

# SAVAGE PUBLIC SCHOOL

## STUDENT/PARENT HANDBOOK

### 2023-2024



#### **Learning Today... Leading Tomorrow**

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

PO BOX 110  
368 Mesa Street  
Savage MT 59262

Telephone: (406)776-2317 Fax: (406)776-2260

Website: <http://www.savagepublicschool.com/>

This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_


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## Section I: Calendars and Schedules

Instructional School Year 2023-2024 Board Approved 3/20/2023																																						
August '2023'							KEY DATES				JANUARY '2024'																											
SU	M	TU	W	TH	F	SA	August 12+2 PIR Days		January 18 Days		SU	M	TU	W	TH	F	SA																					
		1	2	3	4	5			1-2 No School * 5 School Gr. 4-12			1	2	3	4	5	6																					
6	7	8	9	10	11	12	8 New Staff * 9-10 PIR		11 Q2 Ends=40.75 Days		7	8	9	10	11	12	13																					
13	14	15	16	17	18	19	14 1st Day of School		15 Q3 Begins * 16 TGD		14	15	16	17	18	19	20																					
20	21	22	23	24	25	26					21	22	23	24	25	26	27																					
27	28	29	30	31							28	29	30	31																								
						12											18/91.75																					
SEPTEMBER '2023'							September 16 Days		February 15.5/16.5 Days		FEBRUARY '2024'																											
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA																					
					1	2									1	2	3																					
3	4	5	6	7	8	9	4 Labor Day * 8 Gr. 4-12 School				4	5	6	7	8	9	10																					
10	11	12	13	14	15	16			Feb. 13-15 District Basketball Tourney See bottom right orange box.		11	12	13	14	15	16	17																					
17	18	19	20	21	22	23			Feb. 27-29 Divisional Basketball Tourney See bottom right orange box.		18	19	20	21	22	23	24																					
24	25	26	27	28	29	30					25	26	27	28	29																							
					16/28												16.5/108.25																					
OCTOBER '2023'							October 17 +3.5 PIR Days		March 17 +.5 PIR Days		MARCH '2024'																											
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA																					
1	2	3	4	5	6	7										1	2																					
8	9	10	11	12	13	14	13 PIR				3	4	5	6	7	8	9																					
15	16	17	18	19	20	21	19-20 MEA/PIR NO SCHOOL				10	11	12	13	14	15	16																					
22	23	24	25	26	27	28	23 Q1 Ends *24 Q2 * 25 TGD		21*Q3 E=39.5 Days		17	18	19	20	21	22	23																					
29	30	31					30 PTC 4-7 PM .5 PIR		25 Q4 * 26 TGD*28 PTC 4-7 PM .5 PIR		24	25	26	27	28	29	30																					
					17/45		Q1=40 Days				31						16/124.25																					
NOVEMBER '2023'							November 17 Days		April 18 Days		APRIL '2024'																											
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA																					
			1	2	3	4			1 NO SCHOOL * 5 Gr. 4-12 School			1	2	3	4	5	6																					
5	6	7	8	9	10	11					7	8	9	10	11	12	13																					
12	13	14	15	16	17	18	17 Gr. 4-12 School				14	15	16	17	18	19	20																					
19	20	21	22	23	24	25	22-23 Thanksgiving break				21	22	23	24	25	26	27																					
26	27	28	29	30							28	29	30																									
					17/62												18/142.25																					
DECEMBER '2023'							December 11.75 Days		May 16.75/15.75+1 PIR Day		MAY																											
SU	M	TU	W	TH	F	SA					SU	M	TU	W	TH	F	SA																					
					1	2			3 Gr. 4-12 School					1	2	3	4																					
3	4	5	6	7	8	9					5	6	7	8	9	10	11																					
10	11	12	13	14	15	16			ER 12:00 PM and 18 Grad. 1:00 PM		12	13	14	15	16	17	18																					
17	18	19	20	21	22	23	21 ER 2:00 PM		23 Q4 E ER 12:00 PM * 24 PIR/TGD		19	20	21	22	23	24	25																					
24	25	26	27	28	29	30	22-31 Christmas Break		27 Memorial Day		26	27	28	29	30	31																						
31					11.75/73.75				Q4=36.5 Days								14.5/156.75																					
<table border="1"> <tr><td>No School</td><td>PIR</td></tr> <tr><td>1st Day of School</td><td></td></tr> <tr><td>Quarters Begin</td><td></td></tr> <tr><td>Gr. 4-12 School Friday</td><td></td></tr> <tr><td>End of Quarter</td><td></td></tr> <tr><td>TGD</td><td>Teachers' Grades Due</td></tr> <tr><td>PTC</td><td>Parent Teacher Conferences</td></tr> <tr><td>ER</td><td>Early Release 2:00 PM</td></tr> <tr><td>Date</td><td>BB Tourney Dates</td></tr> <tr><td>Sr.</td><td>Sr. Last Day ER 12:00 &amp; Grad @ 1:00</td></tr> <tr><td>ER</td><td>Last Day Early Release 12:00 PM</td></tr> </table>							No School	PIR	1st Day of School		Quarters Begin		Gr. 4-12 School Friday		End of Quarter		TGD	Teachers' Grades Due	PTC	Parent Teacher Conferences	ER	Early Release 2:00 PM	Date	BB Tourney Dates	Sr.	Sr. Last Day ER 12:00 & Grad @ 1:00	ER	Last Day Early Release 12:00 PM	<p>OPI Requires: 8100 Unit Min.of Instruct./1 Cr. Cl.: 64,800=1080 HRS Savage: Min. of Instruct.: 65208=1086.8 HRS/156.75 Days</p> <p><u>All emergency days due to unforeseen circumstances will be made up on the first open Friday after the day missed.</u></p>					<p><b>Basketball Tournaments:</b> We will have four hours total of Early Release time during these two tournaments. Communication of Early Release will be announced once the game schedules are known.</p>				
No School	PIR																																					
1st Day of School																																						
Quarters Begin																																						
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Date	BB Tourney Dates																																					
Sr.	Sr. Last Day ER 12:00 & Grad @ 1:00																																					
ER	Last Day Early Release 12:00 PM																																					
							<p><b>Be Savage Not Average!</b></p>																															

**School Closings and Events**

August 8	New Staff Training
August 9-10	PIR Day Teachers and Paras
August 10	Family Meet the Teacher Night @ 6:00-7:00 PM Fall Sports Meeting @ 6:30 PM
August 11	High School Football and Volleyball Begin
August 14	1 <sup>st</sup> Day of School and Quarter 1 Begins Junior High Football and Volleyball Begin
September 4	Labor Day – No School
September 8	Grades 4-12 School
September 11-16	Homecoming Week
October 13	PIR Day
October 13-14	Elementary Musical Performances
October 16	Junior High Basketball Practice Begins
October 19-20	No School for Students MEA/PIR Days for Teachers
October 23	Quarter 1 Ends
<b>October 24</b>	<b>Veteran’s Day Salute Program</b>
October 26-28	District Volleyball Tourney (Glendive)
October 25	Teacher’s Grades Due to Office
October 30	Parent Teacher Conferences @ 4:00-7:00 PM (.5 PIR Day for Teachers)
November 2-4	Divisional Volleyball Tourney (Sidney)
November 6	Junior High and High School Fall Music Concert
November 9-11	State Volleyball Tourney (Bozeman)
November 16	High School Boys and Girls Basketball Begins
November 17	Grades 4-12 School
November 20-21	High School Honor Band and Choir
November 22-23	Thanksgiving Break
December 1-2	High School Basketball Tip Off Tournament
December 12	Grades 7-12 Music Concert @ 7:00 PM
December 14 & 16	Junior High Basketball Tourney
December 18	Grades K-6 Music Concert @ 6:30 PM
December 21	Early Release @ 2:00 PM
December 22-26	No Basketball Practice
December 22-31	Holiday Break
January 1-2	No School
January 3	School Resumes
January 5	Grades 4-12 School
January 8	Elementary Basketball Begins
January 11	Quarter 2 Ends
January 15	Quarter 3 Begins and Montana High School Association (MHSA) Annual Meeting
January 16	Teacher Grades Due to Office

February 6	MathCounts Competitions (Savage) Junior High Festival Concert
February 9	Junior High Musical Festival
February 13-17**	High School Girls and Boys District Basketball Tourney @ Sidney
February 27-March 2**	High School Girls and Boys Divisional Basketball Tourney @ Glasgow

\*\*We will have four hours total Early Release time during these two tournaments. Communication of Early Release will be announced once game schedules are known.

March 6-9	High School Girls and Boys State Basketball Tourney @ Great Falls
March 11	High School Girls and Boys Track and Golf Begin
March 12	MCTM Math Contest (Sidney)
March 14-15	Junior High Honor Band (Circle)
March 20	High School Academic Olympics (Glasgow)
March 21	Quarter 3 Ends
March 25	Quarter 4 Begins
March 26	Teachers Grades Due to Office
March 28	Parent Teacher Conferences @ 4:00-7:00 PM (.5 PIR Day for Teachers)













April 1	No School
April 5	Grade 4-12 School
April 10	Junior High Academic Olympics
April 16	High School Festival Concert @ 7:00 PM
April 19-20	District Music Festival

May 3	Grades 4-12 School
May 3-4	State Music Festival (Billings)
May 6	High School Divisional Golf (Sidney)
May 7	High School District Track (Lambert)
May 9	Spring Extravaganza
May 10	Junior High District Track (Fairview)
May 13-15	State Golf @ Hamilton
May 14	Seniors Last Day (ER for Seniors at 12:00 PM)
May 16	High School Divisional Track Meet
May 18	High School Graduation @ 1:00 PM
May 23	Last Day of School for K-11 Students Quarter 4 Ends Early Release @ 12:00 PM
May 24	PIR Day for Teachers (Records Day) Teachers Grades Due to Office
May 23-25	High School State Track Meet @ Great Falls

These dates are subject to change, should we have schedules or adverse needs that are beyond our control.

Daily Bell Schedule

## **BELL SCHEDULE 2023-2024**

-  **DOORS OPEN – 7:35**
-  **BREAKFAST – 7:40 – 7:55**
-  **PERIOD 1 – 8:00 – 8:52**
-  **PERIOD 2 – 8:55 – 9:47**
-  **PERIOD 3 – 9:50 – 10:42**
-  **PERIOD 4 – 10:45 – 11:37**
-  **LUNCH – 11:40 – 12:05**
-  **PERIOD 5 – 12:08 – 1:00**
-  **PERIOD 6 – 1:03 – 1:55**
-  **PERIOD 7 – 1:58 – 2:50**
-  **PERIOD 8 – 2:53 – 3:45**
-  **TEACHERS LEAVE – 4:00**



Class Schedule: "Schedule A" - Grades 5-12/Specials for K-4

Daily Schedule: *2023-2024*										
M-TH (and) Scheduled Fridays	1	2	3	4	Lunch	5	6	7	8	
Time	8:00-8:52	8:55-9:47	9:50-10:42	10:45-11:37	11:40-12:05	12:08-1:00	1:03-1:55	1:58-2:50	2:53-3:45	
Math Mrs. Sanders ext. 221	(9) Algebra Pre ALG	(10-12) Algebra II	(7) Math	(6) Math	<b>School Year 2023-2024</b>	(8) Math	(10) Geometry	(11-12) Pre Calc.	Prep/AD	
Mrs. Baxter English ext. 223	(12) English 4	(8) English	(11) English 3	(10) English 2		PREP	(6) English	(9) English 1	(7) English	
Science Mrs. Cox ext. 205	(10) Biology	PREP	(9) Earth Science	(12) EOY Zoology Human Anat. Physiology		(9-12) EOY Physics Chemistry and Organic Chem.	(8) Science	(7) Science	(6) Science	
Mrs. Slack History ext. 222	(6) Social Studies	(9) World History	(12) Government	(11) US History		PREP	(7) History	(8) History	(9-12) Weights	
Art Ms. Moos ext. 204	(7) Art 1st Sem. (8) Art 2nd Sem.	Annual	M: (6) Art TU: (4) Art W: Website TH: (5) Art	PREP		(K/1/2/3) Art	(11-12) Studio	(11-12) Advanced Studio Art	(9-12) Studio	
Music Mr. Louisignau ext 224	PREP	(6) Band	(5) M-W: Band TH: FS	(7/8) Band		(9-12) HS Band	Elem Music	Elem Music	(9-12) Choir	
Pysical Ed. Mr. Mead PHONE 406-480-2661	PREP	(7) PE	(10) HS PE	(9) HS PE		(5/6) PE	Elem PE	Elem PE	(8) PE	
Industrial Arts Mr. R. Hagler ext. 215	(11) Drafting Gen. Teams: (21102)	(10-12) Woodworking Section II Teams: (17006)	(8) Industrial Arts	PREP/TECH		(7) Industrial Arts	(9) Energy/Power Teams: (20101)	(10-12) Intro To Autos TEAMS: (20103)	(9-12) Woodworking Section I Teams: (17006)	
Fifth/Sixth Ms. Osterman ext. 220	(5) Social Studies	(5) LA	M: STEAM T (6) Writing T-TH	(5) Math		11:50-12:08 SOAR	(5/6) PE PREP	(5) Writing	(5/6) STEAM	(5) Science
Ms. Nelson ext. 202	(8) WC 1st Sem. (7) WC 2nd Sem.	Resource/504/SPED/Principal				Lunch	Resource/504/SPED/Principal			

Early Release Class Schedule: "Schedule B" - Grades 5-12/Specials for K-4

# 2:00 PM Early Release: School Year \*2023-2024\*

M-TH (and) Scheduled Fridays	1	2	3	4	5	Lunch	6	7	8	
Time	8:00-8:39	8:42-9:21	9:24-10:03	10:06-10:45	11:48-11:27	11:30-11:54	11:57-12:36	12:39-1:18	1:21:2:00	
Math Mrs. Sanders ext. 221	(9) Algebra Pre ALG	(10-12) Algebra II	(7) Math	(6) Math	(8) Math	<b>School Year 2023-2024</b>	(10) Geometry	(11-12) Pre Calc.	Prep/AD	
Mrs. Baxter English ext. 223	(12) English 4	(8) English	(11) English 3	(10) English 2	PREP		(6) English	(9) English 1	(7) English	
Science Mrs. Cox ext. 205	(10) Biology	PREP	(9) Earth Science	(12) EOY Zoology Human Anat. Physiology	(9-12) EOY Physics Chemistry and Organic Chem.		(8) Science	(7) Science	(6) Science	
Mrs. Slack History ext. 222	(6) Social Studies	(9) World History	(12) Government	(11) US History	PREP		(7) History	(8) History	(9-12) Weights	
Art Ms. Moos ext. 204	(7) Art 1st Sem. (8) Art 2nd Sem.	Annual	M: (6) Art TU: (4) Art W: Website TH: (5) Art	PREP	(K/1/2/3) Art		(11-12) Studio	(11-12) Advanced Studio Art	(9-12) Studio	
Music Mr. Louisignau ext 224	PREP	(6) Band	(5) M-W: Band TH: FS	(7/8) Band	(9-12) HS Band		Elem Music	Elem Music	(9-12) Choir	
Physical Ed. Mr. Mead PHONE 406-480-2661	PREP	(7) PE	(10) HS PE	(9) HS PE	(5/6) PE		Elem PE	Elem PE	(8) PE	
Industrial Arts Mr. R. Hagler ext. 215	(11) Drafting Gen. Teams: (21102)	(10-12) Woodworking Section II Teams: (17006)	(8) Industrial Arts	PREP/TECH	(7) Industrial Arts		(9) Energy/Power Teams: (20101)	(10-12) Intro To Autos TEAMS: (20103)	(9-12) Woodworking Section I Teams: (17006)	
Fifth/Sixth Ms. Osterman ext. 220	(5) Social Studies	(5) LA	M: STEAM T (6) Writing T-TH	(5) Math	(5/6) PE PREP		Lunch/SOAR	(5) Writing	(5/6) STEAM	(5) Science
Ms. Nelson ext. 202	(8) WC 1st Sem. (7) WC 2nd Sem.	Resource/504/SPED/Principal					Lunch	Resource/504/SPED/Principal		

Assembly Day Schedule: "Schedule C" - Specials and Times are for all grades.

<h1 style="text-align: center;">Assembly Schedule: School Year *2023-2024*</h1>										
M-TH (and) Scheduled Fridays	1	2	3	4	Lunch	5	6	7	8	
Time	8:00-8:48	8:51-9:39	9:42-10:30	10:33-11:21	11:24-11:48	11:51-12:39	12:42-1:30	1:33-2:21	2:24-3:12	
Math Mrs. Sanders ext. 221	(9) Algebra Pre ALG	(10-12) Algebra II	(7) Math	(6) Math	<b>School Year 2023-2024</b>	(8) Math	(10) Geometry	(11-12) Pre Calc.	Prep/AD	
Mrs. Baxter English ext. 223	(12) English 4	(8) English	(11) English 3	(10) English 2		PREP	(6) English	(9) English 1	(7) English	
Science Mrs. Cox ext. 205	(10) Biology	PREP	(9) Earth Science	(12) EOY Zoology Human Anat. Physiology		(9-12) EOY Physics Chemistry and Organic Chem.	(8) Science	(7) Science	(6) Science	
Mrs. Slack History ext. 222	(6) Social Studies	(9) World History	(12) Government	(11) US History		PREP	(7) History	(8) History	(9-12) Weights	
Art Ms. Moos ext. 204	(7) Art 1st Sem. (8) Art 2nd Sem.	Annual	M: (6) Art TU: (4) Art W: Website TH: (5) Art	PREP		(K/1/2/3) Art	(11-12) Studio	(11-12) Advanced Studio Art	(9-12) Studio	
Music Mr. Louisignau ext 224	PREP	(6) Band	(5) M-W: Band TH: FS	(7/8) Band		(9-12) HS Band	Elem Music	Elem Music	(9-12) Choir	
Physical Ed. Mr. Mead PHONE 406-480-2661	PREP	(7) PE	(10) HS PE	(9) HS PE		(5/6) PE	Elem PE	Elem PE	(8) PE	
Industrial Arts Mr. R. Hagler ext. 215	(11) Drafting Gen. Teams: (21102)	(10-12) Woodworking Section II Teams: (17006)	(8) Industrial Arts	PREP/TECH		(7) Industrial Arts	(9) Energy/Power Teams: (20101)	(10-12) Intro To Autos TEAMS: (20103)	(9-12) Woodworking Section I Teams: (17006)	
Fifth/Sixth Ms. Osterman ext. 220	(5) Social Studies	(5) LA	M: STEAM T (6) Writing T-TH	(5) Math		11:50-12:08 SOAR	(5/6) PE PREP	(5) Writing	(5/6) STEAM	(5) Science
Ms. Nelson ext. 202	(8) WC 1st Sem. (7) WC 2nd Sem.	Resource/504/SPED/Principal				Lunch	Resource/504/SPED/Principal			

## Section II: School Staff

### Welcome

#### Welcome to Savage Public School!

Being the superintendent at Savage Public School is an honor and exciting challenge. I will work hard to provide a safe, positive, and productive learning environment for your child. Our staff here at Savage Public School is dedicated and committed to making your child's educational progress a priority. We encourage you to get to know your child's and/or teenager's teacher and myself. It is our goal that together we can help your child and/or teenager to be successful and to recognize the full potential of their talents and abilities.

Communication is vitally important. We provide newsletters, report cards, attendance letters, parent-teacher conferences, notes, and phone calls home to pass along important information. Please check your child's book bag or ask your child and/or teenager if they brought any school information home. Ask and check on a regular basis for this information. Look on our website or Facebook page for our newsletters, board policies, and other helpful information.

The BEST form of communicating with me is to call the Main Office. If I am not available my office staff can take a message or send your call to my voicemail. I will make every effort to return your call. Please, understand that my school day is full of children and young adults learning; teachers teaching; administrative duties, and educational meetings. So, when I return your call, it may be later in the day or the next day. However, if you have not had a return call within a 24-hour period, please call back. I do want to visit with you and help in any way possible.

Another great way to communicate with me is to call and set up an appointment. I have set aside time for conferencing with parents at the beginning and end of each day. Email is the third way to get a hold of me. I have scheduled time for email correspondence, which is early in the morning or at the end of the day. Please feel free to contact the office with any questions, comments, or concerns. Our office hours are 7:00 AM to 4:30 PM. You may call us at 406-776-2317 and fax us at 406-776-2260.

It is important that you read and discuss the contents of this handbook with your child or teenager so that there is a clear understanding of its content. It is the basic guide for the smooth operation of our school. After you have read it, please sign the attached signature page and return it to the school with your child by August 24, 2023.

With the efforts of staff, parents, students, and community this will be a great year for our Savage Public School students. I am looking forward to interacting, visiting, and working with all your students and you during this new school year! Together we can build a community that sets an outstanding example of how to "Be Savage—Not Average."

Warmly,  
Martha R. Potter, Superintendent

## Savage Public School Board of Trustees and Staff Members

### 2022-2023: SAVAGE PUBLIC SCHOOL BOARD OF TRUSTEES AND STAFF

#### Board of Trustees

Board Chair: Shawn Conradsen  
Board Vice Chair: Charles Thiel  
Member: Wayne Quinnell  
Member: Connie Smith  
Member: Chandi Tombre

#### District Office

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

KinderReady  
Nicki Reuter

**Angella Nelson, Supervising  
Teacher**

Kindergarten  
Jill Verhasselt

First Grade  
Brylee Brost

Second Grade  
Kayleen Peters

Third Grade  
Kiena Murray

Fourth Grade  
Sarah Preeo

Fifth Grade  
Montana Osterman

Sixth Grade  
Montana Osterman  
**5-12 Subject Teachers**

Art  
Cassandra Moos

Library  
Jessica Erickson

Music  
Nate Louisignau

Physical Education  
Jeff Mead

English  
Jolene Baxter

Math  
Melissa Sanders

History  
Staci Slack

Science  
Cortnee Cox

Industrial Arts/Technology  
Riley Hagler

Para Educators  
Missy Sharbono  
Lexi Joslin

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

Speech Pathologist  
Prairie View Services

School Psychologist  
Prairie View Services

Occupational Therapist  
Prairie View Services

Cafeteria Staff  
Bobbi Goff, Co-Head Cook  
Jody Reed, Co-Head Cook  
Kathy Reynolds, Dishwasher

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

## Section III: Our Purpose

### Mission Statement

What is a mission statement?

- A mission statement expresses the school's purpose.

What is the mission of Savage Public Schools?

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

Goal Statements:

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

### Equal Education and Employment Policy

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

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

Legal reference:

Title VI of the Civil Rights Act of 1964 (42 USC Section 2000e), Title IX of the Education Amendments 1972 (20 USC Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 USC 794) the Constitution of the State of Montana, 1972

Revised 06/30/2023

(Article X, Section 1), the Montana Human Rights Act (Title 49, Chapter 2, MCA), the Montana Governmental Code of Fair practices (Title 49 Chapter 3, MCA) and the implementing federal and state rules and regulations.

## Explanation of Discipline

What is the thinking behind our discipline policy?

- The School Board and the Administration of the Savage Public Schools, in support of the aims of public education, believe the behavior of students attending the public schools shall reflect standards of good citizenship demanded of members in a democratic society.
- Self-discipline, responsibility for one's actions, is the most important goal at our school. Students and parents must also recognize that while education is a right of American youth, it is not an absolute right.
- The courts speak of education as a limited right or a privilege; that is, should the pupil fail to perform those duties required of him upon attendance in public school, he may then be excluded from the school.
- Savage students represent the community, the school, and their families when attending or participating in school sponsored activities.
- Students shall conduct themselves in an appropriate and responsible manner while in the school building, on school property, on school buses, and while present at any school function either home or away.
- Any Student who violates rules and regulations as outlined in this handbook will be informed what rule or regulation has been violated and what action is being taken against him or her by school personnel.
- Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct which allegedly constitutes the violation, and a behavior report has been filed with administration.
- The student shall be afforded an opportunity to explain or justify his/her actions to the staff member and a member of the administration.

## Section IV: Things to Know

### Arrival of Students

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

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

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

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

What if a student arrives late to school?

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

What are the entry areas for bikers and bus students?

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

What are the entry areas for KinderReady-12 walkers?

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



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

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

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

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

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

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

## Dismissal and Departure of Students

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

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

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

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

What are the exit areas for bus students?

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

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

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

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

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

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

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

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

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

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

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

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

- K-4 walkers will exit through the east elementary exit.
- All walker will wait in the designated area until all bus students, parent pick-up students, and K-12 bikers have exited school property.
- K-4 walkers will cross Montana Street with the teacher of duty and head home.

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

- 5-12 walkers will have two choices of exiting the building.
  - Exit one will be down the hallway of the east elementary corridor and exit through the east elementary exit.
  - Exit two will be the west exit across from the shop.

- All students will be held in a designated area until all bus students, parent pick-up students, and K-12 bikers have exited school property.
  - Use the cross walk or sidewalk to go to your destination.

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

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

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

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

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

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

- enter through the north office entrance
  - come to the office to sign the student(s) out per the School Safety Plan;
  - accompanying the student(s) and leave the school grounds proceeding east on Montana Street;
  - and make a left-hand turn onto 1<sup>st</sup> Avenue North.
- No student will be allowed to leave early without the parent or guardian present for the pick-up.
  - The student will meet their parent at the office.
  - Students who are feeling ill will be provided a place to lie down at the school until parent or guardian can pick the student up from the office.
  - Students who leave school without prior permission from administration and the parent/guardian is considered an unexcused absence.

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

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

Is my child allowed to stay after school?

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

## Band and Instrument Fees

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

- Rental Fee: \$75.00 at the beginning of the year.
- Practice Books: \$12.50 (These books will be the students.)
- Supplies: Reeds, oil, etc. are available to be purchased. Quarterly bills will be sent home in the report cards.
  - ✓ Savage Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.
  - ✓ Any student who is unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or administration to make arrangements for an alternative method of payment of fees.

## Cafeteria Prices and Procedures

What are the meal prices?

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

- |                            |                           |                      |
|----------------------------|---------------------------|----------------------|
| ○ Breakfast K-12: \$1.50   | Breakfast Seconds: \$1.50 | Milk Seconds: \$0.40 |
| ○ Lunch K-12: \$2.25       | Lunch Seconds: \$0.50     | Milk Seconds: \$0.40 |
| ○ Breakfast Adults: \$1.75 | Lunch Adults: \$2.75      | Milk Seconds: \$0.40 |

How do students pay for their meals?

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

## Cancellation, Delays, or Closes Early

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

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

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

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

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

## Communication with students and staff

When can a student use the school telephone?

- The office phone is to be used by students for emergencies or school-related business only.
- No one will use the telephones in the classrooms without a teacher's permission.

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

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

## Homeless Students

What is a homeless child?

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

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

What are the rights of a homeless student?

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

## Leaving School Grounds

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

- No staff member shall excuse any pupil from school prior to the end of the school day, or into any person’s custody, without the direct prior approval and knowledge of the administration.
- Students are to remain on school grounds during the school day.
- All students are required to meet the early dismissal requirements and must be signed out and picked up by a parent or guardian, with a member of the Office staff present.
- Exception: Grades 7-12 students may check out at the office and walk to lunch during their lunch time.
  - A yearly permission form is required.

- Use the Power School site to complete the form.
- The Administration reserves the right to grant or withhold approval.
- Leaving school grounds without permission will result in disciplinary action.

## Morning Recess

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

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

## Parents or Guardians Coming to School

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

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

## Procedures for Concerns/Problems (Grievance Procedure)

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

- If you have any concerns regarding your child, please contact us. Begin your discussions with the teacher.
- Steps to follow in order:
  1. See the teacher or staff member immediately involved.
    - Make an appointment and discuss your concerns as soon as they arise, with the objective of resolving the matter promptly and informally.
  2. See the Principal or immediate supervisor.
    - If the situation has not been resolved to your satisfaction by the discussion with the teacher, make an appointment with the principal or immediate supervisor.
    - This step is informal and optional – may be bypassed by the grievant
  3. See the Title IX (Michelle Miller) and Section 504 Coordinator (Angie Nelson)
    - If the grievance is not resolved at Level 1 and the Grievant wishes to pursue the grievance, they may formalize it by filing a grievance in writing.
    - The grievance shall state:
      - 1) the nature of the grievance
      - 2) the remedy requested
      - 3) be signed by the grievant.
    - The filing of written grievance at Level 2 must be to the coordinator within ten (10) days of the event giving rise to the grievance or from the date the Grievant could reasonably become aware of such occurrence.



- The coordinator shall investigate and attempt to resolve the grievance.
- A written report regarding the decision and / or action of the coordinator will be sent to all concerned parties within fifteen (15) days after receipt of the written grievance.
- If the superintendent is the coordinator and the grievance is not resolved at Level 2, either party may advance to Level 4.

4. See the Superintendent

- If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the Superintendent within ten (10) days of receiving the report from the coordinator.
- The parties may request a meeting with the Superintendent or the designee and Coordinator. The meeting shall be held within ten (10) days after receipt of the written appeal.
- A written report regarding the decision and / or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.

4. Meet with the Board of Trustees

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

5. See the County Superintendent

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

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

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

- Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays. (20-1-305 MCA)
- Ridgeway et al, plaintiffs, V. Montana High School Association et al., and Defendants: hereinafter identified as Ridgeway Settlement.

What are the basic rights of the Grievance Procedure?

- Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- The designated Coordinator may not have a direct interest in the outcome of the grievance and must remain impartial.
- Relevant agencies / institutional records shall be available to all parties subject to requirements and clarifications in Guidelines for Student Records, Office of Public Instruction, September, 1984.
- Intimidation or retaliation of any kind is prohibited by law.
- Prior to contested case hearing (under the Rules of School Controversy) the rights of the Grievant confidentiality in proceedings and records shall be respected (ARM 10.6101 et seq. Also see Ridgeway Settlement pg. 29).
- This procedure does not deny the right of the Grievant to file normal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
- All records pursuant to the grievance shall be maintained by the clerk of the school district separate and apart from student and personnel records for a period of not less than five (5) years. (20-1-212 MCA).

## School Hours

When does the school day begin?

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

What are dismissal times for students?

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

When is the Main Office open?

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

## Sick Students

- Please DO NOT send your child to school sick.
- If your child becomes ill at school, we will be sure to call you right away.
- A child MUST stay home 24 hours free of fever, diarrhea, or vomiting.
- Students with a fever over 100.4°F your child will be sent home.

## Superintendent's Rule

What is the Superintendent's Rule?

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

## Volunteers

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

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

## Section V: Attendance

### Absences

How many absences is my child allowed?

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

What if my child is absent?

- Parents/Guardians must always excuse their student's absence.
  - Parents must notify the school in advance of a student's absence if it is anticipated.
  - If prior notification is not possible, please call the school by 8:00 a.m.
  - The school's office personnel will attempt to contact any parent, guardian, or legal custodian whose child is absent from school, but who has not reported the child as absent to determine if the parent, guardian, or legal custodian is aware that the child is absent.
- A student must bring a WRITTEN NOTE signed by a parent / guardian stating the reason for the absence upon returning to school.
- The school reserves the right to rule upon the validity of each excuse, subject to the guidelines set forth in this policy.

- All students in grades 7-12 returning from an absence must report to the office and receive an admittance slip before their first class.
  - No student will be admitted to class unless he or she presents an admittance slip to the teacher.
  - Teachers of each missed class must initial the admittance slip and write any makeup assignment on the admittance slip.
  - Grades will reflect completion of make-up work.

## Classifying Absences

How are absences classified?

- **EXCUSED ABSENCES:**
  - Absences that are excused by the student's parent or guardian by note for illness (which does not require hospitalization), family trips, scheduled medical appointments where no note is provided, etc.
  - These absences will be recorded as an E in PowerSchool.
- **SCHOOL-RELATED ABSENCES:**
  - These absences will apply to student's participation in school athletic events and other absences deemed curricular.
  - These absences will be recorded as an S in PowerSchool.
- **WAIVED ABSENCES:**
  - Subpoenas, to appear in court or court-ordered, out of district placements for special services.
  - Serious illness, family emergency, hospitalization or mental or physical, or medical appointment where a doctor's note is provided.
  - Bereavement as approved by administration.
  - Two days during both the junior and senior year of school for college visits with proof of attendance (i.e., brochures, signatures, letters, etc.)
  - These absences will be recorded as a W in PowerSchool.
- **UNEXCUSED ABSENCE:**
  - The student is truant (absent from class or leaving school without prior approval or parental knowledge).
  - Any absence above the six (6) excused absences granted.
  - Failure to bring an excuse note from parents upon returning from an absence.
  - These absences will be recorded as a U in PowerSchool.

## Unexcused Absences

What happens if a student receives an unexcused absence?

- Beginning with the 1st unexcused absence the student will be subject to the administrative procedure.

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

## Make-up Work

What are the expectations for make-up work?

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

## Tardiness

How is tardiness determined?

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

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

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

What is the tardy policy?

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

## Section VI: Academics

### Homework

What is homework?

- Homework will be sent home that is meaningful and compliments our lessons.
- Homework is a great way to reinforce skills practiced at school as well as a method to keep you informed on our lessons.
- Please be aware your child may also bring incomplete class work home to complete.
- Each grade level will be different, and each teacher will communicate their own policy.
- If at any time homework becomes a concern, please contact your child's teacher.

### Grading Procedures

#### 4-12 Grading System

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

#### PreK-3 Grading System

PreK	Kinder	First	Second	Third
4= I can do this by myself almost all of the time.	4= Consistent	4= Consistent	4= Consistent	4= Consistent
3= I can do this most of the time with little help.	3= Most of the time.	3= Most of the time.	3= Most of the time.	3= Most of the time.
2= I can do this some of the time with help.	2= Sometimes	2= Sometimes	2= Sometimes	2= Sometimes
4= I do not understand this yet.	4= Rarely	4= Rarely	4= Rarely	4= Rarely

### Academic Misconduct

What is academic misconduct?

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

- Cheating
  - Presenting someone else's efforts as your own.
  - Giving or receiving unauthorized aid in academic work such as the use of another student's notes, tests, or papers.

Revised 06/30/2023

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

What is the policy for academic misconduct?

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

## Academic Expectation for Student at Risk of Failing

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

- Teachers of Kinder-3rd grade students are expected to keep weekly accurate records and report to the **principal** any student who is failing in their classroom.
- Teachers of 4th-12th grade students are expected to keep weekly accurate records in PowerSchool.
  - Eligibility for students at risk of failing is based on a weekly evaluation of student's academic progress.
  - Every Tuesday by the end of 8th period students' grades will be gathered to determine any K-12 student failing a class.
  - Students in K-3 will be notified by their teacher.

- Students in 4-12 will be notified by activities director, principal, or classroom teacher.
- The student will meet with teachers in failing classes and call their parents to explain they are at risk of failing.

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

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

## Academic Honors

What are academic honors?

The Savage School District will recognize the following quarterly achievements:

- Principal's list—4.00-3.50 GPA
- Honor Roll—3.49-3.00 GPA

## Valedictorian or Salutatorian

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

- Must be enrolled as a full-time student.
- Must attend Savage High School a minimum of the second semester of the junior year and all of the senior year.
- Must have completed the College Preparatory or Rigorous track requirements:
- Must have the highest and next highest-grade point average (rounded to the nearest tenth) for 4 years. If there is a tie preference will be given to the student(s) who have completed the Rigorous track requirements.
- The selection of these students will be based on grade point average after their 7<sup>th</sup> semester. If there is a tie after the seventh semester, the 8<sup>th</sup> semester will be used.

## Advanced Placement and Honors Courses

How are advanced placement and honors courses weighted?

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

## Graduation Requirements

What are the graduation requirements?

CREDITS FOR GRADUATION

Revised 06/30/2023



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

### Graduation Track

What are the requirements to complete the Graduation Track?

- |              |                                                                           |           |
|--------------|---------------------------------------------------------------------------|-----------|
| <b>I.</b>    | English: I, II, III, IV_____                                              | 4 credits |
| <b>II.</b>   | Social Studies: U.S. History, American Government, and World History_____ | 3 credits |
| <b>III.</b>  | Mathematics: Algebra and Geometry_____                                    | 3 credits |
| <b>IV.</b>   | Science: Earth Science and Biology_____                                   | 2 credits |
| <b>V.</b>    | Fine Arts: Band, Chorus, or Art_____                                      | 1 credit  |
| <b>VI.</b>   | Vocational/Technical_____                                                 | 2 credits |
| <b>VII.</b>  | Health and Physical Education _____                                       | 2 credits |
| <b>VIII.</b> | Electives_____                                                            | 8 credits |

### College Preparatory Track

What is the College Preparatory Track?

The college preparatory track is the minimum college preparatory program for students who wish to enter a 4-year campus of the Montana University system.

What are the requirements to complete the College Preparatory Track?

- |              |                                                                           |           |
|--------------|---------------------------------------------------------------------------|-----------|
| <b>I.</b>    | English: I, II, III, IV_____                                              | 4 credits |
| <b>II.</b>   | Social Studies: U.S. History, American Government, and World History_____ | 3 credits |
| <b>III.</b>  | Mathematics: Algebra, Geometry, and Algebra II_____                       | 3 credits |
| <b>IV.</b>   | Science: Earth Science and Biology_____                                   | 2 credits |
| <b>V.</b>    | Fine Arts: Band, Chorus, or Art_____                                      | 1 credit  |
| <b>VI.</b>   | Vocational/Technical_____                                                 | 2 credits |
| <b>VII.</b>  | Health and Physical Education _____                                       | 2 credits |
| <b>VIII.</b> | Electives_____                                                            | 7 credits |

2 of which MUST come from the following:

- World Language: preferably 2 years
- Computer Science

- Visual or Performing Arts
- Vocational Education

\*Includes the vocational/technical credits earned above.

### Rigorous Track

What is the Rigorous Track?

- The rigorous track was created as an alternative to the mathematics proficiency expectations of the Montana University System.
- The rigorous track is also the criteria for MUS Honors Scholarship.

What are the requirements to complete the Rigorous Track?

- I. **English (I, II, III, IV)** \_\_\_\_\_ 4 credits
- II. **Social Studies** \_\_\_\_\_ 3 credits
  - a. U.S. History
  - b. American Government
  - c. World History
- III. **Mathematics** \_\_\_\_\_ 4 credits\*\*
  - a. Algebra
  - b. Geometry
  - c. Algebra II
  - d. Pre-Calculus

(All math grades must be "C" or better)
- IV. **Science** \_\_\_\_\_ 3 credits\*\*
  - a. Physical
  - b. Earth Science
  - c. Biology
  - d. Physics I, II
  - e. Chemistry I, and II
- V. **Fine Arts** \_\_\_\_\_ 1 credit
  - a. Band
  - b. Chorus
  - c. Art
- VI. Vocational/Technical \_\_\_\_\_ 2 credits
- VII. Health and Physical Education \_\_\_\_\_ 2 credits
- VIII. Electives \_\_\_\_\_ 7 credits

3 of which MUST come from the following:

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

\*Includes the vocational/technical credits earned above.

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

## Courses and Credits

What courses count towards my student’s GPA?

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

### College Credit Only, Dual Enrollment, and Concurrent Enrollment

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

- College Credit Only Courses
  - Students receive college credit for courses taken from a post-secondary institution but do not receive high school credit. Students may or may not be taking these courses during the school day.
- Dual Credit Courses
  - Students receive both college credit and high school credit for courses taken from a post-secondary institution. Students may or may not be taking these courses during the school day. The faculty member must have an appropriate K-12 license and endorsement in the subject taught or a Class 8 license.
- Concurrent Enrollment Courses
  - The District offers these courses during the school day and they are taught by district high school faculty who have been approved by the post-secondary institution to teach these college level courses. Students receive both high school and college credit for the completed course.

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

<u>LANGUAGE</u>	<u>4 required</u>
**English I, II, III, IV	1 credit each
Creative writing or Introduction to Literature (dual enrollment)	1 credit/semester
<u>MATH</u>	<u>2 required</u>
**Algebra, Geometry	1 credit each
Algebra II	1 credit
Pre-Algebra	1 credit
Algebra B	1 credit
Algebra 1 ½	1 credit
Geometry B	1 credit
Consumer Math	1 credit
Pre-Calculus	1 credit
Calculus	1 credit

College Prep	1 credit
Applied Math	1 credit
<b>SCIENCE</b>	<b>2 required</b>
**Earth Science	1 credit
**Biology	1 credit
Chemistry I, II	1 credit
Organic Chemistry	1 credit
Physics I, II	1 credit
Advanced Biology	1 credit
Anatomy and Physiology	1 credit
Zoology	1 credit
<b>SOCIAL STUDIES</b>	<b>3 required</b>
**World History	1 credit
**U.S. History	1 credit
**Government	1 credit
Psychology (Dual enrollment)	1 credit/semester
<b>Career Technology Education (vocational and technology)</b>	<b>2 required</b>
**Technological Literacy	1 credit
Accounting I, II (Dual enrollment)	1 credit/semester
Annual	1 credit
Computer Aided Drafting	1 credit
Medical Pathways I and II	1 credit each
Vocational Careers/Mechanics	1 credit each
CTE Courses, Montana Accredited	1 credit each
Applied Math	1 credit
Nelson Academy Ag related courses: See Administration for further information.	
<b>ARTS</b>	<b>1 required</b>
Band	1 credit
Chorus	1 credit
Theatrical Art	1 credit
Studio Art (courses vary each year)	1 credit
Advanced Art	1 credit
<b>P.E. / HEALTH</b>	<b>2 required</b>
**PE 9	1 credit
**PE 10	1 credit
Weight Lifting	1 credit
<b>OTHER ELECTIVES</b>	<b>7 or 8 required (pending track)</b>
Accelerated Reading	1 credit
Foreign Language (MTDA)	½ credit per semester
Teacher's Aide and/or Internship (Jrs./Srs. Only)	½ credit per semester
Digital Academy Courses (MTDA)	½ credit per semester
College, Dual Enrollment, or Concurrent Enrollment College Courses (semester classes)	1 credit per semester
	16 Required + 8 Electives = 24 Total
▪ Course offerings may vary each year	

- **\*\*Mandatory Courses for Minimum of Graduation**
- MTDA = Montana Digital Academy (Various Courses are available on MTDA)

What are the NCAA and NAIA eligibility requirements?

- NCAA Division 1 eligibility requirements

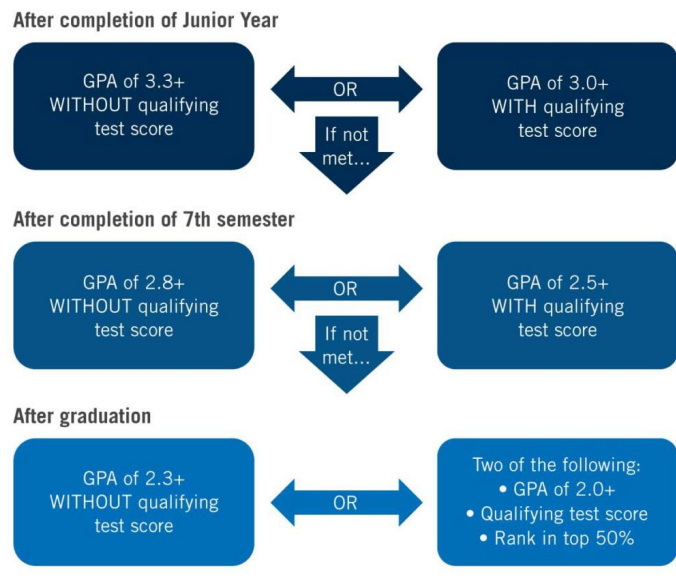
- For high school athletes graduating in 2024 and beyond (based on typical requirements from previous years):
  - Graduate high school
  - Earn a core course GPA of 2.3 or higher
  - Complete 16 core courses
    - 4 years of English
    - 3 years of math (Algebra 1 or higher)
    - 2 years of natural/physical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

- NCAA Division 2 eligibility requirements

- For high school athletes graduating in 2024 and beyond (based on typical requirements from previous years):
  - Graduate high school
  - Earn a core course GPA of 2.2 or higher
  - Complete 16 core courses
    - 3 years of English
    - 2 years of math (Algebra 1 or higher)
    - 2 years of natural/physical science
      - 1 year must be lab science if your school offers it
    - 3 additional years of English, math or natural/physical science
    - 2 years of social science
    - 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
  - Earn an SAT combined score or ACT sum score matching your core-course GPA on the **Division II sliding scale**.
  - Receive final certification on your amateurism status via the NCAA Eligibility Center

- **NAIA eligibility requirements for U.S. Freshmen**

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



## Section VII: Technology

### Cell Phones and Electronic Devices

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

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

### Student Lockers

What should students know about school lockers?

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

## Computer Usage & Internet Policy

Who has access to the internet?

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

- All Savage School District employees
- All Savage School District students

What is the acceptable usage policy for the internet?

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

What is network etiquette?

- Internet users are expected to abide by the generally accepted rules of network etiquette.
- These include (but are not limited to) the following:
  - Be polite. Do not get abusive in your messages to others.



- Use appropriate language. DO NOT swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or phone numbers of yourself, students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- People who operate the system do have access to all mail.
- Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Who is responsible for any issues caused by the internet?

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

What is the network security policy?

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

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

What is the network vandalism policy?

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

## Section VIII: General Rules and Expectations

### 18 Years Old and Older

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

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

### Food and Drink

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

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

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

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

### School Bulletin Boards

Can my student post on the school bulletin boards?

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

### School Dances

Can my student leave a dance and come back later?

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

What are the rules for school dances?

- Regular rules as outlined in this handbook are in effect at all dances.

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

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

## School Dress Code

What should I wear to school?

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

What is the "Four B's" rule?

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

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

What are the rules for caps and hats?

- Students will remove caps and hats and leave them off at all times in the school building during the school day.

## School Trips/Field Trips

How do field trips work?

- When field trips are taken in conjunction with the curriculum, parents will be informed as to where and when students will be going.
- If the parent objects to their student attending the function, it will be the parent's responsibility to notify the school.
- Some field trips will require a parent consent form.
  - Students will be given ample time (3-5 days) to return all consent forms.

- Failure to return a consent form will result in students not being allowed to attend the field trip.
- All field trips are a privilege and not a student right.
- Student behavior, academic progress, and attitude are considering factors when determining a student's participation in a school-sponsored field trip.
  - If your child is unable to attend the field trip, for any reason other than failure to return a consent form, the classroom teacher will notify the parent.
  - If a student is not allowed to go on a field trip, they are still expected to attend school on that day.
  - Administration determines whether or not the student is unable to attend a field trip.

#### How do school trips work?

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

#### Senior Class Educational Trip

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

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

- Final trip approval will be considered by the Board in January.
  - The senior class will present a final trip to the administration one week prior to the regular January meeting.
  - This updated plan will be a detailed itinerary including meal plans, educational sites (length of tours), travel times to sites, etc.
  - The updated plan will include a current financial statement and any other pertinent information.

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

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

## Student Vehicle Use

Can my student use their vehicle during the school day?

- Unless specific permission is granted by the superintendent, students who drive to school are not to be in their cars during the school day.
- No student will be allowed to ride in or drive any vehicles during the school day without the specific permission of the principal or superintendent.
- Students who drive to school will park their vehicle in the north Industrial Arts or the Commons parking lots.
- All student vehicles need to be out of the right of way of the streets.

## Study Hall/Study Skills

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

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

## Teacher Workroom

Can students use the teacher workroom?

- Students who are teacher aides may use the work room with approval from the teacher who they are an aide for.

- A list of aides will be posted in the work room.
- Other students need approval from the office or adult supervision.

Can students use the copy machine?

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

## Weapons

What is the school policy on firearms?

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

What is the definition of a firearm?

- For the purposes of the firearms, the term “firearm” means:
  - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - The frame or receiver of any such weapon;
  - Any firearm muffler or firearm silencer; or
  - Any destructive device pursuant to 18 U.S.C. 921 (4).

Can a firearm or weapon be brought to school?

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

What is the definition of a weapon?

- For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury,

including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; num-chucks (also known as nun-chucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon Refer to Policy 3311

## Weight Room/Gym Usage

When are the school weight room and gym available?

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

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

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

## FOB Policy

What is the FOB policy?

- To be eligible for an access FOB you must be an adult resident of the community (18 years old).
- Savage School students are not eligible to receive a FOB– including those who are 18 years of age.
- Each FOB holder will submit a non-refundable \$10 deposit to the district.
- This is a one-time fee unless your FOB is invalidated.
- Inform the school district office if the access code is lost or stolen.

- FOBs must be only used by the registered user.
- Guests may accompany the user.
- Registered FOB users are responsible for their guests – both adults and students.
- Misuse of FOBs will result in the invalidation of the FOB and loss of access to Savage School District facilities.

## Section IX: Student Conduct and Discipline

What are the general student conduct rules?

- Students will show respect for others and their property.
- Students will obey all rules and instructions.

### Classroom Rules and Expectations

What are the classroom rules and expectations?

- Individual teachers will have specific classroom rules and consequences for conduct and classroom behavior.
  - These rules and guidelines will be posted in the classroom as a daily reminder of each student's responsibilities.
  - Each classroom teacher will explain to the students the consequences of inappropriate behavior, insubordination, and poor decision making.

What are serious disciplinary offenses and what are the consequences?

- Assault, defiance, and disregard for the rights and property of others are serious offenses and will be dealt with as follows:
  - The student will be temporarily removed from class and sent to the principal.
  - The student will be subject to step 1 (1st offense) of the administrative plan.
  - If a student is sent to the principal a second time, they will be subject to step 2 (2nd offense) of the Administrative Plan, etc.
  - Classroom teachers may skip to step 3 of the Administrative Plan if deemed appropriate.

## Harassment, Hazing, or Bullying

### Sexual Harassment

What is the sexual harassment policy?

- The Savage School system prohibits sexual intimidation or harassment of students and employees.
- Sexual harassment and intimidation include any unreasonable behavior, verbal or non-verbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.
- Students who believe that they may have been sexually harassed or intimidated should contact a teacher, counselor or administrator who is not involved in the harassment or intimidation to assist them in filing a complaint.



## Bullying, Harassment, Hazing

What is bullying, harassment, and hazing?

- Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.
  - Third parties include but are not limited to:
    - Coaches
    - School volunteers
    - Parents
    - School visitors
    - Service contractors or others engaged in District business, such as:
      - Employees of businesses or organizations participating in cooperative work programs with the District.
      - Others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
  - District includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
  - Hazing includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to:
    - Forced consumption of any drink, alcoholic beverage, drug, or controlled substance
    - Forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation,
    - Any other forced activity that could adversely affect the mental or physical health or safety of a student
    - Requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article
    - Assignment of pranks to be performed
    - Other activities intended to degrade or humiliate.
- Bullying means:
  - Any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact
  - Any intentional written, verbal, or electronic communication (“cyberbullying”)
  - Any threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be

a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- Physically harming a student or damaging a student's property
  - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
  - Creating a hostile educational environment, or
  - Substantially and materially disrupts the orderly operation of a school.
- Electronic communication device means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

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

- If you or your child feel they have been a victim of bullying, please obtain an incident report form from the school website or from the school office.
- Forms must be completed and returned to the office within one week (7 days).

## Playground Rules Expectations

What are the expectations for the playground area?

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

## Student Discipline

### Administrative Plan

What is the administrative plan?

- General administrative guidelines regarding:
  - Truancy
  - Inappropriate Behavior
  - Insubordination
  - Attendance Violations
  - Excessive Tardiness
  - Other school policy or handbook violations.

How does the administrative plan work?

- Administrative action for any handbook violation may begin with steps 1,2,3,4 or 5 as deemed appropriate in the Superintendent's sole judgment, or may include detention, loss of privileges or other action as determined by the Superintendent.
  - Step 1. First offense: Notification of parent, detention and/or loss of privileges.
  - Step 2. Second offense: Notification of parent, 1 Day In School Suspension (ISS).
  - Step 3. Third offense: Meeting with student and parent, 2 Days Out of School Suspension (OSS).
  - Step 4. Fourth offense: Meeting with School Board and recommendation of expulsion for up to the remainder of the school year, minimum of 5 days OSS.
  - Step 5. Fifth offense: Meeting with School Board and recommendation of expulsion from school for remainder of the school year, minimum of 10 days OSS.

### Detention

How does detention work?

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

### Suspension

How does In-School Suspension work?

- The student will be placed at a desk in the office or in an unoccupied room away from the other students.
- The student will be required to work on classroom assignments.
- The student will not be allowed to talk or sleep.
- The student will not be allowed to use digital media other than for homework purposes.
- No phones will be allowed.
- Administration will bring the student lunch.

- The student may take bathroom breaks with permission of the office staff.

How does Out-of-School Suspension work?

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

### Walking Tickets/Student Redirection

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

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

What is redirection?

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

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

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

## Student Handbook Rules Exceptions

Are there exceptions to the handbook rules?

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

### Student Rights

What rights does my student have?

1. To have a safe and healthy learning environment.

2. To learn in a drug-free, smoke free, and violence free environment.
3. To be respected as individuals and to be treated fairly.
4. To learn without disturbance or distraction.
5. To have personal property respected and protected.
6. To appropriately express views and to be heard.
7. To be exposed to competent teachers and positive adult role models.
8. To be challenged with materials and instructional techniques that match the abilities and learning styles of students.

Does my student have freedom of expression?

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

## **Section X: Extracurricular Activities**

### **Guidelines and Expectations for Extracurricular Activities**

#### **General Issue Protocol/Chain of Command**

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

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

### Little Warrior Program

What is the Little Warrior Program?

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

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

- This is an optional program based upon coach discretion.
- Each activity is encouraged to participate in the Little Warrior Program.

What are the guidelines for the Little Warrior Program?

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

### Managers

How many managers is each activity allowed?

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

How old does a student have to be a manager?

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

What are the duties of a manager for an activity?

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

### Lettering

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

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

### Minimum Number of Participants per Sport

Is there a minimum number of participants for each sport?

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

### Practice Regulations

What are the guidelines for activity practices?

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

### Senior Recognition Night(s)

When do they host the recognition night for seniors?

- Senior night will be held at the last home game for all sports, or a date deemed appropriate by the administration.

- Senior cheerleaders and pep band members will be recognized during the basketball senior night.

### Activity Tickets/Passes

What does it cost to attend a home game?

- Individual Varsity Game Tickets:
  - Savage Students: \$3
  - Students: \$5
  - Adults: \$7
  - Seniors (65+): \$5
- Individual Junior High Game Tickets:
  - Students: \$3
  - Adults: \$5
  - Seniors (65+): \$3
- All Season Passes for Home Sports Activities (all Varsity, JH, and Elementary games):
  - Students: \$75
  - Adults: \$125
  - Seniors (65+): \$75

### Uniforms and Equipment

What are the guidelines for school uniforms and equipment?

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

## Management of Injuries

### Statement of Risk

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

- Students and parents/legal guardians should be aware that athletics and many activities involve the potential for injury.
- Even with the best of coaching, professional trainers, the use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility.



- On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death.
- Parents/legal guardians must assume the responsibility for expenses for any injury received in practices or games.
- No student may participate in sports or activities without the required forms filed, such as a current physical examination by a licensed healthcare professional, participation consent forms, and any other such required forms.
- Savage Public School District does not carry primary insurance on students.

### Injuries

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

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

### Concussions

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

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

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

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

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

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

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

## Participation Requirements

### Academic Requirements

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

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

When is academic eligibility determined for students in extracurricular activities?

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

What happens at school if my child is academically ineligible?

- Students in grades K-6 will contact their parents and arrangements will be made to remedy the situation.
- Any consequences related to sports will be at the discretion of the coach.
- Any student playing up from grades 5-6 in Junior High Sports or grade 8 in High School sports will be done for the season if they become academically ineligible at any time.
- Students in grades 7-12 will stay after school each night (Tues, Wed, Thurs, Mon) of the ineligible week until 4:00 pm, including game days, with the teacher of the class they are ineligible in.
- Each student will be granted (one) 1 grace week per quarter total, not per class.
  - During the grace week, students will not be required to stay after school nor will they be required to miss any activities/events.
- Any student who is ineligible for 4 straight weeks in one season, will be ineligible for that sport for the remainder of the season.

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

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

## Age

What are the age restrictions for participating in extracurricular activities?

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

- 8th grade students are expected to complete their junior high season before starting their high school season, unless the seasons run concurrently or there is an insufficient number of athletes to field a varsity.
- Junior High sports
  - Any student enrolled in the 7th or 8th grade is eligible for Junior High sports.
  - If there are insufficient numbers to field a team, students from grades 5 and 6 are eligible to be brought up.
  - If a student would like to be moved up, the following process will be used:
    - A parent/guardian must complete Form L in the Appendix and turn it into the AD at least 3 weeks prior to the start of the season. This includes Football, Volleyball, Basketball, and Track.
    - Administration will make the determination based on the applicant's physical, academic, behavioral, attendance, and other educational data; along with factual information and input from coaches, teachers of record, and the activities director; while taking into consideration the needs of fielding a high school team.
- Elementary sports
  - Any student enrolled in the 5th or 6th grade is eligible for Elementary sports.
  - If there are insufficient numbers to field a team, students from grade 4 are eligible to be brought up.
  - If a student would like to be moved up, the following process will be used:
    - A parent/guardian must complete Form L in the Appendix and turn it into the AD at least 3 weeks prior to the start of the season including basketball.
    - Administration will make the determination based on the applicant's physical, academic, behavioral, attendance, and other educational data; along with factual information and input from coaches, teachers of record, and the activities director; while taking into consideration the needs of fielding a high school team.

### Attendance Requirements

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

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

### Fees

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

- A participation fee will be assessed to ALL students participating in middle school and high school activities.

- Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc. Fees will be as follows:
  - Savage Junior High (5-8)     \$45.00 (includes admission to all Savage school activities)
  - Savage High School             \$75.00 (includes admission to all Savage school activities)
    - \*\*8th grade students must pay an additional \$30.00 if they are moved up to participate in high school sporting events.
- Any student unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or administration to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation).
  - It is important to understand that Savage Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

### Forms

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

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

### Parent & Participant Meeting

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

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

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

### Attendance

What are attendance requirements for extracurricular practices and games?

- All athletes must be on time and complete all scheduled practices (MHS A rules apply) and games; unless unable due to illness, medical reason, academic needs, unforeseen circumstances or emergencies. The coach/advisor must be alerted of absence before practice or game begins by the participant's guardian or teacher pending reason.

- Exceptions: See: Superintendent Rule (refer to index for page number)

What are the consequences for missing extracurricular practices or games?

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

### Cell Phone Usage

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

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

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

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

### Curfew

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

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

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

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

What are the consequences for curfew violations?

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

### Substance Abuse

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

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

What are the consequences for substance abuse violations?

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

#### Violation Reporting Procedures

Who can report a violation of the activity rules?

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

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

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

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

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

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

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

### Additional Coach/Sponsor Rules and Regulations

Are there any additional rules for specific sports or activities?

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

## Travel Requirements

### Dress Code

What is the dress code for extracurricular activities?

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

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



### Meals During Travel

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

- Meals will be provided to students traveling AWAY from Savage under the following guidelines:
  - High School:
    - District/divisional/state competitions
      - Should a tournament be within 50 miles of Savage one meal will be provided during the entire tournament.
    - Road trips that exceed 120 miles one way.
    - Competitions that require an overnight stay.
  - Junior High:
    - 1 meal will be provided during district tournaments

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

- The school kitchen will prepare meals for travel when possible.
- When meals are purchased from a vendor by the District, the following meal allowances will be adhered to:
  - Morning Meal: Breakfast \$10.00 (12:01 a.m. to 10:00 a.m.) Unless the place of lodging provides breakfast.
  - Midday Meal: Lunch \$15.00 (10:01 a.m. to 3:00 p.m.) Unless provided by host.
  - Evening Meal: Dinner \$15.00 (3:01 p.m. to 12:00 p.m.) Unless provided by host.
    - Daily total \$40.00
    - NOTE: These amounts are MAXIMUM for each meal.
- Any amount exceeding the per meal price for each time segment defined above, is the financial responsibility of the student or adult ordering over the amount allowed by the district.
- Should meals be ordered or sent for your student they are expected to remain with the coach until they have received the meal.
- Coaches are allowed when feeding their team, to purchase groceries in bulk for that meal, not to exceed the meal allotment for that time period.
- A 15% gratuity may be added to meals that are purchased from a restaurant or fast foods.

### Transportation for Activities

Who is in charge of arranging transportation?

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

How will my child be transported to and from events?

- Because of the legal implications regarding school district responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Savage.

- This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants.
- It does not include student spectators, except those riding on a pep bus.

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

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

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

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

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

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

What are the transportation rules for activities?

- **Under no circumstances is a student permitted to drive the vehicle.**

- Students are to remain in seats and wear a seatbelt while the vehicle is moving, (this must be strictly enforced).
- Students must comply with ALL Savage School District rules.
- Students must properly dispose of all waste material in the receptacle supplied (if food or beverages are allowed).
- Students must keep the noise level below that which disturbs the driver.
- Students must comply with all behavioral requirements of the bus driver, coach/sponsor and chaperone(s).
- Beverages will be allowed in District vehicles only if they have lids.
- Upon return from a trip, coaches and players are responsible for cleaning out the vehicle/bus. All trash must be removed and the floor swept when necessary.

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

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

### Travel Rules and Regulations

What are the travel rules for extracurricular activities?

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

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

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

When will students stay overnight for activities?

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

What are the overnight travel rules for extracurricular activities?

- Motel/hotel reservations will be made based on availability, appropriateness and cost.
- Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus one roll-away)
- No student will remove, damage, or deface the property of any motel, restaurant, etc.
- Hotel Rules
  - A room occupancy list will be given to the Activities Director prior to departure.
  - Separate accommodations for male and female students will be provided.
    - Students are not permitted in the rooms of students of the opposite sex at any time unless the coach/sponsor is present.
  - If there is a need to use a hotel/motel phone contact the coach.
  - Rental or use of video machines, tapes, games and/or pay per view movies is strictly prohibited without preapproval of your coach/sponsor.
  - Rental of video machines, tapes, games and/or pay per view movies must be paid for by the student renting the equipment or watching the movies in advance of such use.
  - At no time should video equipment, tapes, games, and/or movies be billed to Savage Schools.
  - Students may not bring personal tapes to be viewed unless there is pre approval by the sponsor/chaperone.
  - Rooms will be left in a picked up and neat fashion.
  - Coaches will inspect each room.
  - ANY DAMAGE requiring repair will be the responsibility of the students who shared the room.

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

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

## Appendix: Forms

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_ to ride with \_\_\_\_\_  
to/from the school activity \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Signature: Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Date & Time

\_\_\_\_\_  
Activity Advisor/Head Coach

\_\_\_\_\_  
Date & Time

Approved: November 17, 2020

Revised 06/30/2023

**STUDENT-PARENT SIGNATURE PAGE**

**2023-2024**

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

Student(s) name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Student(s) name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Student(s) name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Student(s) name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Student(s) name(s) \_\_\_\_\_ Grade \_\_\_\_\_

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

PARENT / GUARDIAN SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

**RETURN THIS PAGE TO THE SCHOOL OFFICE**