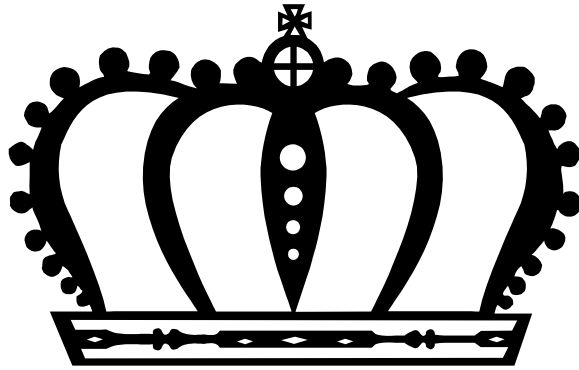


Richey Public Schools



2018-2019

**Student Handbook
Grades 5-12**

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PREFACE

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

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

Please note references to policy codes are included to help parents confirm current policy. A copy of the District’s Board Policy Manual is available in the school office.

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

Richey Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title IV of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

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

Maureen E Simonson
Superintendent
Richey Public Schools
205 Royal Avenue
Richey, MT 59259
406-773-5523

General School Information

Bell Times

Mon.-Thurs.

1ST 7:55-8:51

2nd 8:54-9:50

3rd 9:53-10:49

4th 10:52-11:48

5th 12:20-1:16

6th 1:19-2:15

7th 2:18-3:14

Fri/In-Service

7:55-8:41

8:44-9:30

9:33-10:19

10:22-11:08

11:11-11:57

12:29-1:15

1:18-2:04

Half Day

1st 7:55-8:51

2nd 8:54-9:50

3rd 9:53-10:49

4th 10:52-11:48

Lunch 11:48

Dismissal 12:15

Bus runs at 12:20

Class Schedule

Class	Period 1	Period 2	Period 3	Period 4	Lunch	Period 5	Period 6	Period 7
Schedule	7:55-8:51	8:54-9:50	9:53-10:49	10:52-11:48	11:48-12:18	12:20-1:16	1:19-2:15	2:18-3:14
Art/Music	5/6 Music/Band/Art	1st Sem 8th Art 2nd Sem School Wires	Prep	(3/4) music M&W MTDA T&TH EOF (3/4) MTDA (9)		K/1 Msic/Art	HS Art	JH Band/Music
History	Prep	US History (11)	World History (10)	7th grade		8th grade	5/6 Social Studies MWF T TH MTDA	US Government (12)
Math	Trig/Stats (11)	Pre-Calc (12)	Geometry (9)	Algebra I (8)		Pre Algebra (7)	Prep	Algebra II (10)
AG/Shop	Sem 1 Ag Finance Sem 2 Prep	1st 7th KB MF EOW Prep T TH 2nd Sem 8th Ag	Sem 1 Prep Sem 2 Plant Sci	Ag III (11)		Ag II (10)	Ag Mechanics	Ag I (9)
Zieske	HS Counseling	Elementary	Weights M-TH					
English	7th grade	English II (10)	8th English	English IV (12)		English I (9)	Prep/yearbook	English III (11)
Science	8th Scince	Earth Science (9th)	7th Science	Biology (10)		Chemistry (11/12)	Elective	Prep
PE/Health	HS PE (9/10)	1st Sem Prep MF 7th KB T TH EOW 2nd 7th Spanish	Prep M-TH Weights Friday	(3/4) PE T&TH MTDA M&W EOF (3/4) MTDA (9th)		K/1/ PE	JHPE	5/6 PE
K/1	K/1	K/1	K/1	K/1		Prep	K/1	K/1
(3/4)	(3/4)	(3/4)	(3/4)	Prep		(3/4)	(3/4)	(3/4)
(5/6)	Prep/AD	(5/6)	(5/6)	(5/6)		(5/6)	AD MWF 5/6 T&TH	Prep/AD
Fri/Inservice	7:55-8:41	8:44-9:30	9:33-10:19	10:22-11:08	11:57-12:27	11:11-11:57	12:29-1:15	1:18-2:04

Contact Information for Richey Public School

Phone Number(s)

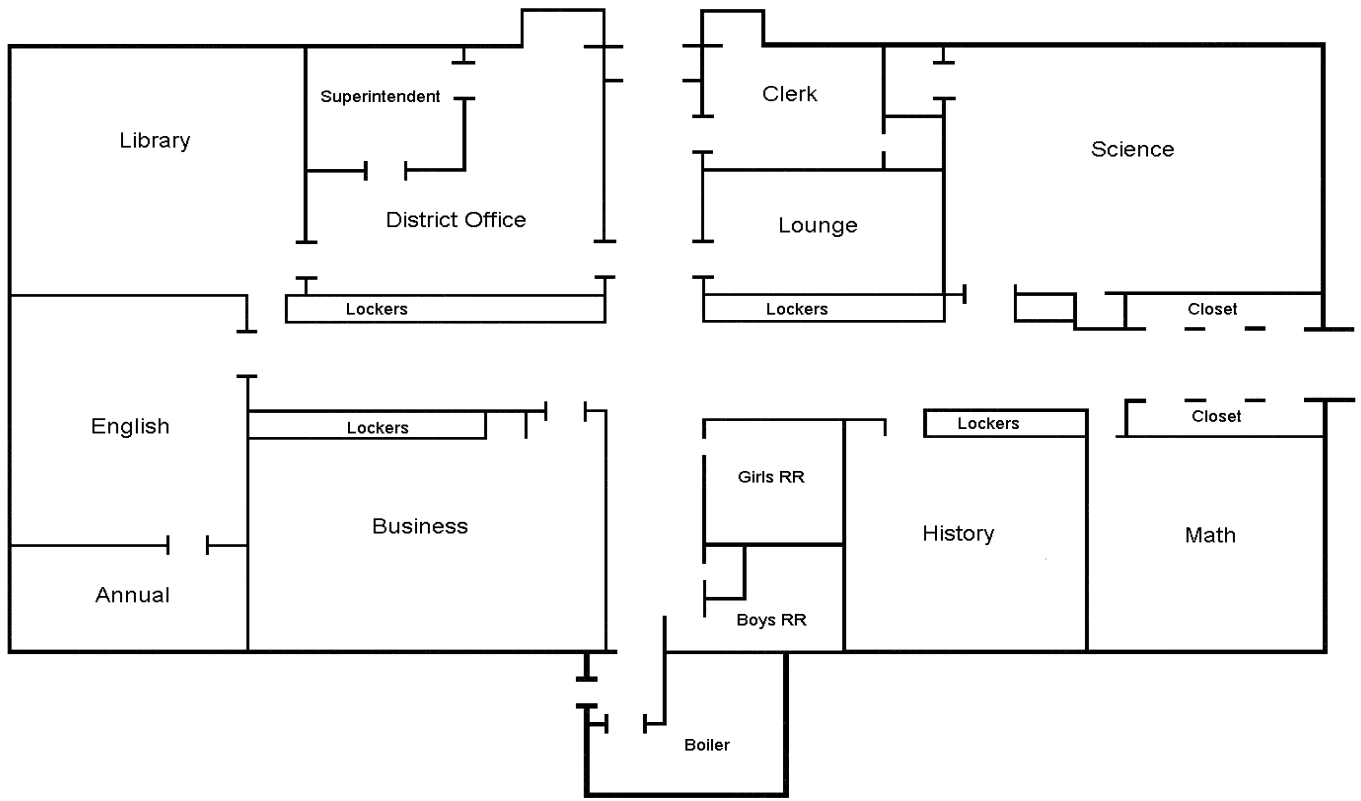
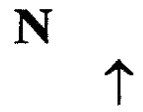
773-5523

773-5680

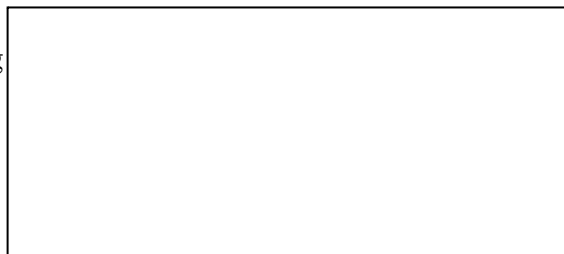
Name	Title
Maureen Simonson	Superintendent/AD
Butch Zieske	PE/Guidance
Kyle Senner	Ag-Ed/FFA
Deb Gibson	Secretary
Lissa Volbrecht	English
Samantha VanHorn	1 st /2 nd Grade
Cesar Mireles	PE
Kaysie Barnhart	Title I/Speech Aide
Joe Day Rider	7-12 Science
Hayley Conn	7-12 Math
Jodi Williams	District Clerk
Erin Switzer	K-8 Music/K-12 Art
Jacque Waren	Assistant Cook/Custodian
Jerome Brown	Maintenance
Penny Zuroff	Head Custodian
Jon Barnhart	7-12 Social Studies
Lindsay Tennant	Head Cook
Carla Smith	5 th -6 th /AD
Onya Winhofer	3 rd -4 th
Cindy Sponheim	Pre-School

High School Map

Richey Public Schools
High School Central Building



Ag-Ed Building



Richey School's Mission Statement:

***“Challenging students today to
Succeed in a changing
World tomorrow”***



WE Respect...

diversity

We Value...

effective communication * collaborative learning

We Promote...

high expectations * a rigorous curriculum * critical thinking

WE Believe...

technology enriches learning * physical wellness is a part of a rewarding lifestyle

an aesthetic education benefits all students * students deserve an equitable
education

students should be active participants in their own learning

Parent's Access to Student Records

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

The Superintendent is the custodian for all records for currently enrolled students, students who have withdrawn and students who have graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The Superintendent will respond to reasonable requests for explanation and interpretation of the records. If the circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, Trustees of the District, cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with a student;
- Considering disciplinary or academic actions, the student's case, and individual education plan (IEP);
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have

the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the Superintendent to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, awards received in school, and most recent previous school attended.

2018-2019 School Calendar

2018-2019 Richey Schools Calendar																												
AUGUST							KEY DATES							JANUARY														
SU	M	TU	W	TH	F	SA	August (10)							January (19)							SU	M	TU	W	TH	F	SA	
			1	2	3	4								1 New Years Day									1	2	3	4	5	
5	6	7	8	9	10	11								Dec 24-Jan 4 Christmas Break							6	7	8	9	10	11	12	
12	13	14	15	16	17	18	16/17 PIR (12)							14 End Q 3							13	14	15	16	17	18	19	
19	20	21	22	23	24	25	20 First day of school														20	21	22	23	24	25	26	
26	27	28	29	30	31																27	28	29	30	31			
SEPTEMBER							September (18)							February (19)							FEBRUARY							
SU	M	TU	W	TH	F	SA	September (18)							February (19)							SU	M	TU	W	TH	F	SA	
						1	3 Labor Day																				1	2
2	3	4	5	6	7	8															3	4	5	6	7	8	9	
9	10	11	12	13	14	15	14 PIR No School (6)														10	11	12	13	14	15	16	
16	17	18	19	20	21	22								15 or 22 Possible tourney days							17	18	19	20	21	22	23	
23	24	25	26	27	28	29															24	25	26	27	28			
30																												
OCTOBER							October (21)							March (20)							MARCH							
SU	M	TU	W	TH	F	SA	October (21)							March (20)							SU	M	TU	W	TH	F	SA	
	1	2	3	4	5	6																					1	2
7	8	9	10	11	12	13								8 PIR no school (6)							3	4	5	6	7	8	9	
14	15	16	17	18	19	20	18/19 MEA (12)														10	11	12	13	14	15	16	
21	22	23	24	25	26	27	25 End Q1							20 End Q 3							17	18	19	20	21	22	23	
28	29	30	31				30 PTC 3:20-6:20														24	25	26	27	28	29	30	
																					31							
NOVEMBER							November (20)							April (20)							APRIL							
SU	M	TU	W	TH	F	SA	November (20)							April (20)							SU	M	TU	W	TH	F	SA	
				1	2	3																1	2	3	4	5	6	
4	5	6	7	8	9	10															7	8	9	10	11	12	13	
11	12	13	14	15	16	17	21 Half Day														14	15	16	17	18	19	20	
18	19	20	21	22	23	24	22 Thanksgiving Day							21 Easter							21	22	23	24	25	26	27	
25	26	27	28	29	30																28	29	30					
DECEMBER							December (15)							May (18)							MAY							
SU	M	TU	W	TH	F	SA	December (15)							May (18)							SU	M	TU	W	TH	F	SA	
						1																		1	2	3	4	
2	3	4	5	6	7	8															5	6	7	8	9	10	11	
9	10	11	12	13	14	15	12 PIR (3) 2:10-5:1 Fri Sch														12	13	14	15	16	17	18	
16	17	18	19	20	21	22	21 Half Day							24 Last day PIR (2) 2-4 End Q4							19	20	21	22	23	24	25	
23	24	25	26	27	28	29	25 Christmas Day							27 Memorial Day							26	27	28	29	30	31		
30	31						Dec 24-Jan 4 Christmas Break																					

Friday schedule	end of quarter	holiday/no school
PIR (42 hrs)	1/2 day	possible days off BB/tourney

Parental Involvement

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

1. Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook with his or her child and sign and return the acknowledgment(s) for and the directory information notice by the first day of school. A parent with questions is encouraged to contact the school.
3. Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District. Discuss with the staff any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
4. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or any staff, please email the staff or call the school. A teacher will usually arrange to return the call or meet with the parent during his or her Prep Period or at a mutually convenient time before or after school.
5. Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
6. Become a school volunteer.
7. Offer to serve as a parent representative on the District-level planning committees formulating educational goals and plans to improve student achievement.
8. If the need arises, follow the appropriate chain of command when addressing situations: staff member(s), Activities' Director, Principal, Superintendent, Board of Education.

Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the High School office. Parent visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Friends of students are welcome to visit before/after school, and during lunch time.

ACADEMICS

Acceptable Use of Electronic Devices

The Board and Administration recognize the importance of electronic resources, devices, and social networking as an educational tool to enhance the educational experience for the students and prepare them for a world outside of school. The Board is committed to providing proper training resources for all staff, students, and parents in all areas of electronic resources, devices, and social networking to provide a safe, modern, technology enhanced learning environment. See **Board Policy 3612T**

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prescribed behaviors by users. Specific examples are available in **Board Policy 3612P**. Students new to the district will be required to sign the Internet Agreement for Use of Networks at Richey Public Schools on page 32.

Class Requirements

Before being considered as a student in each grade level, a student must meet the following minimal requirements.

Freshman: Promotion from 8th Grade

Sophomore: Successful completion of 6 credits

Junior: Successful completion of 12 credits

Senior: Successful completion of 18 credits

Conferences

Richey Schools schedules one parent-teacher conference per school year. Conferences are normally scheduled in November.

Early Graduation

Early graduation is possible in extraordinary circumstances. Students must meet the following minimal conditions:

1. Complete a minimum of 18 credits, all with a minimum of a "C" grade and completed by the end of the sixth semester. Application is due in writing to the Superintendent prior to the second week of the seventh semester.
2. Fulfill all graduation requirements of Richey High School by the end of the seventh semester.
3. Present a parental consent form and statement of a post-high school educational or vocational plan by the end of the second week of the seventh semester.
4. Approval by the Superintendent and School District #2 Board of Trustees by the first board meeting of the seventh semester.

Dual Credit Courses

Richey Schools will allow dual credit for any class taught by a Richey teacher with the proper credentials.

Students may take a dual credit class online as long as the class is not offered at Richey Schools.

Students who wish to take dual credit classes not offered at Richey Schools on a separate campus must develop a plan and meet with the school counselor and superintendent at least 1 semester before the class begins to gain permission. Parents are responsible for any travel.

Parents/students are responsible for any cost involved in dual credit courses.

Independent Study Courses

Independent study courses are highly discouraged and will be granted to only students under extraordinary circumstances. (Example: To meet graduation requirements and no other course offerings are offered). Students must obtain permission from the instructor and administrator.

Grading Scale

The suggested grading scale from 2/17/87 Board Action is as follows:

92-100	=	A
85-91	=	B
76-84	=	C
65-75	=	D
0-64	=	F

Graduation Requirements

A minimum of 24 units, or credits, is required to graduate from Richey High School. Units or credits earned from an accredited high school are transferable Richey High School. The value is to be determined by the Counselor and the Superintendent.

See Graduation Requirements under Forms Section.

Guidance

The purpose of guidance services is to help each student's educational, vocational, social, and personal development. Students may see the counselor during study halls, before school, during lunch, or after school for regular guidance issues. The counselor will be available for any issues of more immediate or emergency nature. The counselor does have other class assignments; therefore, students should check the counselor's office to make an appointment. Passes are required for visiting the counselor and may be issued by either the counselor or the teacher as needed.

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes. Homework should not take longer than 1 to 1.5 hours per day.

Library

The library has books, magazines, tapes, records, filmstrips, DVDs and guidance materials for student assignments, or recreational reading for students. It is open for your convenience before, during, and after school. Loitering, music, pop, and chatter are not permitted.

Students are required to pay all costs incurred by the school for lost and damaged materials. Overdue books need to be returned in a timely fashion. The librarian reserves the right to impose a fine for overdue books and/or discontinue the student's privilege to check out materials.

Progress Reports

In order to keep parents informed of their child's academic progress, Richey Schools encourages parents to log on to PowerSchool to monitor their child's academic progress at

<http://richey.powerschool.com>. Progress Reports will not be mailed unless specifically requested by parents.

Report Cards

Report cards are issued at the end of each quarter. Half-credits are awarded for successful completion of a regularly scheduled class for the semester at the High School level. Credits are not awarded per quarter.

Plus and minus grades are allowable and will be figured into each student's grade point average on a mathematical basis.

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	.67
F	=	0.00

Schedules

With the assistance of the counselor and teachers, each student is to set a class schedule that will meet future needs. Students are expected to fulfill the schedule as set forth by the students, parents, and the school. Students are not allowed to drop classes after the stated deadline. Form for determining student schedule is on page 35.

Semester Tests:

Semester tests may be given to all students' grades 9-12 in all subjects

Special Programs

The District provides special programs for students with disabilities. The coordinator of the program can answer questions about eligibility requirements, as well as programs and services offered by the District. A parent or student with questions about this program should contact the Superintendent.

Student Aides

Teachers may request a high school student to serve as a classroom aide for 1 period a day. Students must have a minimum 3.33 grade point average the previous semester to be a classroom aide.

Textbooks

All basic texts are property of the District and on loan to the students for use during the school year. Books are to be kept clean and handled carefully. Freshmen and transfer students are required to make

a \$10.00 deposit, which will be refunded at conclusion of their senior year or upon leaving school minus deductions for damages.

Valedictorian and Salutatorian

Valedictorian and Salutatorian for each graduating class of Richey High School will be the two students with the highest calculated grade point averages who also have received a minimum score of 20 on the ACT Exam and a minimum of a 3.00 cumulative grade point average.

Transfer students must be enrolled in Richey Schools for a minimum of three quarters prior to graduations to qualify for Valedictorian or Salutatorian. In the event of a tie the student with the most earned credits will be ranked higher.

The Valedictorian and Salutatorian speeches must be written and approved by the High School English Teacher and Administration prior to Commencement Exercises.

ACTIVITIES

Awards

Eighth grade students, who are competing at the high school level, in accordance to MHSAA rules and policies, are eligible for high school athletic awards as voted on and passed by the Board of Trustees on February 20, 2007.

Drivers Education

Students, 15 years old or older, or who will reach their 15th birthday within 6 months of the course completion, are eligible to enroll in the Driver's Education Program. Please Refer to Policy 2163.

Extra-Curricular Activities

Richey High School offers a variety of extra-curricular activities to students. Those include boys and girls basketball, cross country, football, volleyball, track, & golf. Extra-curricular activities include all activities sponsored by the school that are not required as a portion of the student's graded work. Student-Athletes are expected to follow all policies and rules regarding the Richey/Lambert Athletic Co-op.

5-12th Grade Eligibility for Extra-Curricular Activities

Students participating in extra-curricular activities must be passing all subjects. Eligibility will be determined on Monday of each week by 12:00 Noon. Eligibility will run from Wednesday to Wednesday. Students placed on the ineligible list are not allowed to participate in extra-curricular activities until the next Wednesday regardless if they brought their grade up to a passing level. Students remain ineligible until they are passing all classes. Ineligible students are still expected to practice as usual. Ineligible students will not be allowed to travel to competitive events. Students will be given 1 week grace period one time per year. If a student is ineligible for 6 weeks in a row they will

be ineligible for the remainder of that season. At the end of each quarter students will use their quarter grade to determine eligibility for the first two weeks of the new quarter. All students with D's and F's will be reported to administration and parents.

Students will be placed on the ineligible list if:

1. They have an F grade in any class.
2. They have 3 or more D's in any classes.
3. If they have 1 or 2 D's in a class they will be placed on the "warning" list. They will still be eligible to participate in extra-curricular activities.

Extra-Curricular Requirements

Activity Fees: The Board of Trustees voted to waive the activity and participation fees for the 2017-2018 school year for all students attending Richey Public Schools. Bloomfield District attendees are permitted to participate in extra-curricular activities sponsored by Richey Schools or the Richey/Lambert Co-op. There is a \$75 per participant fee to participant. It is capped at \$150.00 per family. Activity ticket must all be purchased by the participant.

Meals: Richey Schools will pay for meals (and motel rooms, if required) during the season and tournament play.

Richey Schools also pays for meals (and motel rooms, if required) for students participating in elementary music festival, all state band and choir festival, district music festival, state music festival, and district, state & and national FFA competitions that Richey students are involved in.

Inter-Curricular Activities

Richey High School offers a variety of inter-curricular activities to students. Those include FFA, music competitions/performances, academic competitions, drama activities, Inter-curricular activities include all activities sponsored by the school that are somehow linked to student's academic work. Students who participate in inter-curricular activities are expected to follow all policies and rules regarding the Richey/Lambert Athletic Co-op.

Senior-Related Activities

Qualifications

A student must be qualified as a sophomore to order a class ring. To be listed in the annual, go on the senior trip or any other special senior activity, the student must show satisfactory progress towards meeting all graduation requirements in a timely manner and must be enrolled for three quarters as a senior at Richey High School. Students who do not officially graduate will not be placed on the class composite or included in Commencement exercises.

Senior Book

The Senior Class will compile a Senior Book, which highlights each class member and is distributed at their Commencement Exercises. The Senior Book must be proofread and approved by the Senior Class Advisor and the Administration prior to mass production.

Senior Trip

The Senior Class may engage in fundraisers to fund the senior trip, which will be taken during the spring of their senior year. The trip, itinerary, and chaperones must be approved by the Board of Trustees prior to securing travel arrangements for the trip at the December Board meeting. Seniors will prepare a presentation for the Board for the May Board meeting following the trip.

Senior Privileges

The following Senior Privileges may be granted if approved in advance by the Administration and Board of Trustees:

A. Third nine weeks: Honor roll (3.0) senior students receive privileges for one honor study hall a day at school.

B. Fourth nine weeks: Honor roll (3.0) senior students may select from the following list for senior privileges:

1. Students may take an honor study hall and/or check out of school. If a student is ineligible, this honor study hall and/or check out is revoked for the one week of ineligibility.

2. If honor study hall is the last period of the day, students may check out and drive home.

3. After checking out of the office, students with senior privileges may walk around town; however, they may not drive.

4. If the student wishes to remain in the study hall that he/she has set aside for privileges he/she must be there on time, remain in the study hall the whole period, and abide by the rules of that study hall.

5. Privileged students must not loiter in the hall and cause distractions for other students.

6. The Board and Administration reserve the right to revoke or modify these privileges at any time.

Student Council

The Student Council is a group of students elected by the student body to represent them in the best possible way pertaining to school activities and policies. Students in our school system often assume as much of the responsibility for helping organize school activities and provide input into administrative decisions as they are able. Student Council can be responsible for adding a positive atmosphere to the school when the leadership is effective and the students support the elected council members. Student Council is the formal meeting ground of the students and administration. Officers of the Student Council are elected by grades 5-11 during May of the year proceeding the year they are to serve. This is done to give everyone a chance to prepare for the upcoming year.

The graduating senior class funds not expended by graduation day will revert to the student council. The prime directive of Student Council is to help all students benefit.

All class- or club-sponsored events that involve the raising and/or collecting of money must be presented to Student Council on the appropriate form for approval. Student Council may levy fines. Events may be canceled if all conditions are not satisfactorily met. Events should be arranged five days in advance when possible, have the majority approval of the class or club, and meet the criteria set by the students.

Classes or groups using the kitchen facilities must make arrangements with the head cook to learn how to properly operate the equipment and be aware of all the proper kitchen clean-up requirements. Class sponsors should be present at the activity.

Dances will be held between the hours of 9:00 PM and 12:00 PM except any semi-formal dance which may last, from 9:00 PM to 1:00 AM. Once you are at a dance, you are considered there for the evening. Students may be required to leave the dance by any chaperone that judges their behavior to be inappropriate.

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Attendance Policy

Excused Absences

Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
 - a. Bereavement leave of 3 days per year for members of immediate family. Definition of immediate family: husband, wife, son, daughter, step-daughter, step-son, mother, father, brother, sister, step-mother, step father, step-brother, step-sister, father-in-law, mother-in-law, grandfather, grandmother, step grandparents, grandchildren, brother-in-law, sister-in-law, aunt or uncle.
3. Other reasons prescribed by the policies of the Board including:
 - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and other deemed co-curricular.
 - b. Subpoenas to appear in court or court-ordered, out-of-district placements for special services.
 - c. Illness or hospitalization.
 - d. Absences that are pre-approved by the building administrator.

A telephone call, e mail, or a note from either parent or guardian is required when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary.

Unexcused Absences

Unexcused absences are not acceptable at Richey Public Schools. Students who incur more than 5 unexcused absences per period, per year could mean a loss of credit in those subjects missed. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections.

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Absences which will be counted in the 5-day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, hair, or photography appointments, skiing, hunting, court appearances due to misconduct, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.

Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

Any decision to withhold credit can be appealed to the Superintendent and/or to the School Board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.

1. If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or be placed in study hall. If disciplinary problems occur in that subject, the student will be suspended from school.
2. If the appeal is granted, the student will return to class with the Board's stipulations. If the stipulations are violated, a loss of credit will result.
3. The Board may also decide to make decisions regarding the student's participation in extracurricular activities.

Modification History:

Promulgated on: September 1, 1999

Revised on: July 19, 2007

Revised on: May 16, 2011

Revised on : July 2014

Tardies

A student is considered tardy when they have missed up to the first ten minutes of a class. Tardies in excess of ten minutes will be considered an absence. Chronic tardiness will result in a meeting with teacher/parents/administration to formulate a plan

Unexcused Absences

Unexcused absences (over the 5) will result in a meeting with teacher/parents/administration to formulate a plan.

Discipline

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

Cheating

Cheating is not tolerated at Richey Schools. Students caught cheating will be disciplined in accordance to the classroom teachers' rules. Incidents brought before the administration may result in disciplinary action that may include the loss of credit and/or removal from the class.

Corporal Punishment

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

Discipline Policy (see also Board Policy on Discipline following)

Richey Public Schools is committed to providing a safe and secure learning environment. In order to guarantee all students at Richey Public Schools the excellent learning environment they deserve a discipline plan has been established.

- No student will interfere with the teachers' teaching
- No student will interfere with another student's learning.
- No student will engage in any behavior that causes a problem for anyone else. No student will violate policies as outlined in the Student Handbook.

Disciplinary measures will be dealt with on a case by case basis. Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays
- Clean-up duty
- Loss of student privilege
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property
-

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Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to instances set forth below:

1. Using, possessing, distributing, purchasing, or selling tobacco products including e-cigarettes or other similar products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section in policy 3311.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
6. Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

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8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
10. Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
11. Hazing or bullying.
12. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

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

Disciplinary Measures

Disciplinary measures include, but are not limited to:

16. Expulsion
17. Suspension
18. Detention, including Saturdays
19. Clean-up duty
20. Loss of student privileges
21. Loss of bus privileges
22. Notification to juvenile authorities and/or police
23. Restitution for damages to school property

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

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment

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or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference: 3300 Suspension and Expulsion
3226 Bullying, Harassment
5015 Bullying, Harassment

Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment – penalty – defense

§ 20-5-202, MCA Suspension and expulsion
§ 45-8-361, MCA Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
29 U.S.C. § 701 Rehabilitation Act of 1973

Policy History:

Adopted on: September 1, 1999
Revised on: February 14, 2006
December 12, 2006
Revised on: October 2014

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FIREARMS AND WEAPONS

Firearms

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

It is the policy of the Richey 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.

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

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

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device,

or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes

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(i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

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

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

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

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

The trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Cross Reference:	Policy 3310	Student Discipline
	Policy 4332	Conduct of School Property

Legal Reference:	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	20 U.S.C. § 7151, et seq.	Gun Free Schools Act of 1994
	18 U.S.C. § 921	Definitions
	NCLB, Section 4141	Gun Free Requirements

Policy History:

Adopted on: October 2014

Reviewed on:

Revised on:

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Education of Homeless Children

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 other students. 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 attendance 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.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

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

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must

be filed in accordance with the District Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
§ 20-5-101, MCA Admittance of child to school

Policy History:

Adopted on: February 14, 2006

Revised on:

Dress and Grooming

Students are expected to come to school looking clean, neat, and dressed in a manner which is accepted in good taste. **This is a parent's responsibility.** Following are the schools rules applying to dress code.

1. Clothing should be neat and clean with extremes in style being avoided. No representation (written, pictures, or symbols) of alcohol, drugs, tobacco, or profanity (implicit or explicit) will be allowed.
2. Expensive clothing is not required for school dress.
3. Students may not wear hats or caps in the school buildings at any time, unless special permission is given from administration.
4. Students are allowed to wear shorts during the entire year. Short shorts, spaghetti strap tops, halter tops, halter dresses, muscle shirts with open armpits or any apparel which exposes the mid-section or under garments are not acceptable. Tank tops that do not expose undergarments and are modest are acceptable. Shorts, dresses and skirts may be worn if they are in good taste and appropriate length (not less than 6" inseam) Shorts and skirts should be hemmed, neatly fringed or rolled. Biker shorts (extremely short) are prohibited unless worn with a long shirt or shorts underneath. Muscle shirts should have no more than 3" exposed under the arm hole or they need to be worn under clothing. All shirt and blouses must cover the midriff area. NO skin between the bottom of the shirt or blouse to the top of the pant will be allowed.
5. Questions about individual dress will be discussed with the Administration by members of the teaching staff. Women for girls and men for boys.
6. The Superintendent will be the final judge as to a student's clothing is appropriate.

Consequences: Students will be required to conform to the dress code. Any staff member, teacher and/or coach have the right to request a student to concur with these codes. If this requires that a student miss class, the absence or tardy will be unexcused. Disciplinary action will be taken in accordance to the discipline procedure on page 21-24.

Due Process

If a student feels that they are being treated in an unjust or discriminatory manner, or if a student feels they are being unjustly or too harshly disciplined, and they may pursue a course of action through the Uniform Grievance Procedure as detailed in Board Policy 3215.

Training Rules

Any student who wants to participate in any extracurricular activity and who will not abide by the rules should not plan on participating.

The administration, teaching, and coaching staff at Richey Schools feel that every student who participates in an extracurricular event is encouraged to keep these training rules year round. Sponsors, parents, and athletes are responsible for insuring that training rules are maintained throughout the season or time of event. Training rules will be enforced during the activity season.

1. There will be no possession or consumption of alcohol, marijuana, or any other substance defined by law as a dangerous drug.
2. There will be no use of tobacco in any form.
3. There will be no attendance at functions where alcohol, marijuana, or any other substance defined by law as a dangerous drug is present (leave immediately or obtain prior permission from respective coach/advisor, i.e. wedding dance).
4. Regular hours will be kept: 10:00 P.M. Sunday through Friday, 12:00 midnight on Saturday. Exceptions to this rule will be made for church or school functions or other activities excused by the coach.
5. Everyone will be on time and complete all scheduled practices. If you have a valid reason for missing practice, you must let the coach know.
6. ATTENDANCE: Except by excuse from the superintendent due to extraordinary circumstances, no student may participate in an extracurricular activity, unless she/he has at full day of attendance in school during the last day school was in session.

VIOLATORS OF THE PRECEDING RULES 1, 2, OR 3 WILL BE PENALIZED AS FOLLOWS:

1. First offense: 15 days suspension if the Superintendent is notified by the student (self-report) within 3 days of the infraction and **before** the Superintendent questions the student. 30 days suspension if the student does not notify the Superintendent or exceeds the 3-day period. The suspended athlete will attend practice during the suspension, but will not play nor ride the activity bus.
2. Second offense: 30 days suspension if the Superintendent is notified by the student (self-report) within 3 days of the infraction and **before** the Superintendent questions the student. 60 days suspension if the student does not notify the Superintendent or exceeds the 3-day period.
3. Third Offense” End of participation in ALL Extra-Curricular Activities for the remainder of the school year. Student will not Letter if found in violation of the training rules.

VIOLATION OF RULES 4 OR 5 WILL RESULT IN THE FOLLOWING:

1. First offense: Cannot compete in next scheduled activity.
2. Second offense: Cannot compete in the next 3 scheduled activities.

For music and FFA activities the student will not be permitted to attend out of town activities for the remainder of the quarter

District Safety

Blood Borne Pathogens

The school district is required to provide educational services to all school-age children who reside within its boundaries. This includes those children who may be infected with a blood borne pathogen such as HIV/AIDS or Hepatitis B. The district shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The district is committed to making any reasonable accommodations that will allow a student infected with a communicable disease, including HIV/AIDS or Hepatitis B, to continue his/her normal educational program. See Board Policy 3417.

Common Illness

Students need to stay home when they are sick to prevent the spread of illness. This includes throwing up, diarrhea, and fever. If your child comes to school sick, and is throwing up or has a fever of 99 degrees or higher, parents will be called to come pick them up.

Communicable Disease

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so other students who **may** have been exposed to the disease can be alerted. These diseases include, but are not limited to:

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

[Further information may be found in Board Policy 3417 in the District's Policy Manual]

Fire Drills

Fire drills will be held occasionally to train students the safety procedures for exiting the building in the event of an actual fire or evacuation.

Grievance Policy and Procedure

All individuals should use the Uniform Grievance Procedure if they believe the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board Policy. Please refer to Board Policy 4310P for process and detailed information.

Health Services

Students who become ill during the school day should report to their teacher at the time and then to the office. If it is necessary to go home, the office will inform the parent of this and then student will be released from school.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see Board Policy 3413]

School Building Rules

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. Students will abide by the following rules of the cafeteria:

1. Deposit all litter in the wastebaskets.
2. Return tray and utensils to the proper dishwashing areas.
3. Leave the table and floor around your place in a clean condition.
4. Do not take food from the cafeteria area.
5. Do not make excessive noise in the cafeteria.

Prices for the 2017-18 school year will be \$1.25 for students grades PK-4 and \$1.60 for students grades 5-12. Students who bring their own lunch will be charged \$.25 per carton of milk. There will be no charge for the ala carte breakfast program for participants of the hot lunch program. Students will be allowed 2 cartons of milk with their meal. Additional milk may be purchase. Richey Schools lunch program will continue to meet all requirements set forth by the Federal Government and the USDA.

Cell Phones

Student possession and use of cellular phones, pagers, IPODs, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video

capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 7-12 may also use such devices during the lunch period. Cell phones might be required to be turned into the coach/advisor when boarding a school bus or other district owned vehicles. These devices must be kept out of sight and turned off during the instructional day unless permission is given by the teacher. 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 school officials, including classroom teachers. On the first offence the confiscated devices will be returned to the student at the end of the day. If there is a second offence a parent or guardian may be asked to pick up the device. Repeated unauthorized use of such devices will result in disciplinary action.

Refer to Board Policy 3630 and 3612T

Gun Free Policy

In accordance to the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon recommendation from the District Superintendent. Please Refer to Board Policy 3310.

Intimidation/Harassment/Bullying/Hazing Policy

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated. Refer to Board Policy 3226.

Lockers

It is the student's responsibility to maintain their own lockers in a clean, neat, and orderly manner. The lockers are the property of the school and school officials maintain their rights of inspection at any time. Beverages and snacks in lockers should be kept to a minimum. Lockers will be inspected at the end of the year and must be cleaned of all markings, stickers, and tape before a student may checkout.

Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent/guardian, and the medicine in its original, properly labeled container, to a school official. The school official will give the medicine at the proper times or give the student permission to take the medication as directed. Please refer to Board Policy 3416.

Office

The main office is the information hub of the school. Please contact the Superintendent, Secretary or Business Manager whenever you have questions or need information. Visitors to the school are expected to check in and out at the office.

The school telephones are business phones and should be used properly. Students must ask to use a school phone. The office will take messages for a student but will not interrupt classes unless there is an emergency.

Open-Door Policy

The office of the Superintendent is open to anyone for discussion or questions that pertain to the operation of the school system.

Peace and Quiet Rules

Study halls are included in the curriculum for the benefit of the student and to be used properly. Students must bring appropriate materials to study hall. Teachers may allow students to go to the office, counselor, library, and restroom.

Students should work under the supervision of school officials or their advisor during all non-school hours when using school facilities.

Students are responsible for their own behavior and are expected to demonstrate a mature respect for other people's feelings, property, possessions, and physical welfare.

Students are expected to follow all reasonable requests of staff and administration.

Permission to Leave School

No student may leave the school grounds while school is in session without permission to do so. Permission must be obtained from the Superintendent or designee. The student must sign out in the office and complete all requested information before leaving the premises.

Physical Examinations/Health Screenings

The Board may arrange each year for health services to be provided to all students. Refer to Policy 3410.

Prayer

Each student has a right to individually, voluntarily, and silently pray in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Sexual Harassment

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or Brad Moore, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the

principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

For more information about the District's complaint procedure, see Policy 1700.

Tobacco Free Policy

The District maintains a tobacco free building and grounds. This includes all forms of tobacco such as E-cigarettes.

Please refer to Board Policy 5225.

Video Surveillance

The school grounds are monitored by a video surveillance system. Please refer to Board Policy 3235.

Weather/School Closure

If weather conditions become extremely difficult, if visibility is a problem, if the temperature or wind chill are dangerous, all should stay where it is safe. If the conditions cause you concern, and/or, if you are aware of a problem, please feel free to call the superintendent at school or at home. He/she may not be aware of the problem and will appreciate your concern. If possible, the superintendent will discuss such matters with board members and/or bus drivers before making a decision regarding a change in the regular patterns.

There will be options for the administration to choose from, such as, late starts, canceling of buses and school, or canceling buses and keeping the school open for those who make it. If the latter occurs, and you have safe transportation for your students, it is entirely up to you whether or not your kids attend. Above all else, parents have the right to keep their student's home if they fear for their safety. The student will receive an excused tardy or absence. Also to be mentioned here, please let the bus driver know anytime your student will not be riding the bus. Do this in advance, if possible, but that failing, call the school or the county shop (773-5593 or 377-2564) to relay the message. Bus drivers are expected to have their 2-way radios and cell phones on anytime they operate the bus, and to check periodically to make sure they are working. Buses have cell phones and the numbers are published in the data section. The county shop asks that bus drivers call the county shop to let the county know of any special road conditions (especially blocked or hazardous road conditions). Sheriff's phone number is 377-5291.

The public broadcast radio stations that will be used for special school situations are: KEYZ (660 AM, a primary station for RHS) and KYYZ (96.1 FM, a primary station for RHS). Please listen to and make use of the radio for special school announcements. Information will also be posted on the school website, <http://richey.k12.mt.us> . We will try to notify each family by phone, especially those in the country. However, the radio should be considered the primary communication tool for these matters. Bus drivers are expected to use their cell phones. In all cases, if possible, keep the school informed.

The school will keep a list of homes willing to take in students that do not have a place to stay. Each student/bus family is asked to find a place in or very near town to stay in such a case and to let the school know. If buses do not run to deliver the student's home, the buses will also not run the next morning. If we send students home early, we will call to make sure the students will be met at their drop off points. A cardinal rule regarding getting stuck or being stranded in a vehicle in adverse or threatening weather is to stay with the vehicle. The buses have radios that share a band with the county and the sheriff, and the radios should be used early when danger threatens, and the battery should be preserved for radio use. If buses go out of town, especially in bad weather, the drivers should check in (frequently) at various points. It is very important, also, for the passengers to dress warmly (especially head and feet), and take along a sleeping bag or similar. Hooded parkas and good cold weather footgear is very important when the weather is cold. Be prepared!!

We will use the following calling tree for emergency situations:

1. Superintendent will call the Williston radio stations, lead teacher, maintenance, bus contractor, secretary and head custodian.
2. Bus drivers will call their route people.
3. Secretary will call the other radio stations, and staff.
4. Teachers and advisors will call the non-bus students in their grade or advisorship who do not have an older sibling who would have already been called.

Transportation

Bus Guidelines

Jurisdiction/authority of persons on the buses, whether it is an activity bus or a route bus: This handbook states: **All directions given by the bus driver are to be followed.** This is a clear statement. The primary supervisor is responsible for the behavior of the students being transported. The primary supervisor may also determine that the bus will not proceed. It is up to the students, the supervisor in charge, and then, the bus driver, to leave a clean bus. The supervisor is to check each seat and area before and after any trip. The students will have to honor the clean bus rule if they want to stop for food. If you take it on, take it off, and clean up on the way. Students are to be charged for any damages. The bus driver/advisor determines time lines, and these must be honored. The bus is to be supervised at all times that there are students on the bus. For activities where different grade levels are involved, the older students are to sit in the back, the younger in front, unless announced otherwise. If more than one group is involved, each supervisor is to sit with his/her students as a group.

Conduct on School Buses

Buses are provided for students and their families for regular school and school activities when distance or other factors create the need for transportation. Several rules of courtesy and safety apply to student behavior:

1. Students shall remain back from the roadway while awaiting the arrival of the bus.
2. Students shall enter the bus in an orderly manner and go directly to a seat and remain seated until the destination is reached.
3. Younger students should be permitted to enter first.
4. Seats in the rear of the bus should be filled first when expecting many students.
5. Students shall keep their hands, arms, heads, and any materials inside the bus at all times.
6. No shouting, roughhousing, or throwing things on the bus is allowed.
7. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
8. The emergency door must be used for emergency only.
9. Students who must cross a street or road to load or unload at a bus stop shall not do so until they receive a signal from the bus driver. When crossing, it is necessary to be in front of the bus far enough so the driver may adequately observe them. This means the child should be able to see the face of the bus driver. The driver shall hold the bus with warning lights flashing until the crossing has been completed and the student is safely unloaded or loaded as the case may be.
10. There will be no smoking at any time on school buses.
11. All directions given by the bus driver are to be followed.
12. Coaches, advisors, and bus drivers may use their discretion in seating students on routes or activity trips.

Students who become a serious discipline problem on the school bus may have their riding privilege suspended by the superintendent.

Student Driving

Students may not drive or ride in vehicles while school is in session unless given specific permission by school officials.

FORMS

Attached on the following pages

Acknowledgement of the 2017- 2018 Student Handbook

I have received a copy of the Richey Public Schools Student Handbook for the 2016-17 School Year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please return to the District Office by Thursday August 31st, 2017.

Graduation Requirements

Richey Public Schools
P.O. Box 60
Richey, MT 59259
(406) 773-5523

Name: _____

Richey Schools requires a minimum of 24 credits for graduation. Of these 24 credits, a student must pass 17.0 requirements and 7.0 electives. The basic requirements for the Montana University System are also given.

Richey High School Passed (x) Required Courses

English – 4 credits
English I _____
English II _____
English III _____
English IV _____

Science – 1 credit
Earth _____
Chemistry _____
Physics _____

Lab Science – 1 credit
Biology _____ Chemistry _____
Physics _____

Math – 3 credits

Algebra I _____

Algebra I (taught in 8th grade) _____
Geometry _____

Algebra II _____
Trigonometry (.5) _____
Functions & Statistics (.5) _____
Discrete Math (.5) _____
Pre-Calc (.5) _____

Social Sciences – 3 credits
U.S. History _____
American Government _____
World History _____

Fine Arts – 1.5 credits
Art _____ Band _____ Chorus _____ Photography _____

Vocational/Prac. Arts – 1.0 credits

Personal Finance or Ag Finance .5 credits _____

Physical Education – 2 credits
P.E. 9 _____ P.E. 10 _____

Electives – 7.0 credits

Montana University System Required Courses

English – 4 years

Science – 2 credits
Earth Science _____
Biology _____
Chemistry _____
Physics _____

Geometry _____
Algebra II _____
Senior Math _____

Social Sciences – 3 credits
World History/Geography _____
American History _____
American Government _____
Economics _____
Indian History _____

Electives – 2 credits from the following:
Foreign Language – 2 years
Preferable _____
Visual and Performing Arts _____
Vocational Educational Units _____
Meeting OPI Guidelines _____

Grievance Filing

Richey Public Schools
P.O. Box 60
Richey, MT 59259
(406) 773-5523

Date: _____

Your Name: _____

Your School and/or Position: _____

Place Where You May be Reached: _____

Address: _____ Telephone: _____

Nature of your grievance. Please describe the policy or action you believe may be in violation of school rules/policy. This form is also to be used to file a grievance dealing with acts of discrimination involving violation of Title IX, any civil rights statute, any law. Please identify any person(s) you believe may be responsible.

If others are affected by the possible violation, please give their names and/or positions:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Grievant Date _____

Person Receiving Grievance Date _____

Location _____

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612) and Acceptable Use of Electronic Networks (Policy No. 3612P). Should I commit any violation or in any way misuse my access to the Districts computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Users Name (Print): _____ Home Phone: _____

Users Signature: _____ Date: _____

Address: _____

Status: Student ____ Staff ____ Patron ____ I am 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Districts policy regarding District-Provided Access to Electronic Information, Services, and Networks for the students access to the Districts computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the Districts policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the Districts computer network and the Internet.

Parent/Legal Guardian(Print): _____

Signature: _____

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the _____ school year only.

STUDENT TECHNOLOGY USE AGREEMENT

Name: _____

Grade _____

Every student must sign:

The Board and Administration recognize the importance of electronic resources, devices, and social networking as an educational tool to enhance the educational experience for the students and prepare them for a world outside of school. The Board is committed to providing proper training resources for all staff, students, and parents in all areas of electronic resources, devices, and social networking to provide a safe, modern, technology enhanced learning environment.

I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information Services, Networks (Policy No. 3612), Acceptable Use of Electronic Networks (Policy No. 3612P), Student Handbook in regards to Social Networking, and Use of Cellular Phones and other Electronic Devices. Should I commit any violation or in any way misuse my access to the Districts computer network and/or the Internet or violate any of the above mentioned school district policies or handbook provisions, I understand and agree that my access privilege **MAY** be revoked and school disciplinary action **WILL** be taken against me.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information Services, Networks (Policy No. 3612), Acceptable Use of Electronic Networks (Policy No. 3612P), Student Handbook in regards to Social Networking, and Use of Cellular Phone and other Electronic Devices. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child’s use of or access to such networks or his/her violation of the Districts policy. Further, I accept full responsibility for supervision of my child’s use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the Districts computer network, the Internet, and use other electronic resources and devices deemed appropriate by the Districts.

I understand that electronic resources and devices may include but are not limited to, cell phones, Smart phones, IPODS, IPADS, Kindles, Laptops, on-line resources, or any other electronic devices and resources that may be used in the educational system and misuse of these resources and/or devices will result in privileges being revoked and disciplinary action being taken against me.

Parent/Legal Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

Release of Student Information Statement

If you do not want the school to publish or release information on your child/children, please do as instructed in the following statement, and return your request to the school office by Friday, August 29, 2014.

Federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Richey Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, diplomas and awards received, and most recent school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child. If you do **not** want this information released, please notify the school immediately. We ask that you do this by the above date. A statement clearly stating your wishes will need to be on file at the school. If we do not receive your notice, we will assume that you have no objection to the release of this information.

We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our student's privacy.

Anyone with a concern should check with the Superintendent.

Name(s) of Student(s): _____

Sign below if you agree to release "directory information" as detailed above.

Parent's Signature: _____

Date: _____

Student Schedule and Enrollment Sheet

Richey Public Schools
P.O. Box 60
Richey, MT 59259
(406) 773-5523

Name: _____ SS#: _____ Locker #: _____

Date of Birth: _____ Grade This Year: _____

Parent/Guardian: _____ Phone: _____

Address: _____

Special Health Situations: _____

CLASS SCHEDULE

PERIOD	1 st SEMESTER		2 ND SEMESTER	
	CLASS NAME	TEACHER INITIAL	CLASS NAME	TEACHER INITIAL
1. 7:55-8:51				
2. 8:54-9:50				
3. 9:53-10:49				
4. 10:52-11:48				
LUNCH				
5. 12:20-1:16				
6. 1:19-2:15				
7. 2:18-3:14				

Parent\Guardian: I have read and approve my child's schedule and acknowledge that some classes may have inherited risk.

Parent Guardian Signature

Date

Student Participation Form

RICHEY PUBLIC SCHOOLS

TO BE RETURNED TO THE SCHOOL ON OR BEFORE THE FIRST FRIDAY

NAME: _____
 (Last) (First) (MI)

BIRTHDATE: _____ ETHNICITY: _____ YEAR IN SCHOOL: _____

PARENT(S)/GUARDIAN: _____ PHONE:(H) _____ (W) _____ Cell _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

In case of emergency and the parent cannot be reached, the following person(s) is authorized to act on our behalf.

EMERGENCY CONTACT: _____ EMERGENCY CONTACT PHONE: _____

ACTIVITY PERMISSION: (*Parent/Guardian and Student **initial** the applicable activities.*)

_____ Basketball _____ FFA _____ Golf _____ Track _____ School approved field trips
_____ Band/Choir _____ Cheerleading _____ Football _____ Volleyball _____ Cross Country

PARTICIPATION WARNING:

I/We give our permission for _____ to participate in organized interscholastic athletics/activities, realizing that such activity involves the potential for injury which is inherent in all sports. I/We acknowledge that even with competent coaching/advising, the use of appropriate protective equipment and strict enforcement/observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. Because of the dangers of participating in the above sports/activities, I recognize the importance of following coaches/advisors instructions regarding playing techniques, training and other team rules, etc... and I agree to obey such instruction.

PARENT/GUARDIAN STATEMENT:

I/We hereby certify and affirm that I/we are parent(s)/legal guardian(s) of _____ (Student). I/We understand and have read this warning and am cognizant of its terms. I/We understand that all sports/activities can involve many risks of injury including, but not limited to, those risks indicated. I/We hereby assume all risks of playing or practicing to play/participate for the above named student.

WAIVER OF LIABILITY:

I/We further release and waive, and agree to indemnify, hold harmless or reimburse the school district, and the individual members, agents, employees and representatives thereof, as well as sport/activity supervisors and coaches, from and against any claim which the above named student, I/we, and/or other parent(s) or guardian(s), and sibling, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or in connection with the participation by the above named student. I/We understand by signing this warning, agreement to obey instructions, and assumptions of risk, I/we are waiving all rights that the above named student, I/we, or any other person may have to any compensation for any physical injury that may result from participation by the above named student.

EQUIPMENT RESPONSIBILITY:

I/We agree to be responsible for the safe return or replacement of all athletic and/or activity equipment issued by the school to the above named student.

TRAINING RULES:

I understand that the Lambert/Richey athletic co-op has that a Training Rules Policy that prohibits certain actions by me from the first day of practice to and including the last day of the season. I have read the policy (in the Student Handbook) and understand my expectations as a participant. Participation is a privilege, not a right!

EMERGENCY MEDICAL INFORMATION:

If emergency service involving medical action or treatment is required and the parent(s) or guardian(s) cannot be contacted, I/we hereby consent for the student named on the front page of this information sheet to be given emergency medical care of the doctor or hospital selected by the school.

NAME OF FAMILY PHYSICIAN: _____ PHONE: _____

Please list any medications, allergies, medical problems, and/or medical concerns of the which the coach/advisor should be aware:

INSURANCE:

I/We understand that Richey Public School does not carry a medical insurance policy which covers participants in athletics/activities. *(Please check one below.)*

____ I/We understand that my son/daughter is covered by our family medical policy with the listed company.

(Name of Insurance Company)

____ I/We understand that my son/daughter is not covered by a medical policy and I am responsible for the payment of medical bills that are incurred.

OUT OF TOWN TRAVEL:

I/We understand that the student is a member of a school group and he/she must be encouraged to travel to and from that activity on transportation provided by the school...which may be required.

The exception to this rule may be a student traveling home with a parent/guardian in which case the parent/guardian must *personally* contact the coach/advisor of the activity and sign a parental/guardian release which indicates you assume liability of your student(s). I/We understand that should a student violate any of the school travel rules (in the Student Handbook), the parent/guardian and the superintendent and/or AD, will be notified and the student will either be held for the parent(s)/guardian(s) arrival or be sent home at the parent(s)/guardian(s) expense by the most reasonable means of transportation; or turned over to local authorities if criminal in nature.

I/WE HAVE READ, UNDERSTAND, AND AGREE TO THE INFORMATION CONTAINED IN THIS AGREEMENT AND WILL ABIDE BY THE CONTENTS OF THIS DOCUMENT.

SIGNED: _____ DATE: _____
(Parent/Guardian)

SIGNED: _____ DATE: _____
(Parent/Guardian)

SIGNED: _____ DATE: _____
(Student Participant)