

2018 ~ 2019

Shelby Junior High & High School Handbook



SHELBY SCHOOL DISTRICT #14

www.shelbypublicschools.org

Shelby Public School District #14
1010 Oilfield Ave ~ Shelby, MT ~ 59474

Tel: (406) 424-8910 ext. 1 ~ Fax (406) 434-2959
www.ShelbyPublicSchools.org

PREFACE

The material covered within this handbook is intended as a method of communicating to students and parents regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this handbook is subject to unilateral revision or elimination, from time to time, by the Shelby School Board of Trustees.

Table of Contents

School Hours	11
Attendance, School Services, and Miscellaneous	11
Attendance Philosophy/Policy and Procedures	11
Classification of Absences.....	11
Family Night.....	12
Fees.....	12
Food and Drink	13
Fundraising (Policies 3530 & 3535).....	13
Guest Passes	13
Hall Passes	13
Lost and Found	13
Leaving School Campus	13
Parent-Teacher Conferences	14
Placement	14
Re-Admittance	14
I.A.T. (Intervention Assistance Team)	14
Scheduling	14
School Counseling	14
School Pictures	15
School Services.....	15
Tardy Policy	15
Transfer to Shelby Junior High & High School.....	15
Transfer or Withdrawal from Shelby Junior High & High School.....	16
Student Records and Expectations.....	16
Acceptable Use of Electronic Network	16
Cell Phones/Electronic Devices.....	16
Cheating and Plagiarism.....	17
College Prep Requirements (Public Universities in Montana)	17
Dress/Attire.....	18
Dual Credit Programs	18
Field-Trips	18
Grades.....	18
Homework	19
Honor Roll/G.P.A.	19
8th Grade Celebration.....	19
HS Graduation Requirements	19
Valedictorian/Salutatorian	21
Junior High Retention Policy.....	21
Make Up Work	22

Online Programs	22
Student Expression and Opinion.....	22
Student Government	23
National Honor Society	23
On-line Grade Book.....	23
Report Cards.....	23
Senior Internship Program Policy.....	23
Social Events	23
Special Education Records	24
Student Conduct Outside of School Hours or Away from School.....	24
Student Insurance	24
Students Records (Policy 3600).....	24
Students Rights and Responsibilities	28
Student/Parent Due Process	28
Technology Acceptable Use Agreement (Policy 3612P/F)	28
Facilities/Campus	30
Bike Riders/Walkers/Skateboarders/Drivers	30
Cafeteria	30
Doorways, Hallways, Stairways	30
Driving and Parking.....	31
Gym Floor	31
Library	31
Lockers/Backpacks	31
Open/Closed Campus	31
School Closure.....	31
Telephones.....	31
Tobacco-free Environment / Vaping-free Environment	32
Use and Care of School Property.....	32
Discipline and Safety.....	32
Accidents	32
Administration of Medication.....	32
Bomb Threats	33
Bus Safety/Transportation	33
Change of Address and Emergency Phone Numbers	34
Communicable Diseases/Conditions (Policy 3417).....	34
Disciplinary Procedures – Alcohol/Drugs	35
Discipline - General Misconduct in Common Area.....	36
Discipline - Inappropriate Display of Affection	37
Discipline - Progressive.....	37
Discipline - Types of Action.....	38

Discipline Policy.....	39
Disclosure Statement	39
Discrimination - Bullying-Harassment-Intimidation-Hazing (Policy 3226)	40
Discrimination - Notification of Non-Discrimination Policy (Policy 3210).....	40
Discrimination - Notification of Sexual Harassment/Sexual Discrimination Policy (Policy 3225)	41
Distribution and Posting of Materials.....	41
Drug and Alcohol Policy Guidelines	42
Fines	42
Disaster Drills	42
Head Lice & Nit-Free Policy	42
Immunizations (Policies 3413, 3413F1, 3413F2, & 3417).....	42
K-9 Campus Inspection	43
Person and Property	43
School Resource Officer / Law Enforcement	43
School Weapons Policy	44
Search and Seizure (Policy 3231).....	44
Students Taken into Custody	45
Theft	45
Surveillance	46
Activities Attendance.....	49
Activities Discipline, Suspension, Expulsion - Definition of	49
Activities Discipline, Suspension, Expulsion - Procedures for Implementing	49
Activities Registration Procedure	50
Activities Suspension and Expulsion.....	50
Activities Travel Protocol.....	50
Activity Conduct and Control.....	50
Activity Goals.....	51
Activity Rationale.....	51
Activity Sexual Harassment Policy	51
Application of Sanctions.....	52
Cut Policy	53
District	54
Dressing Room Procedures.....	54
Ejection Policy.....	54
Equipment.....	54
Extracurricular Activities Drug-Testing Program (Policy 3350).....	54
Grievance Procedure.....	57
Letter Awards Procedures.....	57
Location of Facilities	57
Non-School Participation.....	57

Practice Regulations	58
Qualifying Activity Preference	58
Responsibilities - Administrative Staff	58
Responsibilities - Athletic Director	59
Responsibilities - Cheerleaders.....	59
Responsibilities - Officials	59
Responsibilities - Players.....	60
Responsibilities - Police and Staff Supervisors	60
Responsibilities - Public Address Announcers	60
Scholastic Achievement Awards	61
Shelby Junior High and High School Code of Ethics.....	61
Student as an Instructor, Supervisor, or Official.....	61
Student Involvement.....	61
Time Schedule	61
Transportation.....	61
Warning on Professionalism.....	61
Article II MHSA Handbook 2016-2017	63
Article VIII MHSA Handbook 2015-2016.....	64

Shelby Public Schools Staff List

Board of Trustees:

Brian Aklestad brian.aklestad@shelby.k12.mt.us Chairman/HS Member
Rikki James rikki.james@shelby.k12.mt.us Vice-Chairman
Richard Jorata rick.jorata@shelby.k12.mt.us Member/HS Member
Anna Fretheim anna.fretheim@shelby.k12.mt.us Member
Jay Hould jay.hould@shelby.k12.mt.us Member
Dan Leck dan.leck@shelby.k12.mt.us Member
Krista Mellinger krista.mellinger@shelby.k12.mt.us Member

Administrative Staff:

Elliott Crump elliot.crump@shelby.k12.mt.us Superintendent
Alyssa Edwards alyssa.edwards@shelby.k12.mt.us Secretary
Alyssa Finch alyssa.finch@shelby.k12.mt.us Principal
Kyle Fisher kyle.fisher@shelby.k12.mt.us Principal
Melit Flynn melit.flynn@shelby.k12.mt.us Business Manager
Danny Hintz danny.hintz@shelby.k12.mt.us Transportation/Maintenance Director
John Hough john.hough@shelby.k12.mt.us Technology Coordinator
Jessica Ruff jessica.ruff@shelby.k12.mt.us Payroll Clerk
Dallas Stirling dallas.stirling@shelby.k12.mt.us Secretary
Michael White mike.white@shelby.k12.mt.us Athletic Director

Classified Staff:

Sue Cleverley sue.cleverley@shelby.k12.mt.us Bus Driver
Jeanne Wigen jeanne.wigen@shelby.k12.mt.us Bus Driver
Jonathan Aspensen jonathan.aspensen@shelby.k12.mt.us Custodian
David Clark dave.clark@shelby.k12.mt.us Custodian
Lee Davis lee.davis@shelby.k12.mt.us Custodian
Lyle Kimmet lyle.kimmet@shelby.k12.mt.us Custodian
Guy Knickerbocker guy.knickerbocker@shelby.k12.mt.us Custodian
Janet Kuntz janet.kuntz@shelby.k12.mt.us Custodian
Casey Clark casey.clark@shelby.k12.mt.us Kitchen Head Cook
Teresa Baney teresa.baney@shelby.k12.mt.us Kitchen Staff
Becky Hansell becky.hansell@shelby.k12.mt.us Kitchen Staff
Inga Odden inga.odden@shelby.k12.mt.us Kitchen Staff
Terri Jo Baney terrijo.baney@shelby.k12.mt.us Paraprofessional
Sandra Blosser sandra.blosser@shelby.k12.mt.us Paraprofessional
Katelyn Bohmer katelyn.bohmer@shelby.k12.mt.us Paraprofessional
Carissa Buxel carissa.buxel@shelby.k12.mt.us Paraprofessional
Kelly Buxel kelly.buxel@shelby.k12.mt.us Paraprofessional
Linnet Doane linnet.doane@shelby.k12.mt.us Paraprofessional
Debra Jordan debra.jordan@shelby.k12.mt.us Paraprofessional
Tun McCracken tun.mccracken@shelby.k12.mt.us Paraprofessional
Julie Olsen julie.olsen@shelby.k12.mt.us Paraprofessional
Alecia Perry alecia.perry@shelby.k12.mt.us Paraprofessional
Amber Sanchez amber.sanchez@shelby.k12.mt.us Paraprofessional
Shannon Scarborough shannon.scarborough@shelby.k12.mt.us Paraprofessional
Valerie Stratton valerie.stratton@shelby.k12.mt.us Paraprofessional
Karen Watson karen.watson@shelby.k12.mt.us Paraprofessional

Certified Staff:

Sara Aikins White sara.white@shelby.k12.mt.us 3rd Grade
Ceilon Aspensen ceilon.aspensen@shelby.k12.mt.us Art
Mark Ayers mark.ayers@shelby.k12.mt.us Colony Teacher
Ron Buck ron.buck@shelby.k12.mt.us 6th Grade
Kristi Calvery Kristi.calvery@shelby.k12.mt.us English
Lisa Clark lisa.clark@shelby.k12.mt.us Elementary Counselor
Kristen Cruze kristen.cruze@shelby.k12.mt.us Choir
Jessilou Canada jessilou.canada@shelby.k12.mt.us 1st Grade
Logan Erickson logan.erickson@shelby.k12.mt.us Special Education / Physical Education
Paul Ekness paul.ekness@shelby.k12.mt.us Special Education
Veronica Goodan veronica.goodan@shelby.k12.mt.us Kindergarten
Kathje Griffis kathje.griffis@shelby.k12.mt.us Math
Ronald Gruber ron.gruber@shelby.k12.mt.us Band
Jennifer Hayes jennifer.hayes@shelby.k12.mt.us 2nd Grade
Kim Hayes kim.hayes@shelby.k12.mt.us 2nd Grade
Zachary Hayes zachary.hayes@shelby.k12.mt.us 6th Grade
Anthony Heaton tony.heaton@shelby.k12.mt.us Junior High / High School Counselor
Suzanne Hough suzanne.hough@shelby.k12.mt.us English
Brandy Kiefer brandy.kiefer@shelby.k12.mt.us 3rd Grade
Sara Kincaid-Park sara.kincaid@shelby.k12.mt.us Social Science/Physical Education
Janelle Koschmeder janelle.koschmeder@shelby.k12.mt.us 4th Grade
Robert Lee rob.lee@shelby.k12.mt.us Science/Social Science
Mary Eme Manda mary.manda@shelby.k12.mt.us Special Education
Jennifer Mosley jennifer.mosley@shelby.k12.mt.us 1st Grade
Kayla Moylan kayla.moylan@shelby.k12.mt.us Social Science
Sharol O'Brien sharol.obrien@shelby.k12.mt.us K-12 Tech/Business
Benedicto Pastrana benedicto.pastrana@shelby.k12.mt.us Math
Shelly Rewerts shelly.rewerts@shelby.k12.mt.us 5th Grade
Tom Reynolds tom.reynolds@shelby.k12.mt.us Physical Education
Wendy Reynolds wendy.reynolds@shelby.k12.mt.us Librarian
Robyn Skillman robyn.skillman@shelby.k12.mt.us Science
Melody Taylor melody.taylor@shelby.k12.mt.us 5th Grade
Eric Tokerud eric.tokerud@shelby.k12.mt.us English Language Arts
Lauri Tokerud lauri.tokerud@shelby.k12.mt.us Science
Brittany Tomscheck brittany.tomscheck@shelby.k12.mt.us Kindergarten
Thaddeus White thad.white@shelby.k12.mt.us Agricultural Education
Kristin Wiederrick kristen.wiederrick@shelby.k12.mt.us 4th Grade

Welcome to Shelby Junior High & High School

Our goal is to provide you with educational opportunities and experiences that will enhance your development as a decision maker and increase your knowledge, skills and abilities to be an active participant in society. Please take full advantage of these offerings to assist your growth and development as a young adult. We encourage each of you to participate in our co-curricular and extra-curricular activities. Get involved in your school and community and make this year one of the most enjoyable, productive, and rewarding years of your life! Be proud of your school, of your community, and the fact that you are a Shelby Coyote.

Students and parents should take time to become familiar with the contents of this handbook. It contains the rules and regulations by which a student will abide while attending this school. Following the rules will help all students have a successful and pleasant career at Shelby Junior High & High School. The Student Handbook is designed to be in harmony with Board Policy. A copy of the District's Policy Manual is available in the school office or on the district website at www.ShelbyPublicSchools.org.

School Hours

The doors of the school open at 8:00 A.M. and close at 4:00 P.M. Monday through Friday unless there is a school sponsored activity. Students are asked to leave the building at the end of the last period unless participating in a supervised activity.

Students who want to work in a classroom or use the gym and/or weight room before or after school must obtain permission and be supervised by a District employee at all times.

Attendance, School Services, and Miscellaneous

Attendance Philosophy/Policy and Procedures

Parents will be notified of every absence via a phone call and letters will be sent to parents when students reach (8) eight and (10) ten absences. Regular attendance is a requirement for receiving credit in any class. We strongly encourage our students to follow these lifelong expectations of attendance so that they continue to have these important skills in the future for their post-secondary education and career readiness.

Any student in grades 7-12 who accumulates more than ten (10) absences, either excused or unexcused, per semester in any class will lose two (2) percentage points per day beyond ten (10) days in each class from his/her semester grade. A deduction from the semester grade, due to absences, will not move a passing grade to a failing grade. A semester grade that is passing at the completion of the semester can only be moved to a minimum grade of 60%.

State Law requires a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law.

In the event that a student's grade is reduced due to absences, an appeal process is in place. The form is available in the office, and once completed must be accompanied by pertinent supporting information regarding the reasons for the excessive absences. Such information can include documentation from a medical expert or any other information to substantiate that the absences were beyond the student's control. Shelby Schools is responsible for notifying parents by letter within two weeks following the semester.

For a student appeal to be considered, the student must:

- Submit an appeal form, available in the office, to the Principal by Friday prior to the end of the current semester, by 2:30 P.M.;
- Submit a statement from the student explaining the circumstances causing the absences and giving a rationale for granting the waiver;
- Submit a statement from the parent or guardian supporting the appeal waiver and giving any additional information necessary; and,
- Submit a doctor's note to substantiate any medical reasons for requesting the appeal.

In some cases, Shelby Junior High & High School staff members are well aware of the extenuating circumstances that have caused excessive absences. In many cases, these are medical issues where the parents have been working with the school throughout the semester to ensure that the student remains successful in their classes.

All questions about the appeal process should be directed to the Junior High & High School Principal, who will work with attendance appeals. Often a proactive question can alleviate problems or frustrations later.

Classification of Absences

Shelby Junior High & High School recognizes the following types of absences:

Excused Absences- caused by illness, family emergency, medical, and/or weather. All other absences will be considered unexcused. Students have two (2) days per day missed to make-up assignments to a maximum of five (5) days.

Unexcused Parent Permission Absences- requested by parents, that are not considered excused absences will be considered in this category. Student's whose absence falls into this category shall only be permitted to complete make-up work prior to the absence. The Junior High and High School student is ultimately the person responsible to request make up work either in advance or on the day of returning to class. Teachers will provide make up work within 24 hours of the request.

Unexcused Absences- caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Unexcused absences will result in disciplinary consequences. Students shall NOT be permitted to complete make-up work for this type of absence.

School Related Absences- an absence involving participation in school sponsored activities. Students under school sponsorship are automatically excused and have full make-up privileges. These absences are defined by the school district providing transportation to and from the activity. (i.e.: athletic activities, music activities, field trips) Students away from school in this category are considered present. However, individual teachers, with prior notice may require students to complete work before they are permitted to participate in the activity. College visits fall under this classification and will be limited to two (2) school days (Juniors and Seniors only) and must be approved by the Principal. Absences beyond the two (2) school days for college visits will be considered 'unexcused parent permission'.

Family Night

Shelby Public School District designates Wednesday night as Family Night. School activities must be completed so all students are off campus by 6:00 P.M. Students that participate in school activities and have family night commitments prior to 6:00 P.M. on Wednesdays will not be penalized in any way for being absent from a school activity.

Fees

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and a \$5 uniform maintenance fee, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books and textbooks. All textbooks must be covered the first week of school.
- Fees for particular classes such as driver's education, labs, foods, and family living.

Students who damage school property or equipment are required to pay restitution for the damage. Students are responsible for the proper care of all books, supplies, furniture and equipment supplied by the school. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal. Students assessed fines will not receive progress reports or participate in extracurricular activities until all fines are paid.

Food and Drink

Students are permitted, with teacher permission clearly defined through the course syllabus, to have water in clear containers in the classroom and food that is clearly defined in the course syllabus. Other types of liquid are not permitted in classrooms or in hallways. No food or drinks are permitted in any lab, auditorium, or gym during school hours.

Fundraising (Policies 3530 & 3535)

Student clubs or classes, outside organizations and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the Principal's office at least ten (10) school days before the event.

Except as approved by the Principal, fund-raising by non-school groups is not permitted on school property.

Guest Passes

Parents are welcome to visit school. For the safety of those within the school, all visitors must first report to the main office. Visits to individual classroom during instructional time are permitted only with approval of the Principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Only under special circumstances are student guests allowed to attend classes with a Shelby Junior High or High School student. Students wishing to bring a guest to school or school events must obtain a guest pass, issued in the office, prior to the event. The pass must be requested at least two school days in advance. The student who obtained the pass must accompany the guest to classes or the event. The guest is subject to all the school rules and the Shelby Junior High/High School student is responsible for the guest's behavior.

No Junior High School or post graduate students are allowed to attend dances at SHS. High School students that do not attend Shelby High School and wish to accompany a Shelby High School student to a dance must obtain a dance permission slip approval form from the office at least two school days in advance and be granted permission by the Principal prior to attending any SHS dance.

Hall Passes

Junior High and High School Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a pass from their classroom teacher. Students are not permitted to be in classrooms they are not scheduled to be in for that period unless there is written permission from both teachers documented ahead of time and the receiving teacher does not have a scheduled class during that specific class period.

Lost and Found

All students are asked to turn in "found" items to the office so that they may be returned to the rightful owner. Articles turned-in will be stored in the lost and found for a period not to exceed 30 calendar days. Students should report to the office when they are missing personal or school belongings.

Leaving School Campus

After a Shelby Junior High or High School student arrives at school, permission in writing or via phone call from the student's legal guardian must be obtained by the office, (before the student leaves the school grounds) in order for the student to leave the campus for any reason except for high school students during high school lunch. Students are not allowed to leave the school buildings, with the exception of moving between the AgEd building and the main building, during morning break. Failure to follow this procedure will result in the student being considered truant. A phone call from a parent before the student leaves the school grounds is acceptable.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice yearly for the purpose of improving communication between the school and home. During these four days, parents are highly encouraged to discuss their child's progress with his/her teachers. Conferences with teachers at other times are available upon request through the office.

Placement

The goal of Shelby Public Schools shall be to place students at levels and in settings that will enhance the probability of both individual and collective student success. Developmental testing, together with other relevant criteria including, but not limited to health, maturity, emotional stability, and developmental disabilities will be considered in the placement of all students. Final disposition of all placement decisions rest with the building Principal.

Re-Admittance

Upon returning to school following an absence students must report to the main office. Students must present a written excuse signed by a parent/guardian stating the date, time and reason for the absence. A phone call from a parent is acceptable.

I.A.T. (Intervention Assistance Team)

IAT is a model of instruction that enables schools to provide support for all students in general education, and the Shelby Public School District is actively engaged in this educational process. IAT is intended to unify all instructional entities (general, gifted and special education) to the benefit of all students.

IAT uses a team approach to make data-based decisions to increase student achievement. The program provides instruction and intervention that is research-based and is of high quality, high interest and uses evidence-based strategies. These teaching practices and methods are employed to maximize the learning opportunities and are matched to the students' specific learning needs.

With IAT, your child may receive very explicit instruction from several different providers (instructors). He or she may visit other classrooms or study areas to complete work on their specific interventions, as well as they may be participating in more than one intervention at any given time, and may participate with other students with similar areas of need.

Scheduling

Junior High and High School students shall be pre-registered for classes each year. All students are expected to be enrolled in eight (8) classes. Schedule changes can be made within the first week of each semester by appointment with the school counselor. Any schedule changes after the first week of each semester will require a meeting with parent, counselor and principal. The student will need to make the arrangements for the meeting.

Enrollment, Placement and Transfer

Shelby School District requires that a child's legal guardian present to the school, within forty days of enrollment, proof of identity of the child. A birth certificate and an immunization record are required for admission to all Shelby School District. In the event a child's legal guardian does not present required proof of identity within forty days (40) of enrollment or if the school district does not receive the school records from the sending school within sixty days (60) of enrollment, the school shall notify the Montana missing children information program as described in 44-2-503, MCA.

School Counseling

Counseling services are provided for each student at Shelby Junior High & High School. The Counselor will assist students with scheduling, testing services, college applications, financial aid forms and scholarships, as well as any personal counseling. The Montana School Counselor Comprehensive Model is an integral part of Shelby Junior High / High School's education program. This program is based on the needs of students and is developmental in nature. It includes sequential activities to assist students in making good decisions about high school courses and post high school plans either in the form of

classroom instruction or individual contact. Counseling services for personal/social difficulties, crisis intervention, and academic issues may involve parent contact, individual student contact, student groups, and/or referral to community resources.

School Pictures

All Junior High and High School students are required to have their picture taken, provided by Shelby Public School District during Coyote Days in the fall, for the school annual. If seniors wish to have other pictures taken for the annual as their senior pictures, please follow these guidelines for senior portraits in order to create a standard, uniform picture for the yearbook:

- Color, black and white, or sepia head and shoulder portrait.
- Head size specifications should measure between 1 $\frac{1}{4}$ – 1 $\frac{3}{4}$ inches from the top of the hair to the tip of the chin in a wallet sized photo. (NOTE: this is important so the senior's head is neither tiny nor monstrous compared to others students. Check previous yearbooks for good examples if you intend to shoot the photo yourself.)
- No full body shots.
- Outdoor backgrounds are fine but should be plain so it does not distract from the senior.
- No hats, sports equipment, musical instruments, animals, other people or distracting props.
- Clothing must meet SHS dress code in accordance to the student handbook.

Please schedule your portrait session for the summer or fall in order for us to meet the deadline.

School Services

In addition to the regular staff, we have a professional staff that services our school on a regular basis. These services include Counseling, learning disabilities, special education services, reading and math tutoring, speech services, music, art, physical education, library science, and services of the county health nurse. If you would like to have a special conference with any of these people do not hesitate to call the school office. We will assist you in setting up an appointment. Your student will have direct contact each week with a number of these people.

Tardy Policy

All students are expected to arrive at their assigned class before the bell rings. A Junior High or High School student who enters the classroom after the bell has rung during 1st and/or 5th period(s) will be required to check in at the office where a pass to class will be issued. Students will receive detention from the school office for class tardiness. Students who arrive at class ten (10) minutes after the bell has rung are considered absent and must check in at the office.

Students who enter class late due to an excused absence will be allowed to make up work. Teachers will assign a half hour detention for any tardy to their class except for first and/or fifth periods. If students are tardy for first or fifth periods they must go to the office in order to report for school. Students will receive one warning per semester and will be assigned detention for each additional tardy following the warning.

Transfer to Shelby Junior High & High School

School District policies regulating pupil enrollment from other elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the Shelby School system.

Secondary Grades (9-12), Credit Transfer

Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

- Appropriate certificates of accreditation.
- Length of course, school day and school year.
- Content of applicable courses.

- The school facility as it relates to credit earned (i.e.; lab areas for appropriate science or vocational instruction.)
- The Guidance Counselor will perform an appropriate evaluation of student performance leading toward credit issuance and make recommendations to the Principal.

Final approval of transfer credits will be determined by the Junior High/High School Principal, subject to review upon approval by the Superintendent and Board of Trustees. Montana Accreditation Rules and Standard, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

Transfer or Withdrawal from Shelby Junior High & High School

If a student transfers to another school, or withdraws from Shelby Junior High & High School, the student must bring his/her parent/guardian to the school and obtain a withdrawal form from the office. The student must check in books and equipment and have each teacher sign the withdrawal form. When completed, the form is to be turned into the office. If this procedure is not followed, the student, after ten (10) days of absence, will be officially dropped and receive no credit for the time spent at Shelby Junior High & High School during that grading period.

Student Records and Expectations

Acceptable Use of Electronic Network

Shelby Public Schools believe that a computer network offers vast, diverse, and unique resources to students, teachers and other users. The goal of the District in providing computer networks to students, teachers, and other users including, but not limited to, administrative staff and all categories of classified employees, is to promote educational excellence, and operational efficiency in all aspects of the District by facilitating resource sharing, innovation and communication. The use of network facilities by employees, students and other users shall be consistent with the mission and curriculum adopted by the School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The use of the network will be guided by the Shelby School District Acceptable Use Policy, referred to as AUP in this document. The AUP applies to the following areas: stand-alone computers, local school area networks, wide area networks, telecommunications systems, the Internet, and any other technology devices provided by Shelby Public Schools. Any student using the network system will be required to sign an AUP agreement. The District AUP is available for review from the Shelby School District Website and the Central Office. Students and/or employees failing to adhere to the AUP will forfeit their network privileges and/or computer use.

Cell Phones/Electronic Devices

Junior High and High School students' possession and use of cellular phones, and other electronic devices on school grounds and while under the supervision and control of the school district employees is a privilege which will be permitted only under the circumstances described. The term "cell phone" includes all electronic devices used for communication. Cell phone use is prohibited during all instructional periods, including study hall. Cell phones may be used during the morning break with the exception of club/class meetings and the required Advisory period (one day per week). Junior High and High School students may use their personal electronic devices before the beginning of the day tardy bell, during the lunch period and after the last bell of the school day. Personal electronic devices may be in a student's possession on co-curricular activity trips only when pre-approved by the Head supervising adult.

At no time will any student operate devices with either visual or audio recording capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another student or during extra-curricular practices or events in which the student is participating in. If this does happen, the student may be suspended up to ten (10) days and may be recommended for expulsion.

Consequences for violating the Cell Phone/Electronic Device Rules:

First offense

Device is confiscated and may only be retrieved by a parent/guardian who must sign or call for its release.

Second offense

In addition to the consequences of a first offense, the student shall serve one hour detention.

Third offense

In addition to the consequences of the first offense, the student shall serve five (5) hours detention.

Fourth offense

In addition to the consequences of the first offense, the student shall serve one day of in school suspension.

Fifth and any additional offenses

Disciplinary action shall be at the discretion on the Administration and/or Board of Trustees.

Cheating and Plagiarism

According to Webster's Dictionary plagiarism is: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; or to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and/or lying about it afterward.

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to a zero on the assignment and/or discipline.

First offense

The student's parents will be contacted and the student will receive a zero (0) on the assignment with no opportunity to make the assignment up.

Second offense

The student's parents will be contacted and the student will receive a zero (0) on the assignment with no opportunity to make the assignment up. The student will also receive an office referral and serve one (1) hour of after school detention.

Any further offenses and the student will be subject to the Progressive Discipline policy in addition to receiving a zero (0) on the assignment.

College Prep Requirements (Public Universities in Montana)

- **Four years of English:** courses should emphasize the development of written and oral communication skills and literature.
- **Three years of Mathematics:** courses should include algebra I, geometry, and algebra II (or the sequential content equivalent of these courses). Students are encouraged to **take a math course in their senior year.**
- **Three years of Social Studies:** courses should include one year of global studies (such as world history or world geography), American history, government, economics, Indian history, psychology, sociology, or other third-year courses.
- **Two years of Laboratory Science:** one year should be earth science, biology, chemistry, or physics, and the other year can be one of the above sciences or another approved college preparatory science.
- **Two years of elective courses:** foreign language (preferably two years), computer science, visual and performing arts, or approved vocational education units.
- A qualifying ACT score.

Dress/Attire

Dress and attire shall not present health or safety problems or cause a disruption to the educational process. Shelby Schools adopted the philosophy of covering the 4B's: Backs, Breasts, Bellies, and Bottoms. The staff and/or Principal has full discretion to determine if student clothing is a disruption to the educational process. No student is to wear any article of clothing that graphically displays or leads an individual to believe that they are promoting gang activity, alcohol, tobacco, drugs, or sexual content. Students wearing or displaying offensive messages will be required to change or cover the disputed message. Shoes must be worn at all times: slippers are not considered shoes. Skirts and shorts must be at least fingertip length when arms are relaxed on student's side. Tank tops straps must be at least the width of three (3) fingers. No halter tops or strapless shirts allowed.

Sunglasses are not to be worn inside the school building. There are to be no garments covering a student's head while in the school including, but not limited to, hats, bandannas, sweatshirt hoods, or head warmers. Hats are to be placed in the student's locker when they enter the building. Violations of this rule may result in the article being confiscated for the remainder of the school year.

Dual Credit Programs

Shelby Public Schools encourage students to finish their academic career with Shelby High School prepared with a solid plan for college and/or their career. Many of our students need and want to take relevant and rigorous courses, especially their last two years of high school. If they articulate a dream or plan of going to college, we offer an opportunity to experience the rigor and relevance of college coursework while still in high school. There are financial advantages of taking dual credit courses to the student and the parent. In most cases the tuition costs for high-school students are about half the normal fees. Currently we offer a number of college-level courses through cooperative agreements with Great Falls College MSU, MSU-Northern and Montana Tech of the UM.

These Dual Credit opportunities allow high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high performing high school students. Grade issued by the college will reflect upon the student's high school transcript and will be calculated in their cumulative G.P.A.. Students interested in dual credit opportunities must meet with their building administration to determine available options.

Field-Trips

Students are required to be passing all classes in order to miss regular classes for a field-trip. Students with excessive tardies or absences may not be permitted to attend. Field-trip attendance follows student eligibility requirements and if behavior concerns arise, attendance is determined by the Junior High & High School Principal.

Grades

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows: all grades are updated weekly on the school management program, all grading systems are to include points for daily assignments, testing, and attendance. Grades are accumulative over the semester, the mid-term exam is designed to evaluate student competence for the first term, and the final semester exam is designed to evaluate student competence for the second term of the semester as well as knowledge of the major concepts taught during the first term. Mid-term grades will be available for students each quarter, extra-credit may not account for more than 5% of the students total score in a class, if a point system of grading is used, the maximum number of points possible for the term (first and/or second) must be made known to the students in the course syllabus distributed at the beginning of the term. An incomplete grade is given only in those cases of illness, emergency, or extenuating circumstance prearranged through the counselor and has prior written approval from the Principal. Work must be completed within two weeks after the semester ends. Semester grades will be calculated by using up to 45% of the student's first quarter grade, up to 45% of the student's second quarter grade, and at least 10% from the student's semester exam or project.

Shelby Junior High & High School Grading Scale: All classes will have the following grading scale unless modified through an IEP or 504 with the Principal's approval:

A	93 - 100	B-	80 - 82	D+	68 - 69
A-	90 - 92	C+	78 - 79	D	63 - 67
B+	88 - 89	C	73 - 77	D-	60 - 62
B	83 - 87	C-	70 - 72	F	Below 60%

Homework

Homework assignments are meaningful extensions of classroom activities designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework assignments should be assigned at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in question. Homework assignments shall be returned to students upon completion of grading. Homework should not be assigned as a form of classroom discipline.

Honor Roll/G.P.A.

The Shelby Junior High & High School honor roll is published on a school bulletin board and in the school newspaper at the end of each quarter. In order to be on the Honor Roll, a student must earn at least a 3.25 grade point average (GPA). President's Award for Academic Excellence is awarded at Eighth Grade Awards Ceremony to students who meet the following requirements: Excellence Awards are given to students who achieve a 3.5 or higher GPA throughout middle school and a rubric based on grades, attendance, and character traits in trustworthiness, respect, responsibility, fairness, caring and citizenship.

High School student taking classes through Shelby High School will be awarded credit according to the following grading scale:

A = 4.0 points	B = 3.0 points	C = 2.0 points	D = 1.0 point
A- = 3.7 points	B- = 2.7 points	C- = 1.7 points	D- = 0.7 points
B+ = 3.3 points	C+ = 2.3 points	D+ = 1.3 points	F = 0 points

8th Grade Celebration

To participate in the 8th grade celebration ceremony a student must successfully complete all core subjects by receiving passing grades in all core subject areas during their 8th grade year and completed their required ten (10) hours of community service. To determine a passing grade for the school year the first and second semester grades will be averaged.

All Junior High students will fulfill ten (10) hours of community service over a two year period. This volunteer work must be in service to organizations/persons outside of the familiar environment of their own homes. Students must verify their service on the Certificate of Supervision Form. Completion of this requirement will be noted on the student's report card. The following community service is acceptable: Voluntary service for a non-profit organization; any service commencing after the successful completion of sixth grade; recommended completion by the end of third quarter of eighth grade, any approved activity completed outside of regular school hours, unless approved by Principal. This requirement may be altered for any student transferring to the district during eighth grade.

HS Graduation Requirements

Shelby High School Graduation Requirements for Graduating classes of 2018-2019 are:

- 4 credits - English
- 3 credits - Math
- 3 credits - Science
- 1 credit - U. S. History

- 1 credit - U. S. Government
- 2 credits - Health Enhancement
- 1 credit - Fine Arts
- 1 credit - Vocational/Practical Arts (Ag classes, computer science, video media)
- 1 credit - World History or a fourth credit of math or science

22 credits are required in order to graduate. Students are also required to complete 20 hours of community service to be documented by school staff.

Starting with the Graduating class of 2020, Shelby High School Graduation Requirements are:

- 4 credits - English
- 3 credits - Math
- 3 credits - Science
- 3 credits - Social Studies (must include US History and US Government/Social Studies Elective, Psychology, Sociology, Montana History, World History I, World History II, Geography, U.S. Foreign Interventions, etc.)
- 2 credits - Health Enhancement
- 2 credits - Business or Computer Class or Online Course
- 1 credit - Senior Skills (i.e.: JMG, Economics, Consumer Math, Psychology/Sociology, etc.)
- 1 credit - Fine Arts
- 1 credit - Vocational/Practical Arts (AgEd classes, computer science, video media, etc.)
- 5 credits - Proposed Inclusion: Elective Courses

25 credits are required in order to graduate (no course can be used to meet 2 requirements). Students are also required to complete 20 hours of community service to be documented by school staff.

Honors Diploma in 2020 (candidates for Valedictorian/Salutatorian must be eligible for an Honors Diploma and have a GPA above a 3.0)

- 4 credits - English
- 4 credits - Math (Minimum Completion Advanced Math)
- 4 credits - Science (including Biology and Chemistry)
- 4 credits - Social Studies (must include US History and US Government/Social Studies Elective, Psychology, Sociology, Montana History, World History I, World History II, Geography, American Foreign Interventions, etc.)
- 2 credits - Health Enhancement
- 1 credit - Fine Arts
- 1 credit - Senior Skills (i.e.: JMG, Economics, Consumer Math, Psychology/Sociology, etc.)
- 1 credit - Vocational/Practical Arts (AgEd classes, computer science, video media, etc.)
- 1 credit - Business or Computer Class
- 1 credit - Online Course
- 1 credit - Foreign Language
- 5 credits - Electives

29 credits are required in order to graduate with an **Honors Diploma** (no course can be used to meet 2 requirements). Honors Diploma Students are also required to complete 100 hours of community service to be documented by school staff. In addition to the above requirements, the student must complete three (3) advanced placement courses and/or 9 college credits (3 college credits are worth one advanced placement course).

Students receive 1/2 credit for all courses with the exception of study hall or a student aide (teacher, office, guidance).

All students must be enrolled in 8 periods per day with seven periods of instruction; study hall and student aides are not considered periods of instruction. Freshman and sophomore students are not permitted to be student aides. Seniors must enter their senior year with a 2.5 GPA or better to be eligible for a student aide position (extenuating circumstances may overrule the GPA requirement). In addition, they must be

approved by the requesting teacher and an administrator. Juniors may be allowed to serve as a student aide on a case-by-case basis.

Class Standings for 2017-19: Students must have the following earned credits to obtain the grade level:

Freshman	0.00 – 3.00 credits	Junior	9.01 – 15.00 credits
Sophomore	3.01 – 9.00 credits	Senior	15.01+ credits

Class Standings for 2020 and beyond: Students must have the following earned credits to obtain the grade level:

Freshman	0 – 5.9 credits	Junior	12 – 17.9 credits
Sophomore	6 – 11.9 credits	Senior	18+ credits

Students will meet with the School Counselor yearly to ensure they are on track for graduation and prepared for post-graduation. Maintaining tradition and pride in our school is very important. One way this can be accomplished is by using our school colors in our ceremonies. Therefore, graduating seniors will be given gowns to use for the ceremony. Students purchase caps and those must be maroon in color. There are to be no alteration to any of the graduation attire such as decorating the cap. Graduation is an honor and a privilege and alterations to student attire will result in the student not participating in the graduation ceremony. Rule Exception: A Native American student may wear traditional ceremonial regalia in recognition of their unique cultural heritage during high school graduation ceremonies.

Valedictorian/Salutatorian

It is the philosophy of the school district that it is important to validate the integrity of the Senior Class Valedictorian/Salutatorian. As a result, in order to earn Valedictorian/Salutatorian honors, a student must have the following qualifications:

1. Valedictorian - highest cumulative grade point average; Salutatorian - second highest cumulative grade point average at the completion of the first semester of their senior year. A minimum of 3.00 grade point average is required.
2. Complete the following:
 - a. Earn a total of 22.5 credits by end of first semester of his/her senior year. The student must earn a total of 26 credits to be eligible for valedictorian/salutatorian honors.
 - b. Earn a total of 14 core class credits (English, Math, Science and/or Social Studies) by the end of first semester of his/her senior year. The student must earn a total of 16 core credits to be eligible for valedictorian/salutatorian honors.
 - c. Three (3) Advanced Placement or dual credit classes must be passed.
 - d. An additional thirty (30) community service hours for a total of fifty (50) hours by the end first semester senior year.

In the event of a twelfth grade transfer student, that student must start Shelby High School on the first day of that school year.

In the case of one or more students having met the qualifications, co-Valedictorian awards will be presented and no Salutatorian will be awarded. All students that meet the Valedictorian criteria, will be allowed to give a speech at the graduation ceremony (all speeches must be pre-approved by administration). If there are no students who meet the qualifications for Valedictorian and/or Salutatorian, the awards will not be given.

Junior High Retention Policy

All seventh and eighth grade students are expected to pass their core subjects before moving on to the next grade. To determine a passing grade for the school year the first and second semester grades will

be averaged. A student must demonstrate the ability to acquire a base level of knowledge that will allow him/her to be academically ready to proceed to the next grade level. Shelby School District does not socially promote students from one grade to the next. A decision on retention will be made by the Principal and any extenuating circumstances will be acknowledged through a meeting with the parent/s or guardian/s. A student and his/her legal guardian/s will be provided the right of due process to an appeal through the Shelby Board of Trustees.

Make Up Work

The Junior High and High School student is ultimately the person responsible to request make up work either in advance or on the day of returning to class. Teachers will provide make up work within 24 hours of the request. Work may be made up for all excused absences. Students will be allowed twice the amount of time absent up to a maximum of 10 days, to complete any assignments or tests missed due to an excused absence. Students who have unexcused absences must obtain work ahead of the absence. When assignments are communicated to the student prior to the absence, excused or unexcused, the assigned work will be due upon the return from the absence or on the original assigned date – whichever is later.

The make-up work policy does not apply to missed school due to school activities. When involved in a school related activity it is the student's responsibility to know their classroom expectations and due dates prior to leaving for the activity. The due dates are not to be extended because of school activity.

Online Programs

Online study courses taken through the Montana Digital Academy (MTDA) are only for courses not offered at Shelby High School and are for the enrichment of a student's education in elective classes only. The High School Counselor will assist students in determining need for any online study courses needed to meet graduation requirements. Freshman and Sophomores will need special permission from the Counselor and Principal in order to take an online course. This plan will need approval of counselor, parent, student, and principal with a copy sent to the parents/guardians. If a student is not performing in an MTDA class and MTDA drops that student, an 'F' will be placed on the student's transcript. If a student is not passing or wants to drop by mid-term and Shelby High School chooses to drop the student from MTDA, an 'F' will be placed on the student's transcript.

Any costs incurred by online study courses will be the responsibility of the student. The student is responsible for successfully completing requirements of the online program and submitting documentation of completion at least five (5) school days prior to graduation, or he or she will not be allowed to participate in the graduation ceremony.

Student Expression and Opinion

The free expression of student opinion is an important part of an education in a democratic society. Students' verbal and written expression of opinion on school property is to be encouraged so long as it does not disrupt the operation of the school or interfere with the educational process. The guidelines below shall be observed to assure both free expression of opinion and orderly conduct. Students not following these guidelines shall be subject to disciplinary action which may include expulsion from school.

Verbal, symbolic, or written opinion shall not be expressed or disseminated in such a way to interfere with the normal conduct of classes or the movement to or from classes.

Students requesting to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property must first submit the materials to the Principal for approval at least 48 hours in advance. Materials may not:

- be libelous, vulgar, profane, or obscene;
- be soliciting funds or advertising a commercial enterprise;
- be campaign literature of candidates for public office;
- contain language or ideas of such a provocation nature that it is reasonably probable that its distribution will cause a disruption in the ordinary operation of the school.

The building Principal will review any publications prior to publication including: school newspaper, blogs, local newspaper/radio and annuals.

Student Government

Student Council is the organization which enables the students to express their opinions, assist in the administration of the school, act as a clearing house for student's activities, and participate in the management of the school. The Junior High and High School Student Councils promote leadership, initiative, and self-discipline among its members. The student body elects members. In addition, each class and club will hold elections in the fall to elect their officers and representatives to the Student Council.

National Honor Society

Students may earn the right to apply for membership in the Shelby High School Chapter of the National Honor Society by earning a cumulative 3.25 grade point average at the conclusion of their sophomore year.

On-line Grade Book

Shelby Public Schools has a password-protected, online tool called Infinite Campus that allows parents/guardians to access their child's grades, attendance and lunch account information. To secure a password and directions on how to access this site, please contact the Junior High/High School Secretary.

Report Cards

Report cards will be issued to the students at the end of each quarter from the office. Parents will be kept informed during the quarter on the progress of their student. Parents are encouraged to contact the school if they have any questions or concerns about their student's performance in any class. Credits will be earned at the end of each semester. Grades may only be changed with the written permission of the Principal.

Senior Internship Program Policy

The administration and staff at Shelby High School have a strong commitment for our students to remain in school for the entire four years.

Criteria for the program include:

- Students must be seniors with at least 14.76 credits to be eligible for this program.
- Students must find the employment within one week of school starting.
- Students and employers must complete the weekly evaluation form and turn it into the Counselor.
- Employer and student will sign a contract that will include information regarding the students being required to participate in class instruction.
- In order to receive credit for the course, students must adhere to the requirements of the contract.
- Students will be required to keep a weekly journal to be reviewed by the Counselor.
- The Principal will approve or disapprove of the student's acceptance into the program.

Failure to adhere to these requirements may result in the student's termination from program. When the student is out of school, on work study, he/she will not be allowed to be on the school grounds during his/her work release period. Refer to the Senior Internship Handbook for more information.

Social Events

Separate Junior High and High School evening social activities at school may not extend beyond 10:00 P.M. for Junior High students and 12:00 A.M. for High School Students. Chaperons will be present at all times during the event. At least one chaperon must be a staff member. Shelby Junior High students are not allowed to bring in guests from other schools or grade levels. Shelby High School students must follow protocol for inviting other high school guests in for high school dances. If a Junior High or High

School student leaves an event early, they may not reenter the building. It is important that a parent/guardian pick up their Junior High students after the activity. Four (4) dances are allowed during the school year and must have prior approval of the Principal at least one month in advance.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records by the records will be maintained until the time has expired.

Student Conduct Outside of School Hours or Away from School

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the Junior High and/or High School student to corrective action or punishment by the Shelby School District. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system, or their families. Corrective action or punishment may include but not limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion. A separate civil and/or criminal action may also be initiated against the offending party.

Student Insurance

Shelby Public Schools does not provide accident insurance for students. However, the District does make available a low cost accident insurance program at parental expense. Parents and/or guardians are responsible for paying insurance premiums and submitting accident claims.

Students Records (Policy 3600)

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student - a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

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

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. A parent of any student is allowed to view the footage but is not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the District's receipt of such request.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational

mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.
6. The District will grant access to or release information from a student's records pursuant to a court order.
7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.
8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.
10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.
12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
13. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.
15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:
 - a. Information released or made accessible.
 - b. Name and signature of the records custodian.
 - c. Name and position of the person obtaining the release or access.
 - d. Date of release or grant of access.
 - e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Degrees
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Students Rights and Responsibilities

As a student in the Shelby School District, it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. Student shall not be deprived of the right to an equal educational opportunity in whole or in part by the Shelby School District without due process.

Student/Parent Due Process

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher or the building Principal. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

1. The complaint shall be brought to the attention of either a teacher or building Principal in a scheduled meeting.
2. If satisfaction is not reached at the building level, the student/parent shall be referred by the Principal to the Superintendent.
3. If satisfaction is not reached at the central administration level, the Superintendent shall refer the matter to the School Board of Trustees.

Technology Acceptable Use Agreement (Policy 3612P/F)

The Shelby Public Schools (SPS) can offer Internet access to your child at his/her school using their own device or a school provided device. For the purpose of this agreement a device is defined as either a computer or tablet form factor, the district is not responsible for any support or maintenance on a student or staff member's personal devices. This access offers vast, diverse, and unique resources and provides students and school personnel an avenue to promote educational excellence in the Shelby Schools. This document is: 1) designed to inform parents, guardians and students of the availability of the Internet resources, as well as the rules governing its use; and, 2) obtain express parental or guardian permission for an individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) which enables communication with people all over the world
2. Information and news from scientists and research institutions
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a variety of topics across all curricular areas
5. University resources, the Library of Congress, and other large collections of relevant information
6. Graphical access to the World Wide Web.

Our school's goal is to promote student responsibility in the use of the Internet, the network, and other electronic resources. Internet and network access is available to students only on computers that are in

highly monitored areas of the school building. However, parents and guardians must be aware that, while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with their contract and will be held responsible for their use.

Shelby Public Schools encourage our parents to actively participate in their children's online experiences, ensuring that their children have a full understanding of their expectations and concerns.

PROPER & ACCEPTABLE USE

The use of the Internet and network in the Shelby Public Schools must be in support of education and consistent with the educational objectives of Shelby School District No. 14.

Activities that are permitted and encouraged:

- investigation of topics being studied in school;
- investigation of opportunities outside of school related to community service, employment or further education.

Activities that are not permitted:

- sharing of the student's home address, phone number or other personal information;
- searching, viewing, or retrieving materials that are not related to school work, community service, employment, or further education.
- copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- subscribing to any services or ordering of any goods or services;
- playing games or using other interactive sites unless specifically assigned by a teacher;
- using the network in such a way that you would disrupt the use of the network by other users;
- participating in any activity that violates a school rule, or a local, state, or federal law;
- any activity that meets the definition of bullying

Students having questions about whether any activity is permitted should ask a teacher or administrator. Students accessing inappropriate material must exit immediately.

CYBERBULLYING

Shelby Public Schools acknowledges that cyberbullying is a prevailing issue that our students need guidance to learn how to identify and properly manage when they encounter it. Students discovered to be aggressors will be subject to disciplinary action.

PRIVILEGES

The use of District Technology and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators and staff will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Shelby Public Schools may request that system administrators deny, revoke, or suspend specific user accounts.

RELIABILITY

Shelby Public Schools make no warranties, expressed or implied, for the service it provides. Shelby Public Schools will not be responsible for non-deliveries, erroneous deliveries, or service interruptions caused by negligence or errors. Use of any information obtained via the Internet is at the user's own risk. Shelby Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Each district computer with internet access has a filtering device that attempts to protect students from material that is: (1) obscene; (2) pornographic; (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Possible security problems on the Internet or network must be reported to a teacher or a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account. Attempts to log on to the Internet or network as a system administrator will result in cancellation of user privileges. Any user may be denied access to the Internet or network at the determination of the Technology Coordinator, their building Principal, or the Superintendent.

EXPECTATION OF PRIVACY

Shelby Public Schools will not provide a right or expectation of privacy in any electronic communications or computer files stored on the district servers or services.

POLICY DEVICE COVERAGE

Shelby Public Schools maintain that this policy will be applied to all district provided electronic devices as well as all personal devices brought onto district property, including computers, tablets, readers, cell phones and other similar devices.

The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyber-bullying and other threats.

Facilities/Campus

Bike Riders/Walkers/Skateboarders/Drivers

Students are to abide by all school rules whether they are walking or riding their bikes to and/or from school. Upon arrival at school, students are encouraged to lock their bikes in the appropriate assigned areas. Skateboards may not be used on School District property. High School students with a valid driver's license are permitted to drive to school and park in the designated student parking lot only. Parking on school grounds is a privilege and can be revoked by an administrator.

Cafeteria

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information about a students' participation is confidential. See the school secretary to apply. All Junior High students are required to remain on school grounds during lunch. Students may purchase lunch tickets for \$3.00 per meal or \$60.00 for a 20-day lunch ticket, before school in the office. Students not eating hot lunch will bring a cold lunch. While in the cafeteria, students will use courtesy, respect, and good manners and students are expected to conduct themselves as ladies and gentlemen when eating. No food or drink may leave the cafeteria area. During these times, students are not allowed to roam hallways. Students will be responsible for cleaning their table and taking trays to the garbage cans.

A breakfast program is also available in the Cafeteria. Free and reduced price breakfast is available based on financial need. Tickets may be purchased at the office for \$1.25 per meal or \$25.00 for a 20-day breakfast ticket. The cafeteria is open for breakfast from 7:30 to 8:15 A.M. every school day. Milk is included in all breakfast and lunch prices, an extra milk is \$.25 per carton.

Doorways, Hallways, Stairways

To allow safe and orderly movement in our school, students are asked to walk on the right side of hallways or steps. The elevator shall only be used with the permission of the administration. Students are asked to refrain from loitering on stairways and in doorways. Disciplinary consequences may result for loitering.

Driving and Parking

No motorized vehicles will be driven to school by any student in Junior High. Junior High students are not allowed in vehicles at any time, except those driven by their parents or other drivers authorized by their parents by prior written consent.

High School students are expected to abide by all traffic laws. Students who violate traffic laws may be denied the opportunity to drive and park on school property as determined by an administrator. Students failing to have vehicles registered and/or parking in student assigned areas shall have their vehicle towed at the owner's expense. All vehicles in or around the school are subject to searches directed by the school district. Students failing to abide by all traffic laws on school grounds will lose parking privileges as determined by an administrator. Students will park vehicles in a manner to which the parking lot spaces were designed.

Gym Floor

Street shoes are not allowed on the gym floor. Students must wear clean gym shoes used only for Physical Education or athletics or play in their stocking feet. Food and drinks are not permitted in the gym except during after-school, school sponsored activities.

Library

The library holds books, magazines and offers computer access for assigned study and recreational reading. It is open, 8:00 A.M.- 4:00 P.M. for use during the entire school day, and for a short period of time before and after school. Students must have a pass from their teacher to use the library during class periods.

Lockers/Backpacks

Each student will be assigned a locker. Combinations will be distributed. Junior High students may request a second locker in the event that there are any junior high lockers available and all of their belongings do not fit in the one issued. Students should keep their lockers locked at all times. Only school locks may be used. Any other locks will be removed. The school is not liable for any items lost from a locker. Any money or other valuables should be kept in your personal possession while at school. Shelby Junior High and High School personnel and the Board of Trustees reserve the right to search any locker at any time, without the student's knowledge and/or presence. Students may not move to another locker without permission from the office. Shelby Junior High students are not permitted to bring backpacks to classes. Shelby High School students may bring backpacks to classes. Students are expected to utilize the hallway locker and gym locker that they are issued. At no time in the junior high or high school will backpacks, bags, books, coats, and other personal belongs be stored/left in the hallways, cafeteria, auditorium, gym, or other open space of the school.

Open/Closed Campus

Shelby Junior High School operates as a closed campus at all times including lunch period.

Shelby High School operates as a closed campus at all times except during high school lunch periods. Students who must leave the campus during the day shall first receive permission from the office. Failure to properly check-out may result in the student being considered truant. No students are permitted in the hallways during their scheduled lunch. With prior permission from the supervising teacher, a student may work in a teacher's classroom under the direct supervision of that supervising teacher.

School Closure

All emergency school closure information will be communicated through, district social media and KSEN/KZIN as directed by the Superintendent.

Telephones

Students may use the phone in the office to contact legal guardians for school related information. The office phone may only be used before school, after school or during lunch. Classroom phones are not

permissible for student use if the student is asking for parent permission to go home, this must be done through the office phone only.

Tobacco-free Environment / Vaping-free Environment

In order to provide a healthy working environment and protect the health of students, staff, and the general public the Shelby Public School District maintains tobacco-free/vaping-free buildings, grounds, and property. No person on school property shall possess, distribute, purchase, sell, smoke or otherwise use tobacco or nicotine products, and alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products.

Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, e-cigarettes, smokeless tobacco, or any other tobacco or nicotine innovation. Smoking/Vaping includes but not limited to any smoking/vaping equipment or material.

Use of tobacco/vaping products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

“Public school building, grounds and property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

District Policy Reference: 4332, 3310, 8225

Use and Care of School Property

Students who damage school property or equipment are required to pay in cash as restitution for the damage. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

Discipline and Safety

Accidents

There is a possibility that a Junior High and/or High School student may be injured on the campus during the school day. Report all accidents to the teacher, coach, or supervisor of the classroom or activity or the office as soon as possible so they can fill out an accident report to be filed in the main office.

Administration of Medication

No employee, except the designated staff member or health care professional, may administer a drug or prescription drug to a pupil, except in an emergency. A student who must take prescription or over the counter medicine during the school day must bring the completed form (with physician's signature), and the medicine in its original, properly-labeled container, to the high school office. No medicine will be administered to students unless the proper form has been completed and is on file in the office. The medicine will be administered through the office and dispensed by a designated school staff member. (Policy 3416)

Note: Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel. At Shelby Junior High & High

School, both physician and parent permission is required before any medication will be given. (This includes any Tylenol or over the counter pain medication)

1. Students taking medication prescribed by a physician/dentist, or any over-the-counter medication, must present the medication in its original container to the school nurse or delegate, with the required form signed by physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. The original container must be provided to the school with a label indicating the name and telephone number of the pharmacy, the student's name, the physician's name, the name of the drug, the time/indication for administration, the dosage to be given and the date.
2. It is recommended that the initial dose be administered at home, in the physician's office or hospital to avoid adverse reactions from occurring at school.
3. Students must take medication in the presence of designated school personnel, and all administrations will be recorded and initialed.
4. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedure as outlined above.
5. All medication must be stored in a designated area when not in use.
6. Shelby Public Schools assumes no responsibility for the supply of any medications.
7. Permission to administer medication must be reauthorized at the start of the new school year by consent of parent/guardian and accompanying physician's order.

Bomb Threats

Any student participating in a bomb threat will be recommended for expulsion to the Board of Trustees.

Bus Safety/Transportation

All students who ride any school district bus are subject to the following regulations. You must be seated and remain in your seat while the bus is in motion. Heads and arms must be kept in the bus at all times. Boisterous conduct will not be permitted. Conduct that might interfere with the proper operation of the bus will not be allowed. The bus driver is in complete charge of the school bus. Persons failing to meet the standards may be denied the right to use school transportation. Students riding on buses are governed by all of the rules and regulations covered in this student handbook.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established by the District.

Responsibilities of the Student

Students must realize that safety is based on group conduct. All students using District transportation will use the following procedures:

- The driver is in full charge of the bus and students. Students will comply promptly with any request made by the driver.
- At the discretion of the driver, students may be assigned a seat and held responsible for that seat.
- Students will observe classroom conduct while on the bus.
- Students will not move about within the bus while it is in motion.
- Arms or head will not be extended out of bus windows at any time.
- Students will not throw waste paper or other debris on the floor of the bus.
- Any damage to the bus will be reported to the driver at once. The Shelby School District expects to be compensated for any malicious damage to a school bus by a student.
- Students may not reserve seats.
- Students will adjust windows only when instructed to do so by the bus driver.
- Students must be absolutely quiet while the bus is stopped at a railroad crossing.
- Students may not board or depart the bus at a stop other than their own, without prior notice being given to the bus driver.
- Students will not eat any food or snacks or drink beverages on the bus unless permitted to do so by the driver.

- Students will not exit from the emergency door unless an emergency exists.
- Students will use respectful language on the bus. Profanity will not be tolerated.

At the Bus Stop

- Be on time and wait for the bus at the approved bus stop.
- Stay out of the road while waiting for the bus.
- Do not participate in horseplay or destroy surrounding property.
- Wait for the school bus to come to a complete stop before attempting to board the bus.
- Do not run toward the bus in an effort to be the first to board the bus.

After Leaving the School Bus

- Do not rush or push while unloading from the bus.
- When crossing in front of the bus always watch for the driver to give the “all clear” signal before crossing.
- Students will be discharged at their approved school bus stop only.
- Students should go directly from their bus stop to their home.

Bus drivers are required to report misbehavior on the school bus to building Principals and the transportation supervisor. Such reports may result in the following consequences:

- A warning will be issued to student and parent.
- Riding privileges will be revoked for two weeks.
- Riding privileges will be revoked for the rest of the current school year.

Please note: depending upon the seriousness of the incident(s), riding privileges for any individual student may be permanently revoked. Other consequences, such as being assigned a specific seat, may be earned, as well.

Parents will be notified of continued misconduct on the buses.

Responsibilities of the Parent

The interest and assistance of each parent is a valued asset to the transportation program. Parents’ efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only a few of the many ways parents can assist:

- Ensure that students are at the bus stop in sufficient time to meet the bus.
- Properly prepare children for weather conditions.
- Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.
- In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the operation of buses will be broadcast over KSEN/KZIN Radio Station, 1150 AM or 96.7 FM, at 7:00 A.M. If buses are dispatched prior to the end of the school day due to adverse weather conditions, radio announcements will be broadcast immediately, and school personnel will attempt to contact parents by phone.

Change of Address and Emergency Phone Numbers

The school should be notified when a change is made in the address or telephone number of the place of residence of a student. The name of a neighbor or relative who might be contacted if your child is ill and you cannot be reached should also be given to the school. Parents have the responsibility to keep the emergency number current. Contact your school’s office when address and phone numbers change.

Communicable Diseases/Conditions (Policy 3417)

To protect children from contagious illness, students infected with certain diseases are not allowed to come to school when contagious. Parents of a student with a communicable or contagious disease

should notify the office so that other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza	Salmonellosis
Varicella (Chickenpox)	Lyme disease	Syphilis
Chlamydia	Malaria	Scabies
Colorado Tick Fever	Measles (Rubeola)	Shigellosis
Diphtheria	Meningitis	Streptococcal disease
Gastroenteritis	Mumps	Tuberculosis
Giardiasis	Conjunctivitis (Pinkeye)	Pertussis (Whooping Cough)
Hansen's disease	Ringworm of the scalp	

Disciplinary Procedures – Alcohol/Drugs

Possessing, using, or purchasing of alcohol and/or other drugs, drug paraphernalia or being under the influence, or students with another student, and /or the abuse of or selling over the counter medication will be subject to the following disciplinary consequences.

First violation

- The parents or legal guardian will be notified.
- An immediate conference between student and Principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- If the student is using or in possession on school grounds, there will be an immediate request to law enforcement. The student may be detained by the local authorities.
- The student will be required to complete at least five (5) full days of Out of School Suspension.
- An interview assessment by a certified drug treatment expert may be required.
- A conference with the student, parent or legal guardian, Principal, and Counselor will take place prior to school reinstatement after suspension. An individualized re-entry plan will be formulated at this time. The plan must be signed by the principal, parent/guardian, student and counselor before the student is remitted to school.
- Follow-up activities for the student's re-entry plan options will include, but are not limited to the following: Attending in-school support groups, following school policies, assessment recommendations, and individualized plan, attend scheduled program sessions with the school Guidance Counselor, an attend academic classes consistently, while maintaining the best grade possible.
- A report will be made with local law enforcement officials by the school administration. A written report will be filed with the Superintendent of Schools.

Second and subsequent violations

- The parents or legal guardians will be notified.
- An immediate conference between student and Principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- A report will be made to local law enforcement officials, by the school administration.
- The student will be suspended from school for the rest of the day and held by local law enforcement authorities.
- The student shall be required to serve (5) five days OSS and (3) three days ISS
- The Principal may recommend expulsion of the student to the Superintendent.
- If student returns to school after the OSS and ISS, he/she must first complete at least 30 hours of classes and/or programs on drug education. Failure to complete this requirement will result in further disciplinary consequences which may include recommendation of expulsion to the Superintendent.
- The student may be expelled by the Board or Trustees. An individualized plan will be formulated for each re-entering student during the same academic year.
- A written report will be filed with the Superintendent.

Selling/providing/distributing/manufacturing alcohol and other drugs including over the counter drugs and/or drug paraphernalia will result in the following:

- The parents or legal guardians will be notified. The student will be suspended from school for the rest of the day and held by local law enforcement authorities.
- An immediate due process hearing between student and Principal or his/he designee will take place prior to a recommendation for expulsion.
- A report will be made with the local law enforcement officials and the Superintendent of Schools, by the school administration.
- Disciplinary due process will result in suspension of the student from attendance for a period not to exceed ten (10) days and may be recommended for expulsion.
- The student may be expelled by the Board of Trustees.
- A written report will be filed with the Superintendent.

Possessing or using tobacco products including but not limited to any cigarettes, tobacco products, nicotine products, including alternative nicotine and vapor products, or other similar products result in the following:

First Violation

- The parents/guardian will be notified.
- The student will be assigned to 5 hours of detention and will be required to complete the district insight program or an assignment related to tobacco.

Second Violation

- The parents/guardian will be notified.
- The student will be assigned two days of ISS.
- The parent/guardian will be required to come in for a conference with the Principal and student.

Third and subsequent violations

- The parent/guardian will be notified.
- The student will be suspended from school not to exceed 10 (ten) school days. In or Out of School Suspension.
- The student may be recommended for expulsion.
- The student may be expelled by the Board of Trustees.

Discipline - General Misconduct in Common Area

All staff will submit disciplinary referrals of students who demonstrate inappropriate behavior or language in the halls, school grounds, cafeteria and assemblies.

Students are responsible for notifying their parents when they have after school detention.

The following list of offenses are considered a general disruption on the progressive discipline chart:

- Bringing articles which are hazardous to the safety of others or interfere in some way with school procedures are prohibited. The article will be confiscated, and a check issued for items such as: rubber bands, sling shots, squirt guns, headphones, skateboards, texting, personal/nonacademic usage on any device, etc.
- Eating, candy, sunflower seeds, drinking pop, etc.
- Throwing snowballs.
- Running in the school.
- Profane language.
- Public displays of affection.
- Pushing, horseplay, and shoving.
- Being out of class without a hall pass.

- Any action which would disrupt the educational process.
- Not reporting to and staying in the multi-purpose room in the morning until the second bell and during Junior High lunch, which includes no usage of gym and weight room without adult staff member.
- Hats, hoods worn in school.

This list of offenses is not all-inclusive and cause for disciplinary action may exist in other violations of school discipline, law, and general welfare, not mentioned above. A student who chooses to walk out of an assigned detention or chooses not to attend, will receive an additional discipline referral and doubled detention that was assigned.

Discipline - Inappropriate Display of Affection

The public display of affection is inappropriate and often embarrassing to students and adults. Specifically, kissing, handholding, hugging and other types of affection are not permitted in the school. Students failing to follow this practice may be subject to the sexual harassment clause below.

Discipline - Progressive

Referrals for discipline accumulate during the two years at Shelby Junior High. Referrals and discipline accumulate for the four years a student is in attendance at Shelby High School. The goal of any discipline action at Shelby Junior High and High School is to modify and improve student behavior. Progressive discipline provides students with reasonable consequences for their behavior.

Step 1	General Disruption Tardy Truancy Bullying and/or fighting	1 hour detention Warning Hour for hour detention 3 days Out of School Suspension
Step 2	General disruption Tardy Truancy Bullying and/or fighting	2 hour detention ½ detention 1 day In School Suspension 5 days Out of School Suspension
Step 3	General Disruption Tardy Truancy Bullying and/or fighting	1 day In School Suspension 1 hour detention 1 day In School Suspension 10 days Out of School Suspension and recommendation for expulsion
Step 4	General Disruption Tardy (all continued tardiness) Truancy	1 day In School Suspension 2 hours detention 1 day Out of School Suspension
Step 5	General Disruption Truancy	2 days In School Suspension 3 days Out of School Suspension
Step 6	General Disruption Truancy	1 day Out of School Suspension 5 days Out of School Suspension
Step 7	General Disruption Truancy	3 days Out of School Suspension 10 days Out of School Suspension
Step 8	General Disruption Truancy	5 days Out of School Suspension Recommendation for expulsion
Step 9	General Disruption	10 days Out of School Disruption
Step 10	General Disruption	Recommendation for expulsion

Expunging referrals: Students may expunge one step (general disruption only) each semester with thirty (30) school days of referral free behavior.

Nothing in this progressive discipline procedure inhibits the District from removing students or increasing consequences for extreme behaviors as determined by the Principal.

To achieve the best possible learning environment for all students, Shelby Junior High and High School rules and discipline will apply:

- On, or within sight of the school grounds before, during and after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any other event that bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function or event.
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted threat of a staff member, or an interference with school purposes of an educational function.

Discipline - Types of Action

Shelby Junior High and High School students will be expected to follow the laws of the State of Montana and the rules of the Shelby School District. Students at school and/or at school sponsored activities shall be governed by school district rules and regulations and are subject to the authority of school district officials.

Conference - The student and/or parent will meet with the teacher, counselor, and/or Principal.

Detention - Students are required to sit quietly in a designated area for an assigned period of time and complete school work. Students failing to complete detention in the required time will have it doubled.

Saturday School - Saturday School will operate from 8:00 A.M. to 12:00 P.M. at the high school. Students will report to the office to meet the Saturday School teacher prior to 8:00 A.M.. Tardiness will result in staying after 12:00 P.M. an equal number of minutes that the student is tardy. Tardiness of ten (10) minutes or more will be deemed an unexcused absence.

Students will be expected to turn in their cell phone to the teacher at the beginning of the class and receive it back at the conclusion. Students will not be allowed to use their Chromebook unless specifically requested by a teacher to complete an assignment. Saturday School is a solitary suspension and therefore no socializing will be tolerated.

Saturday School will be conducted as a structured study hall meaning the student(s) will be engaged in appropriate school work as assigned by the teachers. Upon completion of all assigned school work the student(s) will be required to engage in reading comprehension accompanied by writing an essay on the reading. This is not a graded writing but is a requirement of completing the Saturday School expectation of being fully engaged throughout.

If a student does not report to Saturday School as assigned, the consequence will be doubled. Absences will only be excused with a doctor's note, a family emergency, or prior administrative approval. With an excused absence the student will then serve the suspension on the following Saturday.

If a student misses two consecutive assigned Saturday schools, the consequence will become a 3-day out-of-school suspension.

Students under any suspension (Saturday School, ISS, or OSS) will not be allowed to participate in any school contests or events for one week from the date of the assigned suspension. The student will be allowed to practice with their team and/or club. If no school contests or events are scheduled during this time, any further consequence will be at the discretion of a school administrator.

In School Suspension (ISS) - Students will report to the office and will remain in the ISS for the entire day. ISS Students shall complete all assignments given and behave in an orderly manner. Students will remain in ISS until they successfully complete their assigned time. Junior High and High Schools students are not permitted to participate in after school functions during the week of the assigned ISS.

Out of School Suspension (OSS) - Students are removed from all school property. Students are not allowed on school grounds while they are on OSS. Students will be permitted to complete school work which must be presented to the teacher upon return of OSS. Junior High and High School students are not permitted on school grounds before, during or after school during their time with OSS. Junior High and High Schools students are not permitted to attend after school functions during their time they have OSS.

Restitution - Students will be required to restore the building or grounds to the proper condition including paying for any damages. Parents will be contacted and informed of the damages and associated cost.

Expulsion - Students are removed from Shelby Junior High or Shelby High School for at least the duration of semester. Expulsions may be permanent. This action requires a vote of the Board of Trustees. Recommendations for expulsion may be brought by the Principal to the Superintendent in cases of severe disruption to the school process.

Junior High and High School students assigned ISS or OSS are not eligible to participate in practice or perform in any school sponsored activity on the day of their suspension. Further, students assigned OSS are not permitted to participate in any school sponsored activity until they have successfully completed one full day of their regular schedule.

Discipline Policy

The best discipline is self-discipline. Students have many opportunities and activities to show that they can make responsible choices. Students are expected to follow the Shelby Junior High and High School traditions of courtesy, cooperation, friendliness, and respect. In the event that students need help with self-discipline, appropriate consequences will be given. Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of the educational process within the Shelby School District shall be subject to discipline, suspension or expulsion.

A Student shall not:

- Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. (Disrupt school shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)
- Leave the classroom and/or school without permission.
- Initiate or participate in any unacceptable verbal and/or physical conduct.
- Violate school policies.

Disciplinary Action

Minimum Corrective Action: Teacher-student conference or advance in the discipline plan.

Maximum Corrective Action: Expulsion

Disclosure Statement

The Junior High and High School will publish the names and pictures of student's in the newspaper, hallways, radio stations, and on the District Page. This may include filming of entire classroom instruction. Any parent not wishing to have their student's name and/or picture utilized must contact the Junior High & High School administration within ten days of receiving this handbook.

Discrimination - Bullying-Harassment-Intimidation-Hazing (Policy 3226)

It is the policy of Shelby School District that all students and employees will deal with all persons in a way which conveys respect, dignity, and consideration for all individuals regardless of race, creed, color, marital status, national origin, religion, sex, age or handicap. Acts of harassment, hostility, hazing or defamation, whether verbal or physical will not be tolerated. Harassment may result in suspension or a recommendation for expulsion.

Bullying is a form of emotional or physical abuse that is considered harassment and has three defining characteristics:

- It is deliberate - the intention is to hurt someone.
- It is typically repeated - the bully often targets the same victim again and again.
- There is an imbalance of power - the bully chooses victims he or she perceives as vulnerable.

Types of bullying include, but are not limited to:

- Physical Bullying - poking, pushing, spitting, hitting, kicking, choking, beating up
- Verbal Bullying - yelling, teasing, name-calling, insulting, threatening to harm
- Indirect Bullying - ignoring, excluding, spreading rumors, telling lies, getting others to hurt someone
- Cyber-Bullying - through any online media, email, texts

Bullying damages the physical, social and emotional well-being of its victims. It also hurts the people who bully, as well as those who watch it happen. Bullying creates a climate of fear, callousness and disrespect for everyone involved. Bullying is never justified, and is not excusable as “kids being kids,” “just teasing/kidding,” or any other attempt at rationalizing the action.

At Shelby Public School District, all students and staff members are expected to treat others with respect and courtesy. All students and staff have the right to live, work and learn in a safe and supportive environment, and it is our intent to create and maintain such an environment in our school.

Our 4 Anti-bullying rules are:

- We will not bully others.
- We will help students who are being bullied.
- We will include students who are left out.
- If we know of a student who is being bullied, we will tell an adult at school and at home.

Discrimination - Notification of Non-Discrimination Policy (Policy 3210)

In compliance with federal law the Board of Trustees of Shelby School District #14, Shelby, Montana hereby provides notification of their policy of non-discrimination in the educational programs and activities of the school district.

Specifically the Policy States - The Board of Shelby School District #14 is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in educational offerings and materials.

The Board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the Administration and the Board.

The Board has designated the High School Guidance Counselor as the District compliance officer. All complaints regarding alleged discriminatory practices by Shelby School District #14 should be addressed to Shelby High School Guidance Counselor, 1001 Valley St., Shelby, Montana 59474 (424-8904).

Discrimination - Notification of Sexual Harassment/Sexual Discrimination Policy (Policy 3225)

The Shelby Public School District #14 encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in public schools. Specifically the Policy States-Sexual Harassment of students is prohibited. An employee, District agent, or student who engages in sexual harassment whenever he/she makes unwelcome advances, request sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with the student's education environment;
 - b. creating an intimidating, hostile, or offensive educational environment.
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decision affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact the Guidance Counselor, teacher, Title IX coordinator or administrator who will assist them in filing a complaint. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remedy such behavior of sexual harassment or intimidation may themselves be subject to discipline.

The Board has designated the Elementary School Counselor as the Shelby School District compliance officer. All complaints regarding alleged discriminatory practices by School District #14 should be addressed to Shelby Elementary School Counselor 901 Valley St., Shelby, Montana 59474 (424-8910).

Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the school district or other governmental agencies. Materials which provide information valued or needed by the school district may also be distributed. All organizations must have the approval of the Superintendent before materials may be distributed. The Superintendent will use the guidelines listed above in the approval of the distribution of the materials. In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

- Maintain a centrally located bulletin board for the posting of bulletins.
- Maintain a display table where flyers and other information can be made available to students.
- Must advertise a youth-oriented activity, and must be of non-religious or political nature. It is the intent to post all notices except those that are viewed by the building principal as likely to be disruptive, libelous or obscene.

Drug and Alcohol Policy Guidelines

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, methamphetamine, barbiturate, amphetamine, marijuana, nicotine, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA. The proper use of medication prescribed by a medical doctor for a student does not violate this rule. The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school-sponsored activities at any location at any time: possessing, using or purchasing tobacco and nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, alcohol, other drugs and drug paraphernalia or being under the Influence. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, along with immediate notification of parents, legal guardian and/or police. Following his/her return to school, Disciplinary Procedures will be implemented.

Fines

Students assessed fines for lost and/or damaged texts, library books, locks, athletic equipment will not be permitted to participate in extra-curricular activities until all fines are paid. Students are fully responsible for all school materials assigned them.

Disaster Drills

Disaster drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. When the student is outside of the building, he/she will group with his/her class and stand well away from the exterior of the building. The classroom teacher will take attendance once the students are grouped outside. Under no circumstance are students allowed to leave the group and exit school grounds. If this occurs the student will be marked as an unexcused absence, with disciplinary consequences to follow. Any student involved with committing a false alarm is subject to disciplinary action by the school and legal authorities. Students may be suspended and/or recommended for expulsion.

Head Lice & Nit-Free Policy

When a student is found to have head lice, the student's parents will be notified and the student is sent home. The student will not be allowed back to school until a Health Official (County Health Nurse /Staff or Doctor) signs the form that the student's hair was treated, the lice are dead and that the student's hair is nit free. If the nits are not present, we know that proper follow-through treatment was given.

Immunizations (Policies 3413, 3413F1, 3413F2, & 3417)

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of Public Health and Human Services. Haemophilus influenza Type "b" immunization is required for students under age five.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification, should

the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles, mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except that Haemophilus influenza type "b" vaccine is required only for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

K-9 Campus Inspection

Our school district has a contract with a professional organization to conduct periodic inspections of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection. All inspections will be conducted within the scope of law and with the knowledge of the student.

Person and Property

A Student shall not:

- Exhibit hostile, physical or verbal action against another individual.
- Engage in any behavior that would be considered sexual harassment.
- Fight.
- Operate a motor vehicle in an unsafe manner, including parking around the school.
- Use profane, obscene, indecent, immoral or offensive language and/or gestures.
- Exhibit any display of public affection in, or around the school campus.
- Damage, destroy or steal property belonging to the school or others.
- Be in possession of dangerous chemicals, i.e.: mace, pepper spray (see also school weapons policy).

Disciplinary Action

Minimum Corrective Action: Teacher-Student-Parent conference or advance in the discipline plan.

Maximum Corrective Action: Expulsion

School Resource Officer / Law Enforcement

In order to make the Shelby School District a safer, more secure learning environment, the district may employ or secure the service of local law enforcement to serve as school resource officers (SRO).

It is understood and agreed that the Shelby Board of Trustees and the Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program within the district:

1. To provide a safe and secure learning environment and help reduce school violence;
2. To improve school and law enforcement collaboration;
3. To improve perceptions and relations among students, staff, and law enforcement officials.

SRO duties include (when present) but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft and misappropriation of any item of value;
3. The control of access to the premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of district property, students, staff, and persons and property on and about district property or while attending district-sponsored activities;
6. Assistance in identifying, intervening, and communicating with at-risk students;
7. Promotion of a positive student attitude towards law enforcement;
8. Operating as a liaison between the community and the school district.

When Law Enforcement Officers or other law authorities wish to question or interview a student at school:

- The Principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Principal will make reasonable efforts to notify parents unless the interviewer raises what the Principal considers to be valid objections.

The Principal or designee will be present unless the interview raises what the Principal considers to be a valid objection. The Principal will cooperate fully regarding the conditions of the questioning or interview is part of a child abuse investigation.

School Weapons Policy

In accordance with the provisions of the Gun-Free Schools (Act, 20 USC 3351) any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent. Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, metal pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives, or other chemicals.

Search and Seizure (Policy 3231)

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. 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 schools

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A “pat down” of the exterior of the student’s clothing.
2. A search of the student’s clothing including pockets;
3. A search of any container or object used by, belonging to or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

The “pat down” or “search’ of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

School Property and Equipment and Personal Effects of Students

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 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.

Students

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

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

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with laws of arrest.
- By a Law Enforcement Officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protection Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health and safety.

Theft

Theft may result in suspension from a single class or from a full schedule of classes for a period of up to ten (10) days and/or a recommendation may be made to the Board of Trustees for expulsion.

Surveillance

The District uses cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard district facilities and equipment. Cameras may be used in locations as deemed appropriate by the Administration. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Shelby Public School District Activities Handbook

Dear Coyote Participant:

As a participant in the Shelby Activities Program you are an Ambassador for Shelby Junior High, Shelby High School and the Shelby Community. The privilege to participate carries responsibilities to yourself, to your community and to your school. Your foremost responsibility is to yourself. Your challenge to yourself is to be the best that you can be as a student, as a citizen and as a competitor. You are expected to promote the Pride and Traditions of Shelby School District. Scores of generations have passed through these halls, and each has added to the glory and tradition of Shelby High School. This has been paid for in hard work, dedication and determination. As a student, when you take the stage/court/field as a Shelby Coyote, you inherit these traditions.

You are responsible to abide by the expectations of this Student Activities Handbook. You have a responsibility to the younger students in our community. You are a role model:

There are little eyes upon you
and they're watching night and day.
There are little ears that quickly
take in every word you say.
There are little hands all eager
to do anything you do;
And the little boy who's dreaming
of the day he'll be like you.

You're the little fellow's idol,
You're the wisest of the wise.
in his little mind about you
no suspicions ever arise.
He believes in you devoutly,
holds, all that you say and do;
He will say and do, in your way,
when he's grown up like you.

There's a wide-eyed little fellow
who believes you're always right;
and his eyes are always opened,
and he watches day and night.
You are setting an example
every day in all you do,
For the little boy who's waiting
to grow up to be like you.

Information for Parents:

We are delighted that your child has chosen to be a part of the Activities offered at Shelby Public Schools. We hope your student enjoys a profitable experience. In order to insure this, we recommend that you review this handbook and spend time discussing it with your student. In order to increase the probability that parents are aware of the information contained within this handbook, we ask that you sign the last three documents contained within this handbook (Technology Acceptable Use, Release of Directory Information, and Parent/Student Handbook Receipt) and send them back with your son/daughter to turn in at the main office.

This handbook contains an outline for disciplinary action should it become necessary. Reading this handbook will make you aware of the outlined procedures that Shelby Coaches and Advisers will follow. If you believe inappropriate disciplinary action is being taken, you may appeal the decision. It is also important to keep in mind that individual coaches and advisers may have additional guidelines that the students within that organization must abide by.

During competitions, Coaches and/or Advisers are authorized to decide which students will participate. At the same time, we have developed an extensive program to provide ample participation opportunities. There is however, no guarantee that all students will be involved in every performance.

The disciplinary measures set forth hereafter will be inclusive for grades 5 through 12. We hope you will be able to see your student perform often and share in their activities experience.

Sincerely

Mike White, Athletic Director

Activities Attendance

Shelby Junior High and High School students who are absent, or arrive at school after the beginning of their 4th class period are not eligible to compete or practice on that day, unless permission is granted by the Principal. Regular attendance by each team member at contests and practices is essential to the success of any team sport. The coordinated development of team skills is dependent upon the regular participation of all team members. Team morale is furthered by the regular attendance of all team members who are physically able to perform. The safety of each team member is enhanced by the regular participation of all. Teams having a limited number of places on the squad require regular attendance for each team member in fairness to those who are excluded from participation. For the foregoing reasons, head coaches shall exclude from team membership any student who cannot be reasonably expected to attend at least 75% of all practices and 75% of all athletic contests. Exceptions may be made where unavailability is caused by injury incurred in the sport or where the inclusion of the student who cannot attend on a regular basis does not result in another student being excluded from the squad. Head coaches may establish stricter attendance standards for safety, morale or other reasons. Occasional absences from team practice or contests shall be preceded by advance notification to the coach.

Activities Discipline, Suspension, Expulsion - Definition of

Activities Discipline shall mean all forms of corrective action of punishment other than suspension and expulsion, and shall include the exclusion of a student from an activity by a coach/advisor for a period of time, not exceeding the balance of the immediate practice or game.

Activities Discipline may also include a probationary period during which a student remains a part of the group while he/she is given the opportunity to correct the deficiencies in a time prescribed by the coach/advisor. During probation, students may continue to practice and participate in performances and contests as usual.

Activities Suspension shall be a suspension from participation for a specified number of calendar days, the duration which may extend beyond the current season.

Activities expulsion shall mean the complete denial of the privilege to participate in the activities program for an indefinite period of time as determined by the Board of Trustees.

During any activities suspension, or activities expulsion, the student may not participate in any group related activity, including but not restricted to: performances, being on the field (or stage/court) during team huddles or warm-up activities or being at press or game management areas. The student shall practice and attend all team meetings.

The length of each MHSAA activity season will be from the specific start date for each activity as posted by MHSAA executive director until the completion of the state championship for the same activity as posted by the MHSAA executive director. All Shelby Junior High and High School and/or Shelby School District #14 sponsored activities will be from the start of the school calendar as set by the Shelby Board of Trustees until the final day for students as set in the same calendar. All activities rules and regulations will remain in effect for each participant for the entire season or year as outlined above.

Participants injured, removed or having quit an activity will remain under the activities handbook rules and regulations until the completion of the entire season or for the year.

Activities Discipline, Suspension, Expulsion - Procedures for Implementing

Coaches/Advisers may send students home for the remainder of a contest or practice/rehearsal if the students conduct is disruptive. In the event discipline is needed, the coach/advisor will inform the Activities Director of the proposed discipline in writing, who will secure approval from the Principal; inform the student and parent of the discipline, how the student is to correct the behavior, the number of days of probation (less than 10); and send an activities discipline letter to the parent/guardian with copies to the Principal and Activities Director.

Upon completion of the probationary period, and if the behavior is: corrected, the student is removed from probation. If the behavior is not corrected, the probationary period is extended (total not to exceed 10 days) or coach will recommend the student for suspension to the Athletic Director and principal.

Activities Registration Procedure

Students will obtain a Shelby Junior High and High School Activities Registration Form and make certain that all items are completed before participation is certified.

Activities Suspension and Expulsion

Prior to the suspension or expulsion of any student, a conference shall be conducted with the student and his/her parent(s) or guardian(s) as follows:

- The Coach/Advisor, through the Activities Director and Principal will present to the student an oral and/or written notice of the alleged misconduct and violation(s) of school activities rules; the evidence of school rules; the evidence in support of the allegations; and the corrective action or consequences to be recommended. The student shall be provided the opportunity to present an explanation.
- Following the conference with the student, the coach/advisor (through the Activities Director), may recommend activities suspension or activities expulsion to the Principal.
- If the Principal imposes activities suspension or activities expulsion, the student and parent shall be verbally notified of the action taken. Promptly thereafter, the Principal will send a written notice by mail to the student's parent/guardian containing the following information-the action taken and the reason for such disciplinary action. A copy of the suspension or expulsion notice shall be sent to the Activities Director and through the Activity Director to the Coach/Advisor.

Discipline set forth in this handbook will be inclusive for grades 6 through 8 and for grades 9 through 12.

Activities Travel Protocol

The following rules will be enforced whenever it is necessary to travel to other schools for activities participation.

Shelby Junior High and High School students who participate in out of town school sponsored activities must ride in the transportation provided by the school and must return by this manner unless the parent or guardian of the student requests in writing to the coach or advisor and identifies with whom the student will be leaving (must either be the parent/guardian or another adult), date, and time student will be leaving and the Principal approves the written request and provides that back to the coach and athletic director.

The coach or advisor will be responsible for keeping record of those students who will be traveling with the team and a list of students that will not be traveling with the team. Misconduct of any sort while traveling to and from an away event will be dealt with according to the Student Activities Handbook. Any student who transports himself/herself or rides with an unauthorized driver to a school sponsored event, will not be allowed to participate in that event. Under certain circumstances coaches may require students to travel to and from events. Coaches/Advisers have the authority to make this determination. A discussion of this requirement shall take place at preseason parent meetings. Meals will be provided by the school when travel, is to District, Divisional, State or overnight on this basis:

Breakfast \$5.00, Lunch \$6.00 and Dinner \$12.00.

All student activities including overnight sleeping shall have a chaperon for every 10 students, gender specific. This includes, but not limited to day trips, senior camp out at the school, senior trip and any other activity travel that requires overnight lodging for all Junior High and High School students.

Activity Conduct and Control

All students who participate in the activities program of Shelby Junior High and High School will comply with the rules and regulations and will submit to the reasonable discipline of school authorities. Any participant who willfully performs any act which materially interferes with or is detrimental to the orderly

operation of a school's activities program shall be subject to activities discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those enumerated below.

The following acts by an activities participant on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity shall constitute sufficient cause for activities and school discipline, suspension or expulsion: disruptive conduct, disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from practice or game; assault; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion or intimidation of another student or a staff member; stealing; lack of performance consistent with the student's ability; possession or use of any dangerous weapons or objects; and the commission of any criminal act as defined by law. The following acts by an activities participant on or off school premises during the time the student is participating in an activities program, shall constitute sufficient cause for activities suspension, or expulsion: Use or possession of tobacco; use or possession of alcoholic beverages; and use, sale or possession of drugs and/or related paraphernalia. If the act is not related to activities, students suspended or expelled from school must be reinstated to activities participation when reinstated to school. Also, if a student is suspended from school, he/she is also suspended from activities and may be subject to activities discipline. A student who has been assigned In-School Suspension shall not be eligible to practice or perform the day of their assignment. If in-school suspension is assigned on a Friday, the student will not be allowed to participate on a Friday or Saturday. A sport season is defined as the first day of practice through the State championship for that sporting event.

Activity Goals

To develop physical and mental excellence and an understanding of the value of competition in our society.

- Through recognition of outstanding performance.
- By emphasizing the educational value of trying to win and learning to compete.

To promote the development of good citizenship.

- Through an athletic program that is committed to the principles of justice, fair play and good sportsmanship.

To support and contribute to the goals of the total education program.

- Through the development of physical fitness and realization that a healthy mind & body increases the probability of effective learning.
- By providing a strong program that attracts student body interest and motivates a positive learning atmosphere.
- By assuring students' involvement in program planning and development.

To promote community interest and involvement in our school activities.

- By providing enjoyable experiences for participants and spectators.
- By establishing rules and standards for athletics that reflect the behavior expectations approved by the community.

Activity Rationale

In order to accomplish the objectives set forth, it is necessary to develop and maintain team spirit that is based on appropriate standards. Certain regulations are necessary to prevent disruption of team spirit that could detract from the competition and cooperation values provided by athletics.

If appropriate benefits are to be derived from the athletic program, it must be able to operate in a climate devoid of disruptive influence. If the community is to truly identify with its schools through the activities programs, it is imperative that participants conduct themselves in a manner that will inspire pride and approval.

Activity Sexual Harassment Policy

The Shelby School District believes that all individuals should be treated with respect and dignity. Students should be able to participate in MHSAsponsored activities in an environment free from sexual

harassment and sexual violence. Shelby Junior High and High School is responsible for taking such action and enacting such policies as may be necessary to address incidents of sexual harassment and sexual violence and to ensure that an environment free of such prohibited conduct is maintained. Shelby Junior High and High School will not sponsor or tolerate such activities.

Application of Sanctions

Discipline set forth by this handbook will be inclusive for grades 6 through 8 and for 9 through 12. Use or possession of alcohol, drugs or tobacco, of any kind, is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol, drugs and tobacco (including smokeless) for in-season athletes/performers, Shelby Junior High and High School will apply the following sanctions:

Possession and/or use of Alcohol and/or Tobacco

First Offense

Student is placed on Activities Long-Term Suspension of 45 activity days. If a student self-reports their violation to their coach, supervisor, Principal or activities director by 9:00 A.M. of the next regular school day, the suspension will be reduced to 10 activity days and a minimum of two (2) contests (games, meets, shows, plays). An activity day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight training is complete or the student is working towards completion. If the student is caught by a staff member or a chaperon at a school related activity for MIP they will not be allowed to self-report their alleged violation. If the student is a senior and the calendar days remaining are less than the suspended activity days, the senior will not be allowed to participate in graduation ceremonies.

The Principal and athletic director will meet with the student and his/her parent/guardian at the school. The student and parent/guardian will be scheduled to meet with the Guidance Counselor who can provide names of counseling and assistance agencies that the family may want to contact for help.

Second Offense

Student is placed on Activities Long-Term Suspension of 45 days. If a student self-reports their violation to their coach, supervisor, Principal or activities director by 9:00 A.M. of the next regular school day, the suspension will be reduced to 20 activity days and a minimum of two (2) contests (games, meets, shows, plays). An activity day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight training is complete or the student is working towards completion. If the student is caught by a staff member or a chaperon at a school related activity for MIP they will not be allowed to self-report their alleged violation.

Third Offense

Immediate removal from all activities for one calendar year. Application for reinstatement will be accepted by the Principal and forwarded to the Board of trustees.

Use of a Controlled Substance

First Offense

Student is placed on Activities Long-Term Suspension of 45 days. If a student self-reports their violation to their coach, supervisor, Principal or activities director by 9:00 A.M. of the next regular school day, the number of contact days of suspension will be reduced to 25. A contact day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight Training is complete or the student is working towards completion.

Second Offense

Student is placed on Activities Long-Term Suspension of 90 days. If a student self-reports their violation to their coach, supervisor, principal or activities director 9:00 A.M. of the next regular school day, the number of contact days of suspension will be reduced to 60. A contact day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight training is complete or the student is working towards completion.

Third Offense

Immediate removal from all activities for one calendar year. Application for reinstatement will be accepted by the Principal and forwarded to the Board of trustees.

The student will be prevented from participating in extracurricular and school sponsored activities for any positive testing result for usage of a controlled substance until after a follow-up test is requested by the Principal/administrative designee and the results are reported. A follow-up test will be requested by the Principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant, the same previous procedure shall be followed. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested. BP 3350

Alcohol, Tobacco, and/or Substance Abuse Violations are defined as:

Possession, use or sale of alcohol, tobacco and nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA., or controlled substances or possession of paraphernalia on or off campus as determined by the Police or the school.

Any student present at off campus events, where drugs, alcohol or controlled substances are evident are in violation of this policy.

Abuse of "Uncontrolled/Over-the-counter" drugs will carry the same sanctions as abuse of controlled substances. (Abuse is defined as exceeding the recommended dosage)

Shelby Public School District has adopted a drug testing policy 3350, which is included in this handbook.

Legend Drugs/Anabolic Steroids

Penalties for Violation of possession, sale and/or use of Legend Drugs including anabolic steroids shall be considered a violation of the eligibility code and standards, and shall subject the student to disciplinary actions. The following penalties will be administered:

First Violation

The student shall be immediately ineligible for MHSA sanctioned competition/performances in the current activities program for the remainder of the activities season. Ineligibility shall continue until the next activities season in which the student wishes to participate. In order to be eligible to participate in the next season, the student shall meet with the school eligibility board, consisting of coaches/advisors and administrators selected by the Principal to request approval to participate. The school eligibility board will recommend to the Principal appropriate action to be taken in the student's case. The Principal shall have final authority as to the student's participation in the school interscholastic activities program.

Second Violation

A student who again violates shall be ineligible and prohibited from participating in any Shelby Junior High and High School interscholastic activities program for a period of one calendar year from the date of the second violation.

Third Violation

A student who violates for a third time shall be permanently prohibited from participation in any Shelby Junior High and High School interscholastic activities program.

Cut Policy

Recognizing that some activities require additional supervision, have additional safety considerations, impact quality practice time, and that some activities are limited by available facilities, Shelby High School

will adhere to performance based tryouts for the following squads; Girls Basketball, Boys Basketball, Golf, Volleyball.

District

All Shelby Senior High Activities are District "1B" activities.

Dressing Room Procedures

- No personal electronic devices allowed in the locker rooms on campus or other facilities.
- Keep assigned lockers locked and clean.
- Be sure to turnoff all showers before leaving; dry in the drying areas and not in the dressing room.
- 'Roughhousing' or 'horseplay' of any sort is dangerous and will not be permitted at any time.
- Keep music to a volume that is not heard outside of the locker room. Music shall not contain explicit language.
- Shelby Junior High and High School will not provide towel service during sports seasons.
- Coaches are to instruct athletes that they should shower after each game/practice as a health and training practice.

Ejection Policy

Any student athlete or coach ejected from any MHSA/Shelby School District sponsored activity shall not be permitted to participate in the next activity, event or contest. A student/coach may appeal only if he/she can demonstrate on video tape that the decision to eject was clearly a mistake in the judgment of the official. If the incident is not on tape, no appeal will be allowed. This policy does not include disqualification as a result of the rules of the event. i.e.: 5 fouls, false start, illegal substitution, illegal rotation, etc.

Equipment

Shelby School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Athletes will be responsible for lost school equipment assigned to them.

Extracurricular Activities Drug-Testing Program (Policy 3350)

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. The scope of this drug testing is to specifically test for illegal drugs, performance enhancing drugs, and improperly administered prescription drugs.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 7-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

Consent Form

It is mandatory that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each participant shall be provided with the Consent Form (3350F), which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Shelby Public Schools.

Testing Frequency

1. One hundred percent of the student participants will be tested at the beginning of each season or activity. This initial screening will occur anytime from the first day of practice to the day preceding the first contest/event. The cost of the initial screening will be included in the Student Extra Curricular Participation Fee that student/parent are required to pay. The following participants will make up the different pools of for the specific seasons:
 - a. Fall: Football, Volleyball, Cross Country, Speech and Drama, Student Council, Pep Band, and Fall Cheerleading
 - b. Winter: Wrestling, Boys and Girls Basketball, Explore America, and Winter Cheerleading
 - c. Spring: Track and Field, Golf, Tennis, Music
 - d. **And any other activity approved by the Board of Trustees
2. Random testing may occur during an activity season. Up to Seventy Five (75) percent of all students participating, regardless of activity or sport, may be tested on a periodic basis.
3. Once a student is in the pool, they will remain in the pool for the remainder of the academic year.
4. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and request that the student be tested.

Testing Procedures

1. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
2. Upon being selected for a test under this policy, either by random draw, reasonable suspicion, or a follow-up test, a student will be required to submit to the sampling techniques or will be removed from participation in extra-curricular activities.
3. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the next calendar year beginning from the date of the test. This will be reported to the parent/guardian
4. If testing is refused, the student will become ineligible for all the extracurricular activities for a twelve (12) month period beginning from the date of the refusal. This will be reported to the parent/guardian. (In the instance of a shy bladder, the individual will be allowed Three (3) hours to produce a specimen. If one is not obtained, the participation in extracurricular activities will be suspended until specimen is obtained. In this instance, the District will accept lab results from a credible facility/lab, this expense is the responsibility of the parent/guardian/student.)
5. The specimens will be handled by an out-sourced company professional and turned over to the testing laboratory, and each specimen will be tested for alcohol and street drugs (which may include all drugs listed as controlled substances under the laws of the state of Montana). Also, nicotine and performance enhancing drugs such as steroids may be tested.
6. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission on Accreditation of Health-care Organizations (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
2. The Principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before a student is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

4. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the Principal/administrative designee.
5. In order to maintain confidentiality, the container which contains the sample to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the testing will be mailed to the Principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. If a test is deemed positive by the lab and MRO (Medical Review Officer, MD), then the MRO will call the student/parent/guardian to discuss results. The student or his/her parent/guardian may submit any prescription, explanation, or information, to the MRO which will be considered in determining whether a positive test has been satisfactorily explained. Then a final determination will be made by the Trained MRO.
3. If the test is verified positive, the Principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular and school sponsored activities until after a follow-up test is requested by the Principal/administrative designee and the results are reported.
4. A follow-up test will be requested by the Principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant, the same previous procedure shall be followed. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.
5. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the Principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the cost of the initial screening will be included in the Student Extra Curricular Participation Fee that student/parent are required to pay. Once a student has a verified positive test result any subsequent tests that must be conducted will be paid for by the student or his/her parent/guardian. A request from a parent/guardian for testing will be paid for by the parent/guardian.
2. The District will pay for all random and reasonable suspicion drug tests.
3. A request, on appeal, for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
4. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.
5. All testing will be done by the District's Contracted Drug testing company.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program.

Other Rules

Apart from this drug-testing program, the Montana High School Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/ sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Additional Reference: Training Rules in Shelby School(s) handbooks, where applicable.

Grievance Procedure

Informal Conference-Any student parent or guardian who is aggrieved by any activities suspension or activities expulsion has the right to an informal conference with the Superintendent or his/her designee and any other staff member involved. Any request for such informal conference shall be made within five (5) school days of the receipt of the written notice of the action taken. At such informal conference, the student, parent/guardian shall be subject to questioning by the Superintendent or his/her designee and shall be entitled to question school personnel involved in the matter being grieved. Any student, parent/guardian who may be aggrieved following the informal conference may, upon three (3) days prior notice, present a written grievance to the Board of Trustees or to his/her designees. The Board of Trustees shall notify the student and the student's parent/guardian in writing of its decision within ten (10) school days following the meeting. The activities suspension or activities expulsion shall continue notwithstanding the implementation of the grievance procedure unless the Board elects to postpone such action.

Letter Awards Procedures

The head coach for each activity will have written guidelines for lettering requirements provided to the student athletes prior to the season beginning. Varsity award winners may purchase letter jackets at the end of the sports season after receiving their award certificate. Winners will receive their certificate at an Awards gathering as determined by the head coach as determined by the school.

Athletic Awards may be given as follows:

1st Year Varsity	Bar, Pin, Chenille Letter & Year
2nd Year Varsity	Bar
3rd Year Varsity	Bar
4th Year Varsity	Bar

Standards

In all cases, the judgment of the Coach/Advisor will be the deciding factor in determining who will become "candidate eligible" to be awarded a letter, however, here are some basic guidelines or general standards.

Participation in one-fourth the number of total quarters (or equivalent).

Must have completed the season unless injured or excused by the coach for special reasons.

Must have followed the Activities Code.

Must have been in regular attendance at practice/rehearsal.

Must be a student in good standing.

Must have turned in all equipment and/or paid all fines and obligations.

Location of Facilities

Practices at school sites (and Shelby Parks facilities when needed.) Performance site exceptions indicated by activity.

Non-School Participation

During any sport season after joining a school squad, students may participate in non-school athletic activities, provided they do not miss a team practice or scheduled contest. Exception may be allowed if such activity does not adversely affect the performance of the athlete in practice and/or competition, in the judgment of the coach and/or school Principal. A student shall not be given special treatment or privileges on a regular basis to enable him/her to participate in non-school athletic activities, such as

reduced practice times, special workouts, late arrivals or early dismissals. Students shall not be permitted to participate on any college, junior college or university athletic team. Students shall not compete in the uniform of their school at non-school unsanctioned events. Students shall use school issued uniforms for all contests.

Practice Regulations

Shelby School District shall adhere to the sports seasons as provided in each activity.

Practice is defined as three or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and techniques. Saturdays may be used for practice, but no Sunday practices are allowed. All student athletes must be off school premises by 6:00 P.M. each Wednesday evening. This is Shelby's commitment to "Family Night". Practice shall be limited to each sports season as defined under each sport.

One day is equal to one practice for purpose of meeting the minimum practice requirements. Practice on a game day shall not count as a required practice. A member school may organize and supervise a year round conditioning program to include weight training, running and exercising, provided it is open to all students and does not include instruction in specific skills. A coach of a school team (contracted or volunteer) may conduct practice only during the MHSAA sport season.

A school coach may not sponsor, promote, coach or direct activities which resemble out of season practices of contests in the sport they coach to two (2) or more of their squad members except between June 1 & July 31. The coaching and team participation rules do not apply to the coaches of individual sports (individual sports being cross country, wrestling, track/field, swimming, golf, and tennis). However schools should remember that they may not sponsor inter school contests or competitions out of season in team or individual sports. Coaches may conduct activities during the summer on their own, as individuals or with approval of their school district, during the following times: June 1 and July 31.

Use of school facilities/equipment is contingent upon the local school Board of Trustees policy. Supervision can be by any individual approved by the school district. Shelby Public School District may conduct open athletic facilities (gyms, field, track) in the off-season if the following conditions are met: it is part of the school district organized recreational or activity program. Activities are open and advertised to all members of the student body. No coaching or drilling of two (2) or more athletes attending. Individual practice requirements shall be met during regular team practice(s).

Qualifying Activity Preference

At any time a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition. At any time a student is participating in multiple school-sponsored activities and more than one non state level activity falls on the same day, the participant will attend and participate in the activity that is a qualifying activity (Districts, Divisional, Regional) for future participation.

Responsibilities - Administrative Staff

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
 - a. Superintendent of Schools
 - b. High School and/or Junior High School Principal
 - c. Athletic Director
 - d. Cheerleader Coach
 - e. Student Council Representative
 - f. Community Civic Club Representative or Booster Club Representative.
 - g. Police Representative
 - h. Regular staff supervisors.
2. Publicize the recommendation of the supervision and crowd control committee.
 - a. Meet with the Chief of Police and Highway Patrol prior to the opening of school.
 - b. Hire off-duty police as game and conditions warrants. Assign duties, times etc.

- c. Establish traffic patterns in and around the contest site. Use community volunteers or student groups.
 - d. Erect restraining fences and/or rope off areas appropriately.
 - e. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
 - f. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
 - g. Provide first aid capability and/or medical doctor availability.
 - h. Crowd control-ensure that all members in the crowd display sportsmanlike actions. Remove unruly members.
 - i. Student body supervision-ensure that the student body displays sportsmanlike actions. Remove unruly student body members.
 - j. Drug and alcohol free-contact law enforcement if underage and then contact the parent. Contact law enforcement to remove any intoxicated adults.
 - k. Provide waters for the referees-two (2) each per game (one (1) at halftime, one (1) at end of game).
 - l. Availability-in conjunction with AD, be available to referees and teams in the event they need assistance with something. Be available to change out ticket and concession tills as well as quickly relieve a ticket or concession till worker for a bathroom break.
 - m. Safety-ensure that children are seated rather than running in halls upstairs and downstairs. Ensure that exits are clear.
 - n. Assist janitorial staff in existing crowds after events and locking up.
3. Verify ticket and concession tills money counts after games and properly store till money.

Responsibilities - Athletic Director

1. Review game management responsibilities.
2. Explore crowd control ideas with other schools in your conference.
3. Discuss crowd control with civic and/or booster organizations.
4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
5. Review with security personnel their assignments prior to each contest.
6. Review assignments with staff prior to each contest.
7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSAA website.
8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
9. Check with police and staff at half-time.
10. Provide a check of the facilities after the contest.

Responsibilities - Cheerleaders

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are synchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.
7. Do not conduct a cheer at the same time as the visiting cheerleading squad.
8. School flags cannot be paraded in front of the opposing fans' sections.
9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
10. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

Responsibilities - Officials

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.

3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pre-game conference make reference to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

Responsibilities - Players

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

1. Treat opponents with respect that is due them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Responsibilities - Police and Staff Supervisors

1. Check with the athletic director prior to the contest time for assignments.
2. Arrive on time.
3. Discourage small groups from gathering near entrances and exits.
4. Keep playing area clear of spectators before, during, and after the contest.
5. Move with the crowd.
6. Have adult violators escorted to the police station. Call parents of youth offenders to escort them home.
7. Survey the area after the contest.

Responsibilities - Public Address Announcers

1. Announcers shall not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to draw attention to themselves.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship by what they say and how they say it.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.
5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral in regard to the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall not use alcohol and tobacco products at the venue.

Scholastic Achievement Awards

The coaches/advisers of MHSA proposed a program to acknowledge outstanding scholastic achievement by those students participating in interscholastic activities. This program is termed "Academic All-State". Those students achieving a 3.50 or better GPA during the quarter of the specific season will be eligible for "Academic All State" recognition. The Activities Director will administer these awards.

Shelby Junior High and High School Code of Ethics

It is the Duty of All Concerned with School Activities

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the performance.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting performers and officials.
5. To establish a positive relationship between visitors and hosts.
6. To respect the integrity and judgment of officials, and coaches/advisers.
7. To achieve success through understanding and acceptance of the rules of the game and standards of eligibility.
8. To encourage leadership, and good judgment by the performers.
9. To recognize that the purpose of activities is to promote the physical, mental, moral, social and emotional well-being of the individual performers.
10. To remember that an athletic contest is only a game not a matter of life and death for the player, coach, school, official, fan, community, state or nation.

Student as an Instructor, Supervisor, or Official

Instructing, supervising or officiating in any organized youth sports program, recreation, playground, or camp activities will not jeopardize amateur standing.

Student Involvement

Students are expected to commit to training & attendance rules outlined by the coach/advisor, as well as MHSA and Shelby School District rules and regulations. All activities are open to 9th, 10th, 11th, and 12th graders at the senior high level, who meet eligibility requirements.

Time Schedule

- High School daily practice after school, evenings, or mornings as determined by MSHA fall, winter and spring dates.
- Junior High as determined by Activities Director, Coach and schedule.
- Clubs and Small Music Groups as determined by Advisers.
- Students must be supervised by adults during practices and no practices will be scheduled during professional development and staff meetings.

Transportation

Transportation is provided to the Junior High and High School students for performances/games/events that are in other towns. Parents are responsible for the local transportation to practices, rehearsal, games, and performances.

Warning on Professionalism

No student shall be eligible to participate in a MHSA contest who has been out of school one or more semesters, if during said non enrollment he/she has been a member of a professional team. If during such non enrollment he/she takes part in semiprofessional athletics, he/she shall not become eligible again until he/she has been in attendance two full semesters. The student athlete may play summer baseball as an amateur on any team not under the jurisdiction of professional baseball.

Article II MHSА Handbook 2016-2017

See this link <http://www.mhsa.org/handbook> (page 10) for more specific information regarding the MHSА Handbook for 2015-2016 as to the following Article II topics. Information contained within this handbook relates specifically to Shelby High School; otherwise the MHSА handbook governs all activities sponsored by Shelby High School.

Montana High School Association Rules and Regulations

“All member school districts of the Montana High School Association must comply with the rules stipulated... These rules shall not be waived by agreement of otherwise...” As a condition of membership, the SCHOOL must comply with the rules and may not waive them. The responsibility for or control and liability of summer and/or out of season activities are those of the local school district or sponsoring individual(s) or organizations.

- Associated Contest (Section 1)
- Eligibility (Section 2)
 - To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:
 - For Shelby Junior High and High School students, we require students to maintain eligibility during the current semester and the junior high and high school student shall have passed a minimum of five (5) fulltime (1/2 credit) subjects from the preceding semester.
 - Additionally, eligibility will be determined on a weekly basis from 12:00 P.M. Tuesday, to 12:00 P.M. Tuesday. A student with a failing grade in any subject shall be placed on a probationary list for one week. During this probationary period, Junior High and High School students are not permitted to travel on away games or play in home games if the student is missing the class(es) they are failing with an F in. If a student remains on the probationary list in the same class for two (2) consecutive weeks the student becomes ineligible for the entire Tuesday to Tuesday eligibility period and until the grade has been raised to a passing level as determined through the school adopted grading scale.
- Physical Exam (Section 3)
 - A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year.
- Graduate Students (Section 4)
- Students Below Ninth Grade (Section 5)
- Participation Above Secondary System (Section 6)
- Age Rule (Section 7)
 - No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year.
- Semester Rule (Section 8)
- Deadline for Enrollment (Section 9)
 - A student shall have been regularly enrolled in at least twenty hours of prepared class work per week and in attendance for ten hours per week no later than fifteen (15) school days after the beginning of the semester to be eligible during that semester. This rule shall not apply to transfer students who have met the attendance requirements in the school last attended. Regular attendance is defined as actual physical presence in the building (bricks and mortar).
- Transfer Rule (Section 10)
 - Any student who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for 90 P.I. days or its equivalent in districts with extended school days/four day weeks from the date of enrollment in the school to which he/she transfers. A student and his/her

parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time. (see Record of Transfer Section 12)

- Eligible Transfers (Section 11)
- Record of Transfer (Section 12)
- Professional Participation (Section 13)
- Penalty for a Player Assaulting an Official (Section 14)
 - Any athlete who makes physical contact of an insulting or provoking nature with the sports official or causes reasonable apprehension of bodily injury to the sports official in connection with an Association Contest shall immediately become ineligible for further interscholastic competition.
- Award Rule (Section 15)
- Amateur Rule (Section (16)
- Recruiting Prohibited (Section 17)

Subsection B: Individuals' Rules Interpretation and Procedure

See this link <http://www.mhsa.org/handbook> (page 16) for more specific information regarding the MHSА Handbook for 2015-2016 as to the following Subsection B topics. Information contained within this handbook relates specifically to Shelby High School; otherwise the MHSА handbook governs all activities sponsored by Shelby High School.

- Individual Due Process (Section 1)
 - If a student is ruled ineligible under Montana High School Association rules the student affected, or his/her parents or guardian, may appeal the decision to the Executive Board of the Montana High School Association by filing with the Montana High School Association, at its office in Helena, Montana, a written notice of appeal.
- Hearing Procedure (Section 3)
 - Student Appeals Due Process "Due Process" is a procedure which the courts of law recognize as a necessary part of any code of rules and regulations. "Due Process" furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event that he/she feels a wrong decision has been made.

Article VIII MHSА Handbook 2015-2016

See this link <http://www.mhsa.org/handbook> (page 17) for more specific information regarding the MHSА Handbook for 2016-2017 as to the following Article VIII topics. Information contained within this handbook relates specifically to Shelby High School; otherwise the MHSА handbook governs all activities sponsored by Shelby High School.

- Participation of Ineligible Student (Section 1)
- Specialized Camp Rule, Invitational Tournaments & Other Events (Section 9)
- Voluntary Contributions/Raffles (Section 10)
- Officials' Dressing Room (Section 11)
- Contests Prohibited (Section 12)
- Forfeitures (Section 13)
- No Activities Participation on Sunday (Section 14)
- Activities Sponsored by Colleges or Universities (Section 15)
- Sanctioning of Interstate Contests (Section 16)
- Crowd Control at MHSА Contests (Section 34)
 - Because of incidents during past seasons, the MHSА member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSА offers the following guidelines to aid in planning crowd control strategy which will help insure the safety of contestants and fans. Good sportsmanship must become a common goal.

- The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests bands may only play before the start of a contest, during intermissions between periods (quarters) and during a time out. They may not play during “live ball.” At outdoor contests the use of electronic and air-amplified devices by spectators is prohibited. At all outdoor contests bands will not be allowed to play during “live ball.”
- The formation of “rally lines” by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a “Parents’ Night” ceremony, homecoming participants or special guests who have been approved by the home school administration.
- During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.
- Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section.

Policy History:

Adopted on: 7/1/13

Reviewed on:

Revised on: 8/11/15

NOTES



Shelby Public School District #14
1010 Oilfield Ave ~ Shelby, MT ~ 59474

Tel: (406) 424-8910 ext. 1 ~ Fax (406) 434-2959
www.ShelbyPublicSchools.org