Manhattan Public Schools

"Enter here to learn. Go forth to serve."

416 N Broadway PO Box 425 Manhattan, MT 59741

Middle School

Student Handbook

2026-2027

Mr. Brian Ayers
Superintendent

Mrs. Valli Ganser
Middle School Principal

Mrs. Bria Coder
Middle School Admin. Assistant

Mr. Makenzy Kelch
6-12 Activities Director

MANHATTAN MIDDLE SCHOOL STUDENT HANDBOOK

The Manhattan Middle School Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, whenever the term “the student’s parent” is used, it is referring 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 note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

NOTE: Occasionally there may be a change of policy that has not been outlined in the handbook. These changes will be communicated to students and parents by announcements.

SCHOOL PERSONNEL

District Office 406-284-6460	High School (9-12) Office 406-284-3341	Middle School (6-8) Office 406-284-2671	Elementary (K-5) Office 406-284-3250
Mr. Brian Ayers District Superintendent bayers@mhstigers.org	**Mrs. Miranda Howells** High School Principal Title IX Coordinator mhowells@mhstigers.org	**Mrs. Valli Ganser** Middle School Principal Non-Discrimination Coordinator vganser@mhstigers.org	**Mr. Wes Kragt** K-5 Principal wkragt@mhstigers.org
Mrs. Beth Coate Executive Assistant to the Superintendent districtoffice@mhstigers.org	**Mrs. Genevieve Poole** HS Administrative Assistant gpoole@mhstigers.org	**Mrs. Bria Coder** MS Administrative Assistant bcoder@mhstigers.org	**Mrs. Jenni Holzworth** K-5 Administrative Assistant jholzworth@mhstigers.org
Mrs. Lisa Grevious District Registrar & Student Activities lgrevious@mhstigers.org	**Mr. Makenzy Kelch** 6-12 Activities Director ad@mhstigers.org	**Ms. Kristie Pierce** School Psychologist Special Education Director 504 Coordinator kpierce@mhstigers.org	**Mrs. Shannon DeJong** School Nurse schoolnurse@mhstigers.org

BOARD OF TRUSTEES

The Board of Trustees would like to extend an invitation to students, parents, and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Rob Brownell – Board Chair
Mike Swan – Vice-Chair
Brand Robinson, Skylar Dykema – HS Trustee, Jamie Heaps, & Bryan Petersen

SCHOOL IMPROVEMENT PLANNING

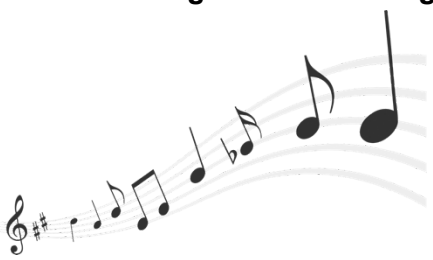
Manhattan Public Schools is committed to providing the best education we can to your child. We continually seek to improve our school and engage in an ongoing school improvement planning process. The following information serves to remind the entire school community of our focus for the current school year. Many of you will recognize the mission statement as we have kept the old school mission as it was engraved over the door of the old high school. Our beliefs are a compilation of group work completed by parents, students, teachers, and other community members. This school year we will renew our school improvement and planning process and this document may change. However, these are the current goals we have in place.

Mission: **"Enter Here to Learn. Go Forth to Serve."**

We Believe In:
A cooperative effort for achieving excellence in all things
The value of individuals and diversity
Accountability and integrity
A safe and welcoming educational environment

Desired Learner Results:
Students will show respect for self, others, and property.
Students will demonstrate the ability to work effectively with others.
Students will demonstrate pride in, appreciation of, and service to our community.
Students will accept responsibility for their own behavior.
Students will set goals and work toward achieving those goals.
Students will recognize the benefits of wellness.
Students will meet or exceed state standards in all subjects.
Students will demonstrate awareness of both individual and global diversity.
Students will think critically, learn independently, and respond effectively to a changing world.

Manhattan Tigers School Song



We sing to MHS which is the best
And to our tigers who will never rest
We'll proudly wear our colors orange and black
And growl the tiger growl until the very last
We're here to do our best to really win
And raise our voices out in praise of them
We'll proudly wear our colors
Orange and black on our back
Manhattan High
M-A-N-H-A-T-T-A-N

Enrollment: Approximately 200 students in Grades 6 – 8.
Total enrollment for Manhattan Schools K-12 is approximately 725 students.

Staff: Approximately 30 staff members, including both teachers and instructional aides.
Some staff members also serve roles within Manhattan High School and/or
Manhattan Elementary School.

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Manhattan School District Calendar 2024-25

BUILDING HOURS & BELL SCHEDULES
Monday - Thursday

The building is open in the morning by 7:45 AM, and closes by 4:30 PM. Students should not be in the building without permission before 7:45 AM. Any student or group of students remaining in the building after 4:30 PM must have administrative approval and be supervised by an adult or a member of the faculty. Students will not be allowed in the school building on non-school Fridays unless participating or attending school sponsored events. Classrooms will be open at 8:00 AM. Following is a class period schedule for both the middle and high schools:

MIDDLE SCHOOL		HIGH SCHOOL	
		0 Period	7:06 - 8:00
		5-minute break	
Homeroom	8:05 - 8:15	**1st Period**	8:05 - 9:00
1st Period	8:18 - 9:11	**2nd Period**	9:04 - 9:59
2nd Period	9:14 - 10:07	8-minute break	
3rd Period	10:10 - 11:03	**3rd Period**	10:07 - 11:02
4th Period	11:06 - 12:00	**4th Period**	11:06 - 12:01
LUNCH	12:00 - 12:25	**Flex Time**	12:05 - 12:33
W.I.N. Time	12:28 - 12:53	**LUNCH**	12:33 - 12:58
5th Period	12:56 - 1:49	**5th Period**	1:02 - 1:57
Recess	1:49 - 2:04	**6th Period**	2:01 - 2:56
6th Period	2:07 - 3:00	**7th Period**	3:00 - 3:55
7th Period	3:03 - 3:55		

GUIDELINES OF CONDUCT

Students are expected to strive to take full advantage of their educational opportunities and to do their best in all areas of school life. Students have the right to obtain an education in an orderly, safe, and healthy atmosphere and are expected to contribute and engage in the educational environment in a positive manner. To meet these goals, students are expected to respect themselves and others and avoid actions or situations that are harmful to self, others and the school. Students are expected to be punctual and regular in attendance and respond positively and promptly to direction from faculty and staff.

** Successful students display respect, positive behavior, and are responsible for their actions. Every Manhattan Tiger student has an opportunity and the ability to be a successful student. **

Below is a list of offenses that may result in disciplinary action. The list is not exhaustive, but serves as a guideline for positive conduct.

Disciplinary action will be taken when necessary, and will follow the progressions laid out in Manhattan Board Policy 3310 and Procedure 3310P2, which is included on pages 23-29 of this handbook.

- **Intentional Disrespect & Open Defiance of Authority** – Refusal to comply with a staff member's directions. Continuous violation of school regulations also constitutes open defiance of authority.
- **Hazing, Intimidation, and Bullying** – Manhattan Public Schools prohibits any acts of hazing, intimidation or bullying between students. Montana law and the Civil Rights amendment prohibit such actions as hazing and intimidation. Students caught hazing may be suspended immediately from school and may be referred to law enforcement. Bullying by any intentional means such as written, electronic, verbal or physical acts will not be tolerated. **Manhattan Board Policy 3226 defines bullying as, "*any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance."*** Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct is in violation of the student code of conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
- **Hate Speech / Discriminatory Speech / Harassment –** Use of derogatory, threatening, or demeaning language, gestures, symbols, or digital content directed at an individual or group based on race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability is strictly prohibited. This includes—but is not limited to—verbal, written, or electronic use of racial slurs, homophobic or sexist remarks, hate symbols, or targeted harassment that creates a hostile or unsafe environment for students or staff. Such behavior is a violation of Board Policies 3225 and 3226 and may result in disciplinary consequences including suspension, referral to law enforcement, and loss of extracurricular eligibility per MHSA guidelines. Hate speech will be taken seriously, even if claimed to be "joking" or "not intended to harm."
- **Sexual Harassment** - Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature. Students guilty of sexual harassment may be suspended from school and may also be referred to law enforcement.
- **Use of or Possession of a Weapon** – Firearm (Federal Gun Free School Act), a knife, chemical, or explosive - No student shall bring onto school property or possess any firearm, knife, dangerous chemical, weapon, or explosive. Violation of the Gun Free School Act policy shall result in discipline up to and including expulsion for not less than one calendar year.
- **Vandalism and Graffiti** – Damage or defacing private or school property. Students will be financially responsible, with parent or guardian, for willful damage or destruction of school property.
- **Profanity** – Offensive language. Using language that is vulgar, offensive and/or racially or ethnically degrading.
- **Theft of Personal or School Property** – This includes stealing while at school sponsored activities.
- **Inappropriate Display of Affection** – "Holding Hands Policy" only. Physical contact that is not generally acceptable in a school setting is dictated by common sense and decency.
- **Trespassing** - Unauthorized entry into, or misuse or damage of school property.
- **Alcohol, Dangerous Drugs or Narcotics (including marijuana) –** Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine

innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping) on school premises and at school functions is prohibited (see "Chemical Use and Dependency" policy in this book).

- **Tobacco** – Use and possession are prohibited on school grounds and at school functions.
- **E-cigarettes / Vaping** – Use and possession are prohibited on school grounds and at school functions.
- **Electronic Devices** — Use of cameras, cell phones and other electronic devices are not permitted during school hours including passing time in the halls. However, under strict classroom supervision and during specified time periods (with principal approval for instructional purposes only) these items may be used. Students are required to silence and store cell phones while in the school building and keep them locked in their school lockers, off & away during the school day. Please note that Montana law requires that any person being recorded must give their consent. Use of these items is absolutely banned from locker rooms and restrooms at all times. Illegal use of these items will be referred to law enforcement. The school is not responsible for lost or stolen items. A more complete policy regarding these items can be found on page 13 in this handbook.
- **Dress Code** – In order to provide a safe orderly school environment, the district will enforce a dress code. See item "Student Appearance," on page 12 in this handbook for specific guidelines.
- **Forgery, Cheating and Plagiarism** – Includes forgery of absence notes, tampering or altering school records, cheating on academic assignments and exams which may include the use of AI.
- **Sexual, Drug, Alcohol, and Tobacco Materials and Content** - Possession or distribution of written or visual materials that advocate or advertise drugs, drug paraphernalia, alcohol, or sexual materials/connotations. This item includes internet media. Legitimate educational research excluded, as approved by administration.
- **Fighting** – In school, on school property, at a school function, during school or while traveling to or from school. Students encouraging a fight will be considered in violation of the fighting rule.
- **Threats to, or Intimidation of School Personnel** – Whether physical, written, spoken, in act or deed, on or off school grounds -- will not be tolerated. Threats regarding harming others or one's self with acts of violence will be taken very seriously and may include law enforcement actions.

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and laws for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures, whenever students violate the rights of others or violate District policies or rules. Administrative discretion will be used to determine penalty(ies) in accordance with the severity of the infraction. The school may also seek referral for prosecution for any violation(s) of Federal and Montana legal statutes.

Failure of a student to comply with these regulations and guidelines of conduct is an infringement upon the rights of other students, staff and the school. Probation, detention, suspension, or expulsion may result from violation of the preceding regulations. *Items found in violation of the code of conduct will be confiscated.* Administrative discretion will be used to determine penalty(ies) in accordance with the severity of the infraction, and will follow the progressions laid out in Manhattan Board Policy 3310 and Procedure 3310P2. The school may also seek referral for prosecution for any violation(s) of Federal and Montana legal statutes.

Legal Reference:
- MCA 20-4.302 Discipline and Punishment of Pupils – Definition of Corporal Punishment
- MCA 20-5-201 Duties and Sanctions
- MCA 20-5-203 Secret Organization Prohibited
- MCA 49-1-101 Right of Protection from Personal Injury
- MCA 49-1-102 Freedom from Discrimination
- MCA 45-8-101 Disorderly Conduct
- MCA 45-5-201 Assault
- MCA 45-5-221 Malicious Intimidation or Harassment

Disciplinary action for the offenses listed above, applies whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:
1. On, or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
3. Travel to and from school or a school activity, function, or event.

4. 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.

CHAIN OF COMMAND

It is expected that problems will be resolved with the people involved before any appeal is made to the administration. If a problem or issue cannot be resolved at that level it should be appealed to the next person in the chain of command. In general the chain of command for personnel in the Manhattan Public Schools is as follows:

1. Student/Parent
2. Employee/Staff
3. Activities Director (for activities only)
4. Building Principal
5. Superintendent
6. School Board

COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent.

Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website [www.rollontigers.org] or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website [www.rollontiers.org] or any District or school office or by contacting the appropriate building principal.

NONDISCRIMINATION/SPECIAL EDUCATION/SECTION 504/TITLE I/TITLE IX

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities. As a parent, you may request an evaluation of your child to determine their needs for special education, Title I, and/or related services. Contact the principal for testing and placement. The result of the evaluation determines your child's eligibility to receive a range of services under applicable laws. See www.pta.org for assistance and further information. Discrimination in education because of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding Special Education, Title I, or discrimination regarding Title IX should be directed to:	Inquiries or complaints regarding Section 504 should be directed to:
Building Level Principals	School Psychologist

Title IX Coordinator
Box 425
Manhattan, MT 59741
(406) 284-6460

Section 504 Coordinator
Manhattan School
Box 425
Manhattan, MT 59741 - (406) 284-6460

STUDENTS ENTERING FROM NON-ACCREDITED SCHOOLS

Any student wishing to enter Manhattan Public Schools from a non-accredited school will be subject to the following conditions before admittance:

1. Interview with appropriate administrator. Assessment tests may be administered.
2. The appropriate administrator will make the determination for grade placement or credit allowance for each student, based upon the requirements for all Manhattan Public School students for the same course work. (Board Policy 2413)

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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 parents, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to place a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the building principal.
- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406-284-2671) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website www.rollontigers.org.
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Booster Club & PTO.

PROTECTION OF STUDENT RIGHTS

1. **Parent Rights -** All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.
2. **Surveys -** Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.
3. **Instructional Materials** - Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.
4. **Collection of Personal Information from Students for Marketing -** The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

   Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following: Political affiliations; Mental and psychological problems; Illegal,

antisocial, self-incriminating, and demeaning behavior; Criticism of other individuals with whom the student or the student's family has a close family relationship; Relationships privileged under law, such as relationships with lawyers, physicians, and ministers; Religious practices, affiliations, or beliefs of students or the student's parent/guardian; Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

PERMANENT RECORDS

Grades are earned each semester, and are entered on each student's permanent record and remain in the school files long after he or she graduates. These files are often used for purposes of college transcripts, employment references, and general recommendations. Since this is the school record of the student's accomplishments, students are urged to achieve a desirable record.

Manhattan School District #3 will comply with the mandates for student records as directed by the standards of Accreditation of Montana Schools, Family Rights and Privacy Act (FERPA) of 1974, Laws and Regulations of Special Education, and Montana Laws and regulations pertaining to student records.

Students and parents will be informed of their rights in accordance with Regulation 99.7 of FERPA during orientation or registration.

The parent or eligible student has a right to:

a. Inspect and review the student's education records
b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
c. Obtain a complete copy of the policy contained in school board policy.
(Board Policies 3600, 3600P, and 3600F)

STUDENT DIRECTORY INFORMATION

Manhattan Schools complies with the Family Education Rights and Privacy Act (FERPA). Parents have the right to inspect their student's records upon request. The district does not collect nor maintain social security numbers. The Manhattan School District makes available directory information to the public. The following are designated as Directory Information: student's name, parent's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, photos, dates of attendance, awards received and GPAs. The District may disclose any of these items without prior written parent/guardian consent, unless notified in writing to the contrary by September 1st of the current school year.

McKINNEY-VENTO HOMELESS ACT

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 children with permanent housing. 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. Students who qualify as homeless under the McKinney-Vento Act are entitled to receive specific district services. Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district. For more information about the qualification process please reach out to our school counselors and homeless liaisons.

Board Policy: 3125

SCHOOL MEALS

Breakfast and hot lunches are available for all students in the lunchroom. [Add 1-2 sentences about grab & go breakfasts once information is available.] Students may not use their meal account to buy another student's breakfast or lunch. <u>The school cannot allow for accounts to be in arrears. Cash or check payments can be made at the office, school website, or online through the Infinite Campus.</u> Prices per meal are listed below and are subject to change with board approval (updated pricing information is available in the main office).

Breakfast	Lunch	Milk
K-12 Paid : $3.00	K-5 Paid : $3.50	K-12 Paid : $0.50
K-12 Reduced : $0.30	6-8 Paid : $3.75	
Adult : $4.00	9-12 Paid : $4.00	
	Reduced : $0.40	
	Adults : $5.20	

Free Or Reduced Meals

Students may qualify for free (no charge) or reduced price meals (30 cents for breakfast and 40 cents for lunch) by submitting the confidential Free/Reduced School Meals Application. Applications can be completed online through the Infinite Campus Parent Portal, or paper copies can be found through our website or at either of the school offices. Once approved, students will be eligible for the free or reduced priced meals for the duration of the school year. If household status changes, a new application can be submitted for approval at a new level. Applications can be obtained at the Superintendent's Office or the Elementary Office. A school meals application can be submitted for approval at any time during the school year.

SUPPLEMENTAL INSURANCE

Supplemental insurance is available through SMIC (Special Markets Insurance Consultants). This is optional and is not affiliated with the Manhattan Schools.

HEALTH HISTORY

If a child has a medical condition such as asthma, diabetes, allergies, epilepsy, celiac disease, migraines, etc., or a history of a health complication or diagnosis, parents or guardians should contact the school health nurse to develop a plan of care.

IMMUNIZATIONS

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The form must show evidence of the student being fully immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in a manner provided by Section 20-5-403, MCA. The certificate shall be made a part of the student's permanent record.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student or parent must present a Religious Exemption form in a manner provided by Section 20-5-405, MCA, and signed by the parent or guardian. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a Medical Exemption Certificate signed by a health care provider who has previously provided health care to the student seeking the exemption and in a manner provided by Section 20-5-405, MCA. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records.

A student who transfers into the District may provide photocopied immunization records from the school of origin as temporary 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.

All students who are enrolled under a Religious or Medical exemption and have a disease listed in, have been exposed to a disease listed in, or may be exposed to a disease listed in Policy 3413 while attending school may be excluded from the school by the local health officer or DPHHS until the excluding authority is satisfied that the student no longer risks contracting or transmitting that disease.
(Board Policy 3413)

MEDICATIONS

If possible all student medications should be taken at home before or after school. If a student needs medication at school and parents cannot administer it themselves by coming to the school, the following policies will be used to administer all prescription and non-prescription medications at school.

"Medication" means drugs and medical devices that are controlled by the U.S. Food and Drug Administration. It includes over-the-counter medications and those prescribed through a standing order by the school physician or prescribed by the student's health provider.

A Permission for Medication form, available at the school office, must be filled out entirely with a physician's signature (for prescription only) and parent's signature. Medication must be brought to the school in the original container, and the amount (count) verified and recorded by at least two parties. A maximum of 45 school-day-supply of the medication can be stored at the school. The first dose of any medication must be given at home. The school nurse or a designated and

trained school employee will assist students with self-administration of medications according to the physician's orders and based on the plan of care.

The school has a standing order signed by a physician for students to use Tylenol, Ibuprofen, or Benadryl for pain or signs of allergy. Parents or guardians need to sign a Permission for (OTC) Medication form in order to utilize these medications. If parents or guardians anticipate their student needing over-the-counter medications during the school year they should complete the form in advance and return it to the front office. Parents or guardians will be contacted before every administration.

Simple medications such as Tums and cough drops, and topical creams such as Neosporin and Hydrocortisone are not included in the school's standing orders and should be provided to the school along with the signed Permission for Medication.

EPINEPHRINE AUTO-INJECTORS IN SCHOOLS:
The District maintains a stock supply of auto-injectable epinephrine prescribed by a physician who also signs the Standing Orders for Anaphylaxis. Stock epinephrine is to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis and in accordance with Montana law (MCA 20-5-421) and District medication Policy 3416. Emergency personnel (911) will be summoned and a parent or guardian will be notified immediately following all administration of epinephrine. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plans. The Manhattan Schools protocol for use of auto-injectable epinephrine (Epi-Pen) is available upon request. Please notify your child's building principal or the school nurse if you DO NOT want your child to receive epinephrine under any circumstance (paramedics will still be called in).

COMMUNICABLE DISEASES
For updated illness related exclusion and return criteria parents and guardians should follow the information listed on the Next Steps and Illness Guide found on the School Nurse page of the Manhattan School District's website: https://www.rollontigers.org/Page/569

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

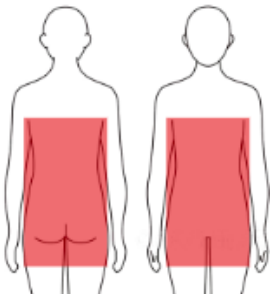
When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

The school may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The District shall rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules.
(Board Policy 3417)

STUDENT APPEARANCE
Students are expected to have appropriate student appearance. The following expectations must be met in terms of student appearance:

The following is considered unacceptable and <u>may not</u> be worn to school:



- any clothing revealing the body covered by the shaded area in the diagram to the right (clarification below)
    - *shorts, skirts, dresses, and any other attire worn on the lower half of the body should extend to a minimum length reaching mid-finger when student's shoulders and arms are relaxed and resting at the student's side*
    - *strapless tops will not be allowed*
- apparel and jewelry that displays messages or illustrations of a profane or questionable nature, including advertisements for any kind of drugs, alcohol, tobacco, illegal substances, sexual materials/connotations, violence, weapons, or gang affiliations
- heavy chains, spiked collars, spiked wristbands, and items deemed to be dangerous to others.
- hoods
    - *hats are a privilege and will be permitted with principal approval in common areas, and permitted with teacher approval (on an individual basis) within each classroom*

The school shall govern dress and appearance for participants in extra-curricular activities (Board Policy 3224).

ELECTRONIC DEVICES

Student possession and use of electronic devices, including but not limited to cell phones, earbuds, and smart watches, on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which shall be permitted only under the circumstances described herein. The school is not responsible for lost or stolen devices. Manhattan Middle School supports responsible use of electronic devices, provided use is during appropriate times and students are following school expectations.

1. Off & Away during the school day. - Students may NOT use electronic devices at any time during the designated hours of 8:05 AM - 3:55 PM. All personal electronic devices should be turned off and stored in student's locker or turned in at the front office.
2. Students may use their cell phones outside of the designated school hours of 8:05 AM-3:55 PM.
    a. Any use of electronic devices in classrooms requires administrative approval and may be granted for instructional purposes only.
3. Students who need to make personal phone calls may use the school phone in the office.
4. Illegal acts including illegal photographs, recordings, and using these devices for hazing or bullying may be referred to law enforcement for prosecution. Please note that Montana law requires that any person being recorded must give their consent. Use of these items is absolutely banned from restrooms and locker rooms at all times. Students found using a phone or electronic device in a restroom or a locker room will be dealt with on a case by case basis. Law enforcement may become involved in those instances.

ATTENDANCE

Prompt and regular attendance is directly correlated with success both in and out of school. Learning to participate in group discussions as well as developing an appreciation for the views and abilities of other students are skills developed in class that cannot be as well achieved when students are not present in class. Learning that is lost due to absence can never be adequately replaced. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. (Board Policy 3110, 3121)

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the

school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3122.

When a student is absent from school, the parent/guardian must contact the school any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student's school day if enrolled on a part-time basis. Contact can occur by sending a note with another child in the family, by calling the school office at (406)284-2671**,** or emailing Mrs. Bria Coder: bcoder@mhstigers.org. If the parent/guardian does not contact the school, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have five (5) days to get the absence excused, or the absence will remain unexcused. A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a reduced grade and/or an academic detention to get their assignments completed.

Types of Absences

1. **Tardy** - A student is tardy if they are not in their assigned classroom seat when the bell rings.
    i. Students tardy to their first period must check in at the office.
    ii. Disciplinary Action:
        1. 3 unexcused tardies in one class (tardy counts will reset each quarter) = one office-assigned 20-minute detention to be served within 3 days of assignment in the class the offense occurred
            a. first skipped detention = makeup detention + additional 20-minute detention
            b. additional skipped detentions = administrative discretion
2. **Excused Absences -** Absences will be excused with contact from a parent/guardian and will indicate a legal absence. Excused absences under the law are: illness, healthcare services/appointments provided by an outside provider (on-off site), bereavement, and parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices. Sign-out sheets (blue slips) must be obtained by the student when he/she is aware of an upcoming absence. (i.e. family vacations, hunting trips, etc.)
3. **Unexcused Absences** - An absence is unexcused if it has not been pre-approved or excused, within 5 school days of the absence, by a parent or guardian via phone call, email, or written note. Unexcused absences may also be an absence with the knowledge of parents but for a reason that is unacceptable to the school. Unexcused absences indicate a legal absence.
    i. No late documentation will be accepted unless circumstances make obtaining a parental note impossible within the required five days, the principal must approve these exceptions.
    ii. Work due during unexcused absences must be completed and submitted to the teacher to earn credit immediately upon return to the class. Extra days will **not** be provided to complete work assigned during the absence.
    iii. A student with excessive unexcused absences may be cited for truancy by police according to state law.
    iv. An unexcused absence may result in making up the equivalent of the time missed either after school or during school hours in an isolated classroom environment (ISS) if deemed necessary for academic success. The student may lose credit or partial credit for assignments turned in late.
4. **School-Sponsored Activity/Event -** An absence will be classified as school-related if a student is participating in an event or activity organized or sponsored by the school.
    i. Students and parents need to carefully consider the number of days that will be missed when a student elects to take part in an activity.
    ii. All work that is missed will have to be completed to gain the necessary skills taught in the courses. A student with a school activity absence is expected to see their teachers to request their work and submit any assignment(s) due **prior to departure**. All other work is due at the same time as their classmates. It is the student's responsibility to make special arrangements with the teacher prior to departure if the student wishes to have these expectations changed.
    iii. **A student may be excluded from school-approved activities/events as outlined in the eligibility policy.**

Chronic Absenteeism - Any student absent for 8 or more school days per semester is considered chronically absent.

a. After 4 class absences:
    i. Parents/guardians will be notified with a warning letter from the school.
b. After 6 class absences:
    i. Parents/guardians and students will be notified by the school.
    ii. The student may meet with the counselor to discuss a plan for improved attendance.
c. After 8 class absences:
    i. Parents/guardians and students will be contacted by the school and notified of the student's chronic absenteeism.

ii. Administration may request a meeting with the student and/or parent(s)/guardian(s) to identify and discuss any concerns. A student attendance improvement plan (SAIP) may be developed at this time.

Truancy - 20-5-106, MCA & Board Policy 312,- Truant or truancy is the persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103, MCA.

a. If an attendance officer discovers a child is truant, the attendance officer may make a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child that the continued truancy of the child may result in the prosecution of the parent, guardian, or other person responsible for the care of the child under the provisions of this section. If the child is discovered to be truant after the attendance officer has made a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child, the attendance officer may require that the parent, guardian, or other person responsible for the care of the child and the child meet with an individual designated by the school district to formulate a truancy plan to address and resolve the truancy. If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated individual or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer may refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child.
b. If convicted, the person shall be fined not more than $100, ordered to perform up to 20 hours of community service, or required to give bond in the penal sum of $100, with sureties, conditioned on the person's agreement to cooperate with the district in implementing the truancy plan provided for in subsection (i) for the remainder of the current school term. If a person fails to comply with an order of the court, the person may be imprisoned in the county jail for a term of not more than 3 days.
c. If the child is discovered by the attendance officer to be truant on 9 or more days or 54 or more parts of a day in 1 school year, the child may be referred to youth court as habitually truant under Title 41, chapter 5. Following a referral to youth court, an attendance officer shall inform the youth court of any subsequent truancies by the child, and the youth court may find the child to be a youth in need of intervention as defined in 41-5-103 and make any of the dispositions provided in 41-5-1512.

Human Sexuality Instruction Opt-Out- A student may be assigned to an alternate setting in the school building and provided with an alternate assignment at the request of a parent/guardian when the subject matter of a lesson/unit, assembly, school function, or other instruction is related to human sexuality. The placement in an alternate setting does not count as an absence or impact the student's discretionary 8-day absence total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

STUDENT CHECK-OUT / PARENT OR VISITOR CHECK-IN POLICY

The purpose of these procedures is student and staff safety. We realize these procedures may cause some inconvenience; however, we feel strongly that the long-term effect will be a safer and better school. Please feel free to visit Manhattan Schools as parents are always welcome.

1. All visitors to the building between the hours of 8:00 a.m. and 4:00 p.m. will be asked to sign in at the office. If the purpose of the visit involves the observation of a specific curriculum area or classroom practice, an appointment through the principal and the teacher prior to the visit is required and needs principal approval. Visitors to the building will be issued a name badge and all staff members have been advised and trained to refer anyone not wearing the badge to the office.
2. All parents wishing to have a child released from school for appointments, etc., will also be asked to come to the office to sign the child out. In addition, the parent must sign the child "in" when he or she returns.
3. If a child becomes ill and needs to go home the child will be called to the office and a parent or an approved adult must come to the office to sign the child out.
4. All 6-8 students will be required to use a check-out sheet (blue slips) if they know that they will be absent. This sheet must be signed by a parent or accompanied by an approved note. In addition, students on the academic ineligible list may be subject to sanctions regarding extra-curricular and/or other school related functions.

VISITORS

Arrangements for classroom visitors must be made with the principal at least one full school day prior to the planned visit. The purpose of the visit must be for an educational purpose. This is especially relevant just before and after major school breaks. Safety and educational concerns will be weighed heavily in granting or denying any student visitors. The arrangement of the visit must:

1. Secure permission from teachers involved
2. When necessary, prior notification to parents of students involved
3. Obtain principal's permission, and
4. Adhere to all school rules and policies.

LUNCH BREAK RULES

1. Manhattan Public Schools maintains a closed campus for students in grades **6-8.** Students may not leave campus without the approval of a teacher or principal during the lunch break.
2. 6-8 students must report to the lunchroom during the assigned lunchtime unless other arrangements are permitted ahead of time.
3. 6-8 students are to remain either in the commons area or on the playground area during the lunch break. Students should not be in the classroom areas of the school during the noon break without permission from their teacher or principal.
4. Students returning from an excused absence during the lunch break must return to the designated area immediately upon their return.

SCHOOL SPONSORED ACTIVITIES

1. Students may attend out-of-town activities during school hours in which the Manhattan Middle School is a participant if permission is obtained from the coach or teacher and principal.
2. In the case of students riding the bus to activities in which they are spectators, parents must provide written permission. The sponsor will determine the number of students permitted to attend. If the number becomes too large, priority will be given to those who sign up first and/or those who have given previous school support.
3. Students whose names are on the Middle School Ineligible List or who have a history of discipline referrals may not be eligible to ride an activity bus.
4. Occasionally high school or elementary activities will be held during the school day. Middle School students are not dismissed for these activities, and Middle School classes do continue in a normal fashion. A Middle School student may attend these events if accompanied by his or her parent and a blue slip needs to be obtained and completed. A note from the parent or a high school sibling “picking them up” is not sufficient to dismiss the student. Exceptions to this policy must be approved through the principal.
5. Assemblies - Students are expected to be present and well behaved at all general assemblies. If a student is misbehaving, they will be removed immediately and appropriate disciplinary actions will be taken.
6. Grade 6 – 8 rules and policies take precedence over any policies regarding Middle School students participating in High School activities.
7. Students should be aware that Guidelines of Conduct remain in effect during all activities in which the school is involved.
8. Manhattan Schools have funds available for any students who require monetary assistance in order to participate in school activities. Please contact the school office at 406-284-2671 for more information.

MAKE-UP WORK POLICIES

1. **Make-Up Work –** ***It is the student’s responsibility to communicate with their teachers regarding the work they miss due to an absence.***
   Students and parents need to be aware that the make-up work completed by the student does not replace the learning that takes place in the classroom. Therefore, students are encouraged to be in school whenever possible. The timeline for a student who was absent because of an illness or an approved excused absence is as follows***: The student has the same number of days missed plus one day to complete and hand in his or her make-up work. This timeline includes tests, quizzes, in-class assignments, etc. Students absent on the due date of an ongoing assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school.*** Students and parents need to be aware that missed in-class assignments must be completed either before or after school. Appointments with the appropriate teacher(s) need to be made by the student within this policy’s guidelines. The appropriate teacher(s) may waive this timeline under extenuating circumstances or in cases where the student needs to complete other work before taking a test, quiz, or in-class assignment. Students should not expect to be able to complete make-up tests, etc., during the noon break as teachers have approximately 35 minutes in which to eat and prepare for their afternoon classes.

2. **Make-up work can be obtained by calling the office or by contacting your child’s homeroom teacher.**
   Please contact us before 10:00 a.m. so that assignments can be ready by 3:30 p.m. Teachers need time to put make-up work together and many times the assignment given to the class cannot be completed at home, and an alternative assignment may be given. We appreciate efforts to keep up with make-up work and ask for

understanding with regard to obtaining the make-up work.

BUILDING AND GROUNDS RULES

Manhattan Middle School students should be aware of and obey the following building and grounds rules. These rules are for the student's protection. Failure to follow these rules and regulations means that the student is subject to consequences that may include, but are not limited to, detention, in-school or out-of-school suspension, and expulsion. Law enforcement officials may be notified.

1. Students should always act in the best interest of good citizenship. This means taking care of and respecting school and personal property, following directions of school personnel, and being polite and courteous to school personnel and other students.
2. Students should not be on the school grounds until 7:45 a.m. Students arriving early to complete projects, etc., need teacher permission to enter the school. Teacher supervision on the playground begins at 7:45 a.m.
3. No student should ever leave the school grounds during school hours without the permission of their parent/guardian, principal or in extenuating circumstances, their homeroom teacher.
4. 6 – 8 students should not be in the High School before school, during the noon break or after the afternoon dismissal bell. Students involved in school sponsored activities may be in the appropriate High School areas.
5. Students are to stay away from the ditches that run adjacent to the school grounds. THIS MEANS ALL DITCHES AT ALL TIMES!
6. Students are to walk at all times in the school buildings or when they are passing between buildings.
7. Students are to go right home after school. They are not to remain on the school grounds without permission from a teacher or administrator.
8. Bike safety and traffic laws should be observed at all times. All bikes must be parked in the bike racks. Bikes must be walked on the school sidewalk by the bus and car areas for safety reasons.
9. Students should not be on the school grounds until 7:45 a.m. Students arriving early to complete projects, etc., need teacher or principal permission to enter the school.
10. The possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function is strictly prohibited. Students found in possession of any of the above may be expelled for up to one year as per federal law.
11. District policies regarding tobacco, drug, and alcohol possession, use, and distribution are in effect at all times. This includes all school activities and activities that take place on school grounds.
12. Students need to be aware of and follow all rules and regulations regarding safety equipment, fire alarm, fire extinguishers, and shop emergency buttons.
13. Habitual offenders of school rules may be given multiple days of in-school suspension and/or out of school suspension and/or brought before the Board of Trustees for further disciplinary action which may include expulsion. Punishment for the violations of school rules may carry over to the next school year.
14. Inappropriate displays of affection during school hours, school activities, or on a school bus will not be allowed.

CLASSROOM RULES

Classroom rules vary from one classroom to another. The individual teachers have the authority to institute classroom rules that promote a sound learning environment and students not adhering to these rules are subject to disciplinary actions.

GANGS

The organization of youth gangs for the purpose of engaging in unlawful activities is a concern of the community and is regarded as a disruptive and negative influence in the school system. Involvement in gangs will not be allowed by the school, and a student may be dismissed for such involvement. Students who admit to gang membership, are identified as a gang member by a reliable source, use hand signs or language, and/or display clothes, jewelry, or tattoos unique to

gang affiliation or keep company with known gang members will be subject to investigation and consequences. (Board Policy 3611)

BULLYING/HARASSMENT/INTIMIDATION/HAZING

It is the policy of Manhattan Public Schools that all students have a right to attend school in an environment free from all forms of discrimination, including sexual harassment. Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature. Sexual harassment should be reported as soon as possible after the incident occurs. Inform the individual that their behavior is unwelcome, offensive, and inappropriate, and then notify a teacher, counselor, or the principal. If you are not personally a victim of sexual harassment, but observe actions against other students, which you believe to be harassment, you are encouraged to bring it to the attention of a teacher, counselor, or the principal.

Board Policy: 3225 (Sexual Harassment/Intimidation of Students)

The Board will strive to provide a positive and productive learning and working environment. Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Bullying does not include the determination after an investigation that the student's used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

Board Policy: 3226 (Bullying/Harassment/Intimidation/Hazing)

Behaviors such as using hurtful names, making fun of others, starting false rumors, physical aggression, sending notes trying to get others to dislike a person, etc. can all be forms of bullying or harassment. Here at Manhattan Middle School, we strive to provide an atmosphere that is safe and positive for everyone. Therefore, if a student's name comes up in regard to a bullying or harassment incident, (witness, victim, perpetrator, or just general knowledge of the situation) that student will be interviewed by school personnel**.** The Chain of Command model will be used when investigating bullying issues. Classroom teachers are often in a position to make changes that halt bullying behavior quickly. Communication is a key to halt bully behavior and by trying to obtain the "whole story" we can do a better job of providing a bully free environment.

Students experiencing or witnessing bullying are encouraged to complete the District's "Bullying Incident Report Form". These forms can be found in the counselor's office as well as the high school office. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

SCHOOL TELEPHONE USE

The school telephone is to be used by students for business or emergency purposes only. Students are expected to make arrangements for after school activities with friends prior to coming to school. Permission from the classroom teacher or school personnel must be given in order for a student to use a school phone. Students are not permitted to take phone calls during class time and will not be called from class except for emergencies or at the discretion of the principal. Phone messages from parents are delivered during the noon break, after 3:15 p.m., or between classes depending upon the nature of the message.

CHILD SAFETY AND AUDIO CHILD TRACKING/MONITORING SYSTEMS

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

GUN FREE SCHOOLS

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a

period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

CONTROLLED SUBSTANCES & MAJOR POSSESSION OR DISTRIBUTION

Federal and Montana law prohibit the possession, use and being under the influence of controlled substances and dangerous drugs at all times on school grounds and at school activities. Common examples of these controlled substances are, but are not limited to, alcohol, tobacco, vapor products, and marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping). Therefore, the use/abuse and possession of controlled substances and dangerous drugs is prohibited at all times on school grounds and at school activities.

Major possession is defined by the District as possession of alcohol, illicit drugs, or any other controlled substance during school hours; on school premises or any school-sponsored activity; or in quantities which would indicate the intent to sell or distribute. Distribution is the selling or distribution of illicit drugs or any other controlled substance during school hours, on school premises, or at any school-sponsored activity.

Necessary and appropriate disciplinary action consistent with state and federal law will be taken when guidelines of conduct regarding alcohol and other drugs are violated. Disciplinary sanctions may also include the completion of a chemical abuse assessment or the completion of a rehabilitation program. The district cannot be held financially responsible for any such sanctions. The school guidance and instruction programs will provide skill development in the area of prevention.

If school officials have reasonable suspicion to believe that a student in school or at a school-sponsored function possesses, is under the influence, and/or is distributing any alcohol or other drugs, the school will take disciplinary action as outlined in Procedure 33102P2.

Appropriate school disciplinary action will be taken regardless of the law enforcement action. Students will be afforded due process as provided by law. This policy is cumulative for a student's school career. Consideration with regard to all sanctions will be given to students who participate in an approved substance abuse rehabilitation program.

Legal Reference: ***MCA 50-32-101 Controlled Substances***
MCA 50-46-205 Limitations of Medical Marijuana Act

Chemical Use and Dependency

When dealing with student use of controlled substances, dangerous drugs, or alcohol, the first action by the staff will be to ensure the safety and welfare of the entire school population as well as the student involved. Necessary and appropriate disciplinary action consistent with state and federal law will be taken when guidelines of conduct regarding alcohol and other drugs are violated. Disciplinary sanctions will also include the completion of a chemical abuse assessment or the completion of a rehabilitation program. The District cannot be held financially responsible for any such sanctions. Board Policy 3340 further defines the steps and actions the school district will take in the case of student chemical use and dependency.

INVESTIGATIONS AND ARRESTS BY POLICE
Manhattan Public Schools encourage local law enforcement to be present on campus and establish good relationships with our students. At the same time, the District encourages police to talk to a student away from the school and before or after school hours, if possible. If special circumstances exist or if the interview is at the request of the school, the superintendent or principal will make this determination. If a student is under the age of 18, a reasonable attempt will be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. Parents of minors will be given the opportunity to come to the school prior to questioning in cases not involving suspected child abuse or child neglect (Policy 4411).

SEARCH AND SEIZURE
To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student without notice or consent of the student. This applies to student vehicles parked on school property. Middle School school students and parents, in signing the student handbook, agree to handbook requirements, which may include school searches of vehicles and personal effects herein, when reasonable suspicion of wrongdoing exists (Board Policies 3231 and 3231P).
School Board Policy 3300 states that “the Board recognizes that every student is entitled to due process rights that are provided by law. It also clearly states the types of discipline and procedures that will be followed when disciplining and or using corrective action. 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, during intermission or recess, or at any school sponsored activity or event.
Corporal or physical punishment is not a discipline practice used or allowed by Manhattan District employees. Reasonable force may be used in order to preserve the safety of students, school personnel, or other persons and/or for the purpose of self-defense in accordance with 20-4-302 of Montana School law and Senate 84.
Discipline measures include but are not limited to: Loss of student privileges, Clean-up duty Detention, including Saturdays Restitution for damages to school property Notification to juvenile authorities and/or police In School Suspension (ISS) Out of School Suspension (OSS) Expulsion (Board Policies 3300, 3300P, 3310, 3310P) **(Board Policy 3310) Montana Statute 20-4-302**

DESKS AND LOCKERS
Students are assigned a school locker to store their books and personal belongings. Students are to keep the same locker unless permission to change lockers is obtained through the office or their homeroom teacher. The school will assign a combination lock to each student. Students are responsible to purchase a replacement lock at the front office if they lose or damage the one assigned to them. Lockers are to be locked at all times when not in use. In addition, decorating a locker needs to be cleared through the office or homeroom teacher. Small shelves, mirrors, pencil holders etc. on the inside of a locker are permissible as are appropriate name tags and/or classroom art projects. However, any other personalizing of lockers needs to be cleared through the office or homeroom teacher. Students will be held financially responsible for damage to lockers. Desks and lockers are the property of the Manhattan School District and may be checked for cleanliness and/or contraband or missing items. (Board Policies 3231 and 3231P)

SURVEILLANCE

1. Video Cameras - The Manhattan Public Schools use video surveillance cameras on school grounds on a 24 hour per day basis. **School Board Policy 3235**
2. Vape Detectors - Soter FlySense Vape Detection is a real-time vape and sound anomalies detector. It identifies and then alerts administrators of vaping, smoking, and bullying activities. With an easy-to-use app, admin will be able to monitor vaping 24/7 in areas where cameras are prohibited, such as bathrooms and locker rooms. FlySense detectors will be installed in all middle and high school bathrooms and locker rooms at Manhattan Public Schools.

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student’s educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in

use. The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is included in Appendix A.

RELIGIOUS PRACTICES
Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. 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. Student prayer, even if nonsectarian or non proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

INCLEMENT WEATHER
Manhattan Schools have not canceled school because of severe weather conditions since the late 1980s. If the temperature is below zero or it is raining or snowing very hard, students are allowed into the buildings before the morning bells. In the event that weather conditions during the night or early morning create hazardous conditions, information pertaining to the closing of school or a late start will be broadcast on FM - KMMS 1450 & FM - KXLB 100.7

Additionally, information will be posted on the school's web site (http://www.rollontigers.org), via messages from the school's software and broadcast on the school's radio station KPWS FM 93.1.

SCHOOL SAFETY AND EMERGENCIES
The safety and welfare of every student is Manhattan Public School's top priority and everyone's responsibility. Basic emergency response procedures are provided to the school from Montana's Disaster and Emergency Services Division. At the local level, procedures are modified by school safety teams to meet individual school needs. These procedures are reviewed with staff on a regular basis and available in each classroom and school office. All classrooms have posted evacuation procedures that are communicated to our students. Our schools collaborate with appropriate local emergency response services (police, sheriff, fire, ambulance, mental health) to address school safety.

1. Backpacks - To enhance safety and security within our school environment, all students are required to store their backpacks and large bags in their assigned lockers during the school day. This policy is designed to promote a safer and more organized campus for everyone.
2. School-Issued Locks - To ensure the security and safety of students' belongings, only school-issued locks are permitted to be used on lockers. This policy is designed to protect personal property and maintain a secure environment within our school. These locks will be distributed at the beginning of the school year or upon enrollment. Each student is responsible for properly securing their locker with the school-issued lock at all times when the locker is not in use. In the event that a school-issued lock is broken, lost, or misplaced, the student will be responsible for the cost of replacing the lock. Replacement locks can be obtained from the high school office for a fee of $15.

INTERNET USE AND RESPONSIBILITIES FOR STUDENTS
Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior online. Students are responsible for good behavior online while off-campus or at home and using a district hosted account to contact other students or staff members. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. (District-Provided Access to Electronic Information, Services and Networks 3612.) In order to comply with the Children's Internet Protection Act (CIPA), Manhattan School District has installed filtering software. Other requirements of CIPA prohibit students from using email or chat rooms without prior administrative approval.

1. Do not access the Internet without permission and presence of an approved instructor.
2. All use of the Internet must be in support of education and research consistent with the educational policies and practices of the Manhattan Middle School.
3. Use appropriate language. Use of vulgar language, harassing language, discriminatory remarks, hate mail, or other antisocial behaviors is strictly prohibited.
4. Use of the Internet to access or process pornographic or obscene materials, inappropriate text files, and/or files dangerous to the integrity of the local network is prohibited.
5. Any use of the Internet for commercial or for-profit purposes is prohibited.
6. All communication and information accessible via the Internet should be assumed to be public in nature. Copyrighted material should not be intentionally uploaded or displayed without written approval from the source. Abuse of this rule will result in suspension of all privileges and disciplinary and possible legal consequences.
7. Do not make unauthorized copies of software found on school computers. Abuse of this rule will result in suspension of all privileges and disciplinary and possible legal consequences.
8. Electronic mail is not guaranteed to be private. System operators do have access to all mail. Inappropriate messages can result in suspension of privileges.
9. Protect yourself. Do not reveal telephone numbers, bank account numbers, credit card numbers, addresses or any other personal or financial information.
10. Do not use the network in such a way to disrupt the use of the network by others. Any malicious attempt to harm or destroy data of another user will be considered vandalism and will not be tolerated. Any questionable action may result in suspension of user privileges.
11. Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary and/or legal actions.

LIBRARY RULES AND PROCEDURES

The Library is to be used by students doing research, browsing, or leisure reading. A quiet study atmosphere will be maintained. Small groups may work together at the discretion of the Librarian. A student transferring to the library must be prepared to work quietly or they will lose library privileges. Water bottles are allowed in the library. **No other food or drink of any kind is allowed in the library.**

The school library is open from 8:00 AM- 4:00 PM. throughout the school year. Our library doubles as the Manhattan Community Library. The community library hours are as follow:

- Monday -Thursday 1:00 PM-7:00 PM
- Friday 10:00 AM-4:00 PM
- Saturday 11:00 AM-3:00 PM (No Saturdays from Memorial Day - Labor Day)
- **No access to the school building will be granted during non-school hours.**

Passes: Students transferring to the library must have a pass. Please fill in the time and purpose. Students will not transfer to the bathroom, locker, or office from the library.

Computer Use: All computer use will be in compliance with the district Internet Use Policy. Use of the computer stations will be scheduled at the circulation desk.

Material Circulation/Check Out:

Bring all materials to the Circulation desk for check out.

- Books may be checked out for 28 days.
- Reference books, encyclopedias and oversized books may be checked out upon librarian approval only.
- Magazines may be checked out for one week, except the current issue which is for browsing purposes only.
- Books may be renewed until another student or teacher requests the book.

Lost or damaged materials will be charged to the student at the replacement cost of the book or media. All books must be returned and all fees attached to a student's library account must be paid before the librarian will sign the checkout sheet at the end of the school year.

Failure to return materials at the end of the school year will result in report cards being held until payment is made or materials are returned. Materials and equipment that are lost or damaged must be paid for by the student. Treat all property with respect; your parents have paid for these materials with school taxes.

DISCIPLINARY PRACTICES

All students shall submit to the rules of the Manhattan School District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion (School Board Policy 3310). Per Manhattan Board Policy 3310 - Student Discipline. A principal or teacher may hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by the district, on a school bus to or from school, or during an intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct.

MCA 20-4-402 and Manhattan Board Policy 6110 allows the superintendent and/or principal of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by the Manhattan schools. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days or a recommendation for expulsion for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. Students with significant chronic behaviors may be recommended for expulsion. The following symbols and abbreviations are used throughout this document:

MCA = Montana Code Annotated

^ = Social Probation. Prohibited from attending any non-mandatory school function, activity, or event during the suspension and/or contract period, <u>including</u> graduation ceremonies/activities.

In an attempt to maintain a school atmosphere conducive to learning, procedures dealing with a student who constantly attempts to disrupt the normal routine or displays other behavior problems are set down as follows:

1. <u>Probation:</u> A student who is guilty of misconduct may be placed on probationary status at the discretion of the principal.
2. <u>Detention:</u> A student who disrupts classes, is disrespectful, etc. may be given detention. Detention may be assigned by both teachers and administrators.
3. <u>In-School Suspension:</u> A student who is guilty of misconduct may also be placed on in-school suspension. This may be for a duration of one to three days. Credit may be earned for academic work. Parents may be contacted concerning the student's conduct at school.
4. <u>Out-of-School Suspension:</u> A student who is guilty of extreme misconduct or a student on probation who continues to misbehave, is subject to suspension. The principal may suspend a pupil from school for a period of time less than or equal to (10) school days **MCA 02-4-403.2**. See **District Policy 3310.** The days of the suspension will be excused and the work will be counted for credit, if assigned by the school. Students are responsible for keeping up with their assignments while serving their suspension. Students are responsible for communicating with their teachers and turning in work at designated times. The student may return to school provided that parents or guardians visit the school in advance and vouch for the student's future good behavior. ***<u>A suspended student is not allowed on or near school grounds while serving suspension without prior administrative approval.</u>***
5. <u>Expulsion:</u> A student guilty of gross misconduct or constant violations of school regulations may be expelled from school. This action is normally the result of a recommendation to the Board of Trustees. An expelled student is not allowed on or near school grounds. Board Policy: 3310 (Corrective Actions and Punishment)
6. <u>Physical Discipline</u>: Corporal punishment will not be administered to any student. However, reasonable and necessary physical restraint may be used if a clear and present danger exists for students, teachers, staff, and/or others. This will be administered in accordance with 20-4-302 of Montana School Law and Senate 84.

The following matrix outlines Manhattan Public School's Disciplinary Actions under Procedure 3310P2.

USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING TOBACCO PRODUCTS, AND ALTERNATIVE NICOTINE AND VAPOR PRODUCTS AS DEFINED IN 13-11-302, MCA.		
Offense	**1st Offense**	**2nd/Additional Offenses**
Using tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Possessing tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Distributing and or selling tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Purchasing tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^

USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING ALCOHOLIC BEVERAGES, INCLUDING POWDERED ALCOHOL.		
Offense	**1st Offense**	**2nd/Additional Offenses**
Under the influence of any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
In possession of any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Distributing and/or selling any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Purchasing any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^

USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING DRUG PARAPHERNALIA, ILLEGAL DRUGS, MARIJUANA, CONTROLLED SUBSTANCES, OR ANY SUBSTANCE WHICH IS REPRESENTED TO BE OR LOOKS LIKE A NARCOTIC DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, MARJIJUANA STIMULANT, DEPRESSANT, OR INTOXICANT OF ANY KIND, INCLUDING SUCH SUBSTANCES THAT CONTAIN CHEMICALS WHICH PRODUCE THE SAME EFFECT OF ILLEGAL SUBSTANCES INCLUDING BUT NOT LIMITED TO SPICE AND K2.		
Offense	**1st Offense**	**2nd/Additional Offense**
Under the influence of illegal drugs, marijuana, controlled substances, or	5-10 day suspension and parent conference. Referral to law enforcement. Possible	10 day suspension and parent conference. Referral to law enforcement. Possible

intoxicants of any kind.	recommendation for expulsion up to 90 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	recommendation for expulsion up to 180 days.Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
In possession of illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Distributing and/or selling illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Purchasing illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^

USING, POSSESSING, CONTROLLING, OR TRANSFERRING A FIREARM OR OTHER WEAPON IN VIOLATION OF BOARD POLICY 3311.
1st Offense
Confiscation of device(s), 10 day suspension, parent conference and recommendation for expulsion for 180 days. Referral to law enforcement. Parent/student liable for damages. Loss of extracurricular privileges per activity code. ^

USING, POSSESSING, CONTROLLING, OR TRANSFERRING ANY OBJECT THAT REASONABLY COULD BE CONSIDERED OR USED AS A WEAPON AS REFERRED TO IN BOARD POLICY 3311.
1st Offense
Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days. Parent conference and referral to law enforcement. Loss of extracurricular privileges per activity code. ^

DISOBEYING DIRECTIVES FROM STAFF MEMBERS OR SCHOOL OFFICIALS OR DISOBEYING RULES AND REGULATION GOVERNING STUDENT CONDUCT.		
1st Offense	**2nd Offense**	**Additional Offenses**
Loss of student/bus privileges -1 day suspension and parent notification.	1-2 day suspension and parent notification.	3-10 day suspension and parent conference.

USING VIOLENCE, FORCE, NOISE, COERCION, THREATS, INTIMIDATION, FEAR, OR OTHER COMPARABLE CONDUCT TOWARD ANYONE OR URGING OTHER STUDENTS TO ENGAGE IN SUCH CONDUCT.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Willful disregard for the safety of others or self (MCA 45-5-207). Committing acts that may endanger other students, including throwing snowballs, potentially dangerous objects, rubber bands, running in crowded areas, or pushing and shoving.	Detention -3 day suspension and parent notification. Possible loss of extracurricular privileges per activity code. Additional interventions as assigned.	1-3 day suspension and parent notification. Loss of extracurricular privileges per activity code. Additional interventions as assigned.	3-5 day suspension and parent conference. Loss of extracurricular privileges per activity code.Additional interventions as assigned.

Abusive, threatening, willfully defiant behavior or verbal/physical altercation (MCA 45-8-101). Typically this is a mutually joined altercation or conflict between students.	Detention -3 day suspension and parent notification. Possible loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	3-5 day suspension and parent notification and additional interventions as assigned. Loss of extracurricular privileges per activity code. ^	5 day suspension. Parent conference. Referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Fighting and/or inciting a fight (MCA 45-8-101). Typically this is a mutually joined altercation between students.	3-5 day suspension and parent notification. Possible referral to law enforcement. Loss of extracurricular privileges per activity code.Additional interventions as assigned. ^	5-10 day suspension and parent conference. Possible referral to law enforcement. Loss of extracurricular privileges per activity code. Possible recommendation for expulsion up to 45 days. Additional interventions as assigned. ^	5-10 day suspension and parent conference. Referral to law enforcement. Loss of extracurricular privileges per activity code. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned. ^
Assault (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214)	5-10 day suspension, parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code.Possible recommendation for expulsion up to 45 days. ^	5-10 day suspension, parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Recommendation for expulsion up to 45 days. ^	5-10 day suspension, parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Recommendation for expulsion for up to 180 days. ^

COMMITTED AN OBSCENE ACT OR ENGAGED IN PROFANITY OR VULGARITY (MCA 45-8-101, 45-5-504, 45-8-201).			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Profanity/Unacceptable language (MCA 45-8-101)	Detention - 1 day suspension and parent notification. Possible loss of extracurricular privileges per activity code.	1-3 days suspension and parent notification. Loss of extracurricular privileges per activity code.	3-5 days suspension and parent conference. Loss of extracurricular privileges per activity code.
Profanity, obscene acts or gestures toward staff, habitual profanity (MCA 45-8-101)	1-3 days suspension and parent notification. Possible referral to law enforcement. Loss of extracurricular privileges per activity code.	4 day suspension and required parent conference. Possible referral to law enforcement. Loss of extracurricular privileges per activity code.	5 day suspension and parent conference. Referral to law enforcement. Loss of extracurricular privileges per activity code.
Obscene gestures or unsanitary acts (MCA 45-8-101, 45-5-504)	1-3 days suspension and parent notification or conference. Loss of extracurricular privileges per activity code.	3-5 days suspension and parent conference. Loss of extracurricular privileges per activity code.	5-10 days suspension and parent conference. Possible referral to law enforcement. Loss of extracurricular privileges per activity code.
Lewd Acts (MCA 45-8-201)	1-3 days suspension and parent notification or conference; possible referral to law enforcement and DPHHS. Loss of extracurricular privileges per activity code.	3-5 days suspension and parent conference; possible referral to law enforcement and DPHHS. Loss of extracurricular privileges per activity code.	5-10 day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up to 180 days. Loss of extracurricular privileges per activity code.

CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO, OR STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR ANOTHER PERSON'S PROPERTY.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Arson - Lighting a fire on school property.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, possible recommendation for expulsion for up to 45 days. Loss of	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 90 days.Loss of	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days.Loss of extracurricular privileges per activity code. ^

	extracurricular privileges per activity code.^	extracurricular privileges per activity code. ^	
Vandalism - Willful damage to, or destruction or defacement of, school property or personal property of other students or adults.	Detention -3 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 45 days. Possible loss of extracurricular privileges per activity code. ^	3-5 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 90 days.Loss of extracurricular privileges per activity code. ^	5-10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days. Loss of extracurricular privileges per activity code.^
Stealing or attempting to steal school property or private property belonging to other students or adults.	Detention-2 day suspension, restitution, and parent conference. Possible referral to law enforcement. Possible loss of extracurricular privileges per activity code.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.Loss of extracurricular privileges per activity code.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. Recommendation for expulsion for up to 90 days.Loss of extracurricular privileges per activity code.
Knowingly receiving stolen school property or private poverty belonging to other students or adults.	Detention-2 day suspension, restitution, and parent conference. Possible referral to law enforcement. Possible loss of extracurricular privileges per activity code.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.Loss of extracurricular privileges per activity code.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement.Loss of extracurricular privileges per activity code.

ENGAGING IN ANY ACTIVITY THAT CONSTITUTES AN INTERFERENCE WITH SCHOOL PURPOSES OR AN EDUCATIONAL FUNCTION OR ANY OTHER DISRUPTIVE ACTIVITY.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
False fire/emergency alarm.	1-3 day suspension, restitution, and parent conference. Referral to law enforcement. Loss of extracurricular privileges per activity code. ^	3-5 day suspension, restitution, and parent conference. Referral to law enforcement. Loss of extracurricular privileges per activity code.^	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. Loss of extracurricular privileges per activity code.^
Willful disobedience - disrupting school activities; failure to follow directions.	Detention-1 day suspension and parent notification.Possible loss of extracurricular privileges per activity code.	2 day suspension and parent notification. Loss of extracurricular privileges per activity code.	3-10 day suspension and parent conference. Loss of extracurricular privileges per activity code.
Unauthorized use of cell phones (Board Policy 3630).	Confiscation of device, and parent must pick up the device from administrator.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from the administrator. Possible loss of extracurricular privileges per activity code.	1-3 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end. Loss of extracurricular privileges per activity code.
Possession of disruptive devices (beepers, pagers, unapproved electronic devices or other nuisance items).	Confiscate device and parent must pick up the device from administrator. Possible confiscation until year end.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from the administrator. Possible confiscation until year end. Possible loss of extracurricular privileges per activity code.	Detention(s) or 1-3 day suspension, confiscation of device, and parent must pick up the device from the administrator. Possible confiscation until year end. Possible loss of extracurricular privileges per activity code.
Refusal to cooperate in an investigation and/or impeding an investigation.	1–3 day suspension and parent notification. Possible referral to law enforcement. Loss of extracurricular privileges per activity code.	3-5 day suspension and parent conference. Possible referral to law enforcement. Loss of extracurricular privileges per activity code.	5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion for up to 180 days. Loss of extracurricular privileges per activity code.^

UNEXCUSED ABSENTEEISM. TRUANCY STATUTES THE BOARD POLICY WILL BE UTILIZED FOR CHRONIC AND HABITUAL TRUANTS.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Attendance violation	Detention and parent notification. Detention-1 day suspension.	1-3 days suspension. Attendance letters, parent conference, detention, and suspension. Citation by law enforcement, possible recommendation for expulsion up to 45 days. Loss of extracurricular privileges per activity code.	3-5 days suspension. Attendance letters, parent conference, citation by law enforcement, and possible recommendation for expulsion for up to 90 days. Loss of extracurricular privileges per activity code.
Closed campus policy violation	1-3 day suspension and parent notification. Loss of extracurricular privileges per activity code.	4 day suspension and parent conference. Loss of extracurricular privileges per activity code.	5 day suspension and parent conference. Loss of extracurricular privileges per activity code.

INTIMIDATION, HARASSMENT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, HAZING OR BULLYING; OR RETALIATION AGAINST ANY PERSON WHO ALLEGED MISCONDUT UNDER BOARD POLICY 3225 OR 3226 OR PARTICIPATED IN AN INVESTIGATION INTO ALLEGED MISCONDUCT UNDER BOARD POLICY 3225 OR 3226			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Creating a hostile environment - Remarks and/or actions directed toward a student or staff member designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. Can be either physical or verbal (pantsing is one example).	Detention-1 day suspension and parent notification. Possible loss of extracurricular privileges per activity code.Possible additional interventions as assigned.	1-2 days suspension and parent conference. Loss of extracurricular privileges per activity code. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days.Loss of extracurricular privileges per activity code. Additional interventions as assigned.
Inappropriate display of affection.	Possible detention and parent notification.	Detention -1 day suspension and parent conference. Possible loss of extracurricular privileges per activity code.	1-3 days suspension and parent conference.Loss of extracurricular privileges per activity code.
Sexual Harassment - Sexual remarks or physical actions directed at and/or perceived by the receiving student(s) or staff as designed to demean, intimidate, embarrass, tease/taunt, excluded or humiliate. (pantsing is one example)	Due to the potential seriousness of this offense and the requirements of this section of the Montana Code Annotated, any infraction of this rule may result in suspension or recommendation for expulsion. The conduct described in board policy 3226 and 5012 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. (board policy 3226 and 5012) Loss of extracurricular privileges per activity code.		
Bullying - Repeatedly doing mean or hurtful things designed to demean, intimidate, embarrass, tease/taunt, exclude or humiliate and the targeted party has a hard time defending him/herself (pantsing is one example).	Principal conference; detention-2 day suspension and parent notification.Possible loss of extracurricular privileges per activity code. Possible additional interventions as assigned.	Principal conference; 1-3 days suspension and parent conference. Loss of extracurricular privileges per activity code. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible referral to law enforcement; and/or recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program.Loss of extracurricular privileges per activity code. Additional interventions as assigned.
Hate Speech / Discriminatory Speech - Verbal, written, digital, or symbolic expression that demeans, threatens, or targets an individual or group based on race, ethnicity, religion, gender, sexual orientation, gender identity, disability, or other protected status, as outlined in Board Policies 3225 and 3226 and § 49-2-307, MCA.	1–3 days suspension and parent notification. Loss of extracurricular privileges per activity code. Additional interventions may be assigned (e.g., restorative practices, education modules).	3–5 days suspension and parent conference. Possible referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned.	5–10 days suspension and parent conference. Recommendation for expulsion or placement in Alternative to Expulsion program. Mandatory interventions and review for reentry. Loss of extracurricular privileges per activity code. Additional interventions as assigned.

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.

1st Offense	2nd Offense	Additional Offenses
Loss of student privileges -1 day suspension and parent notification. Possible loss of extracurricular privileges per activity code.	1-2 day suspension and parent notification. Loss of extracurricular privileges per activity code.	3-10 day suspension and parent conference. Loss of extracurricular privileges per activity code.

RECORDS OR CAUSES TO BE RECORDED A CONVERSATION BY USE OF A HIDDEN ELECTRONIC OR MECHANICAL DEVICE WHICH MAY INCLUDE ANY COMBINATION OF AUDIO OR VIDEO THAT REPRODUCES A HUMAN CONVERSATION WITHOUT THE KNOWLEDGE OF ALL PARTIES TO THE CONVERSATION.		
1st Offense	**2nd Offense**	**Additional Offenses**
Detention-1day suspension and parent contact. Possible loss of extracurricular privileges per activity code. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned. Loss of extracurricular privileges per activity code.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned.

ENGAGING IN ACADEMIC MISCONDUCT WHICH MAY INCLUDE BUT IS NOT LIMITED TO: CHEATING, UNAUTHORIZED SHARING OR EXAM RESPONSES OR GRADED ASSIGNMENT WORK, PLAGIARISM, ACCESSING WEBSITE OR ELECTRONIC RESOURCES WITHOUT AUTHORIZATION TO COMPLETE ASSIGNED COURSEWORK, AND ANY OTHER ACT DESIGNED TO GIVE UNFAIR ACADEMIC ADVANTAGE TO THE STUDENT.			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Lying or presenting false information	1-5 day suspension and parent notification. Loss of extracurricular privileges per activity code.	2-5 day suspension and parent notification.Loss of extracurricular privileges per activity code.	5 day suspension and parent conference. Loss of extracurricular privileges per activity code.
Academic dishonesty: cheating and plagiarism	Detention -1 day suspension. Parent conference and recording of incident in disciplinary file. Possible loss of extracurricular privileges per activity code.	1-3 days suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class. Loss of extracurricular privileges per activity code.	3-5 day suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class. Loss of extracurricular privileges per activity code.

VIOLATION OF SCHOOL DRESS CODE (BOARD POLICY 3224).		
1st Offense	**2nd Offense**	**Additional Offenses**
Change clothes, possible detention, and parent notification.	Change clothes, 1 day suspension, and parent notification. Possible loss of extracurricular privileges per activity code.	Change clothes, 2 day suspension, and parent notification. Loss of extracurricular privileges per activity code.

UNAUTHORIZED MAKING, DUPLICATING OR POSSESSION OF A KEY TO A PUBLIC BUILDING AND UNAUTHORIZED PRESENCE IN SCHOOL BUILDING OUTSIDE OF THE SCHOOL DAY OR SCHOOL SPONSORED ACTIVITY (MCA 45-6-203, 205).		
1st Offense	**2nd Offense**	**Additional Offenses**
3-10 day suspension, parent conference, and restitution. Possible recommendation for expulsion for up to 90 days. Loss of extracurricular privileges per activity code.	5-10 day suspension, parent conference, and restitution. Recommendation for expulsion for up to 180 days. Loss of extracurricular privileges per activity code.	10 day suspension, parent conference, and restitution. Recommendation for expulsion for up to 180 days. Loss of extracurricular privileges per activity code.

MISUSE OF THE INTERNET (BOARD POLICY 3612).		
1st Offense	**2nd Offense**	**Additional Offenses**
Student loss of school computer privileges, parent notification and restitution	Detention - 3 day suspension, parent conference, banned from school computer use and possible referral to law enforcement. Possible loss of extracurricular privileges per activity code.	5-10 day suspension, parent conference, banned from school computer use and possible referral to law enforcement. Loss of extracurricular privileges per activity code.

ENGAGING IN GAMBLING FOR MONEY WHILE IN SCHOOL, ON SCHOOL PROPERTY, IN SCHOOL VEHICLES, WHILE ON SCHOOL-SPONSORED TRIPS, OR WHEN REPRESENTING THE SCHOOL DURING ACTIVITY OR ATHLETIC FUNCTIONS (BOARD POLICY 3345 and 23-5-158 MCA).		
1st Offense	**2nd Offense**	**Additional Offenses**
Student loss of privilege; detention - 1 day suspension and parent notification. Possible loss of extracurricular privileges per activity code.	1-3 day suspension and parent conference. Loss of extracurricular privileges per activity code.	3-5 day suspension and parent conference. Loss of extracurricular privileges per activity code.

INVOLVEMENT, AFFILIATION, OR ASSOCIATION WITH GANGS OR GANG ACTIVITY (BOARD POLICY 3611).			
Offense	**1st Offense**	**2nd Offense**	**Additional Offenses**
Wear, possess, use, distribute, or sell any clothing, jewelry, emblem badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang.	Detention-1 day suspension and parent notification. Possible loss of extracurricular privileges per activity code. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Loss of extracurricular privileges per activity code. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Loss of extracurricular privileges per activity code. Additional interventions as assigned.
Engage in acts, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or representative of any gang.	Detention -1day suspension and parent notification. Possible loss of extracurricular privileges per activity code. Possible additional interventions as assigned. ^	1-2 days suspension, parent conference, and possible referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	3-10 days suspension, parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^
Engage in acts furthering the interest of any gang or gang activity, including, but not limited to 1) soliciting membership, 2) soliciting any person to pay for protection or threatening another person, 3) painting, writing, inscribing gang-related graffiti, messages, symbols, or signs on school property, or 4) engaging in violence, extortion, or any other illegal act.	1 day suspension and parent notification. Loss of extracurricular privileges per activity code. Possible additional interventions as assigned. ^	1-3 days suspension, parent conference, and possible referral to law enforcement. Loss of extracurricular privileges per activity code. Additional interventions as assigned. ^	3-10 days suspension, parent conference, and referral to law enforcement. Loss of extracurricular privileges per activity code. Possible recommendation for expulsion up to 90 days. ^

FAILURE TO SERVE SCHOOL DETENTION		
1st Offense	**2nd Offense**	**Additional Offenses**
3-5 lunch detentions or 1 day suspension and parent notification. Possible loss of extracurricular privileges per activity code.	1-2 days suspension, combination suspension/lunch detentions, and parent notification. Loss of extracurricular privileges per activity code.	3-5 day suspension and parent notification. Loss of extracurricular privileges per activity code.

FAILURE TO SERVE ISS		
1st Offense	**2nd Offense**	**Additional Offenses**
1 additional day suspension (reverts to original day of suspension when appropriate) and parent notification. Loss of extracurricular privileges per activity code.	2 day additional suspension or reverts to original days of suspension and parent notification. Loss of extracurricular privileges per activity code.	4 day additional suspension and parent conference. Loss of extracurricular privileges per activity code.

CURRICULAR ACTIVITIES

REPORTING SYSTEM

1. Report cards are issued following the end of each 9-week grading period.
2. The academic portion of the report is made out by the teacher who teaches the particular class.
3. Comments are written in good faith; the student's proper development being the teacher's major concern. Parents and students are encouraged to talk with teachers about progress being made at any time it is deemed

necessary.
4. Mid-term report: All students will receive a mid-term report with an update on their grade status
5. Report cards will normally be handed to students during the week immediately following the 9-week grading period. The final year-end report card will be mailed to parents.

ACADEMIC CLASSES - Elective classes will vary each year based on staffing availability. Students who qualify for an academic enrichment class to support their grade level success in ELA or Math will receive a personalized schedule to meet their academic needs. It is our goal to support every student in reaching levels of proficiency in ELA and Math before they transition to high school.

6-8 Grade Required Subjects
English Language Arts
Math
Science
Social Studies
Health Enhancement
Technology/Digital Citizenship

6-8 Grade Elective Classes - may include, but not limited:
Art
Band
Choir
Industrial Arts
Family and Consumer Science
Spanish

HONOR ROLL
At the conclusion of each quarter, an Honor Roll will be shared for students 6-8. There are two levels of the Honor Roll: Silver & Gold.

- Silver Level Honor Roll recognizes students for having 3 or more A's and the remainder of grades being B grades, or a 3.5 GPA or higher.
- Gold Level Honor Roll recognizes students for having all of their grades at an A level, or a 4.0 GPA.

INELIGIBLE LIST
Students' names are submitted to the Ineligible List when they are receiving a 59% or less in a class. The classroom teacher has discretion over the names submitted. Parents or students with questions regarding the reasons for a name being placed on the list must contact the classroom teacher. The Ineligible List will be posted weekly. Students whose names appear for the 1st time are placed on the Warning List. They have 1 week to improve their grade. If a student is on the Ineligible List for a 2nd time (consecutive weeks) in the same class(es), they are ineligible for extra-curricular activities and other selected school activities.

ATHLETIC ACADEMIC ELIGIBILITY RULES
Students placed on the Ineligible List with a warning are allowed to participate in practice and competitions. Students placed on the Ineligible List with ineligible status are not eligible to participate in games for the duration of that week. Ineligible students are allowed to travel with the team to away games, provided they are not missing class, but cannot compete. If travel takes place during the school day, the student will not travel with the team. Students who are academically ineligible three times throughout a season may be removed from the team. Middle School academic eligibility rules take precedence over any academic eligibility rules listed below.

MIDDLE SCHOOL FUNDRAISING / FIELD TRIPS
Fundraising will comply with the District's purchasing and activity fundraising policies. The purposes of the fundraisers is to raise money for the Middle School field trips, to fund unique opportunities for students, to provide "seed money" for the outgoing eighth grade class, and to purchase special equipment and supplies used by Middle School students and/or teachers. (i.e. technology equipment, computers, microscopes, etc.) The field trips are in addition to any curriculum related field trips taken by an individual class. The amount of "seed money" accompanying a class to the High School is dependent upon the amount of money raised by the class.

EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES
The following rules and regulations regarding extra-curricular activities are taken from the Manhattan High School handbook. While all of these rules and regulations do not specifically relate to Middle School activities, many training rules, game conduct, travel rules, etc. do apply, and this information will further prepare student-athletes and families for participation in school activities.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may

participate in extracurricular activities offered by Manhattan School District subject to the student's eligibility as set out in the school handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

Every student in Manhattan Middle School is encouraged to join the athletic and activities programs. When the choice is made to participate, it is understood that the athletes/participants will abide by the policies set forth. The following information is for those who want to represent their school as a competitor or participant.

Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity (Appendix A). Parents also have the right to withdraw their child from any club or extracurricular activity.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities (games, practices or performances) a student must be in attendance for 4 periods on the day of the activity. This rule may be waived by the principal for extenuating circumstances. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity (Appendix A). Parents also have the right to withdraw their child from any club or extracurricular activity.

8TH GRADE PARTICIPATION IN HIGH SCHOOL SPORTS

Manhattan High School allows for 8th grade participation in MHSA-sanctioned activities under specific circumstances. The following outlines the guidelines and expectations for eligibility, participation, and placement of 8th grade students in high school programs.

Participation Process

1. **Application:** Interested 8th-grade students must complete an application for participation in MHSA-sanctioned programs. The application requires approval from the student, parent/guardian, school counselor, activities director, high school principal, and middle school principal.
2. **Tryouts & Evaluations:** Approved students may attend high school practice for tryouts and team evaluations.
3. **Selection Process:** Within the first week of practice, high school coaches will finalize team selections. All students must meet minimum requirements that include tryouts/evaluations and meeting team expectations. High school students receive priority, and 8th-grade participation is determined based on roster caps outlined below.

Roster Caps - Roster caps set the number of athletes per program. High school student participation may exceed these numbers, but 8th-grade participation is restricted unless high school age students do not meet the following caps:

- **Cross Country:** 14 boys / 14 girls
- **Football:** Not permitted (MHSA rules)
- **Volleyball:** 24
- **Basketball:** 20 boys / 20 girls
- **Wrestling:** 3 boys per weight class / 3 girls per weight class
- **Cheer:** 12
- **Speech & Drama:** 12
- **Softball:** 20
- **Golf:** 12 boys / 12 girls
- **Track & Field:** 20 boys / 20 girls

Additional Guidelines

- 8th-grade students who make a high school team cannot simultaneously participate in the same sport at the middle school level.

- Roster caps that have not been met do not guarantee an open position for 8th graders. These caps are designed to support a healthy and sustainable program with future development in mind. If 8th-grade students do not meet the minimum requirements during tryouts or evaluations, exceptions will not be made to fill a roster cap.
- Team selections prioritize high school students. Once finalized, all athletes are considered full team members.
- Playing time, positions, varsity/sub-varsity assignments, and coaching decisions are at the discretion of the head coach and apply equally to all team members, regardless of grade level, once team selections are finalized.

PHYSICALS AND MEDICAL RELEASE FORMS
Participation in athletic activities involves risk of serious personal injury. Athletic activities are hazardous and could include such injuries as paralysis, head injuries or possible death. Taking part in such activities is calculated risk-taking on the part of the student athlete and the parent. The District does not assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries. Every student trying out for an athletic team must have a completed medical history/physical form on file with the athletic director or turned in to the coach by the first day of practice. No student may participate in any practice/tryout/warm up/competition without a completed medical history/physical form on file. Physicals must be dated after May 1st for the upcoming year and are valid from May 1 to April 30. A copy of the medical history/physical form will be maintained by the high school office. The district will not pay for any cost incurred by the student for the medical history/physical form.

CONCUSSIONS
A concussion is an injury to the brain arising from blunt trauma, an acceleration force, or a deceleration force, which may involve certain observed or self-reported conditions attributable to the injury, including but not limited to transient confusion, disorientation, impaired consciousness, dysfunction of memory, loss of consciousness or signs of other neurological or neuropsychological dysfunction, including increased irritability, lethargy, vomiting, headache, dizziness, fatigue, decreased balance, and seizures.

Prior to practicing or participating in any organized athletic activities during each school year, the student and the student's parent or guardian must review and sign the Student-Athlete & Parent/Legal Guardian Concussion Statement.

The District shall ensure that all coaches, athletic trainers, officials, including volunteers, will have access to and will complete training regarding concussions and head injuries at least once each school year.

An athletic trainer, coach, or official shall remove a youth athlete from participation in any organized youth athletic activities at the time the youth athlete exhibits signs, symptoms, or behaviors consistent with a concussion. Once removed, the youth athlete may not return to the organized youth athletic activity until the youth athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion and has received an evaluation and written clearance from a licensed healthcare professional that the youth athlete has been evaluated and is capable of safely resuming participation.

Resources are available on the MHSA resource page at www.mhsa.org and National Federation of High Schools (www.nfhs.org).

PHILOSOPHY OF DEPARTMENT
It is our belief that the fundamental purpose of the athletic/activity program is:
1. To develop within the participants the qualities of sportsmanship.
2. To develop a sense of responsibility to themselves and others.
3. To develop devotion to an assignment.
4. Build a sense of pride in the accomplishment of doing a job to the best of one's ability.
5. Instill the sense of belonging to a group.
6. Encourage the social values derived from contact with students and adults from other communities.

It is our sincere hope that through participation in activities students will be better prepared to become positive members of our society.

MANAGEMENT OF SPORTS RELATED CONCUSSIONS
The Manhattan School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of

catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the District will be identified for head injury management practices by the administration.
Consistent with the National Federation of High Schools (NFHS), the Montana High School Association (MHSA), and other nationally recognized concussion management programs, the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the MHSA resource page at www.mhsa.org and National Federation of High Schools (www.nfhs.org).
Further detailed information is contained in the Sports Participation Handbook.

CODE OF CONDUCT FOR SCHOOL CLUB AND ACTIVITY GROUP OFFICERS & REPRESENTATIVES
Students eligible for positions as officers and representatives in school-sponsored and affiliated groups will adhere to the Student Handbook Code of Conduct as well as to the following guidelines:

1. Maintain academic eligibility according to the Extra-curricular Eligibility policy. Earn no in-school or out-of-school suspensions.
2. Engage in no behavior that results in prosecution of misdemeanors (excluding minor traffic violations) or felonies.
3. Attend all scheduled meetings unless excused in advance by the group advisor.
4. Participate in all planned activities unless excused in advance by the group advisor.

Code of Conduct Appeal:
Failure to adhere to this Code of Conduct will result in removal from office or position. An appeal may be made to a Faculty Council of five members that will consist of the school counselor and four teachers. The group advisor will serve as an ex officio member, for informational purposes only. A written request for appeal must be made within 5 school days of dismissal from office and turned in to the school principal. A hearing with the Faculty Council will be scheduled upon receipt of the written notice of appeal. The Faculty Council will make a recommendation to the building administrator upon hearing the appeal.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES
These rules will be in effect for the following Middle School curricular and co-curricular clubs and activities:

Fall Sports:	**Winter Sports**	**Spring Sports**	Pep Band
● Football	● Boys Basketball	● Track & Field	Student Council
● Volleyball	● Girls Basketball		
● Cross Country	● Wrestling		

MIDDLE SCHOOL SPORTS
All student-athletes must adhere to the training rules in this handbook and other rules deemed necessary by their appropriate coaching staff.

MHSA PARTICIPATION RULES & REGULATIONS
For participation in Montana High School Association sanctioned athletic contests, all students representing Manhattan Schools must meet the following additional requirements. A student may participate in only one MHSA sanctioned sport at a time and meet all eligibility requirements of the MHSA and Manhattan Schools. In the event of extenuating circumstances, due to medical or family emergency, an appeal can be made through the school administration chain of command, beginning with the Activities Director. Rules for Middle School students are the same as for high school students.

TRAINING REGULATIONS

1. All participants, managers or auxiliary students using any tobacco products shall be subject to immediate suspension for that season.
2. Any participant, manager or auxiliary student drinking alcoholic beverages or in possession, or being under the influence to any degree of alcoholic beverages at any time shall be subject to immediate suspension for that season.
3. Any participant, manager or auxiliary student using ***illegal drugs of any kind*** or in possession of them shall be subject to immediate suspension for that season.
4. Any participant, manager or auxiliary student in the company of ***others illegally using alcohol or drugs*** can be subject to immediate suspension for that season (guilt by association).
5. Curfew designated by the coach must be adhered to**.**
6. Any member of an activity team who is suspended from school is automatically suspended from all organizations

or activities until the administration reinstates the participant to the specific activity organization.

7. Students must be in attendance on the date of the event or competition, except on Saturday or on the day of an out-of-town contest in which the group leaves before school is dismissed, unless excused with prior administrative approval (Principal or Activities Director).
8. A Participant Agreement must be signed by the student and parent prior to competitive participation in the activity.
9. All participants in athletics must purchase an activity ticket**.**
10. Training Regulation Appeal: In the event of extenuating circumstances an appeal can be made through the school administration chain of command, beginning with the Activities Director.

Activity Tickets: Student and Adult activity tickets for participation and for attendance will be sold at the high school office.

PRACTICE RULES

Coaches, sponsors, and directors will establish practice and meeting rules for their respective activities.

1. Players and participants will report for scheduled practices and meetings on time.
2. Players and participants will adhere to the practice and meeting rules as set by the coach, sponsor or director.
3. Players must be in attendance for a half-day in order to participate in practices or games unless the players have a doctor's note excusing them.

PERFORMANCE & GAME RULES

During a performance or game, students will be expected to maintain poise at all times. Avoid the following:

1. Yelling criticism at teammates or other participants.
2. Making excuses for poor performance.
3. Swearing and using foul gestures.
4. Criticizing officials or judges.

Any student committing an act(s) of severe misconduct or unlawful act(s) may result in the parent being required to travel to the activity site to pick up their student. This decision will be based on the time required to resolve the incident.

TRAVEL RULES

Extra-curricular groups travel to represent Manhattan Middle School and the Manhattan community in interscholastic activities. As representatives of this school and community, students' behavior while traveling will meet or exceed the standards for student conduct, as outlined in the Student Handbook. In addition to Student Handbook rules, traveling participants **may not**:

1. Leave the site of the event unless accompanied by school personnel.
2. Gamble at public gaming facilities.
3. Additional rules may be implemented at the Coach's/Sponsor's/Director's discretion.

To build team unity and spirit de corps, students are expected to:

1. Ride transportation provided by the District to and from each event.
    a. If transportation distance to the event is less than the distance to the school to meet the bus, the student's parent/guardian can be responsible for student transport to and from the event. Parents must complete an official transportation release form in advance of each event. b. Students may only ride home FROM an event with a parent/guardian or adult designee with a transportation release form signed by the parent/guardian in advance of departure from the event. Once the bus departs the event site, the student will ride home on the bus and cannot be released (e.g, if a meal is provided after departure from the event, the student will not be released at the restaurant).
2. Be on time for bus loading and departure. Students who miss the bus will not be allowed to participate.

APPEARANCE

What a person wears serves as a symbol of what they are. Students are not only representing themselves, but also Manhattan Middle School and the community. Attire and hair code will be regulated by the coach/sponsor/director and the administration. If a participant is unclear as to what is acceptable, he or she should ask the coach/sponsor/director. Loss of playing time or participation rights will result if violations occur.

EQUIPMENT

Equipment issued to the participant is his/her responsibility and if not returned in satisfactory condition, the participant will be financially responsible for the replacement of said equipment.

Taping will be done following an injury or when required by a physician. Athletes can obtain their own brace(s) as needed.

LOCKER ROOM

There should be no horseplay in the locker room. Any swearing or careless use of facilities will be dealt with severely. Students are allowed in the locker room only when an adult is supervising. Students will be asked to leave if it is felt they

have no business in this area. The equipment and towel rooms are off limits to all students except managers.

PHYSICAL EXAMINATIONS
Before competing in a MHSA school activity, on behalf of Manhattan Schools, each competing student must have a physical examination by a licensed physician. A copy of the results of the examination will be maintained by the High School office. The District will not pay for any cost incurred by the student for the physical examination.

MANAGERS
A manager of any major sport is eligible to earn a letter. Letter requirements will be determined by the coach of each sport. Managers will adhere to all training rules. The Activity Department recognizes the importance of the managerial position and actively encourages all interested to consider this most vital position of responsibility**.** Managers are responsible only to the coach and not the players.

INSURANCE
School District #3 does not provide standard athletic insurance coverage. District #3 does carry catastrophic insurance**.** Parents may purchase supplemental insurance coverage or choose their own insurance carrier. Forms are available at the school office.

PARTICIPANT AGREEMENTS & PARENT MEETINGS
Each participant must have a parent attend the meeting and/or sign off on a Participant Agreement verifying that he or she viewed the video presentation and understands and agrees to the policies and rules regulating activities outlined in the activity portion of this handbook. Any violation will result in consequences, up to removal from activities and may include suspension or expulsion. Please read this booklet carefully and understand the contents and purpose of our policies and rules. We take pride in our activity program and hope you will benefit from this Middle School educational experience.

Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity (Appendix A). Parents also have the right to withdraw their child from any club or extracurricular activity.

MUSIC
The band program includes participation in preparation for school concerts, district festivals, and other performances of the director's choice. The band also participates as a pep band for football games, basketball games, volleyball matches, and tournament appearances. Middle School students participating in pep band are subject to academic eligibility rules.
The choir program includes participation in preparation for school concerts, district festivals, commencement and other performances of the director's choice.

RULES GOVERNING STUDENT CONDUCT ON SCHOOL BUS
Students are expected to demonstrate good behavior, observe established BUS RIDER SAFETY RULES, and cooperate fully with the driver in order to continue having access to the bus and ensure their safety during the ride to and from school. Safety is most important! Safe, clean and well-maintained buses will be provided.

1. **BE AT THE BUS STOP ON TIME. WAIT FOR THE BUS SAFELY.** Be at the school bus stop 5 minutes before the scheduled pickup time-and stay there. Respect private property at the stop location. Keep yourself and others safe by waiting at the designated area and do not play or wait in the road.
2. **ENTER THE BUS IN AN ORDERLY MANNER AND TAKE YOUR SEAT.** Line up in an orderly fashion. Wait for the bus to stop, get on immediately and go to your seat.
3. **RESPECT YOUR SCHOOL BUS DRIVER.** Cooperate and comply with your bus driver's requests. The following are not allowed on the school bus: Use of foul language or gestures, eating, drinking, use of tobacco products, possession of alcohol or illegal drugs, weapons, explosive or flammable materials and live animals. If other bulky or dangerous items (such as class projects and skate boards) are required at school, other transportation should be arranged. Otherwise, the driver has authority to require objects to be placed in a safe place, or deny transportation of such items. School books, notebooks, lunch pails, purses, small backpacks and small musical instruments are allowed and should be held on the student's lap.
4. **REMAIN SEATED WHILE THE BUS IS IN MOTION.** If a student wishes to change seats, they must request the driver's permission to do so. If granted, move only when the bus is stopped. Standing, kneeling on the seats, or facing the rear are unsafe riding positions and not allowed. The correct and safest position is seated facing forward with back against the seat back cushion. The driver has full authority to assign seats.
5. **KEEP BODY INSIDE THE BUS AT ALL TIMES. TAMPERING WITH EMERGENCY EQUIPMENT OR EXITS IS ILLEGAL.**
6. **KEEP AISLES CLEAR.** Feet, legs, arms and bodies, as well as books, bags, lunch pails, instruments and other items must be kept out of the aisle: the driver must have a clear view down the aisle to the back of the bus at all

times.

7. **REMAIN QUIET AND ORDERLY.** State law requires complete silence at all railroad crossings; use a quiet voice at all other times. Talking to the driver while the bus is moving is distracting and shouting or any loud noise is not acceptable. A low noise level is necessary for the safest driving conditions.
8. **BE COURTEOUS TO THE SCHOOL BUS DRIVER AND FELLOW PASSENGERS.**Keep your hands to yourself; this includes high fives, pushing, grabbing, reaching over seats, etc. can be dangerous and is not permitted. Avoid roughhousing and any kind of physical play. Throwing, spitting, kicking or shooting items inside the bus or out the window is hazardous and prohibited. Any willful damage inflicted to the bus will be paid for by the student.
9. **BE ALERT TO TRAFFIC WHEN LEAVING THE BUS.** Use only the front door and follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
10. **OBTAIN WRITTEN PERMISSION FOR A BUS STOP CHANGE.** Students must have written permission from their parents to use a stop other than their own.

ADDITIONAL INFORMATION: In general, rule violations will be dealt with on an individual basis between rider and the driver. If a problem continues, a written report will be made to Harlow's School Bus Service and the administrator will determine the appropriate action or consequence and parents will be contacted. Remember, school bus transportation is a privilege, not a right, and may be suspended or terminated for repeated misconduct, a single serious offense or endangering the overall safety of the school bus or its occupants. **These rules are from the management and to be carried out by all drivers. Policy No. 3612F *(signatures are required as per policy compliance)***

CHANGE OF POLICY

Occasionally there may be a change of policy that has been outlined in this handbook. These changes will be announced by the homeroom teacher and parents will be informed. Thereafter, it will be the student's responsibility to abide by the new policy.

APPENDIX A – AUTHORIZATION TO PARTICIPATE AND RECORD

The District offers student clubs and extracurricular activities, events, and programs to the Student, including, but not limited to, curricular and co-curricular programs and clubs, sporting events, athletics, band, cheerleading as identified in the Student Handbook, and transportation and lodging to, from, and associated with these activities (collectively "Clubs and Activities").

Parental permission is required for the Student to participate in a Club or Activity. By signing this form, you give permission for your child to participate in the Club(s) and Activity(ies) identified by you and:

1. Represent the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
2. Understand and acknowledge that the Student may not be skilled in one or all of the Clubs and Activities;
3. Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
4. Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the Student may not possess;
5. Understand and acknowledge that the Club or Activity in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be "cut" from the Club or Activity through the audition/try-out process;
6. Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
7. Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
8. Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
9. Understand and acknowledge that the District may remove the Student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

You further acknowledge and consent to the Student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the Student participating in the Club(s) and Activit(ies) identified in spite of, and with full knowledge of, risks which may be associated with that Activity. By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

Club(s) and/or Activity(ies) for which permission is given for the Student to participate (mark all that apply):

- Football
- Volleyball
- Cross Country
- Boys Basketball
- Girls Basketball
- Wrestling
- Track & Field
- Golf
- Pep Band
- Peer Helpers

STUDENT NAME	STUDENT SIGNATURE	DATE
NAME OF PARENT OR GUARDIAN	PARENT OR GUARDIAN SIGNATURE	DATE

Please return to the office by September 1st, 2026.
Signed permission must be provided before a student can participate in a Club or Activity.