

Ryegate Public Schools Student Handbook

WELCOME TO RYEGATE PUBLIC SCHOOLS
2019-2020 SCHOOL YEAR



TABLE OF CONTENTS

GENERAL INFORMATION

Staff Directory.....	4
Address/Telephone Info.....	5
Books and Equipment.....	5
Breakfast & Lunch.....	5
Candy/Food.....	5
Copier Use.....	5
Cell Phones.....	5
Acceptable use of Technology.....	5-8
Attendance policy.....	8-10
Dress Code.....	10-11
Firearms & Weapons.....	11-12
Insurance.....	13
Leaving the School.....	13
Lockers.....	13
Movies.....	13
Newsletter.....	13
Passes.....	13
Pop Machines.....	14
Respect for Property.....	14
School Day.....	14
Student Driving.....	14
Tardiness.....	14
Visitors.....	15
Volunteers.....	15
Work Permits.....	15

RULES

Kitchen/Lunchroom.....	15
Playground.....	16
Student Transportation.....	16-17

ACADEMICS

Graduation (requirements).....	17-19
Honor Roll.....	19
Credits (other).....	20
Homework.....	20

ACTIVITIES

Student Organizations.....	20
Social Events.....	20
Extra-curricular Activities.....	21
School Extra-curricular Eligibility.....	21
Participation Following an Absence.....	22
Alcohol, Drugs, Tobacco.....	22
Dances.....	22

ATHLETIC PLAYER GUIDELINES

Public Image.....	22
Eligibility Rules.....	22
Curfew.....	22
Smoking, Drinking, Chewing, or Use of Drugs.....	22
Extracurricular Activities Drug-Testing Program.....	23-27
Practice Procedure.....	27

APPENDIX..... 28-40

Ryegate School Grading Scale

Ryegate School Bell Schedule

School Immunization Requirements

FERPA (Family Educational Rights and Privacy Act)
#3600F2 **(fill-out, sign & return to office)**

Technology Acceptable Use Policy

Student Directory Information Notification

RYEGATE SCHOOLS EXTRACURRICULAR CONSENT FORM

Have Read Handbook-Verification Signature Page
(Sign & return to office)

Ryegate Schools Phone E-Mail Directory **2019/2020**

568 + # Staff	E-Mail address:
2002 P. Bruner	rhsofc@midrivers.com
2000 Williams	jwilliams@ryegate.k12.mt.us
2004 Hook (Supt. Office)	rpsadmin@midrivers.com
2005 Kirkpatrick	ckirkpatrick@ryegate.k12.mt.us
2006 Schmidt	jschmidt@ryegate.k12.mt.us
2019 AD	lcavanaugh@ryegate.k12.tn.us
2007 Library	jschmidt@ryegate.k12.mt.us
2003 James	cjames@ryegate.k12.mt.us
2008 Spizziri Science	jspizziri@ryegate.k12.mt.us
2014 Stradtman	pstradtman@ryegate.k12.mt.us
2016 Granger	agranger@ryegate.k12.mt.us
2017 Hook (Classroom)	phook@ryegate.k12.mt.us
2009 Spizziri Shop	jspizziri@ryegate.k12.mt.us
2019 Cavanaugh PE	lcavanaugh@ryegate.k12.tn.us
2019 Counselor	lcavanaugh@ryegate.k12.tn.us
2026 Mickelson	pmickelson@ryegate.k12.mt.us
2026 SPED	rpssped@midrivers.com
2028 Kitchen	rgantz@ryegate.k12.mt.us
2023 MacMurdie	kmacmurdie@ryegate.k12.mt.us
2024 Volz	vvolz@ryegate.k12.mt.us
2029 Wientjes	rwientjes@ryegate.k12.mt.us
2031 Snider	lsnider@ryegate.k12.mt.us
Colony	568 + Number
2517 New Teacher	New teacher@ryegate.k12.mt.us
2511 Bruner	hbruner@ryegate.k12.mt.us
2513 Volz	vvolz@ryegate.k12.mt.us

GENERAL INFORMATION

ADDRESS/TELEPHONE INFORMATION: It is essential that our office have correct, local addresses and phone numbers. We must be able to reach someone in the event of an emergency as we cannot always provide essential medical care without parent consent. In addition, there are times when parent contact is needed for information purposes and on-going classroom communication. Please inform us immediately of changes in this information. You may call us at 568-2211 or drop by the office.

BOOKS AND EQUIPMENT: Books and equipment are purchased by the school for student use. However, unreasonable wear (torn and/or missing pages, defaced covers/pages, ripped covers, burning, water damage, or any other damage that will cause the book to be deemed unusable), loss, or destruction of books and equipment is not expected. Students will be charged for unreasonable wear, loss, or damage.
(Board Policy Manual #3520)

BREAKFAST AND LUNCH: Our breakfast and lunch program allows students to eat both meals free of charge

CANDY/FOOD: These will be allowed in classrooms only under special circumstances. If wrappers become a problem, the Superintendent has the option of banning food in classroom

COPIER & Printer USE: Students must obtain permission before using any office equipment. Copies required for school work must be teacher approved.

Cell Phones and Other Electronic Equipment:

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school 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.** These devices must be kept out of sight and turned off turned into the office during the instructional day. 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. First offense: The confiscated devices will be returned to the student at the end of the school day. Second offense: The confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

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 proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1). *Acceptable Use* – Access to the District’s electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.

2). *Privileges* – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or Superintendent) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

3). *Unacceptable Use* – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- h. Using another user’s account or password;
- i. Posting material authored or created by another, without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

4). *Network Etiquette* – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5). *No Warranties* – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6). *Indemnification* – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7). Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or the Superintendent. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8). Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.

9). Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10). Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and the student.

11). Use of Electronic Mail.

a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District.

b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

f. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

- 1). Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
- 2). Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
- 3). Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
- 4). The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
- 5). The system administrator and the Superintendent shall monitor student Internet access.

Legal Reference: Children’s Internet Protection Act, P.L. 106-554

Broadband Data Services Improvement Act/Protecting Children in the 21st Century Act of 2008 (P.L. 110-385) 20 U.S.C. § 6801, et seq.

Language instruction for limited English proficient and immigrant students 47 U.S.C. § 254(h) and (l) Universal service

Attendance Policy:

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school, but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child’s absence from school. In order to graduate from Ryegate High School, a student must complete twenty-two (22) credits. Completion of a course is defined as sixty-five percent (65%) mastery and attendance to include not more than Ten (10) absences per semester. This criterion is based on the theory that prompt and regular attendance is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. A telephone call or a note from either the parent or guardian is necessary, when a student is absent or late for any reason. Notes must be given to the secretary. Teachers will require an admit slip for a student to get back into class. When a student arrives late or after an absence, the student is required to pick up an admit or tardy slip and report directly to class. All absences and tardies will be recorded on the report card. Activities or Preplanned Absences It is the student’s responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. Unless additional time is requested by a teacher, students will have two (2) days to make up work for each day missed, upon return. Absences for school-sponsored activities are excused but still require an admit slip, and students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the event or the afternoon of the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the

administration. Excused Absences Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or litigation appointments or family emergencies.
4. Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit, even those beyond ten (10) days/class (see Ten- (10)-Day Policy).

Unexcused Absences: Unexcused absences are not acceptable in the District. An unexcused absence is an absence for some other reason that is not specified in the Activities or Preplanned Absences or Excused Absences sections or an absence for which the student did not receive proper approval from administration.

Ten-(10)-Day Policy

Students can accumulate ten (10) absences each semester. This includes excused and unexcused but does not include extracurricular absences. When students miss more than ten (10) days/class in a semester, they will be penalized one (1) percentage point on their semester grade for each absence beyond the tenth (10th) day, if valid documentation excusing the absence is not provided. The student has *one* (1) week after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, or other acceptable reasons approved by the administration. After the tenth (10th) absence a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent person of authority, verifying the student's reason for missing school, must be obtained by the parent/student. Upon return, an excused admit will be provided, if this documentation is in hand, and no penalty will be incurred. If the student does not have the documentation, an unexcused admit will be issued, and the student will have one (1) week to obtain the necessary paperwork. When the office receives proper documentation, the absence will be considered excused. Failure to provide documentation within one (1) week will result in a permanent unexcused absence, and one (1) percentage point will be deducted on the semester grade for each day or period of unexcused absence. The ten (10) days are computed on a semester basis. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

At no time will the administration question the first (1st) ten (10) absences; however, every absence after ten (10) needs to be excused by a person of authority. No exceptions will be made for this policy.

1. This absence rule applies to classes as well. Missing the last period numerous times will also trigger the ten (10) day or class rule.
2. The **ONLY** absences that will not be used in calculating the attendance record are those that occur due to Ryegate High School-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, music-related events, FFA trips, academic field trips, and others deemed co-curricular activities, as well as out-of-school suspensions where makeup work is not allowed.
3. All absences will be counted in the *ten-(10)-days/class* limit, including illness, medical appointments, bereavement, legal appointments, family trips, work days, vacations, visiting relatives or friends, watching tournaments when not an actual participant, hair or photography appointments, skiing, hunting, attending concerts, and shopping.
4. The teacher may extend the time limit to make up work.
5. After seven (7) absences, a letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for noncompliance.
6. A final letter will be sent after ten (10) days, noting that a reduction in grade will occur as per the ten-(10)-days/class policy.

Examples

Student "A" misses ten (10) days and then goes to the District tournament, in which he is not a participant. He is gone only in the afternoon, periods 6-8. Student "A" will be docked one percent (1%) of the semester grade in each class period 6-8.

Student "B" misses ten (10) days or classes but goes to the orthodontist. Student "B" returns with a doctor-signed note and therefore will not be penalized.

Student "C" has missed ten (10) days or classes and fails to set the alarm. This is unexcused, and Student "C" will be penalized one percent (1%) for the class periods missed. Student "C" also misses another day for branding on the family ranch. This eleventh (11th) day is unexcused and will result in an additional one percent (1%) reduction in grade.

Revised on: August 21, 2017

DRESS CODE: Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, certain minimum standards shall be observed by all students. Students will be expected to dress in accordance with normal decent standards in a clean and well-groomed manner.

Rules and Regulations Concerning Dress Code

- 1) No low cut shirts, torn, or otherwise revealing outfits. Skirts and shorts must be fingertip length or longer.
- 2) No tank tops or similar tops, with straps less than 2 inches wide. No half shirts or muscle shirts (if bare skin can be seen, it is too short). No revealing mesh outfits. Short shorts, cut-offs, spandex, cycling shorts, and similar attire do not qualify as appropriate and may not be worn. If "low riders" are worn, skin or underwear must not be exposed.
- 3) No clothing will display alcohol, tobacco, drug or suggestive material (Big Johnson shirts, Marlboro Team shorts, etc.)
- 4) Health codes require that footwear must be worn at all times.
- 5) Hats and sunglasses need to be removed upon entering the school building and any time you are in the school including before school, lunch time, and immediately after school.
- 6) Apparel with slogans which promote activities prohibited by the school district is prohibited.
- 7) Coats may be worn in class with permission from the classroom teacher.
- 8) On all trips, students will wear appropriate school dress.

With ever-changing styles, additional guidelines are established to help maintain high standards of dress. Standards of dress are provided so as not to be distracting to the educational process.

The building administrator may determine the appropriateness of dress. Special dress days such as "Spirit Days" may be scheduled with the permission of the building administrator.

Any student deemed in violation of the dress code will be required to find clothing that meets the code, or they will be sent home to correct the situation, resulting in an unexcused absence. (Board Policy Manual #3520)

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 Ryegate 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, the Board of Trustees through this policy authorizes the Superintendent, or the principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*

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; nun-chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

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

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

(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a firearm on school property in a locked vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.

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

INSURANCE: The District offers information on obtaining catastrophic accident insurance for your student.

LEAVING THE SCHOOL DURING THE DAY GUIDELINES:

All students must check out with the secretary if it is necessary for them to leave school during the regular day. Failure to do so will result in an unexcused absence permit being issued. Teachers shall refer students to the office before allowing them to check out of school during the regular day. For a valid reason other than becoming unexpectedly ill during the day students MUST bring a note from his/her parent or guardian stating date, destination and time the student is check out of school. The note MUST be presented to the office in the morning before classes begin.

LOCKERS: The following rules will govern student lockers:

- 1) Lockers will be issued from the superintendent's office.
- 2) There will be no swapping or changing of lockers.
- 3) The lockers are school property and any abuse of the lockers will cause the student to pay for the damages.
- 4) Lockers are subject to inspection by the school at its discretion.
- 5) All possessions must be stowed in a locker, not on top of lockers or in the restrooms.
- 6) Each student will be responsible to keep graffiti and obscenity off his/her locker. (Board Policy Manual #3231)

MOVIES: Movies shown in the classroom for academic or other purposes with other than a G-rating must be approved by the administration. A PG rated movie must have a parental consent letter before being shown. If the assigned movie is not watched as a part of the assignment, additional or supplemental material will (or can be) assigned to take the place of the assigned film.

NEWSLETTER: A monthly newsletter will be provided to all students and parents with information on school events, articles, and other data. If you wish to have an approved item included it must be handed in to the office at least a week prior to the newsletter distribution at the first of each month. Call the office for information.

PASSES: Passes are issued to students by staff members in accordance with the following regulations:

- 1) Students are to report back before the end of the period to teacher issuing the pass.
- 2) No student is to leave the room without signing out.
- 3) Students who fail to sign out or carry a pass may be subjected to detention.

POP MACHINES: Please dispose of cans properly. Pop will not be allowed in any classrooms, the gym, and the library, the lunchroom during lunch, the hallways, or any other room in the building during the school day without teacher consent. Special occasions as reported by the teacher to the administration will be an exception.

RESPECT FOR SCHOOL PROPERTY: Ryegate Public School is an attractive school. The building is well cared for and maintained. We ask that each student do his or her part in keeping the building and grounds in good repair and trash free. Any damages to school property will be paid for by those responsible. (Board Policy Manual #3520)

SCHOOL DAY: All students may enter the lunchroom or gym at 7:30 AM. They must remain there until 7:40 AM at which time they will be allowed in the rest of the school. School begins at 7:45 AM. The final bell rings at 3:15 PM. Unless involved in an activity; students must be out of the building no later than 4:00 PM. Special permission to remain must be verified.

STUDENT DRIVING: Students driving to school are to park their cars in the designated area behind the school (north side) by the yellow posts. DO NOT BLOCK PEOPLE'S DRIVEWAYS OR BLOCK ACCESS TO THEIR HOMES. On Wednesday, students and staff are reminded not to park by the church social hall, as there is a regular activity scheduled requiring use of their driveway. Please respect this.

STUDENTS MAY NOT DRIVE DURING THE SCHOOL DAY! LEAVING THE BUILDING WITHOUT PERMISSION WILL BE CONSIDERED TRUANCY. IF A STUDENT HAS A SERIOUS NEED TO DRIVE DURING SCHOOL HOURS, A VALID, PARENTALLY SIGNED NOTE MUST BE RECEIVED IN THE OFFICE PRIOR TO THE TIME HE OR SHE PLANS TO LEAVE. AT NO TIME MAY OTHER STUDENTS RIDE IN A STUDENT DRIVEN VEHICLE WITHOUT EXPRESS PERMISSION FROM ALL PARENTS INVOLVED. OUR STUDENTS' SAFETY IS OUR GREATEST CONCERN. IF WE ARE UNAWARE OF THEIR WHEREABOUTS WE ARE UNABLE TO PROVIDE FOR THEIR WELL BEING.

STUDENTS IN GRADES 9-12 ONLY, MAY LEAVE SCHOOL GROUNDS DURING THE LUNCH PERIOD.

TARDIES: 7-12 Grade students who are tardy will proceed to the office and the office will record the tardy. Each student is allowed two tardies per semester before administrative action is taken.

After the second tardy, the disciplinary action taken will be as follows:

- A. The third tardy will merit detention. If not served as assigned, the time will double. Continued failure to serve detention will result in a parent conference and in-house suspension as determined by the administration
- B. At the teacher's discretion, work missed may be made up. Stipulations may be placed on receiving full credit for work missed.

The two "free" tardies should be adequate to meet any emergencies that arise during the semester. It is advisable, if something happens that prevents you from getting to class, to advise another teacher or student to report the problem to the teacher and to the office if appropriate.

Elementary students who are tardy will be dealt with in the classroom. If there are habitual tardies, further action will be taken.

STUDENTS LATE TO FIRST PERIOD BECAUSE OF LATE BUSES WILL NOT BE PENALIZED.

VISITORS: We ask **ALL** visitors to our school to check into the office and sign in. This allows us to keep track of who is in the building and how we can be of assistance. We must keep our children safe at all times, and by signing in we can be assured of their safety. (Board Policy Manual #4301)

PLEASE DO NOT WALK UNANNOUNCED INTO ANY CLASSROOM. IF YOU WOULD LIKE A CONFERENCE, PLEASE MAKE AN APPOINTMENT AT THE OFFICE, OR CALL THE TEACHER'S EXTENSION. IN MOST CASES YOU WILL BE ABLE TO SEE THE TEACHER OR STAFF MEMBER THAT SAME DAY OR THE NEXT DAY. OUR INSTRUCTIONAL TIME SEEMS TO GET SHORTER ALL THE TIME, AND PLANNING AHEAD CAN HELP THIS SITUATION IMMENSELY!

VOLUNTEERS: Most teachers and staff members welcome volunteers. If you have a special skill, or would like to help us, please let the office know. We will gladly utilize your talents! We do ask that you sign in when you arrive. In the case of people who are unknown to the school staff or students, there are procedures we must follow to ensure the most productive experience for all. See the office for details. (Board Policy Manual #5430)

WORK PERMITS: All students are expected to remain in school for the entire day. **In some special circumstances**, students who have attained the total number of required credits may be allowed to leave last period in the afternoon for the purpose of working, if the employer can verify in writing that the student will be at the job site during that time.

KITCHEN/LUNCHROOM RULES

ABSOLUTELY **NO** HORSEPLAY, WRESTLING, BOUNCING BALLS, GOOFING OFF, ETC WILL BE ALLOWED IN THE LUNCHROOM OR KITCHEN AT ANY TIME.

STUDENTS **WILL NOT BE ALLOWED** IN THE LUNCHROOM DURING REGULAR CLASS PERIODS UNLESS SUPERVISED BY STAFF OR ADMINISTRATION. THIS ALSO APPLIES TO TRANSITION TIME BETWEEN CLASSES. PLEASE DO NOT ASK THE COOKS FOR FOOD. STUDENTS ARE NOT ALLOWED IN THE KITCHEN AREA.

ONLY MILK, WATER, OR 100% FRUIT JUICE WILL BE ALLOWED IN THE LUNCHROOM DURING BREAKFAST AND LUNCH BY **ANYONE**. THIS WILL BE CLOSELY MONITORED. TO AVOID AN ACCIDENT,

EVERYONE MUST STACK THEIR TRAYS PROPERLY. IT WILL REQUIRE EVERYONE TO MAKE CERTAIN THAT THIS HAPPENS. PLEASE HELP OTHERS AND STRAIGHTEN THE TRAYS IF THE PERSON IN FRONT OF YOU WAS UNABLE, FOR SOME REASON, TO PLACE HIS/HER TRAY PROPERLY.

THE FOOD IS TO STAY IN THE LUNCHROOM.

REMEMBER EATING LUNCH AND BREAKFAST IS A PRIVILEGE, NOT A Right.

PLAYGROUND RULES

Revised November 2008

USE THE PLAYGROUND EQUIPMENT FOR THE PURPOSE FOR WHICH IT IS DESIGNED

Don't twist the swings while swinging.

No bailing out of a swing in motion.

Only go down the slides not up.

No more than 3 people on the tire swing.

No hitting, pushing, kicking, teasing, name calling, or throwing things at people.

At recess play away from the building, stay on the east side of the east wall.

Play softball and football in the ball field.

No tackle football, wrestling or snowballs without special permission and supervision.

No tree or fence climbing.

Stay off the roof of the red play house.

If it is 50 degrees or colder, students must wear coats, sweatshirts, or something of that nature over their regular top.

Do not leave the playground without permission.

*****USE YOUR BEST JUDGMENT.

*****RULES ARE SUBJECT TO CHANGE DEPENDING ON WEATHER AND OTHER CONDITIONS.

*****THERE WILL BE TIMES WHEN THE STUDENTS WILL NOT BE ALLOWED TO GO OUTSIDE AND WE WILL NEED TO EITHER KEEP THEM IN OUR ROOMS OR ALLOW PLAY IN THE GYM (IF IT IS OPEN).

STUDENT TRANSPORTATION RULES

THESE RULES WILL APPLY TO ALL TRANSPORTATION SITUATIONS, INCLUDING FIELD TRIPS AND ACTIVITY TRANSPORTATION.

STUDENTS MUST OBEY BUS DRIVERS, AS WELL AS TEACHERS, COACHES OR OTHER STAFF PUT IN CHARGE OF TRIPS. STUDENTS WILL BE RESPECTFUL AND LISTEN QUIETLY TO INSTRUCTIONS.

STUDENTS WILL ALWAYS BE ON TIME FOR THE BUS. DELAYS CAUSE OTHERS TO HAVE TO WAIT. STUDENTS SHOULD WAIT QUIETLY ON THE SIDE OF THE ROAD FAR AWAY FROM ANY ON-COMING TRAFFIC.

MOVING FROM ONE SEAT TO ANOTHER, PLACING FEET ON THE SEATS, OR STANDING WHILE THE BUS IS MOVING IS NOT PERMITTED.

ROUGH-HOUSING AND LOUD DISTURBANCES ARE NOT ACCEPTABLE BEHAVIOR. THIS INCLUDES SINGING AND FOUL LANGUAGE.

DELIBERATE DAMAGE TO THE BUS MAY RESULT IN SUSPENSION OF BUS PRIVILEGES. THE STUDENT WILL BE HELD RESPONSIBLE FOR ANY REPAIRS NECESSARY.

STUDENTS THROWING OBJECTS OF ANY KIND FROM THE BUS WILL BE SUBJECT TO SERIOUS CONSEQUENCES.

THE EMERGENCY DOOR IS TO BE USED ONLY IN THE CASE OF AN EMERGENCY.

ASK PERMISSION TO CHANGE SEATS OR OPEN A WINDOW. PLEASE KEEP ALL BODY PARTS AND ALL PERSONAL BELONGINGS INSIDE THE BUS AT ALL TIMES.

ALL STUDENTS MUST HAVE A NOTE OR A PHONE CALL MADE FROM PARENTS/GUARDIANS TO THE OFFICE IF PLANNING TO GET OFF THE BUS OR RIDE ANOTHER BUS, OTHER THAN THEIR REGULAR BUS ROUTES.

IN CASE OF AN EMERGENCY, LISTEN TO YOUR DRIVER FOR INSTRUCTIONS AND FOLLOW THEM IMMEDIATELY.

NO PERSONS OTHER THAN REGULAR BUS STUDENTS WILL BE ALLOWED ON THE BUS WITHOUT WRITTEN PERMISSION FROM ADMINISTRATION.

STUDENTS WILL THROW TRASH IN THE GARBAGE AND WILL KEEP THE BUS CLEAN AT ALL TIMES. IF THE BUS IS NOT KEPT CLEAN, THE PRIVILEGE TO HAVE FOOD AND DRINK MAY BE REVOKED.

****FOLLOW THE ABOVE RULES AND THE TRIP WILL BE PLEASANT FOR EVERYONE. REMEMBER: THE DRIVER CAN SUSPEND YOUR RIDING PRIVILEGE FOR NOT BEING RESPONSIBLE AND FOLLOWING THE RULES. DO YOUR PART, RIDE SMART.**

ACADEMICS

Ryegate High School Graduation Requirements

A student must have 22 units of credit to graduate from Ryegate High School, including the following, which are in accordance with the minimum credit requirements for admission to the Montana State University system:

- a) 4 credits of English
- b) 3 credits of math
- c) 2 credits of science (1 credit must be biology)
- d) 1 credit of US History
- e) 1 credit of Government
- f) 1 credit of World History
- g) 2 credits of physical education / health (2 credits)
- h) 1 credit of vocational/practical arts (accounting, typing, shop, Vo-Ag)
- i) 1 credit of fine arts (band, choir, art)
- j) 1 credit of foreign language
- k) .5 credit of Career Prep (Seniors)
- l) .5 credit of Annual / Desktop Publishing (Seniors) **Reference Board Minutes
June 28 2007**

Grade 9		Grade 10		Grade 11		Grade 12	
<i>English 9</i>		<i>English 10</i>		<i>English 11</i>		<i>English 12 / AP</i>	
<i>Algebra I</i>		<i>Geometry</i>		<i>Algebra II</i>		<i>Government</i>	
<i>Earth Science</i>		<i>Biology</i>		<i>Chemistry or Physics</i>		<i>Desktop Publishing</i>	
<i>Computer Science</i>		<i>World History</i>		<i>US History</i>			
<i>French I</i>		<i>PE 10</i>				Chemistry or Physics	
<i>PE 9</i>						College/Career Prep	
				Band / Choir		Band / Choir	
Band / Choir		Band / Choir		Ag Science		Ag Science	
Ag Science 9		Ag Science 10		Computer Apps		Computer Apps	
Computer Apps		Computer Apps		Vocational Oppor		Vocational Oppor	

(Required classes for each year are in *bold italics*.)

High School Graduation Requirements

Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Credits

Students shall be expected to earn a total of twenty-two (22) units in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the Superintendent may approve a minor deviation from the graduation requirements.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses.

Credit for work experience may be offered when the work program is a part of and supervised by the school.

All classes attempted at Ryegate High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

Dual Credit

Dual credit allows high schools students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The

Ryegate School District has dual credit partnerships with [name of post-secondary institutions]. Students interested in dual credit opportunities must meet with their building administration to determine available options.

Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

Honor Roll

A student must have a minimum grade-point average of 3.00-3.49 to be placed on the regular honor roll and a minimum grade-point average of 3.5 to be placed on the high honor roll. In order to be eligible for the honor roll a student must carry at least four (4) courses that qualify for GPA calculation. Specific information regarding honors at graduation is included in the student handbook.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Valedictorian and Salutatorian honors will be calculated on the first seven (7) semesters of the student's high school career. Students must have accumulative grade-point average of 3.5 based on seven (7) semesters, with no F's, to qualify for this honor. They must have been enrolled at Ryegate Schools for 180 days, each of their junior and senior years. GPA calculations will be carried out to the thousandths in order to break ties.

In the case of identical GPA's, the tie will be broken for determination of the State Scholarship award by the following order: 1) review all quarter grades; 2) Compare ACT scores; 3) Review types of classes taken (college prep counting as more vs. vocational classes);

Early Graduation

In accordance with provisions of § 20-9-313, MCA, the Board hereby authorizes the Superintendent to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester. The student handbook outlines the procedure for those students wishing to apply for early graduation.

OTHER CREDITS: Credit may be earned from the following:

- a) Make-up credit/classes may be arranged through agreement with the Superintendent, teacher involved, and a suitable tutor, which may be the teacher. The course must entail the same body of work required of all students in the same class at that time.
- b) Credit may be earned through online or distance learning courses.
- c) See Board Policy 2167 and 2410P

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 good work habits. Careful attention should be paid to these assignments by students and parents alike. In most cases homework is graded and “counts” toward the semester grade. Homework provides practice in concepts and procedures and can help solidify lessons. Therefore, parents should provide only minimal assistance. Explaining the directions or reviewing a concept is helpful, but providing answers or doing most of the work does not help. If there are questions concerning the assignment, parents should contact the teacher involved. Sometimes parents feel that more homework is needed or that more intensive work is required. Teachers gear homework to the lesson, the amount of practice required for mastery, and what other activities are occurring. If a student is struggling nightly to complete assignments, the teacher(s) should be contacted for guidance as to how to best assist the child.

ACTIVITIES

STUDENT ORGANIZATIONS:

- a. All student organizations must be approved by the administration.
- b. Bylaws and rules of student organizations must not be contrary to Board policy or to administrative rules and regulations.
- c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

SOCIAL EVENTS:

- a. Social events MUST have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the Board.
- c. Social events must be chaperoned at all times,
- d. Attendance at High School social events and dances shall be limited to High School students, and Middle School social events shall be limited to Middle School students unless prior permission is received from the Superintendent.

EXTRACURRICULAR ACTIVITIES:

- a. Academic and behavior eligibility rules are established by MHSА rules and District policy. (see Activity Guidelines and Athletic Player Guidelines)
- b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
- c. All sports and activities are open to all students enrolled in Ryegate Public School with an equal opportunity for participation.

SCHOOL EXTRA-CURRICULAR ELIGIBILITY: Grades 4-12

The teachers will calculate and post grades every Monday through Friday AM of each week. The Activities Director will pull the grades Friday Morning to determine eligibility. To be eligible a student may not have an “F” in any class. A student with a “D” may play but is in danger of failure. Eligibility will run from Sunday AM through Sunday AM each week. A student who is ineligible may practice but cannot travel or be with the team on the bench. If the student has an “F” they must fulfill the following requirements:

1. The Activities Director will generate an eligibility list and distribute it to staff.
2. Students are responsible for meeting with the teacher during the week in an effort to bring the grade up to eligibility requirements.
3. If the student feels the grade is in error they may appeal the eligibility to the Superintendent and Activities Director. Students will present appeals in writing by the end of the school day Thursday. The administrators will investigate the appeal and have final say on the eligibility ruling. Appeals will be investigated on the administration’s discretion and schedule.
4. If the requirements are not fulfilled the student will remain ineligible until the grades meet the minimum requirements. MHSА Standards Montana High School Association (MHSА) eligibility standards apply to sanctioned competition, **not other activities**.
 - A. ENROLLMENT/ATTENDANCE: The student must be regularly enrolled in school and carrying at least 4 credits. The student must be in regular attendance from the enrollment date.
 - B. ACADEMIC ELIGIBILITY: The student must have received a passing grade in at least twenty (20) periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance.
 - C. PHYSICAL EXAM: A physical exam must be completed within the last year prior to a student participating in any practice.
 - D. GRADUATE STUDENT: No student may participate who is a graduate of a regular four year high school.
 - E. AGE RULE: No student may participate who has become nineteen (19) years old on or before August 31st.
 - F. SEMESTER RULE: No student may participate who has been in attendance in any secondary school more than eight semesters. Attendance for 20 days or participation in a contest constitutes attendance for a semester.
 - G. PARTICIPATION LIMIT: A student may not participate in any one sport more than eight (8) consecutive semesters.

PARTICIPATION FOLLOWING AN ABSENCE: In order to be allowed to participate in an activity, a student must have attended school the day of the activity. In some instances, such as a verified, necessary medical appointment, an exception can be made if the student does not miss the entire day and has proof of the visit. No exceptions will be made for truancy, excessive tardies, or unexcused, partial day attendance. If you are too ill to come to school, you are too ill to attend or participate in the activity.

ALCOHOL, DRUGS, TOBACCO: Any indication of consumption, and/or selling or purchasing of alcohol or drugs, or the use of tobacco at any school sponsored event will mean immediate removal from the activity and possible involvement of law enforcement. (See Player guidelines)

DANCES: Students are expected to follow basic school rules at all dances at Ryegate School. Students are to remain in the area where the dance is being held and not enter the school proper. Drugs, alcohol, or tobacco will be grounds for removal from the event and possible involvement of law enforcement. Students who violate this will not be allowed to attend future dances. Once you leave the dance you will not be allowed to return.

ATHLETIC PLAYER GUIDELINES:

- ☞ **PUBLIC IMAGE:** The fact that you are in sports at Ryegate High School automatically puts you in the spotlight. Your actions are closely watched by youngsters, fans, fellow students, teachers, and many people in the community. You are not only expected to follow the rules but to set a proper example.
- ☞ **ELIGIBILITY RULES:** SEE SCHOOL EXTRA-CURRICULAR ELIGIBILITY Above.
- ☞ **CURFEW:** It is physiologically important that the body be given a chance to recover after a vigorous workout. Therefore, the following rules will be enforced:
 - 1) Curfew is 10:00 on Sunday through Thursday, unless special permission is given in advance. On Friday and Saturday nights without any games curfew is 12:00.
 - 2) Remember that rest is important, to try to get to bed around 10:30 or before on days before games, and about ½ an hour after Friday night games.
 - 3) Breaking of curfew will result in a week's suspension from the time you were "caught." This will include games that fall within that week's time.
 - 4) Breaking of curfew for a second time results in immediate suspension for the remainder of that activity.
- ☞ **SMOKING, DRINKING, CHEWING, OR USE OF DRUGS:** There will be no illegal consumption, possession, or buying of alcoholic beverages, drugs, or tobacco products at any time during the extra-curricular season. (Drugs taken under a physician's supervision should be reported to the coach as soon as possible.) A school official, a law enforcement officer, or the coaching staff must actually see an athlete in the act of any of the above activities in order to punish the athlete. The only other way for an athlete to face the punishment is for the athlete to turn him/herself in or the parent may turn their child in for the problem. Upon confirmation of the offense, violator(s) will face immediate suspension for the remainder of that extra-curricular activity season. (Board Policy Manual #3340)

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

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

Consent Form

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

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

Testing Procedures

1. All students involved in activities will be tested on the same day picked randomly by the principal/administrative designee. Testing may occur, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school.

1. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
2. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
3. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
4. There is a head strip on each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.
5. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.
6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
7. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Montana). Also, performance enhancing drugs such as steroids may be tested.
8. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
1. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)

2. Before the student's urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
3. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
4. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
5. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
6. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the principal/administrative designee.
7. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing positive (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analyses). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a positive test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
3. If the test is verified positive, the principal/administrative designee will meet with the

student and his/her parent/guardian at the school. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.

A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant, the same previous procedure shall be followed. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.

4. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request, on appeal, for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Confidentiality

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

Other Rules

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

➤ **PRACTICE PROCEDURE: ATTENTION!!** For the benefit of the athletes and coaching staff, all practices can be closed. Only athletes, managers, coaches, athletic director, or superintendent will be allowed in the gym while practices are in session. *PLEASE DO NOT INTERRUPT PRACTICE BY TRYING TO GET INTO THE GYM.*

- No Junior High practices on Wednesdays. When Junior High and High School practices overlap, Junior High will practice first, then High School.
- Players should attend all practices unless notified by the coach. If there is a meeting or appointment let the coach know at once.
- Failure to comply with the attendance rule will mean suspension for one week.
- **PUNCTUALITY:** You are expected to meet all schedules on time. If you are late and not there when the bus is ready to leave, you will be left at home and unable to play in that night's game.
- **DRESS FOR THE GAMES:** You are expected to wear dress clothes to all games: home and away. On school days you must wear them during the day as well. **NO BLUE JEANS WILL BE ALLOWED.** If you show up in jeans (except for the return trip) expect to go home and not participate in that day's game.
- **INJURIES:** Injuries and illness should be reported to the coach as soon as possible. This is done for your benefit. The sooner we can treat an injury, the faster you will recover and be able to play again.

APPENDIXES

Ryegate Public Schools Grading Scale

Letter	Percentage	Points
A	95-100	4.00
A-	92-94	3.67
B+	89-91	3.33
B	86-88	3.00
B-	83-85	2.67
C+	80-82	2.33
C	77-79	2.00
C-	74-76	1.67
D+	71-73	1.33
D	68-70	1.00
D-	65-67	0.67
F	0-64	0.00

Ryegate High School
Bell Schedule 2019/2020

AM

7:30 - 7:45	Breakfast
7:45 - 8:32	First Period
8:35 - 9:22	Second Period
9:25- 10:12	Third Period
10:15 - 11:02	Fourth Period
11:05 - 11:52	Fifth Period
11:52 - 12:20	Lunch

PM

12:15	Warning Bell
12:20 - 1:10	Sixth Period
1:13 - 2:03	Seventh Period
2:06 - 2:56	Eighth Period
2:56 - 3:15	Homeroom/SSR

Ryegate High School
Friday Bell Schedule 2019/2020

AM

7:30 - 7:45	Breakfast
7:45 - 8:32	First Period
8:35 - 9:22	Second Period
9:25 - 10:12	Third Period
10:15 - 11:02	Fourth Period
11:05 - 11:52	Fifth Period
11:52 - 12:20	Lunch

PM

12:15	Warning Bell
12:20 - 12:57	Sixth Period
1:00 - 1:37	Seventh Period
1:40 - 2:17	Eighth Period
2:17- 2:30	Homeroom/SSR

STUDENTS

3413

Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus. Pertussis immunization is not required for students who are seven (7) years or older. Haemophilus influenza type “b” immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student’s parent or guardian. The certificate shall be made a part of the student’s permanent record.

A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the school shall retain a certified copy of the permanent record and send the original immunization records for the pupil who transfers into the District.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student’s immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, Haemophilus influenza type “b”, and tetanus vaccine.

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

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA	Medical or religious exemption

Ryegate School District
STUDENTS

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

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

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1.) The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

- 2.) The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3.) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or Student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4.) The right to a copy of any school student record proposed to be destroyed or deleted.

5.) The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

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

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within thirty (30) Days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

6.) The right to request that that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7.) The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

Please initial and sign the verification signature page at the end of this handbook.

TECHNOLOGY ACCEPTABLE USE POLICY

Use of the INTERNET provides great educational benefits to students. Unfortunately, however, some material accessible via the INTERNET may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the INTERNET is given as a privilege to students who agree to act in a considerate and responsible manner. To be able to offer that privilege, we require that students and parents or guardians read, accept, and sign the following rules for acceptable on-line behavior.

1.) Students are responsible for good behavior on the INTERNET just as they are in a school building. General school rules for behavior and communications apply. Responsible behavior includes not accessing inappropriate sites. If a student accesses a site that is inappropriate, he/she will report it to an adult immediately.

2.) Network storage areas and e-mail accounts may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

3.) The following are not permitted:

- .Sending or displaying offensive messages or pictures
- .Using obscene language
- .Harassing, insulting, or attacking others
- .Damaging computer, computer systems, or computer networks
- .Violating copyright laws as explained by the teacher
- .Using another's password or accessing another students' files, or trespassing in another's folders or work .Intentionally wasting limited resources, including the use of "claim letters" and messages broadcasted to mailing lists of individuals
- .Employing the network for commercial purposes: either by individual or student organizations, unless getting permission from the administration
- .Revealing the personal address or phone number of yourself or any other person without permission from your teacher

4.) Violations may result in a loss of access as well as other disciplinary or legal action.

5.) For additional information see Board Policy 3612P.

I have read the rules for acceptable on-line behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose network privileges at my school.

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access networked computer services such as electronic mail and the INTERNET. I understand that some materials on the INTERNET may be objectionable. I understand that the school will attempt to assure that students do not access' such sites and I will reinforce the school standards regarding this Acceptable Use Policy.

Please initial and sign the verification signature page at the end of this handbook.

Web Page/Facebook/Newsletter permission:

Ryegate K-12 Public Schools has launched a new Facebook page to promote our fantastic school and student body. This page has limited access for postings and notifications. Only the Superintendent and Counselor have administrative permission to post to the page, ensuring the appropriateness of the posts. Please like us on Facebook and share Ryegate Public School's accomplishments with us. In order to post and display any student's image and /or name on Facebook and our other publications (including the newsletter, webpage, and yearbook), a parent's or guardian's initialed permission is required. Please initial this permission, on the signature page, so we can celebrate your student and his/her accomplishments.

Hearing Screening:

Hearing Screening is conducted at your child's school and is mandated for students in Grades K, 1, and 9 or 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones. It may also include immittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. Hearing Conservation Program staff will conduct the hearing rescreen. In addition to the pure tone and immittance screening, they may also conduct otoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

Consent for Hearing Screening:

Parent/Guardian initials give consent for your child to have hearing screening, conducted during the 2018-2019 school year. This consists of an initial screening and may include a rescreen. Please contact the school if an ear-related medical issue arises, and that information will be passed on to the audiologist. Please initial the signature page of this handbook to indicate hearing screening permission.

Please initial and sign the verification signature page at the end of this handbook.

Student Directory Information Notification

Please sign and return this form to the school within ten (10) days of the receipt of this form ONLY if you do not want directory information about your child disclosed to third parties in accordance with the Family Education Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

Date

Dear Parent/Eligible Student:

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

Students Name

The following is a list of items this District considers student **directory information**

Table with 2 columns listing items considered as student directory information, such as name, address, enrollment status, and degrees.

If you do NOT want directory information provided to the following, please check the appropriate box.
Institutions of Higher Education, Potential Employers, Armed Forces Recruiters, Other

NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

Parent/Eligible Student's Signature

Date

3350F

RYEGATE SCHOOLS EXTRACURRICULAR CONSENT FORM

I have received and have read and understand a copy of the Ryegate Schools’ “Extracurricular Activities Drug-Testing Program”. I desire that _____ participate in this program and in the extracurricular program of Ryegate Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: _____, 20__

Student Signature

Parent/Guardian Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by Ryegate Schools for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date

**WE THE UNDERSIGNED, VERIFY THAT
WE HAVE READ THE CONTENTS OF
THE 2018-2019
RYEGATE K-12 HANDBOOK
AND THE FOLLOWING APENNDICIES**

Technology acceptable use policy Initial_____

Student Directory Information Notification Initial_____

Facebook/Web Page/Newsletter Permission Initial_____

Hearing Screening Consent Initial_____

Parent/Guardian _____

Parent/Guardian _____

Student Printed Name _____

Student Signature _____

Date _____

**PLEASE RETURN THIS VERIFICATION NOTICE TO THE OFFICE BY,
Sept.6, 2019**

The Ryegate School Board Policy Manual is Available on the School Web Page and in the Office for Students, Parents, and Community to View.