

Sidney Middle School

Student Handbook 2023-2024

Important Calendar Dates

First day of school (new students and 6 th grade)	Wednesday, Aug 16
Picture Day	Tuesday, Aug 30
Picture Retakes	Wednesday, Oct 17
Noon Release	Wednesday, Nov 22
Noon Release	Thursday, Dec 21
Last day of school (half day noon release).....	Friday, May 24

No School for Middle School Students

Labor Day (no school).....	Monday, Sept 4
PIR Days (no school for students).....	Thurs & Fri, Oct 19-20
Thanksgiving Break (no school).....	Thurs & Fri, Nov 23-24
Winter Break (no school).....	Fri, Dec 22 -Mon, Jan 1
Spring Break (no school).....	Mon-Fri, March 4-8
Easter Break (no school).....	Monday, April 1
Snow Day Make-up (if needed)	Friday, May 3

School in Session on Friday for Students:

August 18, 2023 September 8, 2023 January 5, 2024 April 5, 2024 May 24, 2024

Grading Periods

<u>1st Nine Weeks</u>	August 16-October 12	<u>2nd Nine Weeks</u>	October 16-December 21
<u>3rd Nine Weeks</u>	January 2-March 14	<u>4th Nine Weeks</u>	March 18-May 24

Report cards are usually issued the Wednesday following the end of the nine weeks grading period. Progress reports will be mailed to parents between the 4th and 6th week of each grading period if deemed necessary by individual teachers. If there is a need for it, reports may be issued at additional times.

Teacher-Parent Conference dates/times-To Be Determined at later date

Greetings-

On behalf of the faculty and staff, we would like to welcome you to the 2023-24 school year. The purpose of this handbook is to help you make informed choices and to make known to parents and students the expectations that we hold for our students. Critical sections of this handbook will be reviewed with students in the upcoming days. We expect students and parents to be familiar with the policies and procedures outlined in the following pages, and review this document together. **All sections of this handbook are subject to change.** We would strongly suggest you keep this handbook in a file for future reference.

Beginning a new school year presents an opportunity to set and achieve goals. Student responsibilities at SMS include attending school regularly, attending classes on time, and doing the best that they can. The major responsibility is to learn, and the staff here is willing to help each student work toward any educational goals they have. If each student follows the stated rules and regulations and behaves in respectful, responsible, and safe ways, they will have an enjoyable year.

We are looking forward to working with each of you and having a great year together!

Ashley Copple, Sidney Middle School Principal

Visitors

All must enter the school through the main entrance and check-in at the office! Visitor passes are required for all non-school personnel.

Middle School Staff

Copple, Ashley	Office	Principal
Johnson, Kathy	Office	Administrative Assistant
Allen, Lorraine		Family Consumer Science, Library
Averett, Marnee		U.S. History 8
Damm, Melissa		English/Language Arts 8
Drane, Melanie		Special Education
Euston, Erika		Art 6-7-8, Photography
Frandsen, Cara		Math 1, Computer Tech 6
Halvorson, Cedric		Chorus 6-7-8, General Music
Hoesel, Samantha		Science 6
Holler, Marie		Computer Tech 7-8, Yearbook, Announcements
Iversen, Susan		Paraprofessional
Jensen, Maria		Title 1 Tutor 6-7-8
Johnson, Katrina		Fitness 6-7-8
LeMay, Jaime		Math 2, Algebra
Ler, Tess		Social Studies 6, Computer Tech 6
Lewis, Tia		Guidance Counselor
Lovegren, Jennifer		Science 8, Skills 6
Monsen, Michelle		Special Education Director
Mueller, Jodi		Reading/Language Arts 6
Munoz, Karen		Paraprofessional
Nevers, Brandy		Paraprofessional
Nevins, Lacey		Behavioral Specialist
Noble, Jenna		Science 7, Science Olympiad
Omdahl, Quinton		Math 3, Algebra
Palm, Andrea		Social Studies 7
Pennington, McKen-Z		Special Education
Schulz, Marv		Shop
Sundt, Kilee		Band 6-7-8
Sullivan, Sandy		English/Language Arts 7
Stennes, Ken		Tech Coordinator
Vannatta, Greg		Head Custodian
McGahan, Jennifer		Custodian
McNutt, Brian		Custodian

Please refer to the Sidney School Board policy manual, available at the district office, for the complete and current board policies. Some of the information contained in this handbook references parts of board policy, but may not contain the complete policy.

GENERAL SCHOOL EXPECTATIONS

Each student's cooperation is needed to make Sidney Middle School a pleasant place to study. The rules that are found here were established to expedite the main purpose of school, which, of course, is learning. In order for students to take advantage of available learning opportunities and to be productive members of our school community, all students must adhere to the Middle School expectations: Be Safe, Be Responsible, Be Respectful...BE A LEARNER! In doing so, at Sidney Middle School, each student will:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and building standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.
- Avoid violations of the discipline and academic policies of Sidney Middle School listed within this handbook.

Good manners and concern for the rights, feelings and safety of others require certain standards of conduct. The following regulations will be enforced at Sidney Schools:

1. Hats off in the building during school hours.
2. "Hands off" in any/all relationships.
3. Profanity and obscene gestures are unacceptable.
4. No running in the halls or on the stairs.
5. Stay to the right when walking in the hallways or going up and down stairways.
6. Absolutely no horseplay inside or outside of the school building/property before, during, or after school.

Students in violation of these standards of conduct will be given a minor disciplinary referral (yellow slip) for non-compliance to school rules.

Prescription Student Medication: (Board policy 3416)

Students who need to take medication at school must have the *Request for Self-Administration of Medication* form completed by a doctor and a parent or guardian when the medication is brought to the school and any medication is administered at school. This applies to students who take medication each day all year or for students who take medication for a brief period of time. Completing the Tylenol form gives the school permission to give students Tylenol (or something similar) when requested. All student medication given at school, other than Tylenol, must be in the original prescription bottle. **All other medication that a child is prescribed to take must be given to school personnel by the parent / legal guardian of the student. Students cannot deliver this medication to the school.**

Immunization: (Board policy 3413)

State laws require that all students be immunized against diphtheria, tetanus, polio, whooping cough, measles, chicken pox and rubella. Exemptions may be granted for religious or medical reasons.. Students who are not properly immunized or who have not completed the necessary exemption forms must be excluded from school. ALL students must have a second MMR shot before they can attend school. Students must have a Tdap booster shot before entering 7th grade.

Sidney Middle School Student Dress Code:

Pride in personal appearance and in grooming has always been encouraged at Sidney Middle School. Because we wish to maintain this pride and for basic health and grooming considerations, certain minimum standards of dress have been approved by the administration and the Board of Trustees. We ask that students are well groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. We respectfully request that you dress in a manner that does not distract from the learning environment of other students.

- Hats, bandanas, caps, visors, or other headgear are not to be worn at school. Sunglasses are not allowed unless worn for medical reasons. These guidelines apply to girls as well as boys.
- Students shall not wear clothing or jewelry that advertises tobacco, alcohol, drugs, or other harmful substances. Students shall not wear articles of clothing that are adorned with sexually suggestive slogans (including Hooters clothing), profanity (explicit or implicit), lewd pictures, vulgar or obscene displays, or that which may be offensive to another's religion, race or national origin.
- For health and safety purposes, shoes must be worn at all times. Footwear that converts into rolling shoes (Heelies), as well as bedroom slippers are considered hazardous and are not permitted at Sidney Middle School.
- Guidelines for student dress include 1-inch top straps on shirts, tops and dresses; top clothing that does not reveal midriff, cleavage, or underwear; shorts, skirts, and dresses that pass fingertip length while arms are extended at the sides.
- For security reasons, backpacks, purses, and winter coats are not allowed in the classroom.

Students shall wear appropriate clothing that does not disrupt the learning environment of other students and staff. Overly revealing apparel shall not be worn to school. Students who wear clothing that disrupts the learning environment at Sidney Middle School, as determined by the building principal or school staff, are subject to the consequences outlined in the discipline plan. If a student does not have appropriate clothing/the ability to procure appropriate clothing, SMS will provide appropriate clothing which the student will be expected to wear for the remainder of the day. Refusal to comply will result in additional disciplinary action.

Teachers will utilize dress code folders to inform students of a violation of the above policy. If a student is given a dress code folder, they will report to the school office to address the violation.

Lockers:

The number of the locker that has been assigned to you will be found on your registration card. **Lockers are the property of Sidney Middle School and are not to be shared with any other student.**

- Keep your locker clean, closed, and locked.
- Changes in locker assignments may be made only through the office. Detention will be assigned to students who change lockers without office permission.
- The Sidney Middle School charge for damaged lockers will be a minimum of \$5.00. If your locker is not functioning properly, report it at once to the principal's office.
- The administration reserves the right to inspect all lockers.
- Valuables should NOT be kept in lockers. The vault in the office may be used for safekeeping of valuables.
- The only beverage allowed in Middle School lockers is water or a sealed lunch box beverage

Litter:

Please keep the grounds and building clean. Use the trash cans. If you see litter in the hallways or outside, please pick it up.

Student Planners:

Each student will be provided a student planner. **The planners include a pass log, which will record student activity outside the classroom. The planner will be used as a make-up slip when absent, as a hall pass and must always be in their possession when in the hall.** It will be the student's responsibility to take the planner to each class and record their daily assignments. It can also be used to plan for long-term assignments and projects. The first student planner issued will be free. Additional planners are sold in the office for \$5.00 each.

Student backpacks/sackpacks/gym bag:

Due to small classroom sizes and general safety concerns, students must keep these bags in lockers only. Students should not bring bags with them to any class other than gym class. Any exception to this rule must be cleared with the building principal.

Safety Drills:

In the event that we need to evacuate the building, exit out the nearest door, go in the direction of the Verizon Building. Go through the alley and go to the BPOE-Elks building. This is our emergency gathering spot.

Fines:

All fines assessed for damage to school property or other reasons must be paid before grades or credit will be issued in any course.

Library:

Students are allowed to check out up to 2 books for a period of 2 weeks. For each day overdue, a fine of \$0.10 per overdue book will be assessed. If a book is lost, the books must be replaced. This fee will include the price

of replacing the book and a \$5.00 processing fee. There will be an additional fine assessed for each day until this matter is resolved. Fines and overdue notices are issued on Monday of each week. Students who have overdue materials or owe fines will not be able to check out books from the library until the overdue is handled. Students who do not handle overdues before the end of the day on Thursday will receive a yellow slip. After three yellow slips, the student will lose their library privileges for the remainder of the quarter and will serve a half day detention on Fridays.

Students must not leave library books lying around the school. If your book is found abandoned, you will be issued a yellow slip.

Lost and Found:

If you find a library book, return it to the librarian. Other articles should be taken to the lost and found shelves located in the cafeteria. Items of significant value should be brought to the main office.

SCHOOL ATTENDANCE POLICIES (Board policy 3122)

Attendance is one of the most important contributing factors to success while in school. The habits of dependability and responsibility you learn and practice are essential to success in adult business, social and personal relationships. Absences from classes should be for reasons of health, curriculum-related activities, or unavoidable emergencies. The Board of Trustees establishes attendance and discipline regulations.

Exempt Absences:

Defined as absences that DO NOT apply to the excessive absence policies. These include:

- Participation in a school-approved activity. This exemption will apply to eligible students participating in sports events, music-related events, academic field trips, and others deemed co-curricular. To participate in an extracurricular or co-curricular activity, including practice, students must be in school during the afternoon of the date of the event or the afternoon on the last school day before the activity if the activity falls on a non-school day. Students who miss school, following a school-sponsored activity, may be considered ineligible for the next school-sponsored activity in which they are eligible to participate.
- Medical Appointments, Extended Illness, and Chronic Health Condition. Medical documentation MUST be provided to the office or exemption will not be allowed.
- Legal appointments. Verification of appointments MUST be provided to the office or exemption will not be allowed.
- Bereavement/Funerals Missed work assignments and activities may be made up in the manner provided by the teacher. Time allotted for make-up work as stated in this handbook.
- Absence resulting from disciplinary actions or short-term suspension-Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, have the right to make up assignments or exams missed during the time they were denied entry to the classroom. Time allotted for make-up work as stated in this handbook.
- Snow Days-Any students who live out of city limits and who ride buses are exempt.

Excused Absences: Prior Knowledge:

- ★ Defined as absences that DO apply to the excessive absence policies.

Students who have prior knowledge of an upcoming absence must notify the school office **minimally** a day before the dates of the absence and the reason for the absence. This notification must be verified by a parent note, call, or email **before** the planned absence. A student with a pre-arranged absence must report to the school office with their student planner as well as with a note explaining the upcoming absence and/or the parent may email Mrs. Office (Kathy) Johnson at kgjohnson@sidneyps.com or call 433-4050 to clarify the upcoming absence. The student's planner will be stamped: "Prior Knowledge Absence." It is the responsibility of the student, with the assistance of the teacher, to write down missed work/assignments in his/her student planner and complete the missed work in the time allowed as stated in this handbook.

Failure to do so prior to the absence may result in an unexcused absence. Prior knowledge situations include but are not limited to:

- Family trip/activity
- Non-school sponsored activity examples include AAU sports, 4-H, Church Trips, etc. Parents are encouraged to allow participation in non-school activities by their child as long as eligibility requirements are being met by students. Failure to notify the school about upcoming absences may result in an unexcused absence.
- Illness-In cases where doubt occurs concerning the validity of an excuse, the administration may require verification of medical or other conditions contributing to the absence.
- Family Emergencies

Excused Absences: No prior knowledge:

When a student must be absent for illness or other unforeseen emergencies, **parents MUST inform the school of the reasons for the student's absence on the day of the absence (ideally before 9 a.m.).** Failure to do so may result in an unexcused absence. No prior knowledge situations include but are not limited to:

- Illness
- Family Emergencies

When a student is absent from a class with no prior knowledge, that student will be allowed one day for each absence to turn in missing work. For example, if a student misses Monday, they would get their work upon arriving to class on Tuesday, and it would be due when they walk into class on Wednesday (Day + a day). Previously assigned work that is due on the day a student misses will be due immediately upon returning to class the next day of attendance. Tests/quizzes/projects assigned in advance by the teacher, and known by the student prior to the excused absence of the student, will be taken/turned in by the student on the return date.

- ★ Cases of extended absences can be dealt with on a case by case basis by working directly with teachers.

It is the responsibility of the student to secure work missed during an absence. It is the student's responsibility to initiate and follow through with the work's completion.

Unexcused Absences:

Defined as absences not authorized by state law nor by district or school policy but occurs with or without parental knowledge or consent. Examples of unexcused absences may be but are not limited to:

- Truancy or skipping classes/school
- Needed at home to help parent, sibling, other family members
- Homework completion
- Babysitting
- Oversleeping or sleeping in
- Missing the bus
- Shopping
- Hair appointments

Unexcused absences are not acceptable at Sidney Public Schools. Each building administrator shall have the authority to determine if an absence is unexcused and the appropriate penalty for any student whose absence is considered unexcused.

Consequences for Unexcused Absences: Students who are marked with an unexcused absence are required to make up the missed class time outside of regular school hours. The schedule for making up the unexcused time will be determined by the principal or designee. Failure to make up the time required may result in further disciplinary action as deemed appropriate by administration. The student who reaches 9 unexcused absences as described in MT Code 20-5-103 may be referred to youth probation and the county attorney.

Admit/Makeup Procedures:

Missing School---Returning to School

Any time (regardless of the reason) a student is absent from Sidney Middle School, upon return he/she must check in to the main office by bringing with his/her student planner. Students must do this as soon as the morning bell rings, before going to first period. Student planners will be stamped “OK to return to Class”, which signifies that the student has checked in at the office upon his/her return. It is the responsibility of the student, with the assistance of the teacher, to write down missed work/assignments in his/her student planner and complete the missed work in the time allowed. Students who fail to report to the office upon a return from any absence may be issued a yellow slip (minor disciplinary referral) for non-compliance.

Google Classroom at Sidney Middle School

SMS will provide electronic/digital access and instructions to classes on Google Classroom. Students who are required to be at home due to issues such as quarantine are required to attend school virtually, via Google Classroom. Laptops and wifi hotspots are available, if needed, for home checkout for these situations. Call the school office to get a device checked out to the student. **THESE RESOURCES ARE NOT MEANT TO REPLACE LIVE, IN-PERSON CLASSES AND WILL STILL QUALIFY AS ABSENCES.** All rules regarding appropriate behavior at school remain the same for virtual school. Due dates remain the same for virtual students as students who are in person. If students are ill, and unable to attend class in person or virtually, he/she must access any lessons missed for each class.

Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed. Students should refer to the Google Classroom for each class missed for necessary assignments or resources. Please allow adequate time for the teacher to be contacted and the work collected, so that the instruction schedule will not be interrupted. If the planned absences are several days away or lengthy, some of the work may not be possible to collect until returning. Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled, even if a student is absent the day before the assignment is due. In certain circumstances, the teacher may alter assignments to be made up. In other circumstances, the teacher may not require make-up. Should this be the case, the excused assignments will not be counted toward the marking period grade.

The Sidney School District supports and recognizes the value of student participation in school as well as non-school sponsored activities. It is the belief of the District that student participation in any activity, in or out-of-school, should be based on meeting and maintaining academic standards equal to the school's eligibility rules for participation in activities. Parents are encouraged to allow participation in non-school activities by their child only if these same standards are met and the school office will assist parents in determining their child's eligibility status. Attendance at a non-school sponsored activity requires notification of the school office at least a day before the intended event for it to be excused. Failure to notify will result in an unexcused absence.

School sponsored activity absence:

If a student is required to be absent for a school sponsored event or activity, he/she must get work completed and handed in prior to leaving and the planner must be signed by all teachers indicating that all requirements have been met. The completed planner/make-up slip must be checked by the principal or designee prior to the trip. **Failure to complete required work, including planner signatures and office check of planner/submission of make-up slip, by the required time will result in student not attending the event.** In the event that the student makes up work in advance and is not permitted to attend the event, he/she must attend his/her regular classes.

Absence from school the day of an after school activity or evening performance:

If you are absent from school for any portion of the day of an after-school or evening performance or activity, you may not attend or participate in that activity if it is an activity away from home. For activities that occur at home, morning absences will be excused as long as the student is back by his or her afternoon classes. The building principal or athletic director, in consulting with the coach or advisor, may waive the above. **Pre-arranged appointments, (i.e. orthodontics, dental, etc.) are not included.**

School Closure:

School closures, because of inclement weather, will be announced on area radio stations; 95.1 FM, 101.1 FM, 93.1 FM, or 98 KEYZ AM. The district website, www.sidneyps.com, and the SMS Facebook page will also post school closures or delays. The information is also given to KUMV-TV, KXMD-TV and KXGN-TV and they will try to broadcast the closure if they are able to. Unscheduled closures due to equipment failure or weather may also occur.

Absence/Attendance when buses are not running: Snow Days (SD)

When school is in session, but buses do not run due to weather, students in city limits are expected to attend school. Students will not have consequences for being tardy on these days, as it is understood that alternate arrangements for transportation must be provided by parents and may take some time to arrange. However, the expectation is that students who live within walking distance of the school or who do not normally ride the bus will attend school when possible. If a student stays home due to weather, the parent must notify the school.

Illness (IL):

This attendance code will be used when a parent or guardian calls in their child sick.

In cases where doubt occurs concerning the validity of an excuse, the administration may require verification of medical or other conditions contributing to the absence. In the event the principal determines an absence or tardiness is unnecessary, the absence will be considered unexcused. The administrator may require that parents communicate directly to him/her regarding the reason for the absence or tardiness.

Fitness class-medical excuse:

State education requirements state that every student participates in physical education.

- Written excuses from parents or guardians are accepted for one, two, or three calendar days (including weekends).
- Beyond the three calendar days, an excuse from a medical doctor is required.
- All medical notes from parents, guardians, or doctors should be detailed to include exemptions from specific activities and/or specific activities that are acceptable. (A preferred medical excuse form can be found on our website) For Example: Please excuse my child from any upper body activities that involve the left arm. John is allowed to participate in any activity that does not require running.
- A note of release or a date of return must be presented from a doctor in order for a student to resume regular physical education.

Students who are marked with an unexcused absence may be required to make up the missed class time. This may include, but is not limited to, Detention, Friday or Saturday School, Summer School, Community Service, documented online instruction/tutoring. Failure to make up the time required may result in a referral to the district superintendent and/or school board or further disciplinary action will be implemented. If referred to the district superintendent and/or school board, they will determine the final consequence of failure to meet the requirements of the plan. Should the makeup time require additional staffing for summer school or Friday/Saturday school, the **parents** may be assessed a fee for these services.

Dealing With Excessive Absences:

The following attendance letters will be sent automatically to students and their parents. This will include any absence from a class, regardless of the reason for the absence

- A student with five (5) excused/unexcused absences will have a letter sent home.
- Once a student reaches eight (8) absences, a second letter will be sent. This letter may indicate the necessity of setting up a meeting with administration in an effort to resolve excessive absenteeism. The

request for a meeting will **require** the parent to respond within 5 days. Administrators may refer parents to the district attendance office, should they fail to make contact for this meeting. If the parents and students refuse to put forth the effort to resolve excessive absences, they may be referred to the district attendance office

- The letter sent at 8 absences will specify whether the parent will or won't be required to schedule a meeting with the principal or designee to discuss the student's attendance patterns and to form an attendance/truancy plan. The letter will indicate current grades.

During this meeting, administrators may utilize, but are not limited to the following appropriate measures of action:

- formation of a truancy/attendance plan
- loss of class credit
- removal from a school activity
- alternative placement
- summer school
- detention/Friday school
- suspension from school
- retention in grade-level
- notification of county attorney or youth probation
- referral to district truancy officer
- referral to the superintendent and/or school board for expulsion

Following compliance to a truancy plan, in the case of the student who resumes the poor attendance pattern-and who once again becomes truant, the District shall not be required to exhaust its administrative procedures for dealing with the problem before the student is again turned over to the District Attendance Officer.

As per Montana Law 20-5-106 (2013):

If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated school official or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer will 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. If convicted, the person responsible for the care of the child 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 for the remainder of the current school term. Furthermore, 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.

Tardy Rules:

Promptness to class is extremely important. Students are expected to be in their classrooms, ready to work, at the bell. All tardies will be recorded regardless of the reason but consequences will not be assessed until the 6th tardy in a quarter. A designated session, most likely Friday school, will be scheduled as a consequence for excessive tardies (6 or more per quarter), and with total time determined by total tardies in the quarter. A yellow slip will also be issued for excessive tardies. Failure to serve the designated session will result in a major disciplinary referral (pink slip) with additional consequences.

Sidney Middle School 2023-2024 BELL SCHEDULE

<u>7:55-8:50</u>	<u>8:53-9:44</u>	<u>9:47-10:38</u>	<u>10:41-11:32</u>	<u>11:32-12:27</u>	<u>12:31-1:22</u>	<u>1:24-1:55</u>	<u>1:58-2:49</u>	<u>2:52-3:43</u>
<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>	<u>Period 9</u>

Period 5 is lunch for all grades.

SCHOOL DAILY PROCEDURES AND POLICIES

Morning Procedures:

When students arrive at the Middle School, they are to visit outside until allowed to enter the building at **7:50 a.m.** at their grade level entrance. Students who want to eat breakfast will be admitted at 7:35 in the cafeteria through the band room door, and must stay in the cafeteria until 7:50 a.m. **Students who are dropped off at the middle school in the morning are required to stay on campus.** Students are not free to go visit any areas outside of the middle school boundaries. If the student wishes to eat breakfast at school (cost \$1.25), this is to be done immediately entering through the band room door. If a student needs to get planners stamped for absences (planned and unplanned), drop off instruments in the band room, pay lunchroom bills, or drop off papers needed in the office he/she should report to these areas **BEFORE** going to first period, once allowed into the building at 7:50 a.m. Once those tasks are accomplished, students are to immediately report to his/her first period class.

Noon and Lunch Procedures:

When students are dismissed for lunch, they must go to their locker, store class materials, and get coat and lunch ticket. From there, proceed to the lunchroom or outside depending on rotation. Restrooms are designated for use at lunch time. If students eat lunch at school, they must present their lunch ticket at the lunch line. Lost tickets may be replaced at a cost of \$2.00. Be sure to maintain a sufficient lunch account balance. Lunch prices for this school year are student (\$3), and adult (\$4), Extra Milk (\$0.25). Students who forget their lunch tickets will be allowed to eat, but will go to the end of the lunch line and wait to eat at that time. **After five times through the lunch line without a ticket, students will be issued a yellow slip.**

Meal Charge Policy: Unpaid Meal Debt

Once a family/student account is \$15.00 in arrears, students will be offered an alternative sack lunch meal that meets USDA regulations, and it will be charged to the student's account. After five (5) alternative lunches, the parent will be asked to send a lunch from home.

- A la carte items may not be charged to negative account balances.
- If a child has money to purchase a reduced price or paid meal at the time of meal service, the child must be provided a meal. School Food Authorities may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- Families are encouraged to pre-pay for meals at the school office or through the Infinite Campus parent portal.
- Parents will be notified directly of negative account balances.
- All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment per state and/or federal guidelines.

Sidney Middle School students Grade 6-8 do not have off-campus lunch privileges, except on special occasions or earned privileges as determined by the principal. The only exceptions to this rule are for those students who go home for lunch under the supervision of their parents, special occasions, or earned privileges, as determined by the principal. Students who go home or off-campus, when allowed, must have a parental permission note on file.

Sidney Middle School students are to eat lunch **in the lunchroom** every day. Students are not to share food off the tray of another student. Students cannot opt to “skip lunch”. Students who choose not to eat school lunch must bring a packed lunch from home.

After School Procedures:

At the 3:43 bell, students must go to their locker, gather the materials needed at home and leave the building at the most convenient door, unless the student will be under direct supervision of teachers or staff.

Use of Crosswalk Coming To or Leaving Sidney Middle School:

If students are walking home, they must follow appropriate traffic signals and safety procedures. For student safety, when coming to school or leaving the school grounds if the student must cross Central Avenue, they may do so only at the intersections with traffic lights. Students must follow the appropriate traffic signals. Any student who violates this rule may serve detention after school for up to one-week. If the violation of this rule occurs at lunch time, the student will lose their off-campus privileges for the remainder of the school year.

***WHEN PICKING UP YOUR STUDENT YOU MUST ONLY PARK IN DESIGNATED PARKING AREAS.**

Getting Picked Up at Sidney Middle School:

At no time are Sidney Middle School students allowed to get into cars/vehicles with anyone other than their parents or legal guardian. If someone other than a parent or legal guardian wants to check a middle school student out for lunch or any other situation, parent permission is required. Students who violate this rule will be issued a major rule violation referral which may include suspension.

Registration:

Registration for classes will be done by the Guidance/Main Office. Students pick up finalized schedules and pay fees in early August according to the schedule published on the Middle School Facebook page.

All classes and schedule changes must be made in the principal's office or in the counselor's office. The minimum pupil load is six unit courses each semester.

Withdrawal from School:

If it is necessary for a student to withdraw from school, he/she must bring a note from his/her parents to the principal's office and obtain a withdrawal slip. Students present both his/her books and withdrawal slip to the teacher who issued the books, and have the slip signed by teachers, the librarian, and the counselor. The signed slip is then returned to the principal's office. The best time to do this is the last day on which the student will be attending classes. If the student finds this to be impossible, it should be done before school in the morning or immediately after school. Student withdrawal must not interrupt classes.

SCHOOL BUS POLICIES

Student Conduct on School Buses:

Riding a school bus to and from school is a privilege. In order to facilitate the safe transportation of students, the bus driver needs to be able to concentrate on the responsibilities of driving. The following regulations have been established to promote safe travel on school buses and will be followed by all bus students/passengers.

Students shall:

- Immediately obey the requests and/or directives of the bus driver.
- Riders shall be on time for buses. Students not on time or those who delay bus departure from the scheduled pickup site may be left.
- Enter the bus in an orderly manner and immediately be seated.
- Remain seated while the bus is in motion.
- Keep all parts of the body inside the bus at all times.
- Keep the aisles clear at all times.
- Remain quiet and orderly.
- Be courteous and respectful to the driver and fellow passengers.
- When leaving the bus, leave in an orderly manner and be alert to other traffic which might be present.
- Conduct themselves on the bus as they would in the classroom.

The Board has authorized the use of audio/video cameras on all District owned buses to ensure the health, welfare, and safety of our students and staff. In signing the bus agreement, you are hereby notified as to District policy regarding the use of surveillance on buses. Additionally, the District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record if needed. The District will comply with all applicable state and federal laws related to record maintenance and retention

Consequences: Bus drivers have the responsibility to ensure that students behave in such a manner so as to not become a safety liability to other passengers. Bus Drivers will direct all discipline issues for their routes to the Transportation Supervisor. All violations will be reported to the transportation supervisor and appropriate building principal. Any violation of bus rules, as listed above, will result in a warning to the student and parent/parents for the first offense and suspension from the bus for the (same) second offense. The transportation supervisor and appropriate building principal will determine if further disciplinary action is needed. Misbehavior resulting in a third offense will be written up and submitted to the school superintendent with a recommendation for permanent termination of bus privileges. If the superintendent's recommendation is termination of service, the termination may be appealed to the Board of Trustees. During the appeal process, suspension of transportation services will remain in effect until the District Trustees have met with the parents at the next regular School Board meeting. No further appeal shall be allowed.

(Note: Extreme misbehavior will result in the immediate suspension of bus services and a recommendation for termination of bus privileges.)

Parents should:

- Make plans for weather emergencies. If parents are not home during the day, make prior arrangements for their children should school be dismissed early. Advise the building principal and transportation supervisor of these arrangements.
- Be sure the school has an emergency phone number where you can be reached.
- All non-school or home stops will require a written, signed note from the parent prior to the requested change or the parent may call the transportation office at 433-6370. (*This includes bringing a friend home*)
- Non-emergency changes in transportation should be made no later than noon of the same day.
- Explain to your student(s) that riding a school bus is a privilege and convenience for you. Appreciation for this privilege is best exhibited by guaranteeing that students follow the rules and regulations enumerated above. Failure to follow the rules and regulations may result in forfeiture of the privilege to access district transportation services.

Transportation Fees:

1. Eligible Students: students who reside in the Sidney School District and live more than 3 miles from the school they attend or special needs students with transportation as a related service.

Transportation provided at no charge- **forms still required.**

2. *Students who reside LESS than 3 Miles from a school under the following conditions:*

- Transport between schools (AM and/or PM):* Example: Walk to Central to catch the bus to West Side or vice versa; Catch a bus at the High School to one of the elementary buildings
- Transport students to Boys & Girls Club at Central after school from another building*
- Designated Bus Stops:* Examples: North/South Meadow; REA; Frontage road; trailer park next to Redline and the trailer park west of Millers Corner
- Needed forms are required to be filed at the Transportation Office for these students and arrangements for payment of the appropriate family fee made with the Transportation Department. (See below for fee information.)*

3. Fees are as follow:

- Full fee is \$225 per year or \$25 per month
- Reduced fee is \$90 per year or \$10 per month
- As per district policy prorating daily is not permitted.

4. If parent/ parents no longer wish their student to ride the bus it is the parent's responsibility to notify the Transportation Department in order to discontinue billing.

(Note: It is the parent's responsibility to pay all fees on time. Failure to pay fees on time will result in loss of bus transportation until the account is brought current)

To make arrangements for your child to ride the bus, please make arrangements to pay by month or in full at the Administration Office located at 101 South Central Ave. *Any changes in bus service for your child must also be reported to the Administration Office.*

SCHOOL ACADEMIC POLICIES

Grading Scale:

90-100 A

80-89 B

70-79 C

60-69 D

Honor Roll:

Students may qualify for the honor roll by earning an average of three or more grade points. These points are computed on the following basis: A = 4; B = 3; C = 2; D = 1; and F = 0. A failing grade in an academic subject prevents a student from making the honor roll. Fractional points are given for those courses carrying less than one full credit.

Academic Advancement or Retention:

A student must maintain a 1.0 grade point average in order to pass to the next grade level. The student must also be passing a minimum of three “core academic” classes for that school year to advance to the next grade level. Special considerations may be given to students with special needs. Core academic classes include science, social studies, reading/language arts, and math.

Promote but retake/summer school:

Students that complete the requirements to be promoted (1.0 grade point average and passing at least three required classes) may need to repeat classes that they may have failed in the previous year. For example, if a student is promoted from grade six to grade seven but fails sixth grade math, that student may repeat sixth grade math as part of his/her seventh grade curriculum. As an option, instead of redoing the entire semester or year of a failed class, a student who receives a failing grade may enroll in a summer school and/or take an online class (approved by principal) to compensate for the failing grade. Students who do not have a 504 or IEP that are enrolled in a math or reading class below the grade level of his/her peers, may be required to attend summer school or work on an online program (approved by principal) in an effort to catch up to expected performance levels needed for future success.

Late or missing work (TTC)

Students are expected to complete all assigned work accurately and on time. Students who come to class with an incomplete or missing assignment or with an assignment that has been completed unsatisfactorily may be added to the Time to Care (TTC) digital list. Students may be required to stay inside during lunch, after school, miss special activities and/or attend Friday school to complete assignments on the TTC list. Additionally, students in school sports may be held from practice and/or games/activities to complete work on the TTC list.

Accelerated Reader Assignment goals and consequences

Each student at SMS has an Accelerated Reader (AR) reading goal based on reading ability as determined by the STAR assessment. Students will be issued a quarterly reading goal equal to a number of points needing to be earned by reading a book and taking an online assessment to check for comprehension. No points can be earned unless students receive at least a 60% on the assessment. Each quarter, the teachers enter one grade in the gradebook for AR. This one grade is worth a portion of the quarterly grade, which varies by grade level. To earn an SMS good standing card, students must complete 100% of his/her AR reading goal.

Academic Misconduct:

Academic misconduct is a term that includes several behaviors but is not limited to cheating/electronic cheating, plagiarism, forgery, fabrication, theft of school owned instructional materials/equipment, improper or unauthorized access of computer programs/records, and/or other attempts to complete work, obtain grades or credit through dishonest means.

Individual knowledge is best achieved if it is arrived at through one's own effort or through a collaborative effort in which two or more individuals share equally in the acquisition and understanding of the educational material being studied. With respect to academic learning and integrity, the following definitions are provided for clarification.

- Cheating is anything that presents someone else's efforts as your own. Cheating, regardless of the form, includes giving or receiving unauthorized aid in academic work such as the use of another student's notes, tests or papers; writing down answers as papers are graded, not contributing to the group in collaborative or cooperative group situations; looking at another person's work; or providing another person with answers or completed assignments.
- Plagiarism is the use of someone else's works, ideas or data without proper documentation. Students must acknowledge the use of another person's work through proper formatting, referencing someone else's work.
- Fabrication is the presentation of written or oral work/statements known by the student to be false.
- Unauthorized access is entry into any school owned or operated property, documents, records, or files.

Procedures for dealing with academic misconduct will vary with the infraction. In general, work completed through dishonest means will be taken from the student/s and will be assigned a grade of zero with the student having NO opportunity for making up the work, regardless of the assignment. For cases involving fabrication or unauthorized access, infractions will be reviewed on a case-by-case basis and offenses will normally result in suspension.

It is the responsibility of the student to clearly understand the expectations of this policy and corresponding consequences. Additionally, students must clearly understand the expectations held in each classroom setting related to testing, completion of daily work, individual and group projects. Instructors are expected to clarify expectations for students, and students are responsible for seeking clarification with instructors when questions arise.

SCHOOL DISCIPLINE POLICIES

Students guilty of violating Sidney Middle School Rules and Regulations will be disciplined. Action taken will depend on the seriousness and/or frequency of the misconduct. For the purpose of classification, student misconduct will be classified into major and minor incidents. The list is not all-inclusive but should provide a guideline. Teachers will address minor classroom incidents and assign appropriate consequences. School administrators will address those incidents which don't occur in the classroom. Extreme or repetitive cases of minor incidents will be referred to administrative personnel

Minor Discipline Referral (yellow slip/Teacher-Managed Behaviors) Teacher discipline options include: alternative placement, time out/detention, conference with student, loss of privilege, parent contact, time in office, individualized instruction, restitution/community service, action pending, other action taken.

Minor Discipline Referrals (multiple yellow slips) additional Principal administered consequences:

Minor discipline referrals (yellow slips) are issued by any school staff member for minor disciplinary infractions. The staff member that issues the minor discipline referral form will determine the consequence. Each increment of 5 yellow slips "5 pack" may result in a consequence of detention time served during Friday/Saturday school or at another time determined by the principal. Parents will be notified of the "5 pack" via text message and email. This message will include the date and time for the detention. Repeated 5 packs for behavioral violation **may increase the consequence** received up to and including a major disciplinary violation/pink slip. Any unexcused Friday/Saturday school will result in 1 day of ISS or an alternative disciplinary consequence.

Minor Discipline Descriptions (yellow slip)

Disrespect Student delivers low-intensity, socially rude or dismissive messages to adults or students. Refusing to work with peers, thoughtless/careless accidents, lying on non-serious matters, refusal to return a borrowed item, theft of low-value items, 'posturing,' (no contact)/staring/rolling eyes, littering/careless mess, annoying on purpose, "bugging."

Defiance/Insubordination/Non-Compliance: Student engages in brief or low-intensity failure to follow directions or respond to adult request. Ignoring or talking back.

Disruption: Student engages in low-intensity, but inappropriate, disruption. Loud talking/making noises, note passing, running in halls, wandering and/or disturbing others.

Physical Contact/Physical Aggression: Student engages in inappropriate physical contact that may be unsafe to others and/or cause minor injuries. Bumping/pushing/grabbing, wrestling/unsafe play/horseplay/play fighting, hands/feet/objects on others. Careless accidents.

Tardy: Student has 6 or more tardies in a quarter (yellow slip issued)

Inappropriate Language: Student delivers low intensity verbal messages/gestures that include swearing, name calling, or use of words in an inappropriate way. Swearing not directed at others, put downs, name calling, altering names, brief and mild teasing, poor sportsmanship, flipping "the bird", encouraging others to use inappropriate language.

Property Misuse: Student engages in low-intensity misuse of school property.

Breaking pencils/low value items, writing on desk/wall (easily removed), misuse of supplies, restroom supply misuse.

Dress Code Violation: Students wear clothing that is not within the dress code guidelines of Sidney Middle School.

Technology Violation: Student engages in non-serious, but inappropriate use of technology device

Other: Forgetting critical class/school supplies. Failure to check into office for planner check when returning after absence. Students engage in any other minor problem behaviors that do not fall within the above categories.

Cheating: First offense (Principal's office must be notified/detention assigned).

What not to Bring to School

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Inappropriate items include, but are not limited to, radios, tape recorders, laser pens, lighters, toy guns, matches, rubber bands, bean shooters, sling shots, water pistols, pocket knives, hard balls, skateboards, etc. If a student brings an inappropriate item, it will be impounded and returned to the parent at his/her request.

Skateboards

Skateboards, hoverboards, scooters, etc. on campus are a general safety concern for the students and staff of Sidney Middle School. These items shall not be brought to Sidney Middle School.

Student Behavior for Substitute Teachers:

Students are expected to behave appropriately at all times. At times it is necessary that classrooms are staffed by substitute teachers. Some students may view this as an opportunity for misbehaving. This simply will not be tolerated and an **automatic detention of a minimum of 5 days** will result from reports to the office of such behavior.

SMS Major Violations/Major incidents will be addressed by administrative personnel.

Student receives a pink slip. Some examples of major disciplinary consequences include, but are not limited, to:

Alternative placement, time out/detention, conference with student, ISS, loss of privilege, OSS, parent contact, time in office, individualized instruction, additional attendance (Friday/Saturday School), bus suspension, restitution/community service, expulsion, action pending, other action taken.

Major Discipline Descriptions (pink slips)

Defiance/Insubordination/Non-Compliance: Student engages in sustained, chronic, or unsafe refusal to follow directions. Running away from staff, leaving the classroom w/out permission, Throwing work or materials, repeated dress code violations, violation of behavior/safety plan

Physical Aggression: Student engages in aggressive actions involving serious physical contact where injury requiring medical attention may occur.

Disruption: Students engage in sustained or high intensity disruption to the learning environment. Behavior causing a major interruption in a school activity. Room clear, yelling/screaming/sustained loud talk/noises, sustained out of seat behavior, extreme dress code violations.

Disrespect: Students deliver socially rude or dismissive messages to adults or students. Continuous disregard for adults, sustained disrespectful body language, spitting at adults or peers.

Abusive Language/Inappropriate Language/Profanity: Student delivers abusive/harmful, profane, verbal messages/gestures that include swearing, name calling, or use of words, caricatures, or representations in an inappropriate way and directed at others, or threats to severely damage school property. Swearing at another person, abusive name calling/teasing, low risk threats or intimidation, inappropriate notes.

Tardy: Students are intentionally late to class or the start of the school day.

Skip Class: Student leaves or misses class without permission.

Harassment: The delivery of disrespectful messages in any format related to race, color, religion, gender, sexual orientation, national origin, familial status, and sources of income, disability, or other protected class, with the effect of creating a hostile educational environment and/or physically harming a student or damaging a student's property.

Bullying: The delivery of direct or technology based messages that involve intimidation, teasing, taunting, threats, hazing, or name calling. Typically ongoing/multiple documented incidents, and power inequity is a major factor

Fighting: Student is involved in mutual participation of an incident involving physical violence

Inappropriate Location/Out of Bounds Area: Student is in an area that is outside of school boundaries or leaving school property, or outside of expected area

Truancy: Student receives an unexcused absence for half day or more.

Forgery/Theft/Plagiarism: Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission. Stealing of valuable items (significant sentimental or monetary value)

Technology Violation: Student engages in serious and inappropriate use of technology device

Property Damage or Vandalism: Students participate in an activity that results in destruction or disfigurement of property.

Lying/Cheating: Student delivers message that is untrue and/or deliberately violates rules. Copying on a test, signing parent signature, denying involvement in or providing false/incomplete information about serious situation

Dress Code Violation: Extreme or minor repeated violation of the dress code guidelines practiced by Sidney Middle School

Inappropriate Display of Affection: Student engages in inappropriate, usually consensual (verbal and/or physical gestures/contact), of a sexual nature to another student/adult.

Use/Possession of Tobacco: Student is in possession of or is using tobacco and alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products

Use/Possession of Weapon: Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

Use/Possession of Drugs: Student is in possession of or is using illegal drugs/substances or imitations.

Use/Possession of Combustibles: Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.).

Use/Possession of Alcohol: Student is in possession of or is using alcohol.

Gang Affiliation Display: Students use gesture, dress, and/or speech to display affiliation with a gang.

Bomb Threat/False Alarm: Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.

Arson Student: Plans and or participates in malicious burning of property

Other Behavior: Student engages in problem behavior not listed.

Dangerous Weapons (Board policy 3311)

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

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

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

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In all instances where an individual, student or adult, does not have advance permission to possess, carry, or store a weapon in a building or on school property, said individual will be referred to the Board for possible disciplinary action. In addition, the District will refer for possible prosecution, a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

Guns or Firearms (Board policy 3311)

It is the policy of the Sidney School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

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

Student Rights (Due Process): (Board policy 3300)

The Board recognizes that every student is entitled to due process rights that are provided by law.

Before any suspension is ordered, a building administrator will meet with a student to explain charges of misconduct, and the student will be given an opportunity to respond to the charges.

When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process, a pre-suspension conference will not be required, and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.

Suspensions will be in or out-of-school. Suspension offenses may include all violations for which pink slips are issued. Work while on suspension can be made up. Any suspension (in-school or out-of-school) that is "pre-known" will have the expectation of work turned in on time for ISS, and when the student has completed their time in OSS.

BULLYING/HARASSMENT/INTIMIDATION/HAZING POLICIES Please refer to the board policy manual for the complete and current policies. The information below is a summary of those policies.

Bullying/Harassment/Intimidation/Hazing Between Students:

As stated in board policy 3226, bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

“Bullying” means 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, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of: a. Physically harming a student or damaging a student’s property; b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property. c. Creating a hostile educational environment. d. Substantially and materially disrupts the orderly operation of a school. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property.
- c. Creating a hostile educational environment.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Retaliation and Reprisal

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Bullying/Harassment/Intimidation of Staff by parents or guardians:

As stated in board policy 5015, bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”). “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

“Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such 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, and that has the effect of:

- Physically harming an employee or damaging an employee’s property;
- Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property;
- Creating a hostile working environment.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Sexual Harassment: (board policy 3225)

"Sexual Harassment" means sexual advances, requests for sexual favors and other verbal, physical and/or visual contact of a sexual nature. "Sexual Intimidation" means any unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender. Students or employees who believe they have been harassed or intimidated should contact a counselor, administrator or the Title IX coordinator, Karen Pollari, Sidney High School 433-2330

AUTHORIZED SEARCHES OF SCHOOL PROPERTY (Board Policy 3231-3231p)

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational

environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

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

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

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

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

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

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

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

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

Seizure of Property

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

SCHOOL DRUG, ALCOHOL AND TOBACCO POLICIES

Drugs and Alcohol:

The consumption, possession, or active promotion of the use of illicit drugs or alcohol by students while under school supervision, or while attending an activity in which Sidney schools are involved, is prohibited. Being in the accompaniment of peers using or in possession of illicit drugs or alcohol and making a conscious decision to remain in this situation is also prohibited. Students who violate this rule will be placed up to a three day, in-or out-of-school suspension. In all instances, law enforcement officials will be contacted and the student will be turned over to law enforcement. Parents will also be contacted by school officials. Students will also be suspended from participation in extra-curricular activities for a quarter (45 school days). If the offense occurs on an out-of-town trip, parents will be notified and the student will be referred to local law enforcement. Parents will be asked to pick up their child from law enforcement or to make other arrangements for their return home. Sidney schools recognize that chemical dependency, both alcohol and illicit drugs, is a treatable illness. Health problems of youth are primarily the responsibility of the home. Community and schools share in that responsibility because chemical problems often interfere with behavior, learning and the fullest possible development of each student. Sidney Public Schools, wishing to intervene early in the disease process, will have personal contact with students, and the parents of students, manifesting signs of misuse or abuse and make an effort to educate and aid them.

Tobacco: The possession or use of smoking or chewing tobacco, including alternative nicotine and vapor products as defined in 16-11-302, MCA. while on school property or while under school supervision, will result in a pink slip and the appropriate penalties. Being in the accompaniment of peers using or in possession of smoking or chewing tobacco, including alternative nicotine and vapor products making a conscious decision to remain in this situation is also prohibited. Since the law forbids the possession or use of tobacco by persons 18 years of age or younger, parents and local law enforcement officials will be notified.

Injuries at school or during an activity

At Sidney Public Schools, keeping our students safe is central to all our policies and procedures. We take every precaution to minimize the risk of preventable accident or injury and ensure safe learning environments. But accidents can happen. When they do, injuries may involve medical, dental or other expenses that are not covered by family health care or employer group plans. Parents/Guardians may be surprised to find they must pay the cost of crutches, casts, splints, ambulance rides, etc. SPS does not provide primary accident insurance coverage for student injuries that occur on school premises or during participation in school sponsored activities. As a Parent/Guardian, you are responsible for such expenses, which may result in financial hardship.

Should an accident occur at school or on a school-sponsored activity, we do have a company that we can submit supplemental claims to, after parents provide proof of claim submittal with their primary insurance plan. Along with the benefit statement, there must be an itemized bill, with diagnosis, and a completed form available at any school office. (Gerber Life Insurance Form.) This secondary coverage is limited and may not provide 100% coverage. Our district is a member of SMIC (Special Markets Insurance Consultants). This policy allows parents to purchase supplemental insurance for student dental related accidents and other accidents that may occur. Participation in this program is voluntary and the costs are to be paid by the parent or guardian.

However, additional coverage with this plan is not available for interscholastic sports

EXTRA-CURRICULAR ACTIVITIES

Sidney Middle School offers various extra-curricular opportunities for our students interested in activities beyond the classroom. Athletic activities include basketball, track, wrestling, football, volleyball, cheerleading and cross-country. Students may become active in student government and other areas that may interest them. Sidney Middle School students involved in extra-curricular activities are governed by Sidney Middle School general school rules and regulations applicable to all students, the activities eligibility policy, and any additional rules that govern individual activities. A **\$60.00** participation fee will be charged for the activities that our students choose to enjoy.

Parents and students will sign for the student activity handbook when handbooks are delivered to the students and reviewed by the students and their appropriate teachers. Students who HAVE NOT registered for school WILL NOT be allowed to participate until registration has been completed. Coaches/activity sponsors will hold an informational meeting for parents and students before any activity begins in a school year. Coaches/sponsors will explain their program, the activity eligibility policy, and any additional training or participation rules they have established. **Parents and students are required to attend informational pre-season meetings.**

Students involved in activities that receive funds from activity tickets or from the school district MUST purchase **activity tickets** in order to participate. Activity tickets can be purchased for **\$40.00**.

Activity Tickets:

All students are encouraged to purchase activity tickets at the time of registration. The price is \$40.00. The activity card is not transferable and must be presented for admission to activities sponsored by the ASB.

Sidney Middle School Activity Eligibility Policy: A student who elects to participate in athletics and extra-curricular school groups is voluntarily making a choice of self-discipline and self-denial. There is no place in any Sidney Public school program for students who will not discipline their minds and bodies for rigorous competition.

The Sidney School Board of Trustees views participation in extracurricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

- Emphasize concern for the health and well-being of students while participating in activities;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws which prohibit use of mood-altering chemicals;
- Emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students; and
- Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

To participate in Sidney Middle School athletics, the following expectations must be met:

1. Each student athlete is expected to conduct his/her life in accordance with the standards and principles set forth by the Sidney Middle School Student Handbook. This includes adhering to all appropriate standards of student conduct. Violations of the Student Handbook could affect participation in athletic activities. It is also expected that student-athletes will conduct themselves at, during/after practices and contests in ways that would model good sportsmanship.
2. Students must have passed a current school year physical examination to participate in athletics. Records must be on file in the school office.
3. All fees must be paid in the school office prior to the first competition.
4. All forms must be completed prior to the first competition...concussion, acknowledgement of risk, medical consent which are located and to be filled out digitally on the Dragonfly Max software/app.
5. Academic Eligibility will be determined weekly by the principal, coach, and teachers. As a rule, students with an F or 2 or more D's on the weekly deficiency list are ineligible to play in competitions. Eligibility reports will be run on Monday beginning the 3rd week of each quarter. Students will have until 4:00 PM Wednesday of that week to become eligible. After three consecutive weeks of ineligibility, the student will be disqualified from that athletic activity (including all games and practices) for the remainder of that season.
6. Students must serve after school detention and TTC, prior to attending any athletic practice. If a student has a competition, and detention or TTC on the same night, the student may not be able to attend the competition. This will be determined by the coach, principal, or administrative designee.
7. Students are responsible to return all school uniform items. Students must pay for lost or damaged items.
8. No jewelry of any sort can be worn during sport's practices or competitions.

9. Participants in these voluntary programs are expected to conform to specific conduct standards 24 hours per day beginning with the first day of the season until the last day of the season. A student who is found to be in violation of any rules is subject to disciplinary action, suspension and/or removal from the team. Specific conduct standards are as follows:

- a. Student conduct is expected to conform to reasonable standards and socially-accepted behavior. Unacceptable behaviors include, but are not limited to, theft, incidents involving lewd conduct, inappropriate use of the Internet, extreme insubordination, destruction of property, violent behavior, and flagrant violation of any school or activity regulation.
- b. The use or possession of smoking or chewing tobacco, including alternative nicotine and/or vapor products is prohibited.
- c. The use, possession, or active promotion of alcohol or illicit drugs is strictly prohibited.
- d. An individual making a conscious decision to remain in any situation where tobacco or related products, drugs or alcohol are being illegally used or provided to a minor will be subject to disciplinary consequences.

10. Students are expected to fully cooperate with any inquiry regarding an alleged offense. Failure to cooperate fully may result in an increase of the penalty imposed, in the event the administrator determines there was a violation.

School Sponsored Trips:

Students participating in school-sponsored trips, whether for the day or overnight, are regarded by Sidney Middle School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in extracurricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school-sponsored trip that does not adhere to the reasonable standards established will be dealt with using the attendant rules governing participation listed in the Student Eligibility Policy. In all instances, parents will be notified of the incident. In extreme cases of behavior (i.e., theft, destruction of property, curfew violations on away trips), parents will be contacted about the incident and will be asked to pick up their student. In the event a parent refuses or cannot pick up their student, the student will be placed under direct supervision for the duration of the trip and will not participate in any scheduled activities until such time as the incident has been reviewed fully and a decision rendered. In all cases involving a violation of Civil Law, the student will be referred to local law enforcement and parents will be asked to pick up their child from law enforcement or to make other arrangements for their return home.

Rules and Regulations for Dances:

1. Students must be currently attending Sidney Middle School. High school students may not attend middle school dances.
2. Students may invite a guest and must register the guest in the middle school office prior to 4:00 P.M. the day of the dance. Student sponsors of a guest are subject to disciplinary action when their guest's conduct is

in violation of rules in the student handbook. Guests must be age appropriate and must be in good standing with the same rules that govern the conduct of students enrolled at Sidney Middle School. Guests not in good standing will not be allowed to attend school-sponsored dances.

3. All handbook rules apply.

4. Students will not be admitted to dances one hour after the designated starting time without making prior arrangements. Anyone who leaves the dance will not be readmitted.

5. Dances end at 10:00 p.m. unless approved in advance by the middle school principal.

6. Students who violate the school alcohol, tobacco and illicit drug policy while in attendance at any school sponsored dance will lose his/her privileges to attend any other school-sponsored dance for the remainder of that school year.

SCHOOL TECHNOLOGY POLICIES

Office Telephone Usage:

Student use of the office phone during periods 1-8 is restricted to emergencies (i.e., student illness) and instructional needs (i.e., schedule changes for activities). All other calls need to be made before school, at noon, or after school.

Use of school laptop computers

Laptop computers may be checked out at the middle school library. Computers may be checked out for one period only. Students are responsible for any damage that they cause to these laptops.

Cell Phone/Smart-watch Policies:

Cell phones must be kept in student's locker and **TURNED OFF** during the instructional day. Students in possession of these devices during that time (7:55 – 3:43) will have these devices confiscated by a teacher, teacher's aide, administrator, or other school district employee. **Confiscated devices will be returned only to parent or guardian.** Unauthorized use of such devices will result in disciplinary action as outlined in the Discipline Policy. Students are not allowed to utilize smart-watches in any way while at Sidney Middle School.

District-Provided Access to Electronic Information, Services, and Networks (Board policy 3612)

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

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

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

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

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

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

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

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

b. Students and staff produced Web pages must be in compliance with District's policies and guidelines. Printed evidence of the status of "public domain" documents must be provided.

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

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

e. Student work may be published if there is permission from both the parent/guardian and the student. The parent and student must complete an optional opt out form (acceptable use form) if they do not want work published.

Internet Safety

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

SIDNEY PUBLIC SCHOOL'S UNIFORM COMPLAINT PROCEDURE (Board Policy 1700)

The School District recognizes that open communications alleviate numerous problems. In order to handle complaints, the following procedure shall be followed. Every effort shall be made to solve complaints at Level I.

LEVEL I - INFORMAL

1. An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

LEVEL II - LEVEL V

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; [*or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board.*] The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting [*at which the Board considered the appeal or the recommendation of the panel*]. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

FERPA

1) The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.

2) The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us

to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Sidney Public School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

DIRECTORY/STUDENT INFORMATION

At times, Sidney Middle School will disclose directory information. Directory information is information in a student's educational record that is not generally considered to be harmful, and its release is not considered an invasion of the student's privacy. Examples of directory information include, but are not limited to, the following data about a student: name, address, telephone number, date and place of birth, official activities, dates of attendance, height and weight, honors and photographs. Parents retain the right to consent to the

disclosure of directory information; consequently, parents who wish to retain this right must notify the school in writing.

SIDNEY PUBLIC SCHOOLS EQUAL EDUCATION AND EMPLOYMENT

As provided in the Constitution of the Great State of Montana, the Sidney Public Schools are committed to equality of educational opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, athletics, counseling, employment assistance, extra-curricular activities and other school-related activities.

The school district is also committed to an equal employment opportunity policy.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, 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 discrimination should be directed to Janet Brannan, Title IX Section 504 Coordinator, 101 S Central Ave, Sidney, MT 59270 - 433-5120

ASBESTOS MANAGEMENT

Annual Asbestos Notification:

In compliance with the Asbestos-Containing Materials in School Rule, the Sidney School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. The last federal inspection was completed July 21, 2011, and it was determined that the Sidney School District was compliant with ACMSR. The three year Asbestos Hazard Emergency Response Act (AHERA) Re-inspection was conducted 8/18/21. With each inspection, if areas of concern are noted, the District is required to take appropriate actions to control the release of asbestos fibers. While the district does have areas containing non-friable forms of Asbestos-Containing Building Materials (ACBM), appropriate actions are undertaken annually to control the release of asbestos fibers. A copy of the inspection report is available upon request and individuals having specific questions about ACBM are asked to contact the superintendent of schools or Tami Edinger, the District's designated asbestos management person.

Canine Search of Sidney Middle School

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

All inspections will be conducted within the scope of law and with the knowledge of the student.

Sidney Middle School - Expectation Matrix

Be Safe. Be Responsible. Be Respectful. Be a Learner

	Be Safe Is what I am doing safe to others, the building, and myself?	Be Responsible Am I being responsible and accountable to others, the building, and myself?	Be Respectful Is what I am doing demonstrating respect for others, the building, and myself?	Be A Learner Is what I am doing allowing me and others to learn?
School Wide	<p>Know and follow emergency procedures</p> <p>Keep hands, feet and objects to yourself</p> <p>Report concerns to an adult</p> <p>Tell an adult if worried about a friend</p>	<p>Be truthful</p> <p>Come prepared</p> <p>Listen and follow directions</p> <p>Do your own work</p> <p>Ask for help if you need it</p> <p>Learn from and accept responsibility from your mistakes</p>	<p>Use appropriate language, voice tone, and voice level</p> <p>Use appropriate manners</p> <p>Stop the spreading of rumors and gossip</p> <p>Help others, encourage others, tell peer when they do a good job</p> <p>Pick up trash, even if it isn't yours</p> <p>Comply with adult requests</p>	<p>Actively engage in all instruction time</p> <p>Ask questions to clarify information</p> <p>Complete all assignments in a timely manner</p> <p>Make up missed work in a timely manner</p>
Halls and Stairs	<p>Walk</p> <p>Keep to the right</p> <p>Take one stair at a time</p> <p>Use handrail</p> <p>Open locker carefully</p>	<p>Carry your planner</p> <p>Manage your time</p> <p>Keep cell phone off and in your locker</p> <p>Keep halls and lockers clean</p>	<p>Go around others when they are in conversation</p> <p>Use a voice level of 0 in halls when class is in session</p> <p>Use a voice level of 2 or less between class periods</p> <p>Maintain personal space</p> <p>Close locker quietly</p> <p>Hats placed in locker before class</p>	<p>N/A</p>

Technology	<p>Share private information in person only, such as home address, phone numbers, plans.</p> <p>Save messages if concerning</p>	<p>Model for others</p> <p>Double check sources and consider the feelings of others.</p> <p>Keep cell phone off and in your locker</p>	<p>Use good online citizenship</p> <p>Words matter.</p> <p>Pause and reflect before you post/text.</p> <p>Re-read before sending.</p>	<p>Actively engage in all instruction time</p> <p>Ask questions to clarify information</p> <p>Complete all assignments in a timely manner</p> <p>Make up missed work in a timely manner</p>
Lunch	<p>Check out and in to go home</p> <p>Walk</p> <p>Sanitize your hands</p>	<p>Come prepared with your lunch ticket and coat</p> <p>Take the top tray</p> <p>Make healthy and nutritious food choices</p> <p>Eat what you take</p> <p>Clean up trays and area</p> <p>Stack your tray neatly in window</p>	<p>With ticket, stay in single file left line</p> <p>No lunch ticket, stay in single file right line</p> <p>Say please and thank you</p> <p>Invite someone who is alone or new to join you</p> <p>Wait to be dismissed</p>	N/A
Outside	<p>Use the stoplight and crosswalks</p> <p>Stay in designated areas</p> <p>Avoid inappropriate physical and rough play</p> <p>Leave rocks, snow, etc. on the ground</p> <p>Wear appropriate clothing for the weather</p> <p>Invite people who are being disrespected to join you and move away</p>	<p>Throw garbage in trash cans</p> <p>Use tables and benches appropriately</p> <p>Return playground equipment</p> <p>Enter and exit designated doors quietly and orderly</p> <p>Move away from conflict</p> <p>Model respect instead of joining in or watching if you see disrespect.</p>	<p>Display positive behaviors on and off campus</p> <p>Include others</p> <p>Keep to your own business</p> <p>Respect the space of others</p> <p>Stop: Interrupt, Say, "that's not ok."</p> <p>Walk: Walk away. Don't be an audience.</p> <p>Talk: Report to an adult</p>	N/A

Activities	<p>Enter and exit designated areas as instructed</p> <p>Follow the bus guidelines</p>	<p>Follow rules of the activity</p> <p>Be in your assigned areas</p> <p>Participate when appropriate</p> <p>Be seated</p>	<p>Demonstrate sportsmanship</p> <p>Listen attentively</p> <p>Respond appropriately</p>	<p>Actively engage in all instruction time</p> <p>Ask questions to clarify information</p>
Bathroom	<p>Wash hands with soap and water</p> <p>Use a paper towel to open the door to the hallway</p>	<p>Flush</p> <p>Clean up after yourself</p> <p>Return to class promptly</p> <p>Report problems</p>	<p>Allow for the privacy of others</p> <p>Use the facilities correctly</p> <p>Conserve supplies..2 squirts of soap and 1-2 paper towels</p>	N/A

Human Sexuality Education Notification/Opt-out

Dear Parent/Guardian,

Pursuant to MCA 20-5-103 and district policy, we are notifying you that some of the curriculum materials used in our district may include information that falls under the broad guidelines of human sexuality put forth by section 20-5-103 of the Montana Code Annotated. (refer to code for definition)

In an effort to provide the highest possible level of education, we cover a variety of topic areas within our curriculum. The curriculum is designed to meet the educational goals of Sidney Public Schools and meet the needs of our students and our community. We continually monitor our curriculum and materials for sensitive topics and work with our teachers and administrators to ensure we are diligent and selective when it comes to teaching this content.

This notice does not mean that SPS will be teaching sex education or any/all of the topics covered in the definition authored under this statute but is solely intended to meet the requirements of notification as required by MCA 20-5-103.

Section 2. Excused absences from curriculum requirements -- notice -- prohibited activities.

(1) A parent, guardian, or other person who is responsible for the care of a child may refuse to allow the child to attend or withdraw the child from a course of instruction, a class period, an assembly, an organized school function, or instruction provided by the district through its staff or guests invited at the request of the district regarding human sexuality instruction. The withdrawal or refusal to attend is an excused absence pursuant to 20-5-103.

(2) Any school implementing or maintaining a curriculum, providing materials, or holding an event or assembly at which the district provides human sexuality instruction, whether introduced by school educators, administrators, or officials or by guests invited at the request of the school, shall adopt a policy ensuring parental or guardian notification no less than 48 hours prior to holding an event or assembly or introducing materials for instructional use.

(3) A school district shall annually notify the parent or guardian of each student scheduled to be enrolled in human sexuality instruction in the district or school in advance of the instruction of: (a) the basic content of the district's or school's human sexuality instruction intended to be taught to the student; and

(b) the parent's or guardian's right to withdraw the student from the district's or school's human sexuality instruction.

(4) A school district shall make all curriculum materials used in the district's or school's human sexuality instruction available for public inspection prior to the use of the materials in actual instruction.

(5) A school district or its personnel or agents may not permit a person, entity, or any affiliate or agent of the person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students or personnel if the person, entity, or any affiliate or agent of the person or entity is a provider of abortion services.

This letter serves as annual notice that Sidney Public Schools provides instruction in some form of Human Sexuality under the broad guidelines of MCA 20-5-103 in the following classes:

- Fitness/Health 6
- Life Science
- Fitness/Health 7
- American History
- Fitness/Health 8
- Ancient Civilizations
- Physical Science
- Skills 6

If you **DO NOT** want your child to participate in the unit(s) pertaining to human sexuality as defined above, please complete this form and return it to the high school. You do not need to return the form if you would like your child to participate.

Child's name (please print) _____ **Grade** _____

I have read this form and do not grant permission for my child to participate in unit(s) pertaining to human sexuality as defined above.

☐

NO- My child may not take part in the unit(s)

Parent's Signature _____ **Date** _____

Sidney Middle School Student Handbook

Sign-Off Sheet



I acknowledge that my son/daughter has gone over the contents found in the 2023-24 Sidney Middle School Student Handbook.

A digital copy of the student handbook can be found at <https://mt01001320.schoolwires.net/Page/4297>.

This form is due back to the office on or by Thursday, September 28.

Student Signature _____

Parent Signature _____

Date _____