

St. Regis Student Handbook

(Grades 6-12)



2023-2024

This handbook belongs to: _____

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Principal: Shaun Ball
Counselor: Tyler Cheesman
Athletic Director: Jesse Allan

School Hours: 8:00-3:45
School Days: Monday-Thursday

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“Create Learners and Leaders for Life”

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St. Regis Purpose and Values

Core Purpose of the St. Regis Public School District:

St. Regis Public Schools, in partnership with the community, exists to provide rigorous, diverse, and individualized education programs to ensure that every student is confidently prepared for the future.

Core Values of the St. Regis Public School District

S Students First: The interests and needs of students will always come first and all decisions will be premised on which is best for students.

T Tiger Pride-Students are proud of our School: We are committed to ensuring that our students take pride in school and community through high academic standards, extra-curricular activities and being civic minded.

R Rigorous-Excellence in Academics: We are committed to ensuring that all students receive a rigorous, well-rounded, high quality education that confidently prepares students for their future.

E Effective-Highly Qualified and Committed Staff: We are committed to recruiting, retaining and supporting highly qualified and committed staff who fully support our students and the mission of our District.

G Goal Driven-Continuous School Improvement: We are committed to a rigorous path of continuous improvement through strategic planning and governance and knowledge-based decision making to meet the ongoing needs of our students, staff, parents and community.

I Integrity-Accountable, Transparent and Fiscally Responsible: We believe that espousing to the highest level of integrity is vital to the success of our students and our school district. We are transparent and fiscally responsible in everything we do.

S Safe-Positive Learning Environment: We firmly believe a safe, positive environment is the cornerstone for students to achieve their highest level of education. We are committed to ensuring that all students develop an acceptance of others regardless of differences.

(2020-2025 St. Regis Strategic Plan)

PROUD TO BE A TIGER PLEDGE!

At St. Regis Schools we strive for academic and social accomplishments which make us **Proud to be Tigers.** The Proud to be a Tiger Pledge encompasses all those things that each of us at St. Regis will strive to do to make us the best student we can be, which will make St. Regis School the best school it can be.



I am proud to be a:

Team player who will play by the rules and work together with others for the good of all. I am proud to be an

Individual who is capable of making my own choices and decisions, who knows right from wrong, who is learning who "I" am, and want to be the best person I can be. I pledge to

Give 100% in the classroom and in all other activities so that I continually strive for

Excellence in all that I do. Finally, I pledge to be

Respectful of learning, of the rights of others, of property and others' feelings.

Student Signature: _____

BEHAVIOR EXPECTATIONS

TIGER PRIDE

The staff at St. Regis School has high expectations for each student's academic and social success. Students will be expected to show Tiger Pride at St. Regis and when visiting other schools. This means students will be asked to show respect to other students, the St. Regis School facilities, all staff members, and any adult who visits the building. Additionally, students will be expected to exhibit good team spirit and sportsmanlike behavior at all times.

STUDENT DRESS

Clothing is a reflection of our school and educational purpose. Per board policy 3224, students are expected to dress appropriately at all times. The following attire, in addition to others, may be disruptive to the educational process and are considered inappropriate for school and at school-related activities and events:

- **Revealing clothing or pants/shirts that could be a safety issue in certain educational settings, such as clothing that has drug, tobacco, or alcohol labels, pictures that represent sexual behavior or are obscene**
- **Tops revealing cleavage or armpits. (Ex. shirts with torn or cut-off sleeves, muscle shirts, spaghetti straps, and shirts with shoulder straps less than 2 inches wide)**
- **Shorts and skirts that are two inches or more above the knee.**
- **Shorts and pants with holes two inches or more above the knee**
- **Blankets worn as clothing (for safety and hygiene reasons)**
- **Clothing that shows midriff or lower back**
- **Full-length coats (ex. trench coats)**
- **No Hoods or Bandanas**
- **Costumes (unless for a school event)**

***Other attire can be deemed inappropriate if it impedes the learning process or how the school functions.**

The St. Regis dress code applies to all students in all classes (Some exceptions may apply). The policy also pertains to students attending extracurricular events and field trips sponsored by the school.

If an adult staff member deems clothing to be inappropriate, the student will be asked to remedy the situation (ex. to turn the offending shirts inside out or to put on a different shirt). If students fail to comply, they will report to the office to resolve the issue. If the student doesn't have appropriate alternative clothing, the school will provide an appropriate T-shirt. If students still don't comply, they will be suspended.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to act appropriately toward each other while at school. This means that they may hold hands, but not exhibit any other personal behavior that may cause discomfort to others. This includes close hugging, touching, or kissing.

BULLYING

Students will be respectful to each other and to the adults in the building. They will not engage in any behavior or language that creates a hostile environment for another student, students or any staff member.

St. Regis School District Policies 3225 and 3226 prohibit bullying. Attached is the reporting form. If a student feels he/she is continually being harassed or bullied, he or she must fill out the attached form and give it to the building Principal for prompt follow-up.

Under the Bully Free Montana Act, bullying “means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, through the use of electronic communication, or anywhere conduct may reasonably be considered to be a threat or attempted intimidation of a student or staff member or interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property.
- c. Creating a hostile (uncomfortable, intimidating, fearful) educational environment.
- d. Substantially and materially disrupting the orderly operation of a school.

Students who are habitually or chronically disrupting the education process to the point that the behaviors disrupt the education of other students will be recommended for the Alternative program or expulsion.

Hazing is a form of bullying. “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies (see below).

Montana Code 45-8-213

This code makes it illegal for a person to knowingly or purposely terrify, intimidate, threaten, harass, annoy, or offend another individual using electronic communication. Further, the code states that the use of obscene, lewd, or profane language or the making of a threat or lewd or lascivious suggestions is prima facie evidence of the intent to terrify, intimidate, threaten, harass, annoy or offend. The code also makes it illegal to record or cause to be recorded a conversation by use of a hidden electronic or mechanical device without all parties' knowledge.

Parents and students should become familiar with this code and the consequences for violating it as any reports to the administration will be turned over to law enforcement and appropriate disciplinary action taken. This may include but is not limited to, detention, suspension, and recommendation for expulsion.

Montana Code 20-4-303

“Abuse of teachers. Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.”

CLOSED CAMPUS FOR 6-8

Students in grades 6-8 are not allowed to be off campus during the school day unless the administration receives a **written request from parents/guardian (note, text, email)** allowing them to leave only for dental and medical appointments (or other like activities), or for an emergency. In the rare event of an emergency, students may be released with a parent phone call. Students who have been granted permission to leave campus must sign out at the office.

OPEN CAMPUS-LUNCH CRITERIA FOR GRADES 9-12

Students in grades 9-12 have the opportunity to leave campus during lunch from 12:05-12:35. The intent behind open campus is to promote good behavior, good attendance, and good grades. Students must submit the open campus form (including parent/guardian signature) to the office and be approved by the administration before they can leave school during lunchtime. Once approved, students must check in at the office (sign in/out) each day before they leave and when they return from lunch. Each quarter, the administration will review each student's profile to determine if they qualify for open campus the following quarter. If at the quarter, the below criteria are not met, this privilege will be revoked. The criteria used are cumulative in nature. For example, if a student receives a 4th tardy during the 2nd Qtr., this privilege is lost for the remainder of the year. At any time, the administration reserves the right to revoke this privilege if they feel it's a safety issue or if it's disrupting the educational environment. The criteria are as

follows:

- 1.) Maintain a 3.0 GPA
- 2.) No ISS/OSS
- 3.) 90% Attendance (Dr. Notes, Death of Family, Court Orders, School events won't count against you)
- 4.) Cannot bring food and drink back into the building.
- 5.) No illegal behavior during the lunch break.
- 6.) No more than 3 tardies

Visitor Procedure

The St. Regis School District's procedures for any visiting person are as follows:

- **Enter the school ONLY through the designated entry doors (HS Entrance).**
- **Ring the bell for admittance and respond to the personnel on duty.**
- **Report directly to the front office upon entry.**
- **Sign in, present photo identification if the person is unknown (e.g. driver's license) and obtain a pass before visiting halls or classrooms.**

If you or someone else is picking up your child from school, we ask that you send a written notification to the school. The notice should state the name of the individual to whom your child should be released, the time of the release, a contact number for confirmation, and the signature of the parent or guardian. The designated person must then come to the school office, show ID (if the person is unknown) and sign the child out of school before he/she will be released. **Please be informed that we cannot release students to any adult if they are not listed in our school's information system (SIS). On rare occasions, you may call the school and notify them about you or someone else picking up your child.**

Students Visitor Procedures

If a student from another school or ex-student would like to visit a teacher or St. Regis student body member, the following procedures must be done:

- Communicate the needs of the visit to the office 24 hours in advance.
- Must get permission from Administration and the classroom teachers.

Please understand that at St. Regis, we are trying to protect the academic learning time for our students. We are not willing to disrupt this process unless there is a good reason for the visit. We will more than likely decline requests if the individual has seen the St. Regis Student/Teacher in recent times. We may also deny requests if there were any behavioral issues with the visiting student when they left St. Regis School.

For any item(s) that need to be dropped off or exchanged, the guardian (clothes/homework/medicine) must do it. If the guardian speaks to the office, such exchanges can take place with other people if prior notice is given. If this is the case, the exchange must take place in the office.

RESPECT FOR PROPERTY

Students will exhibit respect for property. This means keeping the halls free of litter, walls free of graffiti, the floors, walls, and furnishings free of spit, spitballs, and gum, and anything that constitutes vandalism. **This includes respecting the lockers and books of other students. No student is allowed to access another student's locker without that student's permission.**

TRESPASSING

Students are not allowed in the building after school has dismissed, or in any room, unless they are under the direct supervision of a staff member. **If student after-school activities end before the late bus leaves, students must go to Homework Helper or be picked up by a parent. Students who are involved in a late practice must be under the supervision of a coach or teacher. Studying in the hall, library, or classroom is permitted if there is a coach, teacher, or other school staff present. Students may not wander the halls until the bus leaves. Students who are not participating in an event or who refuse to go to a supervised location will be asked to leave the premises. If the student refuses, law enforcement will be called for trespassing.**

SCHOOL BUS BEHAVIOR

A fair, consistent, and firm discipline policy is of great importance in maintaining a safe and secure atmosphere for all passengers on a school bus. It is the drivers' responsibility to follow the written district policy on discipline and to instruct their passengers on the punishment of this policy. It is the responsibility of the bus driver to get students to and from school safely. Student behavior must not endanger the safety of the driver or other passengers.

Excluding emergencies or criminal behavior, a driver will not remove a passenger from the bus at any stop other than the regularly scheduled stop for that student.

A note from the parent or guardian to the office is required for a student to be dropped at a different location. Students who are not bussed may not ride unless there is a note or phone call expressly giving permission from a parent or guardian.

Driver Contact –Cameras will be used for security on the St. Regis buses. Parents will receive notification for all bus violations. Parents questioning bus discipline may request a conference with the driver and supervisor within two (2) school days.

Students are expected to follow bus rules while on the bus and at bus stops. Those rules include but are not limited to, keeping hands to yourself, using a classroom voice – not yelling or loud talking, being respectful to other passengers and the driver, using appropriate language, staying seated, not throwing things on the bus or out the windows, placing trash in a garbage can, and immediately following directions of the bus driver.

District Rules for Students Riding School Buses Are

- A. The driver is in full charge of the bus and pupils. Students must obey the driver promptly.
- B. Students shall ride their regularly assigned bus at all times unless permission has been granted by school authorities. **Parents/guardians must send a note to the school stating**

what bus the child needs to ride, the stop to get off at, and who will be responsible for the child at that stop.

- C. Unless by written permission of school authorities, no student shall leave the bus except at his/her regular stop.
- D. Each student **may** be assigned a seat in which he/she will be seated at all times unless permission to change is given by the school principal or driver.
- E. Outside of ordinary conversation, classroom conduct must be observed.
- F. Students are to assist in keeping the bus clean by keeping their waste paper off the floor.
- G. No student will smoke or light matches on the school bus.
- H. No student will open a window on the bus without first getting permission from the driver.
- I. No student shall, at any time, extend their head, hands, or arms out of the windows whether the bus is in motion or standing still.
- J. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, and straps or pins extending from their clothing. Also, any type of animal is not permitted on the bus except for service dogs.
- K. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by the school authorities to transport any large items.
- L. No student will be allowed to talk to the driver more than necessary.
- M. No student shall sit in the driver's seat, nor shall any student be to the immediate right of the driver.
- N. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
- O. Students must leave the bus in an orderly fashion and must not cross the highway or roadway until given consent by the bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.
- P. Students must cross the highway or roadway only in front of the bus and never behind it.
- Q. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to be at the bus stop before the bus arrives.
- R. Self-discipline should be exercised by students at the bus loading areas. Students should refrain from pushing and shoving other students. All school rules apply at bus stops.
- S. Students, who have to walk some distance along the highway to the bus loading zone, where practical, must walk on the left-hand side facing the on-coming traffic. This will also apply to pupils leaving the bus loading zone in the morning or early evening.
- T. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- U. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drill, will be followed.
- V. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
- W. Students traveling on a school bus to any "away" activity, including field trips and all sporting events, are expected to ride the bus both to and from the event. A student will be released to a parent or relative if there is a note submitted to the Principal or designee prior to their release from the activity. If anyone other than a parent or relative wishes to transport the student from the "away" activity, it must be approved by the Principal or Superintendent prior to leaving for the event with a parent note.

- X. Students may not leave the bus at any transfer point if the bus they are on continues to school, or to the school of destination, without permission from the bus driver or an advisor with a parent note.
- Y. Students at transfer points will give the same respect and attention to adult supervisors/chaperones as bus drivers and teachers.

A **first violation** of bus rules will result in parent contact by the principal and/or bus driver. A **second violation** results in a one-day suspension of bus privileges. A **third violation** results in a three-day suspension of bus privileges. Any **subsequent violations** will result in a recommendation of suspension of bus privileges for the remainder of the semester, and depending on the severity of the violation, possibly the school year.

FIREARMS AND WEAPONS (3311)

Firearms

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such a term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the St. Regis School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, at the discretion of the Board, may authorize the school administration to modify the requirement for the expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Possession of Weapons Other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns;

pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such a use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution of any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution of a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2)).

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities and school property, including buses and while on field trips or extracurricular activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361 (3a))

Note: Section (g) of the NCLB Section 4141 – Gun Free Requirements, carves out a very significant exception to the Gun-Free Schools Act in that it allows a student to have “a firearm that is lawfully stored inside a locked vehicle on school property. . .” Montana law (20-5-202, MCA), on the other hand, does not provide for any exception to the expulsion requirement if a student has a firearm that is lawfully stored inside a locked vehicle on school property. The only reference to federal law in 20-5-202(2), MCA is the federal definition of a firearm. As you well know 20-5-202(2), MCA provides that:

(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify

the requirement for the expulsion of a student on a case-by-case basis.

So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a firearm on school property in a locked vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.

*There is one significant inconsistency between the Federal Gun Free Schools Act and Montana is that under federal law it provides that “State law **shall** allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing,” whereas 20-5-202(2), MCA, provides that the trustees **may** authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

LOCKER AND BACKPACK SEARCHES

St. Regis School District Policy 3231 states:

The goal of search and seizure, with respect to students, is meeting the educational needs of children and ensuring their security. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the building.

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots). The administration may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

School authorities may search a student, a student’s personal effects, or a student’s vehicle (when parked on school property) when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or St. Regis District student conduct rules.

ATTENDANCE AND TARDIES

Students are expected to be **seated in their 1st-period class by 8:00 a.m. every day**. Tardy means being 15 or fewer minutes late for class. Anything more than 15 minutes is considered an absence. We ask that parents of all students that are absent call the secretary when school starts, to notify the school and their teacher that their child will be absent. The school will strive to call the home of all absent students within the first hour of that school day to communicate with parents about the status of their students. **Students are expected to be on time for every class period during the school day. Admit slips must be obtained before the first period of the day.**

Every 3 tardies equal a TRC. Students who accumulate 15 or more tardies in a semester will

schedule a meeting with their parents and the administration, including the superintendent.

Attendance Explanations

An **excused absence (AB)** is an absence verified by a parent, guardian, or caretaker to inform a school official of the reason for the absence. Absences due to illness not treated by a doctor and family vacations count toward the 7-day limit. Absences due to a death of an immediate family member, doctor/dental appointments accompanied by a note from the facility, or court appearances with a note from the clerk of the court do not count toward those 7 days.

An **unexcused absence (UA)** is an absence not verified by those previously listed. These absences count against a student's 7 days. *The parent, guardian, or caretaker must communicate with the school within 24 hours to change the unexcused absence to an excused absence.*

A **school-sponsored absence (PA)** is any absence that is supervised by a school district employee and the activity is a St. Regis School, Montana High School Association or Office of Public Instruction sponsored event. The activity is funded by the St. Regis School budget and regulated by St. Regis School disciplinary guidelines. Some examples of school-sponsored absences are field trips, club trips, and athletic contests.

School-sponsored absences, suspensions, jury duty, court appointments, medical/dental appointments accompanied, or death in the immediate family will not be counted in the 7-day attendance policy. Family vacations should be planned outside school hours whenever possible. However, if unavoidable, parents must notify the administration at least two weeks ahead of time and pick up a planned absence form. *Family vacations will count toward the 7-day attendance policy.* Consideration will be given to leave requests from military families. Notification may be sent home for students who are getting close to the 7-day limit.

Students must obtain an admit slip before the first period to be admitted to class or a tardy will result. If obtaining the admit takes longer than 15 minutes the student will be marked absent unless he/she obtains a note from the office giving a justification for why it took so long to get the admit.

Parents will be informed by the school if a student is having attendance problems at the following times.

1. When a student reaches 5+ unexcused absences.
2. At 8+ unexcused absences, a letter may be sent to the County Attorney for truancy for students under 16.

Attendance Review Committee

Students with excessive absences may present themselves to the Attendance Review Committee to explain their absences. Students found not to have extenuating circumstances may have to make up the absences per the recommendation of the Attendance Review Committee and serve disciplinary and/or other forms of remedial action. An Attendance Review Committee consisting of administration, teachers, and counseling staff providing comprehensive school and community treatment services for a student, will determine what

circumstances are extenuating. Extenuating circumstances will be determined on a case-by-case basis by the attendance committee with parent involvement.

DISTRICT POLICY 3130 Students of Age

This policy states that a student who turns 18 years of age and who is a student at St. Regis School must follow school rules, be in attendance, and complete and turn in assignments on time. In addition, the policy gives the administrator the right to refuse the student permission to sign out if there is not a valid reason for doing so. Valid reasons include doctor appointments, job interviews, and court appearances. Students of age must get permission from the principal prior to signing out. Students of age are expected to be in school during the school day.

TRUANCY

Students are considered truant when there is ***no excuse*** for an absence. Parents are responsible to telephone the school if their child will be absent. The school secretary will attempt to contact the parent if no notification of the child's absence is received within a reasonable time. The names of habitually truant students will be given to the County Attorney. Habitually truant is defined by the school board as having 7 or more unexcused absences or 54 or more parts of a day in a school year (Board Policy 3123, MCA 20-5-103).

REMOVAL OF STUDENTS DURING THE SCHOOL DAY

Schools must exercise a high order of responsibility for the care of students while in school. The removal by Law Enforcement and Child Protective Agencies of a student may be authorized as provided for in Policies 4410 and 4411.

DISCIPLINE POLICY STATEMENT (Policy 3310)

So that each student is ensured a safe, positive, and productive learning environment, our discipline policy will be strictly, but fairly enforced. Violations of the discipline policy as in the handbook or as outlined in Policy 3310 will result in disciplinary action and apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when 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 the school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

Careful consideration of each particular incident will include

- Due Process
- Seriousness of offense
- Student's age
- Frequency of misbehavior
- Student's attitude

- Effect or potential effect of misbehavior on the school environment

Positive Consequences (for good behavior)

- The ability to go on field trips
- Participate in reward parties
 - Must have no suspensions for the semester

Negative Consequences (can include):

- Student/administrative conference
- School lunch detention
- After school detention
- Friday school detention
- In-school suspension/Out-of-school suspension
- Expulsion

DISCIPLINE POLICY

Consequences are intended as general guidelines. The administration reserves the right to modify a student's consequence based on the specific nature of the infraction, individual circumstances, past discipline records, and behavior, or the severity of an incident.

Consequences will increase with the number of offenses.

Off-Campus/Vehicle		Consequences may include but are not limited to
1 st violation	See General Discipline Procedures	Detention/Suspension
2 nd violation	See General Discipline Procedures	Detentions/Suspension
3 rd violation	See General Discipline Procedures	Suspension
4 th violation	See General Discipline Procedures	Expulsion Recommendation
Threats, Fighting, Disrespect, Insubordination, Defiance, Bullying, Inappropriate language (swearing, racial remarks, sexual remarks, obscene statements, etc.)		Consequences may include but are not limited to Detention / Suspension /Police Contact-(Police ticket at their own discretion)
1 st violation	See General Discipline Procedures	Warning, detention, or suspension
2 nd violation	See General Discipline Procedures	Detention /Suspension /Police Contact-(Police ticket at their own discretion)

4 th violation	School Board Expulsion Hearing	Expulsion Recommendation; due process notification
Ungovernable behavior		Consequences may include but are not limited to
Students who are consistently disrespectful, disruptive, or unmanageable in the classroom will be reported to law enforcement for an Ungovernable citation		Citation for ungovernable behavior, suspension, a recommendation for expulsion
Deliberate Vandalism (Destruction of Property), Theft		Consequences may include but are not limited to
1 st Violation	Administrator/Parent/Student/Bus Driver (if relevant) Conference	Suspension-Restitution, Police Contact-(Police ticket at their own discretion)
2 nd Violation	Administration/Parent/Student Conference	Suspension/Restitution, 3-day suspension, Police Contact-(Police ticket at their own discretion)
3 rd Violation	Police and Parent Contacted	Suspension/Expulsion Recommendation
Substance Abuse/Possession/Paraphernalia		Consequences may include but are not limited to
1 st violation	Administrator/Parent/Student Conference	Suspension, Police contacted-(Police ticket at their own discretion)
2 nd violation	Administrator/Parent/Student Conference	Suspension/ Recommend Expulsion / Police contacted-(Police ticket at their own discretion)
Tobacco Possession/Paraphernalia/Use (including alternative nicotine/non-nicotine		Consequences may include but are not limited to

and vapor products)		
1 st violation	Administrator/Parent/Student Conference	Suspension /Police contact-(Police ticket at their own discretion)
2 nd violation	Administrator/Parent/Student Conference	Suspension/Police contact (Police ticket at their own discretion)
Selling Illegal Drugs		Consequences may include but are not limited to
1 st violation	School Board Expulsion Hearing	Police contact (Police ticket at their own discretion) and Recommend Expulsion
Weapons Possession-		Consequences may include but are not limited to
1st Violation	Parent Contact	Police Contact(Police ticket at their own discretion), suspension, Expulsion Recommendation
2nd Violation	Parent Contact	Police Contact(Police ticket at their own discretion), suspension, Recommend Expulsion
Possession of a Firearm	Parent Contact	Police Contact-(Police ticket at their own discretion), Suspension, Recommend Expulsion

Inappropriate Bus Behaviors - Pushing, tripping, foul language, throwing objects and inappropriate seat behavior, out of the seat		Consequences may include but are not limited to
1 st violation	The parent is called by the administration.	Referral/seat assignment
2 nd violation	The parent is called by the administration.	Referral/seat assignment, day bus suspension
3 rd violation	Administration/Parent/Student/Driver Conference	Three-day bus suspension.
Subsequent violations	Administration/Parent/Student/Driver	Bus suspension rest of the

	Conference	semester; due process notification
Disruption of school purpose or educational function	See General Discipline Procedures	1 st offense includes an assigned seat for the remainder of the year
1 st violation	See General Discipline Procedures	Detention
2 nd violation	See General Discipline Procedures	Detentions, Suspension
3 rd violation	See General Discipline Procedures	Suspension, Expulsion
Possession of Tobacco Products	See General Discipline Procedures	
Possession of Alcohol or Illegal Drugs	See General Discipline Procedures	
Deliberate Vandalism (Destruction of Property)	See General Discipline Procedures	1 st offense Include assigned seat for the remainder of the year or bus suspension
Possession/Use of Lighter or matches		Consequences may include but are not limited to
1 st Violation	The parent is called by Administration	Referral Slip, Seat Assignment, or bus suspension.
2 nd Violation	Administration/Parent/Student/Driver Conference	Referral Slip, Seat Assignment, or bus suspension

Minor Violations:

Minor violations include but are not limited to, breaking classroom rules, back-talking, not following directions, insubordination, disrespect, misbehavior, disrupting class, swearing, playing in the bathrooms, throwing objects and roughhousing or horsing around.

Minor violations are first handled by the classroom teacher. However, once the number of referrals reaches five or more, the administration will address the violation. Generally, the below-step system is used when addressing such behavior. The below step system is accumulative for the semester. At semester, the steps go back to 0.

Step 1-Warning

Step 2-Classroom teacher calls home + detention

Step 3-Classroom teacher calls home + teacher issues 2 detentions

Step 4-Classroom teacher calls home + teacher issues 3 detentions

Step 5-Administration calls home + ISS

Step 6-Administration calls home + 1 day of OSS.

Step 7-Administration calls home + 2 days of OSS.

Step 8-Administration calls home + 4 days of OSS + (Board referral or APEX)

Staff members, other than teachers, can discipline students who violate school rules/policies. As such, they can issue warnings and detentions, however, any suspendable offenses must be reported to the administration.

Warning – Students need only a reminder that certain behavior is unacceptable.

Detention- a consequence in which students are required to remain in a place for a specified amount of time. Most detentions are after school from 3:45-5:15. Transportation is provided for those who ride the bus. Detentions may also include work detail (washing tables, mopping the floor, etc.). Cell phones, headphones, earbuds, and other electronic devices are not allowed to be used during detention.

Students refusing or choosing not to serve their detention time as assigned by a staff member will have to attend a full day of Friday School. Refusal or choosing not to serve Friday School will result in an out-of-school suspension. This may affect your ability to participate in extra/co-curricular activities as well.

Suspension – The Superintendent or principal has the authority to suspend a student for good cause; however, the principal will consult with the Superintendent before suspending a student. The notification to the parent will include the reasons for suspension and its length.

- OSS (Out of School Suspension) is temporary in nature. Out-of-school suspensions are when students are sent home for a behavior infraction. Administration can suspend for up to ten (10) days. (Board Policy 3300).
- ISS (In School Suspension) is temporary in nature. In-school suspension takes place on school grounds in a designated room away from his/her classmates.

Appeals for suspension may be made to the Superintendent, then to the Board.

During an Out-of-School Suspension or In School Suspension, days will not count towards the attendance policy. Students who are suspended in school or out of school cannot attend any school activities (during the dates of suspension) including extra/co-curricular events. Students will remain off campus 24/7 and over the weekends (Friday, Saturday, and Sunday).

Students cannot attend any reward party if there was a suspension during that quarter.

Expulsion– Expulsion is when a student is sent home for up to one calendar year for breaking a school rule(s). The Board of Trustees, administration, parent, and the student will attend a hearing regarding the expulsion of a student based on the discipline infraction(s). Due process safeguards will be followed. Parents will be notified in writing of the infraction and recommendation for expulsion and the date and time of the hearing. Parents and students may address and present information regarding the infraction that might provide just cause for the student's actions.

Police Contact - Police will be contacted when a student's behavior develops into a situation in which the safety of others is in question and/or causes a prolonged disruption to the orderly school environment. This includes but is not limited to, police escort out of the building, violation of alcohol and drug policy, intimidation, harassment, vandalism, or theft. The student's parents and emergency numbers will be used to attempt parental contact prior to a law enforcement discussion with the student. (Police ticket at their own discretion)

ALTERNATIVE PROGRAM

The alternative program is an Out-of-school classroom designed for students who continually violate school rules or who are struggling academically. The program may also be used as an alternative to expulsion. It may be used periodically throughout the day/week for students who need to be redirected/disciplined for a short period of time (class period-10 consecutive days) or can go as long as one calendar year.

Before a student is placed in the program (long term-more than 10 consecutive days), as an alternative to expulsion or as an alternative setting for academic purposes, a parent meeting will be held to discuss program details with parents, and other school personnel. If a student is placed in this program, he/she will be expected to do the following: Receive educational services, perform restorative justice practices (campus clean up/helping community service/etc.), and receive behavioral education lessons with the counselor and/or other school personnel. A plan of rehabilitation will be put into place and goals will be established in an effort to return the student back into the general education setting. A student who shows little to no behavioral growth in the program may be recommended for expulsion.

*If you disagree with the placement of your student, you have the right to speak with the Superintendent and the Board regarding your concern.

Another part of our alternative program can include *independent studies* through MTDA or our online curriculum called APEX. The purpose of these programs are for credit recovery. Students who are placed into these programs (by a team consisting of parents, teachers, counselor, and administration) are expected to do their studies at home and then report to school for 1 hour a week (meeting times usually take place after school hours). During this time, the student will receive support from a school faculty member. Once the student is on track to graduate, the team may refer him/her back to the general education setting. Below are the expectations for independent studies. A failure to comply with the expectations may result in the student being dropped from the program.

1. 90% attendance to weekly meetings
2. Maintain a C or higher in their coursework
3. Have no behavioral referrals

STUDENT GRIEVANCE PROCEDURE

If you feel you have been unfairly treated in regard to your basic rights or grades, please follow the procedure listed below to resolve the matter. To file a grievance, you must do so within ten (10) days from the time of the incident in writing.

1. Talk privately to the staff member involved.
2. Talk to the administration (the Principal and then to the Superintendent).
3. If the matter cannot be resolved, the student/parent has the right to appear before the Board. All the grievance procedures must begin with the staff member involved.

ACADEMICS

ACADEMIC INTEGRITY/HONOR CODE

As members of the St. Regis Jr.-Sr. High School community, we believe in cultivating an environment of academic honesty. We value truth and trust in all facets of education. Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement. This ensures a positive learning environment that emphasizes intellectual integrity. Plagiarism or cheating impedes a student's academic progress and compromises the trust between teacher and student. This trust is fundamental to the learning process.

The Academic Integrity/Honor Code establishes a common understanding among staff, students, and parents as to what constitutes academic dishonesty. The penalties are intended to promote growth in character, not simply to punish students. To promote academic honesty, we encourage a sense of fair play, with credit sought only when it is deserved. The policy serves as a guide to upholding academic honesty.

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Students are expected to do their own work. The Academic Integrity/Honor Code of St. Regis Jr.-Sr. High School addresses plagiarism and cheating. Academic dishonesty is considered to be any type of cheating that occurs in relation to a formal academic exercise, which can include plagiarism or forging of signatures. Cheating includes, but is not limited to, the following:

- Giving test information or receiving it from other students
- Looking at someone else's paper during an examination, test, or quiz
- Allowing someone else to see or use one's work at any time.
- Having, using, or attempting to use unauthorized written aids during an examination, test, or quiz
- Using or sharing unauthorized information from electronic devices, including calculators/phones/computers, on tests or assignments
- Claiming sole credit for work completed with other students
- Copying work assigned to be done independently
- Allowing others to copy one's work or the work of another person
- Using purposely deceitful practices to improve one's grade or someone else's grade
- Fabricating, altering, or copying laboratory data or reports. Accessing, corrupting, or changing anyone else's computer work or data
- Plagiarism (the act of taking the language, ideas, thoughts, works of art, or music of another and presenting them as one's own without proper acknowledgment. Plagiarism includes, but is not limited to, the following:
 - Submitting work created by another person as one's own (whether that work was

stolen, purchased, or shared freely)

- Copying or closely paraphrasing sentences or passages from print or electronic sources without properly citing the source. Claiming ownership of work that is not original in thought and language

DISCIPLINARY ACTION / CONSEQUENCES

Note: Offenses are cumulative throughout the academic year unless otherwise stated.

If a staff member determines that a student is in violation of the Academic Integrity/Honor Code, he or she will follow the procedures outlined below. The teacher will investigate the infraction and notify the Principal of all offenses with a discipline referral.

- **First Violation** - Zero grade for the assignment, TRC, and teacher contacts parent/guardian, and a lunch detention **Note:** If the Principal determines that other disciplinary infractions are part of the incident, additional consequences may be imposed.
- **Second Violation** - Zero grade for the assignment, TRC, and teacher contacts parent/guardian, parent/student conference with Principal and/or teacher, and an ISS. Administration may make a recommendation to the school board for removal from all academic Honor organizations, removal from a position of leadership in any other club and/or activity for the balance of the school year. Students will be afforded due process hearings with the administration and school board.
- **Third Violation** - Zero grade for the assignment, TRC, and administrator contacts parent/guardian, student will be suspended for (1-5 days) with a re-entry plan developed by parents and administration prior to returning to the classroom.

RIGHT TO APPEAL - Students have the right to appeal to the administration.

SEMESTER TESTS

Semester Tests may be given in grades 7-12. The test grade may be worth up to 25% of the semester grade. The teacher determines the percentage. Semester tests may take a variety of forms, including, but not limited to, projects, portfolios, tests, presentations, and performances. Students checking out prior to the semester tests may not receive credit for the class. Students must demonstrate an emergency situation to the administration for early release prior to the school's scheduled release date on the school calendar. Those teachers that instruct elementary, junior high and high school students may administer exams to their high school students no more than two weeks prior to the regular semester testing days.

CLASS DEFINITIONS

Students are placed in cohorts based on their age and or the class level they are placed in. For graduation purposes, students stay in that cohort during the duration of their secondary education. However, students typically will have earned the following credits at each grade level: Freshmen 0-7 credits, Sophomores 8-14 credits, Juniors 15-21 credits, and Seniors 22+ credits.

FRIDAY SCHOOL RETENTION/ADVANCEMENT

Students are expected to complete classwork and demonstrate proficiency of the standards being taught to earn credit toward graduation and advancement. If a student earns an incomplete mark

in his or her class, the student will have to retake or complete the class the next available semester or attend summer school, if offered, for credit recovery.

Students who earn “incomplete” grades (based on the eligibility report on Tuesdays) each week will be assigned Friday School. Friday School runs on Friday from 8 am-12 pm. Transportation and food will be provided. A failure to attend Friday school will result in them attending our academic lunch or afterschool program period Monday through Thursday. Once their work gets to a C or higher, they are not required to attend Friday school.

The other purpose of Friday School is to provide enrichment classes. Fridays are optional for these students. Enrichment classes may include welding, mechanics, EMT services, forestry, teaching, job shadowing, or internships. Communication with parents will be sent out if students are interested in participating in any of these classes.

A student’s eligibility to graduate or participate in advancement/graduation ceremonies will be dependent on the student earning the appropriate number of credits. Students who fall behind in credits or who have incompletes will have their parents contacted and a plan developed to help the student get back on track to graduate or advance on time by the school counselor. Parents and students will be notified in a timely manner if the student falls behind in credits.

COURSE MASTERY AND GRADE PROMOTION

In order for Junior High and High School students to advance to the next grade level in any particular subject, they must demonstrate mastery. Mastery is defined as scoring 70% or higher. A failure to score less than 70% will result in the student receiving no credit.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students are required to complete 22 credits for graduation. The following represents those courses that are required.

English – 4 credits	P.E./Health – 2 credits. (.5 Health credit is required.)
Math – 4 credits	CTE/Practical Arts – 2 credits (Publications, web design, Projects, video production, Ag. Mechanics, Personal Finance, Computer Concepts, Industrial Arts, etc.)
Science – 3 credits	Fine Arts – 1 credit (Ex. music, choir, band)
Social Studies – 3 credits	Foreign Language – Not required, but recommended for college bound students.
Electives – 3 credits	College Prep - Not required, but recommended for college-bound students.
Senior Project - P/F Grade	

- Once a student meets the graduation requirements, they are still expected to be enrolled as a full-time student. Options for them include: Early graduation, work study, college coursework, or a full schedule taking elective classes.

- Graduation requirements may be petitioned to the Superintendent and the Board.
- If a student scores at the 95th percentile or greater on a comprehensive assessment they may earn HS credit in core classes at the Jr. High level.
- Online classes may not be substituted for classes offered at St. Regis School unless it's for enrichment-type purposes or if there is a conflict. In both instances, the administration must approve this plan. (For example, if PE is offered at the 9th-grade level, a student cannot take an online PE class for credit)

SENIOR PROJECT

Seniors will be expected to complete a senior project and present it to a panel of judges prior to graduation. A senior must pass their senior project in order to graduate. A pass or fail grade will be given by the committee. For more information, please refer to your senior project handbook.

RUNNING START

Running Start is a cooperative program with the Montana University System. It is designed to support students who want to take classes that are not offered at St. Regis High School. This program allows juniors and seniors who have maintained a 3.0 GPA the opportunity to earn dual credit in their junior and senior years. Freshmen and Sophomores may be eligible for dual credit opportunities by meeting the following requirements: 3.5 GPA, recommendation of two high school teachers, and approval of the Running Start Committee. Funding levels from the school and Montana GEAR UP are limited, and are not guaranteed to be available for all students every year. ***Therefore, parents/guardians will be responsible to pay for the dual credit class upfront. If funding is available, parents may be reimbursed by the school if students receive a grade C or higher at the semester. (Please note that the parents will not get reimbursed if they receive a D or F grade)***

Priority for funding will be given by 1) students with the closest graduation date, 2) Class Ranking. Students will earn 1 high school credit for each 3 credit college courses they pass (with a C or better). Running Start will be limited to classes offered by cooperating colleges and must have prior approval by parents, the counselor, and the administration. Certain classes such as English Composition and College Math classes require passing college placement exams. Coursework expectations are established by instructors from the respective college. The counselor maintains program eligibility requirements for the school to participate in Running Start.

All courses are considered dual credit, meaning, students will receive high school and college credit upon successful completion of the course (C or better).

Students will receive a final letter grade from the cooperating college upon the completion of the semester. The school district will transfer the final letter grade to the student's high school transcript. The percentage earned will not be applied to the high school grading scale; the school will default to the grading scale provided in the course syllabus.

ELIGIBILITY

The school district will use the letter grade to determine weekly eligibility as stated in the activities handbook. Eligibility is typically run on Tuesdays.

COURSE COMPLETION

Students are responsible for fulfilling all course requirements. It is important that students understand that the course is a college-level course and will require time outside of the dedicated class period. If the student fails to receive a “C-“ or higher they will be required to reimburse the district for the course fees. Under extenuating circumstances, the student may meet with the Running Start Committee to request that the fee be waived. If a student fails to receive a “C-“ or higher they must meet with the Running Start Committee before being enrolled in a new Running Start course.

MONTANA DIGITAL ACADEMY/APEX

To ensure St. Regis students have every opportunity to meet their educational goals, students may take courses offered by the Montana Digital Academy (MTDA) or APEX. Students may take MTDA/APEX courses for a variety of reasons -- to remedy scheduling conflicts with courses offered by St. Regis, to recover lost credits, to take advanced or honors courses, to explore interest areas, for acceleration opportunities, or to earn college credit.

Online courses require strict discipline by students to log in daily and work on assignments. As an online offering, MTDA/APEX courses can be accessed at any time or anywhere. However, students will make use of scheduled MTDA/APEX class time at school to work on their courses.

Students wishing to take an MTDA/APEX class that is offered by the school district must have administrative approval and a valid educational plan in place. Contact the counselor to develop an educational plan and schedule an MTDA/APEX course.

TEACHER ASSISTANTS

Students in the 11th and 12th grades may sign up to be teacher assistants with the following guidelines.

1. Only .25 credits may be earned as an assistant per semester.
2. Students may be classroom assistants in no more than one period per semester.
3. Students must have prior approval from the teacher/staff member.
4. Students must have a minimum of a 3.00 GPA from the previous quarter and maintain a 3.00 GPA.
5. Students must model good behavior.

GUIDED STUDY CLASS

Guided study classes earn .25 credits for completing the class. The class focuses on study skills, habits of effectiveness, and study time. Students assigned a Guided Study class must bring at least two assignments with them to work on during class. Students can only earn two credits from Guided Study but may take a Guided Study without credit.

HOMEWORK POLICY

Homework will be meaningful and will help extend a student's learning or skill. Maintaining high homework expectations is essential for improving and maintaining academic standing. To assist students in reaching proficiency and advanced placement, the St. Regis School District has established opportunities for tutoring, study skills, and for homework completion. After-school tutoring and homework assistance will be provided with transportation from school to home. Each teacher is responsible for his/her own homework completion policy. The student has the responsibility of understanding and following that policy. The Homework Policy of the teacher should be included in their course syllabus or equivalent. **(Please refer to the classroom syllabus for individual classroom management procedures on assignment completion when a student has been absent.) After 7 absences, parents and teachers will meet to discuss curriculum options and attendance makeup. Students who will accumulate extended absences due to illness may be placed on a temporary 504 with Homebound Instruction, and the school/teachers will provide homework and/or alternative assignments for completion on a regular basis. Homebound is temporary in nature and addresses a short-term medical condition that prevents the student from physically being in school. Once the medical condition is treated, the student must be back in school.**

ACHIEVE

Achieve is designed for 6th – 12th-grade students who are struggling or need extra support academically. Achieve runs for one hour Monday through Thursday. Students who have missing/late assignments will have their parents contacted and the suggestion made that the student attend the Achieve program until the assignment is completed. All classwork is expected to be turned in on time. Late assignments may incur penalty points but are still expected to be turned in. Students attending Achieve who become disruptive will be asked to leave. A third offense will make the student ineligible to participate in Achieve and will be responsible for completing assignments on their own time. For extra/co-curricular activities, Achieve may be mandated.

LETTER GRADING POLICY

In order to promote uniformity and fairness in the academic letter grading formula for the St. Regis Public Schools, and to support our concern for Excellence in Education, the Board of Trustees, School District 1, has adopted a 4.00 grading schedule with the following percentile formula for grading standards to be applied in grade levels 4-12.

<u>Percentile Scores</u>	<u>Letter Grades</u>	<u>GPA</u>
100-93	A	4.0
92-90	A-	3.7
89-87	B+	3.3
86-83	B	3.0

82-80	B-	2.7
79-77	C+	2.3
76-70	C	2.0
69 Percent and below	I (Incomplete)	0

- This grading schedule specifically prohibits recording or awarding letter grades of A+ C in any subjects in grades 4-12.
- Pass or No Pass will be assigned for Teacher Assistance and Credit Recovery Classes.

Students will be assigned an Incomplete (I) if a student has not completed the coursework, unless the administration approves an extended period of time for extenuating circumstances. Extenuating circumstances may include, but are not limited to medical conditions, death or severe illness of a family member, or military transfers or leave periods. The grade of incomplete will stand until the student has demonstrated mastery of the course.

HONOR ROLL

Honor roll will be calculated for grades 7-12 at semester on a 4-point system. A student must have a minimum of 3.00 to be on the honor roll. Honor Roll is 3.00-3.49. High Honors is 3.50 and above.

GRADUATION AND GRADE PROMOTION

Promotion and graduation ceremonies are held for students who have C's or better in all their coursework. For seniors, **all coursework must be completed and mastered 5 school days prior to the graduation and promotion ceremonies. 8th graders must have all coursework completed and mastered one school day prior to the promotion ceremony. Students must also have no outstanding debt. A failure to abide by the above criteria will result in the student not walking with their peers.**

8th GRADE AND SENIOR TRIP

The 8th Grade and Senior Trips are a privilege. To be eligible to attend the 8th grade or Senior trip, students must not have any suspendable offenses for the year, must be on track to pass all classes, and have no outstanding debts. They must also have an attendance rate of 90% or higher to attend. Students will be notified at least **three weeks** in advance regarding their attendance, grade, and behavior status.

CREDIT RETRIEVAL

Students may have the opportunity to work on classes during the school year. Students may take classes during the summer at their own expense from a pre-approved institution or another school district. In some instances, specialized summer school may be offered at no expense to the student. Please visit with the Principal or Counselor about these opportunities.

CREDIT WAIVER AND TRANSFER STUDENTS

The administration has the option of waiving certain graduation requirements as long as the basic requirements stipulated by the state of Montana are met. In order to have any credit or classes

waived, the student must have transferred in as a junior or senior from a school whose requirements are less restrictive than those of St. Regis.

EARLY GRADUATION

Students wishing to graduate early must apply to the Administration before the first day of classes of their senior year. The student must have a definite approved goal (i.e. enlistment, college entrance, etc.) to apply. The students may also petition the board regarding any graduation requirements.

VALEDICTORIAN / SALUTATORIAN

1. A 5-point GPA system will be used to determine valedictorian and salutatorian. 5-Point classes are Honors or Advanced Placement, Advanced Math, Physics, Chemistry, second-year foreign languages, and Running Start Classes. Students taking these classes will have their GPA determined for valedictorian and salutatorian selection purposes by the following scale: A= 5, B = 4, C = 3, Incomplete = 0. All other classes will use the 4-point scale as outlined under the Letter Grading Policy.
2. Pass/No pass and remedial classes will not count.
3. GPA is determined cumulatively at the end of the 7th semester. The minimum GPA is 3.00.
4. The 5-point system will determine a student's rank in class. **However, it is understood that this grading system is for St. Regis. Most scholarships, especially those of MUS, are determined using a 4-point GPA as dictated by the State of Montana regulation.**
5. Valedictorians/Salutatorians must be eight-semester graduates.
6. To be Valedictorian/Salutatorian, students must be enrolled “in-person” and “full-time/on track to graduate”.

*Full-time is defined as on track to graduate.

SCHOOL DAY REQUIREMENTS FOR SCHOOL TO WORK PROGRAM

All students are required to be enrolled **in classes to meet academic requirements**. Seniors and eligible juniors may take a **work-study, providing they meet the requirements**.

Release for work during the school day will be a structured school-to-work program. **Students must have a cumulative GPA of 2.5 and no attendance issues that exceed the 7 per semester limit.** Students must complete and turn in the application for work-study during the pre-registration period in the spring and no later than the final registration in August of each year. Students must get approval from parents and the employer prior as part of the application process. Employers must be willing to complete an evaluation form on the student’s work ethic, attitude, and punctuality/attendance while at work. Periodic check-ins with the employer will be conducted by school staff.

It is understood that if such a program is undertaken, the work will be meaningful for the student and employer. (Hardship cases become important but must be weighed against the long-term value of traditional education.)

Students will be required to enroll in a regularly scheduled class should the following occur:

- **Change of employment status**
- **Cumulative GPA drops below 2.0**
- **Absences over 7 days per semester in any class**

OUT-OF-DISTRICT STUDENTS

Non-resident students' academic and behavior standings will be reviewed at the beginning of each year. If after the review school administration decides to revoke the transfer, parents will be notified in writing. If parents/guardians don't like the decision, they have the right to appeal to the board within 30 days of receipt of the letter. The St. Regis School Board shall make the final decision.

EXTRA AND CO-CURRICULAR ACTIVITIES-ACADEMIC REQUIREMENTS

Academic Requirements

Academic requirements necessary for participation in interscholastic activities are set by the Montana High School Association (MHSA). These rules require a student to pass four (4) one-credit subjects the previous semester. **A student not meeting this standard is ineligible for the entire semester (MHSA Article 2, Section 2).**

St. Regis school also expects students participating in co-curricular activities to abide by the same standards set forth by MHSA; which state that in order to be eligible, a student must pass four (4) one-credit subjects the previous semester. In addition to this, St. Regis School requires all extra-and co-curricular students to have 0 incomplete grades during the weekly eligibility check. If a student does have incomplete grades, they must show growth (in each subject) on a weekly (Tuesday a.m. to Tuesday a.m.) basis to be eligible. Growth is defined by a 1% increase from week to week.

A student with an incomplete grade(s) has one week to show growth in order to participate in the event. If after the second week, there is no growth, the student is ineligible to participate in events until growth is made in all incomplete classes. If a student has not shown growth for four consecutive weeks, he/she may be removed from the activity or ineligible to participate in events (coaches/admin/advisor discretion and board approval). During time of ineligibility, students must attend all practices, as required by the coach or advisor, to stay eligible in the activity.

A student with an incomplete grade must attend Achieve. Achieve runs for 1 hour after school Mon.-Thur. Students failing to complete work during Achieve will not be eligible to practice or participate in events.

If a student has not shown growth for four consecutive weeks, he/she **may** be removed from the activity (coaches/admin discretion and board approval). During the time of ineligibility, students must attend all practices, as required by the coach or advisor, to stay eligible in the activity.

Students that are eligible shall be at school for the entire school day on the day of extra and co-curricular event(s), or the day preceding a weekend event (Friday, Saturday, Sunday), unless the absence has had PRIOR approval by administration.

*Students successfully attending summer school may become eligible in the fall.

PLANNING AND SCHEDULING

All extracurricular activities including meetings must be supervised by the group's Faculty Advisor. A group may not hold a meeting without its sponsor or appropriate faculty alternate being present. All requests for activities must be made to the administration at least one week in advance of the event. The form for requesting an activity can be obtained from the administration office.

DANCE REGULATIONS

School dances may be planned and offered with the consent of the Student Council, the Sponsor, and the Administration. The date should be finalized a week before it takes place. The class sponsor will be responsible for supervision. Students must find two additional chaperones with the sponsor's approval. The sponsoring organization is responsible for setting up and taking down chairs, tables, etc. in the dance area. This includes cleaning concessions, and trash in the halls, rest, rooms and dance area. Clean-up is to be done immediately after the dance. Dances will conclude by 11:00 p.m., except Prom which may conclude at **12:00 a.m.**

Students must submit to a breathalyzer to gain admittance. Those who leave the dance will not be readmitted. Students whose behavior is deemed inappropriate by the sponsor will be asked to leave and will not be allowed to attend the next dance. Junior High students cannot attend high school dances; high school students cannot attend Junior High dances. Junior High dances will follow the same rules, except they will end by 10:00 p.m.

If you wish to bring a guest who is not a St. Regis High School student, you must request the principal's permission prior to the dance and fill out a Guest Form and return it one week prior to the dance. (The principal will need permission from the visiting student(s) to review the guest's behavior with his/her school district.) The dance form must be completed and handed in to the administration one week prior to the dance. If that person breaks a rule, you and your guest will be asked to leave the dance immediately and parents will be notified. That guest will be restricted from attending any further St. Regis dances.

HOMECOMING

Group sponsors must be present at all float-building activities. Float building will be done on Homecoming day, during class time of that day, and the parade will take place immediately after. Each advisor is responsible to ensure the cleanup is completed the day following homecoming activities.

ATHLETICS

The St. Regis High School athletic department believes athletic training is a vital aspect of the

all-round development of young athletes. St. Regis High School emphasizes sportsmanship, ethical conduct, and fair play. It encourages leadership, initiative, and good judgment. Practices will be closed to the public unless a specific invite was given.

Extra-Curricular Meal Policy- The school will pay up to \$7.00 for meals on trips (70 miles or more) away from the school, otherwise, students pay for their own refreshments or meals. Factors such as mileage, length of contest, or other special circumstances, will be taken into consideration. (Note: Sack lunch may be used as an option.)

Parents of students participating on any team, as well as the student, will be required to sign an acknowledgment of the rules. These rules are taken from the St. Regis School District Policies and the Montana High School Association (MHSA) rules of conduct. These rules are under separate cover and are given to students the first day of each sports season. Students will not be allowed to practice or play until all signed forms are returned to the Athletic Director.

Admission To Athletic Events

Admission Price:	<u>Adults</u>	<u>Students</u>	<u>65+</u>	<u>55-64</u>
	\$6.00	\$4.00	Free	<u>\$2.00</u>

Tournaments: \$7.00/day

Family Season Tickets Entire year: \$60.00

Single Person Yearly Pass: \$35.00

Persons exempt from paying admission are:

- Pre-school children accompanied by adults or guardians
- Students attending St. Regis School
- Senior citizens
- Playing athletes from St. Regis and the guest teams
- Coaches and managers from each team
- Cheerleaders and sponsor
- Pep Band members who are playing and sponsor
- Concession worker and sponsor
- Scorekeepers
- Referees
- Custodians who are working
- Ticket-taker
- Visiting Bus Driver
- Holders of Authorized Passes
- All Permanent employees to attend Functions free

Admission for contests hosted by St. Regis School and another school will be negotiated with the other school. The board authorizes the administration to allow free/reduced admission to certain

activities to promote public support and participation.

MUSIC

We are very fortunate to be able to offer St. Regis students a quality music program. These classes are a part of the regular curriculum and students are required to participate. The Music program provides four concerts in which all students perform. Please check the classroom expectations in the syllabus for additional requirements for each class. Students not bringing instruments for class may be assigned a written report on a music-related topic.

MISCELLANEOUS INFORMATION

FIELD TRIPS/CAMPS

Field trips and camps are an extension of the St. Regis School District. As such, the school district policy and handbook apply. A parent permission slip must be signed for a student to attend.

In order for students to participate in field trips, the following eligibility requirements are considered before they can attend:

- Attendance (90% or better)
- Behavior
 - *No more than 4 referrals in a semester*
 - *No Absolutes (ISS or OSS)*
- Safety Concerns
- Academics (Not on the ineligibility list)

Throughout the year many teachers use field trips as a teaching tool. The following rules and procedures shall be followed:

- Community members known by the St. Regis School Board or Administration may volunteer 2 to 3 times a year without fingerprints or background checks.
- **ALL** chaperones must have a fingerprint and a background check for overnight events and/or frequent chaperoning of trips.

If behavior rules are violated during a field trip, the student(s) will have consequences according to the behavior rules and will not be allowed on any field trips for the remainder of the year. Students who violate behavior rules during an extended camp will be directed to leave. Students and Parents will follow sign-out procedures. Parents will be responsible for picking up their students or paying for additional transportation.

WITHDRAW FROM SCHOOL

To withdraw from school, you must obtain a withdrawal slip from the office. Take this slip to each of your teachers, librarian, guidance counselor, and principal for signature and return it to the administration. Books and materials belonging to the school must be examined and fines/lab fees paid in order to receive clearance.

Report Cards

Report cards will be issued at the quarter and semester grading periods. Grades are cumulative. Semester grades are not an average of the quarters, but a cumulative mark from the beginning of the semester to the end. All grades can be found in Infinite Campus. We encourage families to log into Infinite Campus regularly to check on their student's grades. To get your login information, please contact Mrs. Melin in the office at 406.649.2311 ext 205.

Late Assignments

Points will be deducted from a student's grade if work is handed in late. For every day an assignment/project is late, points will be taken off. Below is the rule for late assignments:

- 1 day late-10% reduction
- 2 days late-20% reduction
- 3 days late-30% reduction
- 4 days late-40% reduction
- 5+ days late-50% reduction

At quarter, students are not allowed to make up work from the previous quarter for a traditional grade (A, B, or C). In order to receive credit, students will have to retake the class on-site or potentially take an online course.

*For emergency purposes (Dr. notes/school events/etc) considerations for extending the deadline may be made.

DROP/ADD CLASS

Students will have 7 days after the beginning of a semester to drop or add a class. Students must obtain a drop/add form from the counselor, and get approval from parents/guardians and from each teacher before dropping or adding a class. Students will not be allowed to drop any class necessary for meeting graduation requirements.

STUDENT USE OF THE BUILDING

Students are not to be in the school building before 7:55 in the morning and after 3:45 in the afternoon unless they are monitored by an adult. Students are not to be in any classroom unless there is a staff member.

LOCKERS

The lockers at St. Regis School in grades 6-12 do not have locks. If students want to secure their belongings, they must purchase their own lock. They must also give the administration a key/combination. A failure to give administration a key/combination may result in the lock being destroyed at no expense to the district.

HEALTH SERVICE

Students becoming ill during the school day will be required to report to the office. The student's illness may require that he/she returns home. The office will notify the parent/guardian. Parents will be encouraged to pick up students at school and sign them out.

Students may require over-the-counter and/or prescription medications during the school day. All medications must be supplied by parents/guardians, the school will not provide the supply. It is required that a parent/guardian/responsible adult brings the medication to the school office where it will be stored until administered.

Medication will be administered to students by school personnel only with proper authorization. Proper authorization for over-the-counter medication is defined as the yearly completion of a Permission for Medication – Over-The-Counter form by a parent/guardian. Proper authorization for prescription medication is defined as the yearly completion of a Permission for Medication – Prescription form completed by a physician or authorized healthcare provider and signed by a parent/guardian. The medication authorization forms are available at the school office.

All medications must be in the original container with the label intact. The medication cannot be past the expiration date listed on the bottle. Parents/guardians must acknowledge that students have had at least one dose of the medication and have shown no apparent reaction to the medication. Medications will be administered as needed in doses indicated by the manufacturer. Any requests to administer dosages outside of manufacturer instructions will require a physician order. Unused medication will be discarded seven (7) days following the end of the school year or sooner if indicated.

*Please note, students are not allowed to carry medication unless allowed to do so by law or a specific school plan.

DRINKS/FOOD

Energy drinks and other caffeinated beverages are not allowed during the school day. See Wellness Policy regarding food/beverage use in the school. Food/snacks are not allowed in the classroom unless you have permission from the school administration or the classroom teacher.

JUNIOR/SENIOR PROM

Prom is sponsored by the Junior Class to honor the Seniors. Any students and/or guests who **leave** the dance will not be permitted to return. The class advisor(s) will be present at all decorating sessions. The dance is for grades 9 and above. Non-St. Regis students who want to attend the dance must be enrolled in high school, have good behavior, and be 19 years old and younger. Dance forms can be obtained by the office and must be submitted to the administration 1 week prior to the dance.

TELEPHONE CALLS

Students may use the office telephone only in case of emergency or school business. A student phone is available during breaks or before and after school. Additionally, **students will not be allowed to leave the class in order to use the phone unless it is an emergency.** Students may not receive telephone calls unless it is a family emergency.

CELL PHONES

Cell phones are only permitted during the student's designated lunch time. They are prohibited from being used or out at all other times during the school day from 8:00-3:45. Students can

store their phone on their person, backpack, locker, etc during the day. During extra & co-curricular events, field trips, or any other school event, the student must get permission from a staff member prior to using it.

If a student is found violating the school's cell phone policy, the student must hand in their cell phone to the teacher and retrieve it at the end of the day. In addition to this, the student will be disciplined according to our discipline policy.

*A failure to hand over the phone will result in the student being suspended.

*Cell phones are not allowed in the locker room or in the bathrooms at any time.

ELECTRONIC DEVICES

The District will not assume responsibility for maintenance, repair, or replacement of any privately owned property brought to a school or to a District function.

SEX OFFENDERS

Parents or Guardians may access information regarding whether or not registered sex offenders are residing in the community by accessing the state website at: <http://www.doj.mt.gov/svor/>.

COMPUTER USE

Computers are provided for educational use only. They are monitored by staff for the safety of all students. Students and parents are asked to sign a Technology Use Agreement to access school computers and technology. Students are bound by the Technology Use Agreement to use computers. Because the District provides devices for learning, students do not have a reason to access platform content with their cell phones or personal computer.

All students will have access to computers during the school day. Students taking college classes have the ability to check out computers. In order to check out computers, the student must have all debts paid, show a need for the computer, and be responsible. Students cannot check out computers to play games, listen to music, etc.

SCHOOL CLOSURE

If there is a need to close the school for any reason, parents will be notified by at least one of the following forms of communication: email, school website, text message (main form), radio, Facebook, television announcements, and phone calls. If the students are already at school, the staff will make every effort to call parents or emergency contact numbers to properly place students at home. Staff will not release students until a family contact has been made and transportation has been arranged. To ensure we can contact someone, please contact the office whenever a change of information occurs.

HB 99 (Sex Education)

St. Regis. School will obtain written consent prior to instructing students in human sexuality.

Appendix A:

2023-2024 6-12 Bell Schedules

Updated on 6-28-23

Monday-Thursday

Period 1 8:00-8:57
Breakfast 8:57-9:14
Period 2 9:17-10:14
Period 3 10:17-11:14
Period 4 11:17-12:14
Lunch 12:14-12:44
Period 5 12:47-1:44
Period 6 1:47-2:44
Period 7 2:47-3:45

Minimum/Partial Day

Period 1 8:00-8:57
Breakfast 8:57-9:14
Period 2 9:17-10:14
Period 3 10:17-11:14
Period 4 11:17-12:14
Lunch 12:14-12:44
Period 5 12:47-1:00

2-Hour Delay

Breakfast 10:00-10:17
Period 1 10:17-11:14
Period 2 11:17-12:14
Lunch 12:14-12:44
Period 3 12:47-1:44
Period 4 1:47-2:44
Period 5 2:47-3:45

Friday School

Breakfast 8:00-8:20
Class Time 8:20-11:30
Lunch 11:30-12:00

***6th graders will eat lunch from 12:00-12:15**

Breakfast on 2-hour delays will be “grab-n-go”
Appendix B:

Harassment, Intimidation or Bullying Report Form

Name: _____

Today's Date _____

Date of Incident: _____

Approximate Time of Incident: _____ A.M. or P.M

Person/Persons Involved: _____

Name of observer/observers: _____

Location of Incident _____

Incident Details (What did you see, hear, and feel?)

Signature: _____ Date: _____

Appendix C:

Nondiscrimination Statement - Section 504 Americans with Disabilities Act

It is the policy of the St. Regis School District that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap. This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual need or performance to meet the needs of pupils, including gifted/talented, special education, school-age parents, bilingual, bicultural, at risk, and other special programs or programs designed to overcome the effects of past discrimination. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Age Discrimination Act of 1975, Title IV of the Civil Rights Act of 1964 (race and national origin), and Section 504 (handicap) of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available. Allegations of violations of policy in the St. Regis School District or to ask any questions regarding Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex, should be directed to:

Title IX Coordinator, Tyler Cheesman, Counselor
St. Regis School District P. O. Box 280
St. Regis, Montana 59866
(406) 649-2311

Inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, should be directed to:

Section 504 Coordinator, Shaun Ball, Principal
St. Regis School District P. O. Box 280
St. Regis, Montana 59866
(406) 649-2311

Appendix D:

Annual Parent Notice Right to Request Teacher Qualifications

School: St. Regis Schools

Date: August 17, 2022

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *No Child Left Behind Act of 2001 (NCLB)*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school

Name: Derek Larson

Title: Superintendent

Email: larsond@stregis.k12.mt.us

Phone: 649-2208

Thank you for your interest and involvement in your child's education.

Sincerely,

Joe Steele
(Superintendent)

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Shaun Ball Address: 90 Tiger St., St. Regis MT 59866 Telephone: 406-649-2311 Email: sball@stregis.k12.mt.us

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

Appendix E:

Summer School Handbook

Summer School provides students with the opportunity to take classes for original credit and credit recovery. Unless otherwise specified in this document students will follow the rules and procedures established in the most current student handbook.

Credit Recovery

Due to the shortened term and accelerated pace of summer courses, prompt and consistent attendance is important so students do not miss classes. Even though the classes are available online, students must be in attendance at St. Regis School during the scheduled times.

Attendance

Students will be allowed to miss a maximum of 2 days out of the 16 day term (this includes all absence coding). In the rare event of an extenuating circumstance, administration reserves the right to allow for additional absences. Students will be marked absent if they are more than 10 minutes late to their class. After students exceed two absences they will be withdrawn from the course and forfeit credit.

Original Credit

Students will create a plan of study with the counselor prior to being registered for summer courses. It is highly recommended that students attend the summer school session on campus. If students choose to complete their work off campus they must be in regular contact with the designated teacher or administrator at the school until the course is completed.

Discipline

Summer courses are not required to be provided by the district. Discipline issues will not be tolerated and will immediately be turned over to administration. Behavior issues will not follow the regular school year handbook tiered system and will immediately lead to the student being withdrawn from the course and forfeiting credit.

Courses

Students will continue to work on their assigned classes. Alternative options would have to be discussed with the school counselor prior to summer school.

- Credit Recovery: Students will pick up where they left off during the regular school year on the platform.
- Credit Advancement: Students can choose to work ahead on the platform in preparation for the following year.
- Running Start – see Running Start requirements.

Grades

Students are responsible for staying in contact with their online teacher and designated teacher/administrator at the school district. Students who are enrolled in courses and do not withdraw by the designated withdrawal date will receive the grade assigned at the end of the term. Students who are enrolled in a course and do not complete the coursework will receive the grade assigned from the online instructor.

Appendix F:

Annual Asbestos Notification to Parents, Students, and Employees of the St. Regis School District

(Required by the Asbestos-Containing materials in Schools Rule SS 763.84© &
763.93(g)(4))

Asbestos is a naturally-occurring fibrous mineral which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is a nonconductor of electricity, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been and remains, a significant environmental and public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated with the Asbestos-Containing Materials in Schools Rule (40 C.F.R. Part 763, Subpart E).

In compliance with the Asbestos-Containing Materials in Schools Rule, the St. Regis School District has had their buildings inspected by an asbestos inspector, accredited by the State of MT. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM was noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings (location info. on file through central office). Any such asbestos is encapsulated so as to not cause a health risk.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in our school district by an asbestos management planner, accredited by the State of MT. The Asbestos Management Plan (addressing ec. school building), includes a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. The Plan describes past response actions taken to abate ACBM, as well as response actions planned for the future. The Asbestos Management Plan provides information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

Appendix G:

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services, all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

Who is Eligible for FIT Services According to the McKinney-Vento Act?

The term “homeless children and youth” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

- **Living in an emergency shelter, domestic violence shelter, or transitional housing;**
- **Living in a motel, hotel, trailer park, or campground, were abandoned in a hospital;**
- **Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;**
- **Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;**
- **An Unaccompanied Youth is a youth NOT living with a parent or legal guardian and living in a situation that meets one of the four definitions listed above.**

How does the McKinney-Vento program work at St Regis School District?

St Regis School District has a homeless liaison to advocate for families and to assist them in coordinating the academic support for their students. The liaison works closely with staff members within the building to assure eligible families receive needed support. The liaison assists families with immediate school enrollment for eligible students (regardless of missing immunization or academic records), arranges for busing or transportation assistance, and refers students for tutoring services. When applying for colleges the liaison can also assist in the FAFSA process by sending official letters of eligibility to campus financial aid offices.

For more information or assistance with determining eligibility, contact the homeless Liaison: Tyler Cheesman, School Counselor, 90 Tiger Street, St. Regis, MT. 406.649.2311 cheesmant@stregis.k12.mt.us

Appendix H:

Student Directory Information Notification

PLEASE NOTE THE FOLLOWING OPTIONS RETURN TO SECRETARY by the 1st Day of School

Please sign and return this form to the school within ten (10) days of the date of this letter. If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

Dear Parent/Eligible Student:

Date: _____

This letter informs you of your right to direct the District to withhold release of student directory information for

Student's Name

Following is a list of items this District considers student directory information:

<ul style="list-style-type: none">• Student's name• Address• Telephone listing• Electronic mail address• Photograph• Date and place of birth• Major field of study• Dates of attendance• Grade level	<ul style="list-style-type: none">• Enrollment status (e.g., undergraduate or graduate; full-time or part-time)• Participation in officially recognized activities and sports• Weight and height of members of athletic teams• Degrees• Honors and awards received• Most recent educational agency or institution attended
--	---

If you **DO NOT** want directory information provided to the following, please check the appropriate box.

☐ Institutions of Higher Education

☐ Armed Forces Recruiters

☐ School Website

☐ Potential Employers

☐ Newspapers

Other _____

If a student's name, grade level, or photographs are to be withheld, the student **will not** be included in the school's yearbook, program events (sports, concerts, graduation), or other such publications.

☐ **YES**, include my student in the Yearbook and other in house publications such as, event program (sports, concerts, graduation, plays), or other such publications.

Parent Signature

Date

Appendix I:

Student/Parent Handbook Signature Page

(RETURN TO THE SECRETARY BY THE 1ST DAY OF SCHOOL)

The information in this handbook should answer most of your questions regarding school rules and policies. Please review them closely as many changes have been made to clarify vague areas and address issues not previously covered. Please pay particular attention to the pages on dress code, attendance, cell phone use, and school discipline. After you have read this material, please sign the slip below and have your student return this page to his/her first-hour teacher. School administration assumes that parents and students take time to read the handbook and understand that they will be held accountable to the policies established therein. Not returning the signed form is not an excuse for not following rules and policies established by the school.

Thank you in advance for working together for the safety and academic success of all students. If you have any questions, please feel free to contact us.

Student's Signature

Date