the semester.

An absence is defined as time when a student is not physically present in the classroom, except when excused for participation in school-sponsored activities. (School-sponsored activities are considered an equivalent education experience. This exemption applies to students participating in sporting events, cheerleading, music-related events, FFA trips, academic field trips and other activities deemed co-curricular.)

Excused absences are legally defined as being due to illness, bereavement, and parent request due to instruction regarding human sexuality. Other absences that may be excused include medical/mental health appointments and others with approval of the principal. Even if an absence is excused, it will still count towards the students 10-day absence limit each semester.

Extenuating Circumstances: In cases of absence due to extended illness, serious injury, or medical treatments verified by a doctor's statement; bereavement; a subpoena to appear in court; attending as a spectator at school-sponsored events; pre-arranged family trips or other extenuating circumstances, the student will be counted absent; however, the administration may exempt such absences from calculation of the 10 days which could result in loss of credit.

Attendance Board: After going over the tenth (10th) absence, the student, with parental accompaniment, must appear before the Attendance Board, consisting of the high school principal, the guidance counselor, and the teachers of the classes in which the student has exceeded the allowable number of absences. The Attendance Board, after hearing from the student /parent, can deny credit or determine certain stipulations by which credit will be dependent on an agreement reached with the student and parent concerning attendance for the rest of the semester.

Appeals: Any decision to withhold credit can be appealed to the Superintendent and subsequently to the Board. The decision of the Board will be final.

When a student has been absent 5 and/or 8 days, the Principal shall send the student's custodial parent or guardian a letter of notification. In cases of absence due to extended illness, serious injury, or unusual circumstances, the administrator may waive the loss of credit.

Students are expected to complete all of their assignments. It is the student's responsibility to secure missed assignments from the teacher and complete them by the assigned time. Assignments may be obtained either before or immediately following an absence. Failure to do so may result in zero credit on missed assignments.

### **Tardiness**

Unexcused tardies to the classroom will be handled in the following manner:

- Immediate consequences will be handled by the classroom teacher in accordance with class rules and expectations.

- Regular, habitual, or extended tardiness will be referred to the principal for further consequences and will result in detention and/or in-school suspension. Continued tardiness could result in out-of-school suspension

### **Human Sexuality Instruction Absence**

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours' notice before such instruction is scheduled to occur.

### **AWARDS AND HONORS**

#### **Eagle Plus Program**

This is a reward and incentive program designed to reinforce academic achievement, academic improvement, attendance, and citizenship. Rewards and incentives are provided for the students from the school and our community partners.

At the end of each quarter, students will have a deadline to apply for recognition and rewards. A student can apply for a new Eagle Plus card each quarter. There are four different levels of cards with different criteria and incentives. Students are ineligible for any card if they have an F or Incomplete Grade or have had ongoing behavioral referrals during a qualifying nine-week period.

Other violations that make students ineligible for recognition and rewards are: cheating, alcohol or drug use, theft, vandalism, fighting, and/or harassment.

Once earned, the reward is valid for the upcoming quarter. If the student has a severe violation, the card may be suspended at the discretion of the administration.

#### **Student of the Quarter**

Fairfield High School is proud to recognize student achievement. This award is based on academics, citizenship, leadership, and service. Staff will nominate and vote each quarter on a deserving student based on these criteria. Currently, there is a monetary award for Student of the Quarter.

#### **Citizen of the Month**

Fairfield High School is proud to recognize student achievement in the area of citizenship. Each month staff members will nominate and vote on a student who has demonstrated school involvement, community involvement, volunteerism, and having a positive attitude.

#### **Honor Roll**

An honor roll shall be determined at the end of each nine-week reporting period for students who have attained a 3.0 or higher Grade Point Average (GPA).

Grades shall be weighted as follows:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

All subjects in which a student receives a grade shall be used in calculating the honor roll.

### **BELL SCHEDULES**

#### **Monday-Thursday**

First Bell	8:10
Block 1A	8:15-9:00
Block 1B	9:02-9:45
Block 2A	9:48-10:38
Block 2B	10:40-11:30
Block 3	11:33-12:18
Lunch	12:18-12:50
Block 4	12:55-1:38
Block 4B	1:40-2:25
Block 5	2:28-3:13
Prep	3:16-3:36

#### **Friday**

First Bell	8:10
Block 1A	8:15-8:54
Block 1B	8:56-9:35
Block 2A	9:38-10:22
Block 2B	10:25-11:09
Block 3	11:12-11:52
Lunch	11:52-12:25
Block 4A	12:30-1:09
Block 4B	1:11-1:50
Block 5	1:53-2:33

#### **7-12 Early Release**

First Bell	8:10
Block 1A	8:15-8:35
Block 1B	8:38-8:55
Block 2A	8:58-9:23
Block 2B	9:26-9:51
Block 3	9:54-10:34
Block 4	10:37-11:17
Block 5	11:20-12:00

### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly 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, please see Policy 3226.0.



### **CELL PHONES**

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

Student possession and use of cellular phones, ipods, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, ipods, and other electronic signaling devices on campus before school begins, between classes, at lunch (outside the cafeteria), and after school ends. Students in grades 9-12 may also use such devices outside of the building during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Cell phones cannot be taken out of the classroom during class time whether they are in use or not. Students must leave phones in the classroom when leaving the room during the class period.

Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned. Repeated unauthorized use of such devices will result in disciplinary action.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

Policy 3630.0

### **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	Mumps
Campylobacteriosis	Pinkeye

Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Coronavirus	

### **COMPLAINTS BY STUDENTS AND 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 for most complaints (Policy 1700.0) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination.

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 any District Principal or Supervisor 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. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700.0, available in any principal's and Superintendent's offices.

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website, [www.fairfield.k12.mt.us](http://www.fairfield.k12.mt.us), or any District or school office or by contacting the Title IX Coordinator.**

**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 website, [www.fairfield.k12.mt.us](http://www.fairfield.k12.mt.us), or any District or school office or by contacting the superintendent**

### **COMPUTER RESOURCES**

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access* Agreement prior to being authorized to use the District's computer resources. See Appendices B (K-6) and C (7-12) for the forms. For additional information, see Policy 3612.

## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

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.

## **Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, the Fairfield School 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 effects the climate or efficient operations of the school.

## **Violation of Student Code of Conduct**

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);

- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling marijuana (including medical marijuana).
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- 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.

### **Gun-Free Schools/Firearms**

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to

attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

### **CORPORAL PUNISHMENT**

No person who is employed or engaged by the District may inflict or cause to be inflicted 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.

### **COUNSELING**

#### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 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 17.]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor 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**

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact the School Counselor or one of the school administrators.

**Please note:** 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 for special education purposes.

## **DISCIPLINE AND DUE PROCESS**

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

### **Suspension**

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

### **Expulsion**

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.

### **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.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

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.

### **Non-School Materials**

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.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the superintendent at least one week prior to the requested distribution.

### **DRESS AND GROOMING**

Cleanliness and neatness of dress is important to all students. Students shall wear neat, clean, and tasteful clothing.

Facial hair will be kept neat and clean. Final decisions as to the appropriateness of facial is the responsibility of the school administration.

Students may not wear muscle shirts, tank tops, nor mid-rift shirts (anything above waist), biker shorts, spandex, yoga pants, or any clothing with abnormal holes or rips. Inappropriate statements, pictures or gestures, advertisements for drugs or alcohol are not allowed. Hats, caps, visors, bandannas, etc. may not be worn by Fairfield students in the school building. One warning for violation of this rule will be issued; thereafter, the hat may be confiscated to be returned at the end of the school year or at administrative discretion.

Students in violation of any of these standards may be removed from class pending a change of clothes. Violation of the dress code policy can result in detention, suspension, as well as an unexcused absence from the class time missed. Final decision as to the appropriateness of dress is the responsibility of the school administration.

### **DRIVER EDUCATION**

To be eligible to take Driver's Ed, students must reach 14 ½ years old by the end of the class. Students are scheduled by age, with the oldest student having first priority.

The purpose of the program is to introduce students to a course of study which leads to the eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include

requirements for instructional time, for instructor certification, recommendations for course of study and reimbursement procedures.

Driver Education will be offered to students from outside of the district only if space is available. This will be determined by the administration and the instructor. A participation fee will be determined by the board and assessed to each enrollee. This course will be graded on a pass/fail basis with 75% as the minimum requirement for a passing grade.

### **DUAL CREDIT COURSES / COLLEGE COURSEWORK**

The District will permit a student to enroll in an approved distance learning course, in order that such student may include a greater variety of learning experiences within the student's educational program.

Credit for distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District;
4. The course is needed as credit retrieval and cannot fit into the student's schedule; and
5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student's distance learning courses unless otherwise specified in Policy 2170.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

### **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations.

The Fairfield School offers the following extracurricular activities:

Junior High – Girls' Basketball, Tennis, Football, Boys' Basketball, Volleyball, Wrestling, and Track

High School - Girls' Basketball, Tennis, Football, Boys' Basketball, Volleyball, Wrestling, Cheerleading, and Track.



Please refer to the **Appendices E and F** of the Student Handbook for more information regarding eligibility, training rules, and drug testing for extracurricular activities

**Please note:** Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Fairfield School District subject to the student's eligibility as set out in **Appendix E** of the student handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal.

### **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the appropriate principal or the superintendent.

### **FOOD SERVICES**

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Contact the office for information to apply. Below are the current prices for breakfast and lunch:

K-12 Breakfast - \$1.65

K-5 Lunch - \$2.50

6-12 Lunch - \$3.00

Please refer to Policies 2510 and 7410 for additional information regarding the District's wellness program and its meal charging policy.

### **FUNDRAISING**

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 Principal at least 10 days before the event.

Except as approved by the Principal and/or Superintendent, fundraising by non-school groups is not permitted on school property. Please refer to Policies 4210 and 4222 for additional information.

### **GRADE CLASSIFICATION**

The district has instructional levels for grades kindergarten through twelve. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the board. Instructional levels shall be coordinated between each grade and between levels of schools.

A student will be assigned to an instructional group or a classroom which will best serve the needs of that individual while still considering the rights and needs of other students. Factors to be considered in classroom assignments are: class size, peer relations, student/teacher relations, instructional style of individual teachers, and any other variables that will affect the performance of the student. The criteria for grouping should be based upon the learning goals and objectives being addressed and the student's ability to achieve those purposes.

### **GRADING GUIDELINES**

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

#### **Junior High and High School**

### Grading System:

We use the following: The common grading system, which will be used in all subjects.

A..... 100-92%.....4.00.....Outstanding  
B.... 91-84%.....3.00.....Above Average  
C..... 83-73%.....2.00.....Average  
D..... 72-65%.....1.00.....Below Average  
F..... 64%.....Failing - no credit in course  
I.....Incomplete (to be made up during the following nine weeks of school or it becomes an "F".)

Driver's Education is conducted on a pass-fail system. High school students will receive a semester grade in each subject. The semester grade is computed from the percentages earned based on the following criteria: Each quarter grade is worth 40% of the final grade for the total of 80%. The semester test is worth 20% of the final grade.

For complete explanation of the grading system, see School Board Policy 2600.0. G.P.A. is computed on a 4.00 scale.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

## **GRADUATION**

### **Activities**

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony.

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

All students considered for graduation shall have earned in four or more years of high school, grades 9-12, the following required credits:

4 credits in English  
3 credits in Mathematics  
1 credit in American History  
1 credit in Government  
2 credits in Science (1 credit in lab science)  
1 credit in Health Enhancement (1/2 credit health, 1/2 credit physical education)  
1 credit in Fine Arts

1 credit in Vocational/Practical Arts  
1 credit in Computer Applications/Career Planning

In addition, students shall have been in attendance in grades 9-12 in an accredited junior and/or senior high school for no fewer than 8 full semesters and complete a minimum of 28 credits

### **Class Ranking:**

Rank-in-class is determined by final semester credit percentages and GPA will be determined for seniors at the end of the seventh semester. This is considered the exact and final rank in class and GPA. A student will be assigned a rank in class only if he/she has attended Fairfield High School for at least the full seventh semester.

Semester credit percentages shall be used in computing class rank and grade point average (GPA) with the exception of Drivers Ed.

Students who are enrolled in the regular curriculum are to be included in determining class rank. Students not enrolled in the regular education curriculum will be ranked separately. Foreign exchange students shall be unranked.

Ties in class rank are to be resolved by assigning the same rank to each student who is tied. This rank is to be one position below the next highest student. The student next below the tied students is given a rank determined by the total number of students whose average exceeds his/hers. For example, if three students in a class of 75 are tied for fifth place, they would all be given a rank of 5/75. The next highest student would be ranked 8/75.

Credit will not be granted for religion courses. In the event of unusual circumstances, the administrators may waive this rule for a transfer student. However, a religion grade may not be used in computing class rank and GPA.

If a failed class is repeated, both the original failing mark and the passing repeat grade are to be counted in computing GPA and class rank. Students will be permitted to retake a class for which credit has already been given. However, with the exception of music and specific industrial arts courses, no additional credit will be granted, and only the original grade for the class will be used in computing GPA.

Classes which require two periods are worth two credits toward graduation toward GPA. Students who volunteer to use their study hall to extend a class (i.e. School to Work) will still receive only one credit towards graduation.

*See Policy 2631 for further information.*

### **Requirements for a Diploma**

Students who have attended Fairfield High School and completed all the below requirements for graduation may be issued a Fairfield High School Diploma. Only students who have met the requirements on the day of graduation may participate in the graduation exercises and receive their diplomas.

A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a recommendation may be made to approve a minor deviation from the graduation requirements.

A student who has an experienced educational disruption will be entitled to graduate with a diploma if the student has met the minimum credit requirements established by the Board of Public Education. The District may distinguish the diploma in a reasonable manner from other diplomas issued. The Board of Trustees may enroll a student who is not yet 19 years and was awarded a diploma due to educational disruption and who seeks access to reasonable curriculum designed to advance postsecondary success.

#### College Preparatory Program:

##### **ENGLISH**

**College Prep-4 Years:** In each year the content of the course should have an emphasis upon the development of written and oral communication skills and literature.

**Rigorous Core-4 Years:** In addition to the Minimum Core, a designated college-prep or research-writing course is recommended.

##### **SOCIAL STUDIES**

**College Prep-3 Years:** The courses shall include Global Studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.

**Note:** *Students must complete a full year of global studies such as World History or World Geography, a full year of American History, and an additional year in another social studies field such as economics, problems of democracy, psychology, sociology, tribal government, Indian history.*

**Rigorous Core-3 Years:** As above, with the recommendation of an additional one-half year or more of other courses such as psychology, humanities.

##### **MATHEMATICS**

**College Prep-3 Years:** Courses shall include Algebra 1, Geometry and Algebra 11 (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.

**NOTE:** *In school systems where a student may take Algebra 1 in the 8<sup>th</sup> grade, the student must still complete 3 years of college preparatory math in high school.*

**Rigorous Core-4 Years:** In addition to the Minimum Core, a course beyond Algebra 11, or Integrated Math 1V (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or Integrated Math V1.) All must have grades of "C" or better.

## LAB SCIENCE

**College Prep-2 Years:** One year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science.

**Rigorous Core-3 Years:** Full year of each: General or earth science; biology; chemistry or physics.

**Alternate Rigorous Core Math/Science Combination:** Based on course availability, three years of mathematics, including a course beyond Algebra 11, and four years of laboratory science may be substituted for the four years of math and three years of science requirement.

## ELECTIVES

**College Prep-2 Years:**

- \* world language (preferable two years)
- \* computer science
- \* visual and performing arts, or
- \* vocational education units which meet the Office of Public Instruction guidelines.

**Rigorous Core-3 Years:** chosen from the following:

- 2 years of a World language
- Computer Science
- Visual and Performing Arts (including Speech/Debate)
- Vocational Education units which meet OPI guidelines (such as Information Technology, Computer Science.)

High schools may select courses offered by the Montana Digital Academy to complete their rigorous core or Regents' College Preparatory Programs.

### B. Entrance Requirements:

#### 1. A.C.T. score of 22 or higher for:

- Montana State University-Bozeman, Montana State University-Billings, The University of Montana-Missoula, and Montana Tech of the University of Montana; or a score of 20 for: Montana State University-Northern and Western Montana College of the University of Montana, or
- 2. G.P.A. of 2.5 or higher, or
- 3. Standing in the upper half of the graduating class.

To implement the recommended College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education hereby adopts the following procedures:

#### 1. Only persons who have completed the College Preparatory Program shall be eligible for:

- a. MUS: Montana University System Scholarship
- b. Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement. In unusual circumstances this provision may be waived for students who have been graduated from high school for more than two years.

2. In awarding scholarships based on academic achievement, special consideration should be given to persons who have completed a Rigorous Core specified in the College Preparatory Program. Rigorous Core courses should be given extra consideration.

### **HOMELESS STUDENTS**

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

### **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

### **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. Hemophilus 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.

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

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 Canada 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 3413.0.

### **LAW ENFORCEMENT**

#### **Questioning of 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.

### **Students 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.

### **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.

### **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 nurse. The school nurse or 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.

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) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

### **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

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

- 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 the appropriate building administrator.
- 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. 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, counselor, or principal, please call the school office at (406) 467-2528) 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 a principal or the superintendent.
- 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. Parent organizations include: Eagle Pride.

## **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 seek parental consent prior to and 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
- 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.

#### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

#### **RELIGIOUS PRACTICES**

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.

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. For additional information, please see Policy 2332.

### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class or subject are issued to parents as needed. Report cards are issued to parents quarterly.

The District may require that report cards and unsatisfactory progress reports be signed by the parent and returned to the school within 10 days.

### **SAFETY**

#### **Accident Prevention**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

#### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

#### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

#### **Emergency School-Closing Information**

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be updated on the school's website and via Infinite Campus messenger.

All students, parents, and school employees should assume that school will be in session and buses running as scheduled unless there is an official notification from the Superintendent or administrator to the contrary. Such notice will be given via the school website and student information system.

### **Personal Protective Equipment**

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

### **SEARCHES AND SEIZURES**

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.

### **Students and their Personal Effects**

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.

### **Vehicles Parked on School Property**

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. Any student seeking to park on District property shall sign the authorization form contained in Appendix D. Students who park on District property without signing the authorization form may be subject to discipline.

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**

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. The District may employ contractors to handle trained dogs to assist in these searches.

### **Seizure of Property**

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.

### **SEXUAL HARASSMENT**

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

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. Please refer to Policies 3225 and 3226 for additional information regarding the District's prohibition against discrimination and harassment.

### **STUDENTS IN FOSTER CARE**

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "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, child care institutions, and pre-adoptive home.

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.

### **STUDENT GOVERNMENT**

To be eligible for leadership and represent the school and community in school activities, it is not enough for the student to be a good athlete, a superior musician, or to possess the personal popularity to be elected to an office or a student organization. Such eligibility should require a good moral character, an average or better classroom record, a neat appearance, and an attitude of respect toward others and a desire and effort to comply with the rules of the school system and the civil law of society.



## **STUDENT RECORDS**

### **Access by Parents and Student**

A student's school records are confidential and 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.

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.

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.

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.

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.

### **Access by Other Individuals and Entities**

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 done 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.

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.

### **Challenging 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 expulsion and out-of-school suspensions through this process.

### **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.

### **Maintenance of 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.

## **Rights Under FERPA**

Specific parental and eligible student rights are Appendix A in this Handbook.

## **Privacy Matters – Photographs and Social Media**

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

## **STUDENT SCHEDULES**

Students will be given a copy of their daily class schedule at the beginning of the semester or upon enrollment in school for a transfer student. Schedules are also available to view online via the Infinite Campus Student and Parent Portals.

## **SUMMER SCHOOL**

Online classes may be available for students who have failed a core class during summer break or need additional credits for graduation. This will be handled on a case-by-case basis by the guidance counselor and administration.

## **TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living \_\_\_\_\_ more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation Director at (406) 467-2528.

Students are expected to assist District 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 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.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

### **VIDEOTAPING OF STUDENTS**

The District has the right to use 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. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

### **VISITORS**

The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the principal's 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.

## Receipt of Handbook and Acknowledgement of Rights

I have received a copy of the Fairfield High School Student Handbook for 2025-2026 school year or have been emailed a link to a digital copy of the handbook by the school. 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. I am aware that the school website, [www.fairfield.k12.mt.us](http://www.fairfield.k12.mt.us), has a link with a digital copy of the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal by October 1 of this school year.

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Name of Student

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Signature of Student

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Signature of Parent

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Date

## **Appendix A – FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The District classifies the following as Directory Information: 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, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **APPENDIX B - K-4 AUTHORIZATION FOR ELECTRONIC ACCESS**

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication<sup>1</sup> I to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

### **Use of New Web Tools**

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

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<sup>1</sup> "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, pager, iPod, or other mp3 or audio-video players and cameras.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## APPENDIX C - 5-12 AUTHORIZATION FOR ELECTRONIC ACCESS

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software (including monitoring software), settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication<sup>2</sup> to harass, intimidate or bully anyone while at school.
10. I will sign into school devices with my school login, and I will not bypass monitoring software on my school-issued device.
11. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

**Student Signature:**

**Parent/Guardian:**

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<sup>2</sup> "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

## Use of New Web Tools

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## **APPENDIX D – HIGH SCHOOL STUDENT AUTHORIZATION TO PARK ON DISTRICT PROPERTY**

*Parents and Students:*

Please read together and after signing, return this document to the school.

By exercising the privilege of parking on District property, including school parking lots, I acknowledge that I do not have any expectation of privacy in the odors emanating from my vehicle which may alert a human or a canine to the presence of alcohol, illegal drugs, drug paraphernalia or weapons. I acknowledge that I have received notice from the District that it may use trained dogs to sweep for the presence of alcohol, illegal drugs, drug paraphernalia or weapons.

By exercising the privilege of parking on District property, including school parking lots, I consent to the District's unannounced deployment of trained dogs around my vehicle while parked on District property, including school parking lots.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

*For students under the age of 18:*

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## APPENDIX E - EXTRACURRICULAR: ATHLETIC TRAINING RULES

Participation in all sports requires an acceptance of risk of possible injury. Athletics and competitive athletics in particular, demand great expenditures of energy and a high level of physical conditioning from the participant. Without an adequate program of training and conditioning, the health and safety of the individual are placed in jeopardy; the individual cannot perform at maximum efficiency, and competitive discipline dissipates. Therefore, for the safety and welfare of the individual and team, the following rules are established and shall apply to all pupils participating in the interscholastic sports program, including cheerleaders.

Pupils who participate in the athletic program of the Fairfield Schools are subject to all rules and regulations governing extra-curricular activities (Policy 976).

### Alcohol and/or Drug Use (Rule 6):

The use, possession, or association with, any form of tobacco, alcohol, illegal narcotics or drugs is expressly forbidden at any time by the participating pupil from the first day of practice until the pupil returns home from the final scheduled game or contest of the respective season, or until he/she is released from the supervision of the coach/sponsor of the activity.

(Association shall be interpreted to include the student athlete's physical presence where there is illegal use of alcohol, narcotics, or drugs. The student athlete who unexpectedly finds him/her self in a compromising situation must take immediate steps to disassociate himself/herself from the situation.)

### Penalty for Violation of Rule 6:

The participating student will be immediately suspended from participating in the sport, or from cheerleading, for the duration of the respective season.

Should any student be issued an M.I.P. during the sport season in which he/she is participating, he/she will relinquish all awards and honors received while a member of said sport.

### Curfew:

For the protection of the athlete's health and to assure the opportunity to perform to the best of his/her ability, adequate rest is essential. Student athletes, whether they reside in the city limits or in our rural community, are required to abide by the Fairfield City curfew ordinance. Any variance from compliance with this ordinance must be pre-arranged with the student's respective coach.

### Minimum Practice Days:

For the safety of the athletes, each individual in a given sport must comply with the M.H.S.A. minimum number of practice days prior to the first competition.

### Physical Examination:

All pupils participating in competitive sports must have a physical examination by a qualified physician before they will be allowed to practice for the sport. Evidence of the examination must be filed with the Principal.

## **EXTRACURRICULAR ACTIVITIES: ELIGIBILITY**

### **Academic Requirements:**

1. MHSA Activities: Student eligibility will be determined by semester grades. A student must have passed all classes the previous semester. If the student has not passed all classes the previous semester, he/she is not eligible for Fairfield High School MHSA sponsored extra-curricular activities the following quarter or semester. The policy timeline will be as follows: failure of a 1 credit class = 1 semester ineligible, failure of a ½ credit class = 1 quarter ineligible, ¼ credit class = mid-term ineligible. During the time that a student is ineligible, the student will be allowed to practice but not travel or represent Fairfield at any MHSA sponsored extra-curricular activity.

2. Co-Curricular Activities: If a student has not passed all classes the previous semester, he/she is not eligible to travel and/or represent Fairfield High School with a co-curricular group the following quarter or semester. The policy timeline will be as follows: failure of a 1 credit class = 1 semester ineligible, failure of a ½ credit class = 1 quarter ineligible, ¼ credit class = mid-term ineligible. He or she is however eligible to participate in home co-curricular activities. This will include Pep Band, student clubs, student organizations and student groups. Due to the uniqueness of band and choir, a student who is ineligible for the spring semester will be allowed to participate in the major performing portions of the district music festival; however, those students who are ineligible will not be allowed to participate in the solo and ensemble portions of the district music festival.

### **Advanced Makeup Requirements:**

If a student is required to be absent to participate in a school-sponsored event, he/she is responsible for contacting all teachers regarding the absence and are responsible for all classwork that needs to be completed for each class. Coaches will contact teaching staff one week prior to an activity-related absence to notify them of students they would like to attend each contest. Teachers will communicate with coaching staff and administration if there are concerns regarding a student's absence from their class. If there are issues with a student absence, administration will contact student, parents, and coaches with class requirements and a timeline for completion that must be met to allow participation. If severe concerns with a student absence or previous timelines were not met, administration may require the student to sit out of contests (including traveling with the team) until expectations are met. Students are required to turn in an advance make up form for all absences that are not school related. If an advance make-up is not turned in for an absence on a competition day, the student may not be allowed to participate.

### **Citizenship Requirements:**

1. Participation in extracurricular activities is a privilege granted to students for compliance with school rules and regulations. This privilege may be withdrawn by the Superintendent or Principal at their discretion when an individual student fails to comply with one or more rules or regulations.

2. In the case of ineligibility due to failure to comply with school regulations, the length will be determined by the Superintendent or Principal on the merits of the particular infraction.

## **EXTRACURRICULAR ACTIVITIES: RULES/REGULATIONS**

The Trustees believe that each pupil from grades 5 through 12 should have the opportunity to participate in extracurricular activities, to receive adequate instruction in those activities, and to take part in a representative interscholastic schedule. The Trustees recognize that participation in



extracurricular activities is a privilege that can be extended only to students who are willing to make the commitment to adhere to the following rules and regulations:

1. Fairfield High School shall be a member of the Montana High School Association and shall be governed by the Constitution, By-Laws, and regulations of the association where applicable. Therefore, students participating in activities governed by the M.H.S.A. shall be in compliance with the rules and regulations of that organization. This includes, but is not limited to, meeting the minimum academic standards and the minimum number of practices prior to competition.
2. Policies, rules, and regulations that apply to general school behavior and conduct also apply to extra-curricular activities.
3. Pupils representing the Fairfield Schools shall conduct themselves in such a manner as to reflect credit on their school and community

*Alcohol and/or Drug Use:*

No student shall possess, use, transmit, be in association with, be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use or transmit drug paraphernalia or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. (Association shall be interpreted to include the student athlete's physical presence where there is illegal use of alcohol, narcotics, or drugs. The student athlete who unexpectedly finds himself/herself in a compromising situation must take immediate steps to disassociate himself/herself from the situation.)

This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; on any vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. This policy shall not apply to the proper possession and use of prescription medication nor the legal possession of any of the above-listed substances in connection with an approved school project.

Any student with reasonable suspicion that is initially justified at inception is subject to the "Search and Seizure" policy #3231. This includes Illegal Substance Testing by an administrator or administrative designee.

*Clothing:*

Pupils attending any away extra-curricular activity shall dress appropriately for the occasion, as determined by the administration. This shall be interpreted to include clothing adequate to protect the pupil from cold weather in case the vehicle breaks down or is stranded. Shorts may not be worn.

*Equipment and Uniforms:*

Participants are responsible for all school-issued equipment, including uniforms. Participants will be charged replacement cost should they not return uniforms or equipment that were checked out by them.

*Penalties for Violations of Rules:*

The Principal shall have the authority to discipline students who violate any of the rules governing extra-curricular activities. This discipline may include, but is not limited to, suspension from any or all extra-curricular activities, detention, and/or suspension from school.

Any student so charged shall be suspended pending an informal hearing before the Principal. If the student is found guilty of the charge, the Principal may suspend the student for a period not exceeding five days, and/or withdraw the privilege of participation in extra or co-curricular activities for a determinate length of time, and/or cause forfeiture of a student body elective office, and/or give such other similar punishment as the circumstance may require.

*Sportsmanship:*

Sportsmanship is a way of thinking and behaving that must be taught, modeled and reinforced in the classroom and in activities as well. Activities provide an opportunity for participants and spectators to grow, to excel, to understand and to value the concepts of good sportsmanship.

Good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. This behavior is viewed as a concrete measure of understanding and commitment to fair play, ethical behavior and integrity. Good sportsmanship is good citizenship in action.

Students are reminded that participation in extra-curricular activities is a privilege, not a right. This is true whether one is a participant or a spectator. Specific progressive consequences will be utilized if a student demonstrates inappropriate sportsmanship. These may include, but not be limited to:

1. Administrative inquiry into any report of inappropriate student conduct
2. Meeting with administration/student/parent-guardian
3. Discipline warranted as per incident
4. Exclusion from contests – events, etc.
5. Suspension
6. Expulsion

*Transportation:*

The school shall provide transportation to activity events away from the Fairfield Schools. Participating pupils must ride to and from all extra-curricular activities in school sponsored transportation unless the Athletic Director, Principal or Superintendent receives and approves written permission from the pupil's parent/guardian prior to departure to the activity. At an activity, the sponsor or coach may permit a student to ride home with his/her own parent or other responsible adult if the request is made in writing by the parent/guardian of that student. Under no circumstances will students drive themselves to or from an out of town activity.

Fees:

Activity Tickets:

Any student participating in any extra- or co-curricular sponsored activity must purchase a Student Activity Ticket. Activity tickets are \$35.00 for students and \$70.00 for adults. No student will be deprived of participation due to economic hardships. Please contact the High School Principal if you have any questions.

Pay-to-Play:

Fairfield Public School Board of Trustees implemented a “pay-to-play” policy for all extra-curricular activities in grades 5-12. Those activities include all sporting activities, speech and drama, and pep-band. This policy states that all participants must pay a participation fee in order to participate in the mentioned activities. The current rate is \$30.00 per activity with an individual cap of \$60.00 and family cap of \$100.00. Students who qualify for free and reduced lunch will be charged \$15.00 per activity with an individual cap of \$30.00 and family cap of \$50.00. This fee is in addition to the \$35.00 activity ticket. No student will be deprived of participation due to economic hardships. Please contact the High School Principal if you have any questions.

Tickets & fees can be paid through the office, utilizing cash, check, or online payment through the district website at [fairfield.k12.mt.us](http://fairfield.k12.mt.us).

## **APPENDIX F – EXTRACURRICULAR/CO-CURRICULAR ACTIVITY DRUG TESTING**

### **DEFINITIONS:**

“FHS activity student or Participant”:

A student who is a member of, belongs to, or is enrolled in any high school sponsored co-curricular or extra-curricular activities, whether or not he or she participates in interscholastic competition.

“Activity”:

All current school-sponsored sports, clubs, and other co-curricular and extra-curricular activities and organizations, including travel to and from activities and including related school activities taking place during summer vacation or other school holidays:

“Chemical Use”:

Using, being under the influence, having in his/her possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, vape/nicotine, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes any attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, vape/nicotine, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication that has been specifically prescribed for the student’s own use by his/her healthcare provider and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication, or sell, or distribute it in any manner to another person. Chemical use also includes sniffing glue, “huffing,” or other misuse of substances.

“Drug Use Test”:

A scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in the person’s urine.

“Illegal Drugs”:

Any substance that an individual may not sell, possess, use, distribute, or purchase as defined by either federal or Montana law. In addition, “illegal drugs” include all prescription drugs obtained without authorization, all prescribed and over-the-counter drugs, or other substances being used or misused for an abusive purpose, faux drugs, alcohol, tobacco, and drug paraphernalia. The samples will be tested for any or all of the following: THC, Cocaine, Benzodiazepines, Alcohol, Amphetamines, Barbiturates, Ecstasy, Marijuana, Methadone, Methamphetamine, Morphine, Opiates, Oxycodone, Phencyclidine, Propoxyphene, and Tricyclic Antidepressants. The laboratory will be authorized to report test results to the superintendent or principal.

“Activity Season”:

The activity season is defined as: The season begins with the first official practice of the activity and ends with the arrival home after the final event or when the parent/guardian requests that the student become his/her responsibility after the final event for that season.

“Positive”:

When referring to a drug use test administered under this policy, “positive” means a toxicological test result that demonstrates the presence of an illegal drug or the metabolites thereof, using the

standards customarily established by the testing laboratory administering and evaluating the drug use test.

**“Reasonable Suspicion”:**

The suspicion of illegal drug use based on specific observations made by school sponsors, coaches, teachers, or administrators of the appearance, speech, or behavior of an FHS activity student; the reasonable inferences that are drawn from those observations; and/or reliable information of illegal drug use by a FHS activity student reported to a school sponsor, coach, teacher, or administrator. Anonymous contacts made by individuals not willing to confront the FHS activity student will not be acted upon.

**“Sample”:**

A sample of urine collected for the purpose of conducting a drug test for the presence of illegal substances.

**“Duration”:**

Participants are subject to drug testing in accordance with this policy during the calendar days defined above.

## **PROCEDURES:**

### **Consent**

It is MANDATORY that each FHS student who participates in activities read, sign, and return the “Student Drug Testing Consent Form” to the designated administrator prior to participation in any activity. A parent or guardian of a student under age 18 must also sign the consent form. The consent form requires the FHS activity student to provide a sample: (a) when the FHS activity student is selected by the random selection process to provide a sample; and (b) at any time when there is reasonable suspicion to test for illegal drugs. Each FHS activity student shall be given a copy of the drug testing policy and any administrative rules or procedures pertaining to drug testing with the consent form(s).

### **Orientation**

Prior to the commencement of drug testing each year and at other times throughout the school year as designated by school administration, an orientation session will be held with FHS activity students to educate them regarding the sample collection process, privacy arrangements, drug testing procedures, and any other issues regarding testing.

### **Timing of Testing**

This policy is adopted as of December 12, 2012 and all FHS activity students will be subject to random drug testing upon adoption of the policy. Thereafter, the following timing of testing regulations will apply:

1. Random: During each school year, at least 25% of FHS activity students will be required to participate in each random drug testing. The selection of participants to be tested will be done randomly by the principal or administrative designee. Names will be drawn from the complete pool of FHS students. Each student will be assigned a number that will be placed in the random drawing.

The Testing Company or administrative designee is responsible for establishing the system and protocol to ensure that the testing is conducted in a random fashion. The process will be documented in writing by the Testing Company or administrative designee. Testing may occur at any time during the school day or during a scheduled activity time from Monday through Saturday. No student will be given advance notice or early warning of the testing. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.

2. Reasonable Suspicion: Any FHS activity student may be required to participate in a drug test when there is reasonable suspicion of illegal drug use.

#### Testing Protocol:

The company/professional laboratory selected for conducting the drug testing must follow the standards set by the Department of Public Health and Human Services. It shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and have proper laboratory control.

School administrators and designees who are responsible for supervising the testing program will, on a periodic basis, receive training on the proper set-up of the collection environment, chain of custody requirements, and any other protocols required by the testing laboratory to ensure the accuracy of the tests. All drug tests will be supervised by a school administrator or designee who is responsible for escorting students to and from the collection site. The students should not be allowed to go to his/her locker but should carry all personal belongings with him/her.

All students being tested shall remain under school supervision until they have produced an adequate sample. The test must be completed within the time limit established by the company/professional laboratory. If the student fails to complete the test within the time limit, that student will be deemed to have refused to participate in the drug test.

Before the drug test, students shall fill out, sign, and date any form that may be required by the testing laboratory. If a student chooses, the student may notify the administrator that he/she is taking a prescription or over-the-counter medication with the understanding the administration has the right to confirm that information and the reason for taking the medication with a parent/guardian (if student is under age 18) and/or treating health care provider. The student and/or parent shall sign any authorization required by the health care provider to provide that information.

The testing process will be conducted so as to minimize intrusiveness and safeguard the privacy of the student to the maximum degree possible while still ensuring that the sample process is unadulterated. In order to maintain confidentiality, the container that contains the sample to be tested will not have the student's name on the container but will have an identification number as established in the testing protocol. If it is proven that a student has tampered with the sample or cheated during the sample collection process, the student will be ineligible for all activities for the remainder of the school year.

If a drug test occurs during the school day, the FHS activity student shall be allowed to make up any missed work during the time of absence from class. Faculty shall make all reasonable accommodations to assist the student in gathering the materials missed and/or completing the work.

Immediately after the sample is collected, the student will return to class with an admit slip or pass signed by the supervising administrator or designee who shall also note the time when the student left the collection site.

If an FHS activity student refuses to participate in a drug test, the student shall be treated as though he/she tested positive for illegal drugs and shall be subject to the same discipline and consequences as outlined in this policy.

### **Test Results and Appeal Process**

An initial positive test result showing the presence of an illegal drug, tobacco, vape/nicotine or the metabolites thereof will be subject to confirmation by a second and separate test. A drug test shall not be reported positive to the school administrator unless the second test is also positive ("confirmed positive test"). The testing laboratory shall preserve the unused portion of a specimen that tested positive for a period of three (3) months or the end of the appeal process, whichever is earlier. All specimens that tested negative may be discarded by the testing laboratory.

Immediately. The testing laboratory will notify the supervising school administrator of any confirmed positive test. The school administrator will schedule a conference with the student (and parent/guardian if under age 18) and explain to the student that there is a confirmed positive test and give the student the opportunity to submit additional information to the administrator or the testing laboratory to challenge the confirmed positive test. After receiving

the report of a confirmed positive test, if the student admits to using illegal drugs, the student will be subject to immediate discipline as defined by policy. A student may submit additional information challenging the confirmed positive test. If he or she challenges the test, the school district will rely upon the opinion of the testing laboratory as to whether the confirmed positive test has been satisfactorily challenged or negated by that new information, such as whether the

positive test result was produced by something other than consumption of an illegal drug. If the challenge is not successful, discipline will be imposed as set forth below.

The student or parent-guardian may make arrangements to have any remaining portion of the positive sample tested by a different laboratory whose laboratory and testing methods meet the same standards of reliability as the one selected and used by the school district. If this test is also positive, discipline will be imposed as set forth below.

Second hand exposure to smoke or and substance found in a positive test is NOT grounds for challenges or appeal to a positive test. Student health is initially the responsibility of parents/guardians and they bear the responsibility for consequences due to any exposure to the substances being tested.

If this test proves negative, a licensed physician trained in the field of substance abuse and interpretation of these laboratory tests ("medical review officer") will review all test results, interpret

the conflicting test results and all other information provided by the student or anyone on his or her behalf, and provide a certified opinion as to the test result. If that certified opinion is that the student tested positive for illegal drug use, the school district will impose discipline as set forth below.

The student has the right to appeal the decision to impose discipline after a determination has been made that the student has tested positive for illegal drugs. The appeal must be in writing and submitted to the Superintendent within five calendar days of the determination. The Superintendent shall review the entire drug testing process for purposes of determining whether all requirements imposed by policy, administrative procedures, and the testing laboratory's protocols were met, shall review any information provided by the student and his parent-guardian, and shall review the results of any further testing.

The Superintendent is not a medical doctor and does not have authority to reverse the opinions reached in the testing process but must focus solely on whether all procedures were correctly followed. The Superintendent shall summarize his/her review in a report to the Board of Trustees within ten (10) calendar days of receiving the appeal.

The Board of Trustees will then consider the student's appeal in a hearing to be held within ten (10) calendar days of receiving the Superintendent's report. A student requesting an appeal will remain ineligible to participate in any activities until the appeal is completed.

#### DISCIPLINARY AND OTHER CONSEQUENCES:

Upon the conclusion of all testing and appeals, if the final decision is that the student tested positive for illegal drugs:

1. The student shall be subject to the imposition of discipline in accordance with the Fairfield School District policy for training rules and/or the rules and bylaws of the activity. This results in the immediate dismissal from the activity for the remainder of that season.
2. The offending member may not participate in any other activity during that season and will not receive any awards, including a varsity letter. Any student testing positive is also immediately suspended from attending any school sponsored activities for the remainder of the season, including post-season events, upon notice of the violation.
3. Participants of co-curricular activities will NOT receive a reduction of grades because of a positive test result, but they will follow the loss of participation rules as noted in item 1 and 2.
4. The student will be required to attend a district-approved drug/alcohol/tobacco awareness program.



5. A confirmed positive test will revoke the student's right to only be subject to random drawing. For the safety and well-being of the student, he/she will be required to submit to drug testing whenever such testing is conducted at FHS for the remainder of the school year in which he/she tested positive in order to participate in any subsequent season in that school year.

6. In addition, the administration will provide information regarding counseling services, community agencies, and other information that the student or family may find helpful in addressing illegal drug use. One of the purposes of this policy is to encourage students to seek help.

If an FHS student self-reports the use of illegal drugs, the discipline is a minimum 2-week suspension from competition. After 2 weeks, the student may resume participation upon confirmation of a negative drug test and must voluntarily submit to all subsequent testing for the remainder of the school year. The student may self-refer to the activities director or a school administrator, by telephone or in person. However, this exception for self-reporting is only available when the self-referral is the first knowledge that the school has of a potential violation. The student may not use this voluntary admission if school personnel already know or have been informed of possible illegal drug use, either because of a reasonable suspicion or because of drug testing. To qualify, the self-referral must be reported within twenty-four (24) hours of the infraction, and can be used only one time by a student while the student is enrolled in grades 9-12. School administration will maintain documentation of self-referrals, and a copy will be placed in the confidential file described below.

### **CONFIDENTIALITY AND PRIVACY:**

Drug testing result sheets, charts assigning numbers to student names, signed consent forms, and any other information pertaining to any student drug tests, authorized prescriptions, and self-referrals (other than general procedures and protocols) shall be kept confidential in locked files by the school administrator who administers this program. The results of any drug tests will be destroyed when the student graduates or leaves school, if not earlier, and shall not be part of any permanent file. Confirmed positive test results will be kept in files separate from the student's other educational records and will not be divulged to any law enforcement authorities except as required by law.

It is the intent of the School District to keep positive test results and all information gathered in the process confidential. The school administrator who receives and acts upon confirmed positive test results shall notify only those school personnel who have an established and recognized need to know, such as the principal, activities director, or head coach or sponsor. With the student's consent and in showing genuine desire to seek professional assistance, the information could be shared with a school counselor or psychologist or other health care provider. Any school personnel who may have knowledge of the results of a drug test will not divulge that information or the consequences to anyone unless otherwise required by law.

### **FINANCIAL RESPONSIBILITY:**

1. The District will pay for the random drug testing, reasonable suspicion drug testing, and the second test of the same sample conducted to confirm an initial positive test.
2. The District will pay the reasonable costs for drug testing for students who have previously tested positive and are subject to the mandatory testing program.
3. Any additional tests or any testing done at the request of the student or parent-guardian are the financial responsibility of the student or parent-guardian.
4. Counseling and/or treatment of any kind provided by non-school agencies are the financial responsibility of the student or his/her parent-guardian.

### **DUTIES OF THE SUPERINTENDENT OR ADMINISTRATIVE DESIGNEE:**

The superintendent or administrative designee will implement and oversee appropriate procedures for the consistent implementation of the testing procedure. A Third-Party Administrator will be contracted to conduct, screen and verify the results.

Participation in school sponsored extra-curricular activities at Fairfield Public Schools is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their families, their school, and their community to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Chemical use of any kind is incompatible with participation in extra-curricular activities at Fairfield Public Schools. Fairfield Public Schools has adopted the attached Activity Student Drug Testing Policy and the Student

Drug Testing Consent for use by all Activity Students at the high school level. This policy explains in more detail the purpose of drug testing and its implementation. The policy also defines “chemical use” and “illegal drugs”.

### **CONSENT BEFORE PARTICIPATION:**

Each Activity Student shall be provided with a copy of the Activity Student Drug Testing Policy and this Student Drug Testing Consent, which shall be read, signed and dated by the Activity Student and parent or custodial guardian (if the Activity Student is under age 18) and returned to the school administration before such student shall be eligible to practice or participate in any activities. The consent allows Fairfield Public Schools to obtain a urine sample from each Activity Student: a) if chosen by the random selection basis; and b) at any time based on a reasonable suspicion to be tested for illegal drugs.

For more information, see District Policy 3350.