

SIDNEY HIGH SCHOOL 2022-2023 STUDENT HANDBOOK

Calendar

1 st Day of School	August 17, 2022
Graduation	Sunday, May 21, 2023 - 2:00 p.m.
Last Day of School noon release	Friday, May 26, 2023

No School for High School Students

Teacher In-service Day	Monday & Tuesday, August 15 & 16, 2022
Labor Day	Monday, September 5, 2022
MEA/Teacher In-service	Thursday, October 20, 2022
Thanksgiving Vacation	Thursday-Friday, November 24-25, 2022
Christmas Vacation	Friday, December 23, 2022-Monday, January 2, 2023
*No School Parent-Teacher Conference	March 20, 2023
Spring Break	Tuesday, March 21 -March 24, 2023
*No School	Monday, April 10, 2023

Parent-Teacher Conference Dates

Back to School Open House - Aug 22nd - 4:15 - 6:15
Q1 P/T Conference - Oct. 18th - 4:15-7:15
Q2 P/T Conference - Nov. 29th - 4:15 - 6:15
Q3 P/T Conference - March 14th - 4:15- 7:15
Q4 P/T Conference - April 25th - 4:15 - 6:15

Early Dismissals for Students at Noon

November 23	December 22	May 26
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Grading Periods

1st Nine Weeks	August 17 – October 13
2nd Nine Weeks	October 17 – December 22
3rd Nine Weeks	January 3 – March 9
4th Nine Weeks	March 13 – May 26

Report cards will either be e-mailed on Tuesday or Wednesday following the end of the nine weeks grading period. Credit is granted on a semester basis.

Mid-term progress reports will be e-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, additional reports may be made at another time.

Sidney High School Staff
Administration

Carl Dynneson
Daniel Coryell
Chris Lee

Principal
Assistant Principal
Activities Director

Faculty

R. Biniek	Business, Computers	G. Melby	Industrial Technology Education
K. Bell	Math	R. Merritt	Industrial Technology Education
J. Cline	Special Education	M. Pennington	Special Education
S. Collins	Guidance	M. Pfau	Guidance
E. Keegan	Science	K. Pollari	Communication Arts
B. Faulhaber	Social Science	H. Redman	Math
E. Faulhaber	Social Science	J. Rice	Physical Education
P. Filler	Art & Yearbook	C. Ryan	Family & Consumer Science
N. Franklin	French	C. Steinbeisser	Math
A. Gabel	Special Education	P. Strupp	Spanish & Communication Arts
H. Gordon	Social Science	K. Sundt	Instrumental
		Jessica Sweet	Communication Arts/Psychology
D. Hart	Library	John Sweet	Physical Education
C. Halvorson	Vocal	C. Weltikol	Communication Arts
D. McDonald	Science	G. Yale	Math
J. McDonald	Science		

Clerical Staff and Instructional Support Staff

M. Neff	Office Manager
M. Peters	Administrative Secretary
N. Enriquez	Attendance Clerk
S. Hinkley.....	Study Hall Monitor
R. Troudt.....	Title Aide
E. Klempel	Resource Room Aide
A. Miner.....	Resource Room Aide
B. Nevers.....	Resource Room Aide
T. Papka.....	Resource Room Aide

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Greetings

On behalf of all of our faculty and staff, I would like to welcome all new and returning students to Sidney High School. We are excited to get another school started and work with each of you to ensure the quality of education given to all students is one that will maximize their academic and social potential. As a part of the Sidney Public School system, we hold high expectations for success and achievement for all of our students.

This handbook will help to promote this universal philosophy and help you do your part to guarantee that the experience you have at SHS is one that you will cherish and remember for the remainder of your life. I do ask that you please take the time to read through all sections of the handbook to help you understand our expectations of you and also to help eliminate any confusion about your role. It is not possible to cover each and every circumstance that could arise with a rule, policy, or procedure. Common sense, courtesy, and respect for self and others need to be the basic foundation for all behavior. If issues do arise, we do ask that you follow the chain of command so that we can resolve any concerns or questions in an efficient and effective manner.

It is my hope that we are all able to work together to provide each student with an education that is above and beyond what they may receive elsewhere. I look forward to working with each of you to make this school a success for all students.

Carl Dynneson

Sidney High School Principal

Guidance Office

The student service department of the guidance office has information about careers, colleges, financial aid, and summer jobs. You are welcome to come in any time and discuss these areas as well as problems relating to personal or social adjustment. We also maintain a testing service for the purpose of assisting students with educational, vocational, or personal problems.

Stacey Collins and Mary Pfau, Counselors

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.

SCHOOL DAY SCHEDULE

The Sidney High School day consists of seven class periods beginning at 7:55 a.m. and ending at 3:45 p.m. Monday, Tuesday, Wednesday, & Thursday. The typical week will not have school on Friday. The lunch period runs from 12:02-12:43 p.m. Monday, Tuesday, and Thursday and 12:08-12:49 on Wednesday. Lunch periods are subject to change as deemed necessary by the high school office.

SIDNEY HIGH BELL SYSTEM

1. The bells at 7:50 and 12:38 are warning bells; students should be in their classrooms or headed to their designated classrooms at this time. The first listed bell on the class schedule on page one is the tardy bell for each period.
2. You are allowed 4 minutes between classes. You will be marked tardy if you are not in your room when the second bell rings. Go directly to class between periods. After lunch, leave the building or stay in the bench area until the warning bell rings.
3. Bell Schedule: One Buzz: *Opening and closing of school and passing of classes.*
Continuous ringing from the fire alarm bell: *Fire alarm.*

WEEKLY SCHOOL BULLETIN

Each Monday a calendar of events for the school week is made available by the office; a copy of the bulletin is posted on the Sidney Public Schools Webpage.

GENERAL RULES AND INFORMATION

School Conduct:

Each student's cooperation is needed to make Sidney High School a pleasant place to study. The rules that are found here were established to expedite the main purpose of school; learning. We need and expect your compliance with the rules at all times. These regulations apply to all students regardless of age.

Manners:

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 opposite or same-sex relationships.
3. Profanity and obscene gestures are unacceptable.
4. No running in the halls.
5. Respect for adults and peers.

Dress Code:

Pride in personal appearance and grooming has always been encouraged at Sidney High 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 Student Council, administration, and Board of Trustees.

Following these simple guidelines will keep students in school, rather than having them sent home to change. If a student does not have the opportunity to go home to change, the school will provide appropriate clothing which the student will be expected to wear for the remainder of the day.

- Short shorts, cutoffs, ragged clothing, and excessively revealing clothing as determined by the administration, are not appropriate. No representation (written, pictures, symbols) of alcohol, drugs, tobacco, profanity or crude phrasing (implicit or explicit) will be allowed.

- 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.
- Health regulations require shoes to be worn at all times. Slippers or pajamas are not appropriate for school as this is the student's workplace.
- 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.
- For security reasons, backpacks and purses are not allowed in the classroom.

Teachers will utilize dress code cards to inform students of a violation of the above policy. If a student is given a dress code card, they will report to the designated school personnel to address the violation. Female dress code issues will be addressed by female staff members and male dress code issues will be dealt with by my male staff members.

How to Succeed in School:

1. Be courteous and friendly to everyone.
2. Follow your teachers' suggestions for developing proper study habits.
3. Have a definite schedule for studying.
4. Participate in class discussions and learn how to use the library.
5. Ask your teacher for help when you need it.
6. Keep physically fit. Get sufficient sleep and eat three nourishing meals each day.
7. Be regular in attendance. If it is necessary to be absent, make the missed work up.
8. Know and follow the suggestions and rules in this handbook.

Lockers:

Lockers are the property of Sidney High School.

1. Keep your locker clean and keep it closed.
2. Changes in locker assignments may be made only through the office. Detention will be assigned to students who change lockers without office permission.
3. The Sidney High School charge for lost or broken locks will be \$5.00. If your locker is not functioning properly, report it at once to the main office.
4. The administration reserves the right to inspect all lockers.
5. Valuables should NOT be kept in lockers. The vault in the office may be used for the safe keeping of valuables.

Lost & Found:

If you find a library book, return it to the librarian. Other articles should be taken to the Main Office. Call there for any lost articles and to report missing articles.

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.

ACADEMICS

Graduation Requirements:

Twenty-two credits are required to earn a diploma from Sidney High School. For a complete list of class offerings, please refer to the registration information booklet available in the guidance department and on the SPS website.

Required Credits:

English, 4 credits which must include Communication Arts 9, Communication Arts 10, Communication Arts 11, Communication Arts 12, or equivalent courses as deemed by administration.

Mathematics, 2 credits. Students must take Algebra. The exception would be if the HS Intervention Team determines a student would be best served to satisfy their 2 required math credits with Resource Room Math, Basic Math, and/or Pre-Algebra. All other students have a 2 credit requirement.

Social Science, 3 credits. These will include World History, U.S. History, and Government.

Science, 2 credits. These will include Physical Science and Biology.

Fine Arts, 1 credit.

Career and Technical Education - 1 credit. This includes ½ Credit of Personal Finance either Junior or Senior year.

Physical Education and Health - 2 credits.

Additional requirements set forth by the Board of Trustees are as follows:

1. No more than a total of 4 credits toward graduation may be earned by correspondence and no more than 1 credit of correspondence work during the final year.
2. In general, four years of attendance in high school will be required for graduation. Deviation from this requirement may be made under the following circumstances:
 - a. All applications must be submitted to the Board of Trustees by the October board meeting of the school year in which the student wishes to graduate. Applications must be in writing and countersigned by parents or guardians.
 - b. Students must pass the math competency test customarily given in the spring of their junior year.
 - c. All applications must be accompanied by a recommendation from the high school principal.
 - d. Reasons considered for early graduation shall include:
 1. A planned post-secondary educational program;
 2. Medical;
 3. Religious;
 4. Emergency family considerations.

Grading System:

The following common grading system is used for all subjects:

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - below 60

I - Incomplete

X - Provisional

Honor Roll:

Students may qualify for the honor roll by earning a grade point average of 3.0 or higher for each quarter. 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.

Class Rank

The class rank of seniors is based on the cumulative grade point average earned in grades 9, 10, 11, and 12. The top 10% of the graduating class will be determined from the honors curriculum.

Scholarships and Awards

Contact the Guidance Office for scholarship information.

Academic Honors Program:

The top ten percent of the graduating class will be determined from the academic honors curriculum only. This includes the valedictorian and salutatorian. Once the top ten percent has been determined, all remaining students will be ranked according to GPA regardless of curriculum. A note will be printed on the transcript for those students who have completed the honors curriculum. Grade point averages are determined based on all eight semesters of high school attendance.

Academic honors students must complete 24 total credits, at least four of which must be dual credit/advanced level honors curriculum classes taken during their sophomore, junior, and/or senior years. 28 credits are possible if a student takes seven classes a day for four years.

The following core curriculum must be completed to be considered for academic honors:

Math (3 FY Credits)

Algebra
Geometry
Algebra II
Pre-Calc.

Fitness (2 FY Credits)

Fitness 9
Fitness 10

Social Sciences (3 FY Credits)

World History/Adv. World History
US History/Adv. US History
Government/Applied Government

Fitness (2 FY Credits)

Fitness 9

English (4 FY Credits)

ELA 9 (FY)
ELA 10 (FY)
ELA 11 (Sem.)/Adv. ELA 11(FY)
ELA 12 (Sem.)/Adv. ELA 12 (FY)

Choose 2 of the following:

(Not Required if Adv. ELA 11 and Adv. ELA 12 are taken)
Historical Lit./American Lit./Modern Lit.

Sciences (3 FY Credits)

Physical Science/Adv. Physical Science
Biology
Chemistry/Physics/Adv. Biology

Fine Arts (1 FY Credit)

Band (FY)/Choir (FY)

Fitness 10

Guitar/Piano/Other Music Offerings

Art I (FY)/Crafts (FY)

Painting/Drawing (FY)

CTE (1 FY Credit)

Required Jr./Sr. Year

Personal Finance (Sem)

Choice

Accounting

Web Design

Ag. Welding II

Culinary Arts II

International Foods

Early Childhood Education

Metals Tech.

CADD

Cabinetry

Architectural Design

(Course substitutions may be made with the approval of a committee consisting of the principal, two department chairpersons, and the guidance department chairperson).

Seniors in the academic honors program must be enrolled in at least 3 credits from the following list of courses:

Physics I/II,

Psychology I-II

Marketing & Management

Chemistry I/II

Abnormal Psychology

Adv. CADD

Trig/Stats

American Culture I-II

Ag. III-IV

Spanish II

Comp. Programming I-II

Horticulture II

French II

Yearbook

Welding III-IV

-OR-

Any dual credit/advanced level course approved for the honors curriculum

Dual Credit/Advanced Level Courses approved for the Honors Curriculum

Students can take dual credit/advanced level courses in one of two ways. They can take the class as a dual credit class and receive high school AND college credit for the class, or they can take the class as an AP class, and at the completion of the class, take the Advanced Placement (AP) exam. If a student gets above a 3 (1-6 scale) on the AP exam, they receive college credit.

During their sophomore, junior, and/or senior years students must take at least four credits of dual credit/advanced level honors curriculum classes.

The courses listed have been approved for dual credit through Miles Community College, Williston State College, Dawson Community College, and/or MSU Bozeman.

Pre-Calculus

Adv. Biology

Adv. ELA 12

Spanish III

Calculus

Adv. World History

College Prep Writing

Spanish IV

Street Law I-II

Adv. US History

Personal Finance

French III

Political Parties

Applied Government

Accounting II

French IV

Constitutional Law

Senior Exemption From Second Semester Tests:

To be eligible for exemption from any particular second-semester test(s), the senior student must meet all of the following requirements (Absences and tardies for one class count only toward that class.):

1. No unexcused absences and no more than five (5) excused absences during the second semester.
2. No more than three (3) tardies during the second semester.
3. All obligations and responsibilities discharged for the second semester.
4. No major behavioral referrals/suspension infractions for the second semester.
5. No missed assignments in the course for which exemption is requested.
6. (A)85% average in the course if an exemption is requested in Pre-Calculus, Physics, Chemistry, or Advanced Placement courses.
(B)90% average in the course if an exemption is requested in any course except that college prep. classes identified in 6(A).

Graduation Ceremony:

To participate in the graduation ceremony, a student must have completed the State of Montana and Sidney Public School's graduation requirements. Additionally, participation in Sidney High School's graduation ceremony is a PRIVILEGE and the trustees and /or administration may deny a high school student the honor of participating in commencement (MCA 20-5-201). Graduation will only be lost as a privilege in the following circumstances:

- i. The student does not have the required number of credits and courses completed according to Board Policy 2410P and MCA 20-5-201.
- ii. Student has been expelled from school and the administration has determined that the student poses a threat to the safety of students and staff members.
- iii. Administration reserves the right to withhold any student from graduation for academic or behavioral reasons.
- iv. All requirements of Board Policy 2410P have been satisfied.

College Preparatory Program - Montana University System

1. Three credits in mathematics which shall include Algebra I, Geometry, and Algebra II. Students are encouraged to take a math course in their senior year. Students who need to follow a rigorous core need 4 years of Math.
2. Four credits in English - each year the content of the courses should have an emphasis on the development of written and oral communication skills and literature.
3. Three credits in social studies:
 - a. World History
 - b. American History
 - c. Government, Economics, or other third-year courses.
4. Two credits in laboratory science which must be chosen from Earth Science, Biology, Chemistry, and Physics, including advanced courses in these areas.
5. Two credits selected from a foreign language, visual and performing arts, computer science, or career tech education.

Honor Scholarships:

The Montana University System Honor Scholarship is a 4-year renewable scholarship, which waives the recipient's tuition when used at an eligible campus. Its average value at a 4-year Montana campus is \$5,000 a year or \$20,000 for four years. The Board of Regents intends to offer up to 200 scholarships annually.

To be eligible to receive the scholarship, students must meet the following criteria:

- Have a cumulative 3.4 GPA at the end of their junior year in high school.
- Meet Board of Regents rigorous core policy requirement
- Have been enrolled at and graduated from a Montana Board of Public Education accredited high school for at least three years prior to graduation. During their senior year, the student must be enrolled in a Montana high school accredited by the Montana Board of Public Education.
- Have taken the ACT or SAT: no later than December.
- Will attend the MUS or eligible community college.

To apply for the scholarship, students need to contact their school counselor.

Academic Interventions for Students with Failing Grades:

Students in grades 9-12, who are failing three or more classes at the end of quarters one and three, maybe put on academic probation. If at the end of the following quarter the student is failing more than one class, he or she may be required to meet with the superintendent or may be referred to the Board of Trustees to determine the student's continued attendance at Sidney High School or placement in an alternative setting for the remainder of the current school year.

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 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. Concerning 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 its corresponding consequences. Additionally, students must clearly understand the expectations held in each classroom setting related to testing, completion of daily work, and individual and group projects. Instructors are expected to clarify expectations for students, and students are responsible for seeking clarification with instructors when questions arise. **(Note: Teachers have been provided with administrative procedures for dealing with all academic misconduct.)**

Enrolling as a New Student:

To enroll as a new student at Sidney High School the following information is needed:

- Proof of residency in Sidney School District. These documents are a phone bill, utility bill, or a lease/purchase agreement for an apartment, house, or townhome.
- A copy of the student's most recent transcript.
- An updated Individual Education Plan (IEP) if your student has special needs.
- Shot record showing the following immunizations: varicella, 2 MMR, and Tdap booster.
- Birth certificate
- If the student you are enrolling is not your natural child, please provide documentation to show that you are the legal guardian.

Students may not be allowed to register or attend classes for 48 hours while the background check is done and the necessary paperwork is completed. New students and their parents/guardians will receive a registration packet and an appointment will be made with the counselor to register for classes.

Registration:

Registration for classes is done by individual conferences in the Guidance Office in February and March. Students pick up finalized schedules and pay fees in late July or early August according to the schedule published in the local paper.

*To be registered as a sophomore, you must have earned five (5) credits, as a junior ten (10) credits, and as a senior, fifteen (15) total credits.

All classes and schedule changes must be made in the Principal's Office. The minimum pupil load is six-unit courses each semester.

Withdrawal from School:

If it is necessary to withdraw from school, take a note from your parents to the Principal's Office and obtain a withdrawal slip. Take all your books out of your locker, present both your books and withdrawal slip to the teacher who issued the books, have the slip signed by the teachers, the librarian, and the counselor, and complete the exit survey. The signed slip is then returned to the Principal's Office. The best time to do this is the last day on which you will be attending classes. If you find this to be impossible, it should be done before school in the morning or immediately after school. Student withdrawal must not interrupt classes.

Student Release Time For Work/Student Aide Requirements

1. Students meeting the following requirements may be released for up to two periods a day, as determined by the administration.
2. Applicants must have a regular job.
3. Applicants must have parental permission.
4. Applicants must be a student in good standing.
 - a. Students must be passing in all subjects at the mid-term and end of each quarter;
 - b. Students must be taking 6 subjects;
 - c. Students receiving a second major behavior referral during the year will not be eligible for work release.
5. Upon termination of the job, the student must report to the study hall. Failure to do so constitutes skipping school and will be an automatic major behavioral referral.

Applications for release time for work are available in the principal's office.

DEPARTMENT CHAIRPERSONS

Art.....	P. Filler	Business/Computers.....	R. Biniek
Fam./Cons. Sciences.....	C. Ryan	Industrial Technology.....	R. Merritt
Library.....	D. Hart	Foreign Language.....	N. Franklin
English.....	C. Weltikol	Guidance.....	S. Collins
Math.....	H. Redman	Physical Education.....	J. Sweet
Science.....	J. McDonald	Agriculture Education.....	K. Alvstad
Social Studies	B. Faulhaber	Special Education.....	J. Cline
Music.....	K. Sundt		

Advisory

Students will attend an advisory period once each week. Advisory will take place after the 4th period on Wednesdays with a designated teacher. The purpose of the advisory period is to set aside time for teaching school expectations, periodic grade checks, as well as the utilization of advisory time for surveys, announcements, meetings, and other administrative tasks.

Study Hall Rules

1. Students are required to attend assigned study periods when they are not in regularly scheduled classes. All pupils must be present for roll call.
2. No interruptions are permitted for the first five minutes in order to facilitate roll-taking.
3. Any student receiving an F in any subject will not be allowed to leave study hall unless they have a pass from a classroom teacher. Students that have an F are expected to complete coursework and assignments to correct their grades to a passing level. Students that violate this policy will be subject to consequences outlined in the progressive discipline policy of the student handbook.
4. No student may be excused from the study hall room without a written pass slip signed by an instructor or study hall supervisor.
5. Teachers may supplement these rules with the approval of the school principal.

ACTIVITIES

For students interested in extracurricular/co-curricular activities, there are many clubs, groups, and teams. Students involved in activities are governed by Sidney High School General School Rules and Regulations applicable to all students, the Activities Eligibility Policy, and any additional rules that govern individual activities.

Students participating in qualifying activities are required to pay both a Participation Fee and purchase an Activity Ticket for a total of \$120. Please see the descriptions of both fees below.

- **Participation fees:**
 - A \$70.00 fee will be charged for students participating in extracurricular activities. (Extra-curricular Music, Speech, Drama, & Debate, school plays, intramural sports, sports, & CTE-affiliated clubs). The maximum fee is \$70.00 per student regardless of the number of activities.
- **Activity Tickets:**
 - All students are encouraged to purchase activity tickets at the time of registration. The price is \$50.00. The activity card is not transferable (only the cardholder may use the card) and must be presented for admission to activities sponsored by the ASB.
 - Students involved in activities that receive funds from activity tickets or the school district **MUST** purchase activity tickets to participate. Activity tickets can be purchased for \$50.00

MHSA SANCTIONED ACTIVITIES

Sidney High School offers a wide variety of extracurricular activities sanctioned by MHSA.

CLUBS AND ORGANIZATIONS

The Eagle's Eye

Sidney's annual yearbook, The Eagle's Eye, is printed to keep alive the memories of high school days. It is planned and sent to the press before the school year is over by the annual staff which is composed of any interested students. Every student in the Sidney Public School System has the opportunity to purchase a copy.

American Politics Club

PURPOSE: To discuss the issues relating to the American political system.

MEMBERSHIP: Students and faculty willing to interact with others interested in politics.

OBJECTIVE: To inform the community on local, state, national, and international politics.

ACTIVITIES: Meetings to discuss issues from all political viewpoints.

Presentations to social science classes on current events.

MOTTO: "The Voice of America's Future"

Speech Debate and Drama

PURPOSE: To increase a student's ability to think under pressure, to gather, organize and communicate facts, to act, and to appreciate and respect the ideas of others.

MEMBERSHIP: Students who are interested in participating and who will work diligently to represent the school in invitational and district speech meets on specified Saturdays between October 1 and January 31.

School Plays

PURPOSE: To give students experience in stagecraft and acting.

MEMBERSHIP: Any interested student.

ACTIVITIES: Production of fall and/or spring plays.

International Club

PURPOSE: To cultivate friendly and lasting relationships among members and to promote mutual understanding of the customs, languages, and people of foreign countries.

MEMBERSHIP: Membership of this organization is open to the students of Sidney High School having an interest in the objectives of the club.

ACTIVITIES: Meetings are held with varied interesting programs.

French Club

PURPOSE: To spark an interest in students to travel abroad while learning the culture and educational aspects of various countries.

MEMBERSHIP: Membership of this organization is open to the students of Sidney High School having an interest in the objectives of the club.

ACTIVITIES: Members meet bi-monthly and discuss fundraising activities and travel abroad.

Business Professionals of America

PURPOSE: To unite a common bond, the students enrolled in classes with office employment as their objective and to assist students in establishing realistic training and employment objectives. The BPA members will learn to serve as leaders and followers and have the opportunity for state and national recognition.

MEMBERSHIP: Any student who is enrolled in the Business Procedures Class.

ACTIVITIES: Varied activities relating to business procedures designed to develop leadership abilities in the American Business System and competency in office occupations. The club meets once a month. During the meetings, programs are presented by students, businessmen, or faculty on selected subjects.

E-Sports

PURPOSE: To provide a safe, competitive, and responsible entertainment environment, that positively impacts society and helps to prepare students for life after high school.

MEMBERSHIP: Open to all students and faculty interested in the gaming community.

ACTIVITIES: E-Sports participates in a variety of competitive leagues. E-Sports also provides students with the opportunities to learn and grow through coding and game design.

FFA

PURPOSE: To develop premier leadership, personal growth, and career success in agriculture.

MEMBERSHIP: One semester of Agriculture Education per year

MOTTO: "Doing to Learn, Learning to Live, Living to Serve"

ACTIVITIES: A variety of career development events (CDE) are provided to youth in FFA. Livestock, mechanics, agronomy, business, and leadership activities are the foundation of these skill/knowledge events. Regional, state, and national travel is common.

S Club

PURPOSE: To be of service to the school and raise funds for various athletic and athletic-connected activities.

MEMBERSHIP: Membership is open to all SHS letter winners.

ACTIVITIES: Monthly meetings, dinners, banquets, and projects.

Sidney Key Club

PURPOSE: To be of service to the school and community.

OBJECTIVES: To develop initiative and leadership, to provide experience in living and working together, to cooperate with the school principal, and to prepare for useful citizenship.

MEMBERSHIP: Members are selected by a committee and by a vote of the club. Invitations to join are extended to those selected.

ACTIVITIES: Weekly luncheon meetings, meetings with local Kiwanis Club, special meetings, sponsoring service functions in the school and community.

NOTE: The Key Club has not applied for affiliation as an ASB organization. It does not receive the benefits accorded ASB-affiliated activities.

National Honor Society

PURPOSE: To foster scholarship, character, leadership, and service.

MEMBERSHIP: Selection is made by a committee of society members and faculty from sophomores, juniors, and seniors.

1. A 3.5-grade point average and a 3.5 average on a rating scale considering

leadership, citizenship, and community service.

2. The student must have taken or been enrolled in these classes at the start of his/her senior year.

Choice of 3 sciences: Physical Science, Biology, Anatomy & Physiology, Chemistry, Physics

Choice of four years of math or three years of math and four sciences: Geometry A, Algebra II, Pre-Calculus (note: 8th-grade Algebra ~~A~~ does not meet the math criteria)

One year of foreign language

Four years of English

One advanced placement course: Advanced Chemistry, Advanced Biology, Advanced History, Advanced English, Advanced Physics, Calculus, Advanced Psychology, Advanced Pascal, and other AP courses as they are added to the curriculum.

ACTIVITIES: Individual and group service projects, organization of the academic awards banquet, and society meetings.

Chess Club

PURPOSE: To acquaint students with the strategy and reasoning of the game of chess.

ACTIVITIES: Play chess during noon break and attend tournaments.

MEMBERSHIP: Open to all interested students and faculty.

Science Club

PURPOSE: To acquaint students with the various fields of science and allow for further exploration in some areas. To foster science and technology in the school. To allow student exchange in activities outside the normal curriculum. To provide Sidney High School with a sound system to use at dances.

MOTTO: "Science is Fun!"

MEMBERSHIP: All interested students.

ACTIVITIES: Monthly meetings held with interesting science experiments, dances, sound system work, a trip to an amusement park in Denver, and field trips.

Family, Career, and Community Leaders of America "FCCLA" – local chapter "FLA"

PURPOSE: To provide opportunities for personal growth, leadership development, and family and community involvement, and to strengthen the function of the family as a basic unit of society. FCCLA provides opportunities for decision-making and for assuming responsibility. Members have the opportunity to compete at district, state, and national levels.

MOTTO: "*Toward New Horizons*"

MEMBERSHIP: Members must have taken a Family/Consumer Sciences (FCS) class at the middle school or high school or be presently enrolled.

ACTIVITIES: Monthly meetings, service projects, fundraiser activities, and participation in the district convention, fall, and state leadership conferences.

Leo Club

PURPOSE: To serve the school and community with an emphasis on community service, citizenship, and drug awareness.

MEMBERSHIP: Open to all students and faculty interested in serving the school and

community.

OBJECTIVES: To cultivate a lasting commitment to community service, prepare good American citizens, and prevent drug use.

ACTIVITIES: LEO Club participates in various community service projects by ourselves and with Sidney Lions Club. LEO Club also has fun activities including weekly business and program meetings and parties.

MOTTO: "We Serve"

Skills USA

PURPOSE: To provide the opportunity for students enrolled in the Industrial Technology Education program to expand on their vocational education, develop leadership skills and compete in local, state, and national competitions.

MEMBERSHIP: All students enrolled in vocational courses or have been in the past.

ACTIVITIES: Monthly meetings, work sessions, fundraisers, local, state, and national skill competitions.

MOTTO: "Quality At Work"

Sidney High School 2020/2021 Sponsorship Assignments Clubs or Activities

Talon	P. Radke
Yearbook	P. Filler
Drill Team	W. Zoanni
Cheerleaders	T. Lange
Bands	K. Sundt
Vocals	C. Halvorson
School Plays	C. Pierce
Speech, Drama & Debate	G. Staffanson, C. Pierce, H. Gordon
Audiovisual & Student Librarians	D. Hart
Football	R. Merritt, T. Graves, C. Quilling, D. Coryell, J. Rice, K. Clausen
Track	S. Collins, J. Collins, R. Merritt, L. Weltikol, T. Jones
Boys' Basketball	C. Quilling, J. Meissel, V. McGlothlin
Girls' Basketball	
Baseball	H. Gordon
Wrestling	G. Melby, T. Graves, N. Lonski
Golf	B. Berg, C. Berg
Girls Softball	F. DiFonzo, C. Ryan
Cross Country	J. Collins, S. Collins
Volleyball	Anil Kara
Activities Director	C. Lee
Student Council	D. Coryell
Title IX Supervisor	J. Brannan/Karen Pollari
National Honor Society	D. Hart
Academic Contests	H. Redman
Science Club	D. McDonald
FFA	K. Alvstad
Key Club	C. Weltikol
Youth Alive	

Skills USA
FCCLA
S-Club
International Club
Close Up
Art Club
Leo Club
APC Club
Link Crew
E-Sports

R. Merritt
C. Ryan
C. Lee
N. Franklin, P. Strupp
B. Faulhaber
P. Filler
H. Gordon
B. Faulhaber
H. Gordon, C. Weltikol
R. Biniek

CLASS SPONSORS

2022-2023 Class Sponsors

Senior - A. Foust, K. Alvstad, M. Pfau, E. Keegan

Junior - J. Rice, J. McDonald, R. Biniek, E. Faulhaber

Sophomore Je. Sweet, H. Gordon, C. Steinbeisser, J. Cline

Freshman - P. Strupp, H. Redman, D. McDonald, S. Collins

ACTIVITY ELIGIBILITY POLICY

The Board of Trustees of the Sidney Schools has established the following rules governing participation in extra/co-curricular activities. The SPS School Board believes that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

1. To emphasize concern for the safety of students while participating in activities.
2. To promote a sense of order and discipline among students.
3. To emphasize appropriate standards of conduct for those students who through their participation are leaders and role models for their peers and younger students.
4. To promote a chemical-free environment that will encourage healthy development.
5. To emphasize the importance of academics.
6. To involve, inform, and gain input from parents.

It is the position of the Sidney Public Schools that participation in these activities is a PRIVILEGE afforded to students who are willing to make the commitment to adhere to the following rules.

Parents and students will sign for the student 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.** Student appearance during school-sponsored activities will be determined by the coach/activity sponsor. HOWEVER, all participants will wear appropriate, neat, clean clothing

This policy applies to all middle and high school activities from the opening day of fall activities to the last day of school activities, whether the student is in or out of season, before, during, and after school hours. Because of variations that occur in the many different activities, Sidney Public Schools has grouped activities into three major categories and outlined the consequences for violations in each category. Students will be suspended from all activities until the level of penalty for an activity group has been satisfied.

I. Academic Eligibility:

To participate in any MHS A activity or recognized ASB organization/club, a student must be passing in at least four subjects, achieve a semester GPA of 1.5 or higher, and meet other requirements of the sponsoring department. Responsibility for knowing eligibility status each quarter rests with the student and his or her parents. Per MHS A rules and interpretations, summer school credits and correspondence credits will not be used to compute the quarter GPA. Lastly, incomplete grades will be used in the calculation of the semester GPA in cases of injury, illness, or attendance at authorized school functions based on the final posting of semester grades. GPA eligibility determinations will be based on the semester preceding each new activity

Additionally, any student in an activity receiving two or more Fs, according to the PEC list, will not be allowed to participate in any activities for that week. This will provide adequate time for students to increase their course grades to a percentage higher than 60% in all classes. Administrators and coaches will monitor the PEC list and notify any student that is in violation of this policy as soon as the PEC list is generated that week.

1. This policy will take effect the fourth week of each quarter.
2. The PEC list will be run Monday morning at 9:00 am and eligibility will take effect immediately. Students will be ineligible until the PEC for the following week is run.
3. Administration has the ability to assess and reinstate individuals on a case-by-case basis.

To be nominated for an office, a student shall have a 2.00 cumulative grade point average at the time of his or her nomination for any office held in a recognized ASB organization/club. If elected as a class officer, organization officer, student council officer, or to another position of leadership, the student must maintain passing grades in accordance with *subsection 2* (below) to remain in office.

II. Tobacco:

The use or possession of tobacco, including alternative nicotine and vapor products as defined in MCA 16-11-302, will result in immediate suspension from the activity for the period of time as indicated in the first violation in all three groups. A second and each additional violation will result in immediate suspension from the activity for the period of time as indicated in the second violation in all three groups. The student will attend practice/regular meetings at the coach's/activity sponsor's discretion. Tobacco regulations apply to athletics only during the season in question.

III. Extreme Misbehavior:

Any violation (as defined in the SHS discipline policy) may result in suspension from activities for a period of up to twelve calendar months.

IV. Alcohol, Opioids, or Other Illicit Drugs:

The use, possession, or active promotion of alcohol or illicit drugs will result in an activity suspension for the appropriate group. An individual making a conscious decision to remain in any situation where drugs or alcohol are being illegally used or provided to a minor may be subject to an activity suspension for the appropriate group. Students/athletes will attend practice/regular meetings at the activity sponsor's/coach's discretion.

A procedural guideline established for investigations concerning alleged violations of this policy made known to administration includes parent notification prior to any interview with students.

All chemical use violations, whether in school or out of school, are cumulative for grades six (6) through eight (8) and grades nine (9) through twelve (12). (note: a student moving from the middle school to the high school would start over with all policies)

Violation of the Activity Eligibility Policy will result in:

Group I - Athletics, Speech & Drama, Cheerleading, Drill Team

FIRST VIOLATION: The student will be suspended for 25% (not exceeding 25%) of the activities as determined by the regular-season schedule. For instance, football has 8 regular-season games. A student found in violation for Tobacco, Extreme Misbehavior and/or Alcohol, Opioid and Illicit Drugs and participates in football would miss 2 games. A student in the same situation that participates in basketball would miss 4 games.

SECOND VIOLATION: The student will be suspended for 50% (not exceeding 50%) of the activities as determined by the regular-season schedule. Individuals will be required to complete a professional drug and alcohol assessment **at the expense of the student.**

THIRD VIOLATION: The student will be suspended from Group I, II, and III

activities for ONE calendar year from the time of the violation. **A subsequent violation will result in suspension for ONE calendar year from the date of the most recent violation.**

Group II - Band, Choir

FIRST VIOLATION: The student will be suspended for 25% (not exceeding 25%) of the activities as determined by the regular-season schedule. For instance, football has 8 regular-season games. A student found in violation for Tobacco, Extreme Misbehavior and/or Alcohol, Opioid and Illicit Drugs and participates in football would miss 2 games. A student in the same situation that participates in basketball would miss 4 games.

SECOND VIOLATION: The student will be suspended for the next FOUR (4) event days for band and choir, excluding regular concerts (fall, Christmas, winter, and spring) or the next EIGHT (8) event days for pep band and will be required to complete professional drug and alcohol assessment **at the expense of the student.**

THIRD VIOLATION: The student will be suspended from Group I, II, and III activities for ONE calendar year from the time of the violation, excluding regular concerts (fall, Christmas, winter, and spring). **A subsequent violation will result in suspension for ONE calendar year from the date of the most recent violation.**

Group III - All Non-Lettering Activities, Clubs & Short Term Events

(Some examples include, but are not limited to: E-Sports, SKILLS, BPA, Science Club, School Play, Dances including prom, etc.)

FIRST VIOLATION: The student will be suspended for the next TWO (2) event days if there are more than FOUR (4) event days per year, or the student will be suspended for the next ONE (1) event day if there are FOUR (4) or fewer event days per year and the student will be required to complete some appropriate educational program as designated by the administration. In addition, students may attend regular meetings but cannot serve in the capacity of an officer.

SECOND VIOLATION: The student will be suspended for the next FOUR (4) event days if there are more than FOUR (4) event days per year, or the student will be suspended for the next TWO (2) event days if there are FOUR (4) or fewer event days per year and the student will be required to complete professional drug and alcohol assessment **at the expense of the student.** In addition, students may attend regular meetings but cannot serve in the capacity of an officer.

THIRD VIOLATION: The student will be suspended from Group I, II, and III activities for ONE calendar year from the time of the violation. **A subsequent violation will result in suspension for ONE calendar year from the date of the most recent violation.**

***NOTE: Penalties for all *tobacco* use will terminate at the end of the school year

in which the violation occurred. Tobacco violations will not affect any status for graduation ceremony participation.

***NOTE: Penalties for **drug and alcohol** use will carry over to the following school year until all necessary missing events are completed.

Students Involved in Concurrent Activities from Groups I, II, and III:

Students in this classification who violate the alcohol and illicit drug policy will be dealt with in the following manner:

1. Group I and Group II or III—The penalty for Group I activities will apply and the student is suspended from Group II and III activities until they have completed the Group I suspension.
2. Group II and III activities--The penalty for Group II will apply. An event for Group III may substitute for a Group II event as long as the two events don't happen in the same week.

Competition/Event:

A competition/event is where the student is part of a team/activity and there is a scheduled competition/event. Canceled or postponed events will not count as an event day. A scheduled event has the expressed approval of the building principals and the athletic director. Tournaments/Jamborees count as a single event.

Suspension:

1. All consequences for violation of this policy shall be assigned immediately upon confirmation of the violation.
2. Suspensions may span several seasons/events or in the case of third violations or incomplete suspensions, two different school years. Students must complete an entire activity to receive credit for suspension time served. The activity will only be counted if the student began the activity within the first two weeks of the first day of the activity.
3. Any student who denies involvement and then is later found to have been dishonest will receive a suspension TWICE as long as that is listed under first, second, or third violations.

Activity Work Make-Up Form

Students who miss class due to activities will be required to have a school work make-up sheet filled out before leaving school for the activity. The purpose of the form is to enable students to make a plan in conjunction with their teachers for missed class time and assignments.

- Forms can be found in the office (Blue form)
- They must be initialed by the teacher of each class period that will be missed
- Forms will be required to be checked and stamped at the office before students are allowed to leave.
 - If students are scheduled to miss an entire day, this will need to be done at the conclusion of the last school day before the activity.
 - If students are scheduled to leave during the school day, this will be done

before school or during lunch break.

- Failure to have a form filled out will result in the inability to participate in that event.
- Falsification of documentation will result in disciplinary action up to and including suspension from school activities as well as any additional discipline as determined by SHS's progressive discipline policy.
- This policy does not change the standard work make-up policy of a day plus a day

ATTENDANCE

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, FFA trips, 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.
- *Post-secondary visitations* - Limit 3 days per year. All post-secondary exemptions must be pre-approved through the guidance office.
- *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, may have the right to make up assignments or exams missed during the time they were denied entry to the classroom depending upon the reason for the disciplinary action.
- *Snow Days*-Any students who live out of city limits and who ride busses are exempt.

Excused Absences:

Defined as absences that **DO** apply to the excessive absence policies. These include:

- *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

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
- Work (student employment)

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.

Dealing with Excessive Absences:

SHS strives to teach/develop traits and skills that not only prepare but also transition students to real life. A student who has five (5) excused/unexcused absences will have a letter sent home. It will inform the parents and students that the student qualifies for Friday/Saturday school. If the student chooses to attend a Friday/Saturday School session, they will be eligible to “remove” one (1) absence from the total semester count per Friday/Saturday School session that they attend. Once a student reaches eight (8) absences, a second letter will be sent to reinforce the need to see administration to set up a time to attend Friday/Saturday School. If the parents and students refuse to put forth the effort to resolve excessive absences, the student is at risk to have credit removed in

courses in which they have eight (8) or more absences. These situations are each unique and will be handled by administration on a case-by-case basis. Just because the absences haven't affected the grade does not mean that it hasn't affected your learning.

Administrators may utilize, but are not limited to the following appropriate measures of action:

- development of a truancy plan
- loss of class credit
- removal from a school activity
- alternative placement
- summer school
- detention/Friday or Saturday School
- suspension from school
- notification of county attorney or youth probation
- referral to the district truancy officer
- referral to the superintendent and/or school board for expulsion

The administration may take the above disciplinary steps at any time if a student is a blatant non-attender who loiters in the building, on, or near the campus when he/she should be in class.

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 (2021):

If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated individual or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer may refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child.

If convicted, the person shall be fined not more than \$100, ordered to perform up to 20 hours of community service, or required to give bond in the penal sum of \$100, with sureties, conditioned on the person's agreement to cooperate with the district in implementing the truancy plan provided for in subsection (2) for the remainder of the current school term.

Tardies:

Promptness to class is extremely important. Students are expected to be in their classrooms, ready to work, at the bell. Students who miss over 15 minutes of the period will be entered absent rather than tardy for that period.

No tardies are excused, but penalties are not assessed until the third tardy each quarter. Beginning with the third tardy, the student will receive 60 minutes of detention for each tardy accrued. Detention will be served at times arranged by the administration. On tardies #3-9, one detention will be assigned for EACH of these seven tardies. Parents will

be notified by mail at the third tardy. Students who skip detention will be assigned additional detention (30 minutes per incident) or be required to attend Friday School.

On a student's tenth tardy in a quarter, the student will receive 2 hours of after-school detention. Students will be assigned an additional hour of after-school detention for each tardy after the 10th tardy. A student will receive additional detention for EACH tardy #11-14 of that quarter. A 15th tardy will result in one day of in-school suspension. When a quarter ends, so does tardy accumulation. Each student starts each quarter with zero tardies, but any accrued detention time will be served during the subsequent quarter.

Work Make-up Policy for Absences

It shall be the responsibility of the student, on his or her own initiative, to contact the teacher(s) to determine make-up assignments in the case of an absence. Students are strongly encouraged to communicate with the teacher in advance in the case of a planned absence.

- When a student is absent from a class, regardless of reason, 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.
- Any work not completed and turned in in accordance with this policy will be counted as a zero in the grade book.
- School sponsored absences will require the use of an Activity Work Make-Up Form. (Please see wording under '*Activity Eligibility*' section)

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

Searches and Seizure:

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as Well as Personal Effects Left by Students:

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property or near school premises.

The Superintendent may request the assistance of law enforcement officials 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, including searches conducted through the use of specially trained dogs.

Students:

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property:

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

Dog Search Procedures:

In the event a dog alerts on a locker or a student's personal property, contents are removed and the property is searched in the presence of the canine handler and an administrator. The parents are notified that a dog is alerted on the student's property. If illegal substances are found, the parents are asked to come to the school and the Sidney Police Department is notified. The school drug, alcohol, and firearms policy will be administered as warranted.

BEHAVIOR & DISCIPLINE

Discipline Procedures:

Students guilty of violating Sidney High School Rules and Regulations will be disciplined. Action taken will depend on the seriousness and/or frequency of the misconduct. Some examples of disciplinary procedures include, but are not limited to:

- Detention
- Clean-up Duty
- Loss of student privileges (i.e. Senior exemptions, dances, etc.)
- Loss of Bus Privileges
- Friday/Saturday School
- Removal from Class
- One to Three Days Suspension (in-school or out of school)
- Suspension from extra-curricular activities for up to a one-year period
- Restitution for damages to school property
- Referral to law enforcement
- Expulsion by the Board of Trustees

Progressive Discipline Policy:

For classification, student classroom, hallway, and bus misconduct will be classified into major and minor incidents. The list is not all-inclusive but will provide a basic guideline.

1. Minor Incident

- Ordering of food by students to be delivered to school property
- Obscenity (verbal, written, gestures, etc.)
- Disorderly conduct (classroom, lunchroom, halls, etc.)
- Inappropriate dress, hats, backpacks
- Inappropriate or unauthorized use of cell phones or other electronic devices
- Inappropriate display of affection
- Running in halls
- Violating bus rules
- Improper vehicle use on school grounds (driving and/or parking)
- Cheating/Electronic Cheating

Minor classroom incidents will be addressed by the teacher involved. Non-classroom incidents will be addressed by administrative personnel. An Incident Report will be filed in Infinite Campus in all cases. Extreme or repetitive cases of minor incidents will be referred to administrative personnel and are subject to any level of disciplinary action.

Progressive Discipline Referral

- 1st referral (same staff member)
- 2nd referral (same staff member)
- 3rd+ referral (same staff member)
- Multiple referrals (different staff members)

Minimum Disciplinary Action

- Level I
- Level II
- Level III
- Administrative Discretion

2. Major Incident

Major incidents will be addressed by Administrative personnel and are subject to any level of disciplinary action.

- Theft or Destruction of Property
- Fighting
- Harassment or threatening behavior
- Physical and Verbal Abuse
- Defiance Against Staff
- Cheating/Electronic Cheating
- Forgery
- Chemical Possession and/or Use
- Weapons

Minimum Disciplinary Action

- Level III
- Level III
- Level III
- Level III
- Level III
- Level III
- Level III
- Level III
- Level IV

*Administrative Discretion is held for each additional incident of the same or higher level.

DISCIPLINARY ACTION:

LEVEL I 1 hour detention

LEVEL II

2 hours detention

LEVEL III

Student and parent will be notified about the incident and the disciplinary action to be taken. This initial communication serves as notice to the student and parent and an additional conference may be arranged by the parent or principal if requested. Action includes a 1 to 3-day suspension.

LEVEL IV

Student and parent will be notified about the incident and the disciplinary action to be taken. This initial communication serves as notice to the student and parent and an additional conference may be arranged by the parent or principal if requested. The student will be suspended until the Board of Trustees can meet to consider the case. Cases heard by the Board of Trustees are subject to any level of disciplinary action including the permanent expulsion from Sidney Public Schools.

Due Process:

1. A major incident report must be turned into administration.
2. The administration will discuss the situation with the student(s) involved.
3. Parents will be notified and a conference may be held between parents, student(s), and administration if requested by any of the parties. Following the initial notification, the disciplinary process will continue.
5. After notification of the decision, the parents may appeal by using the school complaint procedure, Board Policy 3215.

Suspensions and Expulsion:

Suspensions will be in or out of school. The use of Friday School Sessions will be utilized when possible to limit the amount of class time missed by students. Work while on suspension can be made up, however, a time limit equal to the length of suspension will be in effect. Example: For a 3-day suspension, the student will have 3 days to make up all work missed. In-school suspension work will be completed while in suspension. Any work not made up in that time will be recorded as a zero. In the event of a suspension, the principal or assistant principal will provide the student and parent with:

- an oral or written notice of charges;
- an oral or written explanation of the evidence in support of the charges;
- an oral or written explanation of the suspension which may be imposed;
- the opportunity to present his/her explanations.

When a student is referred to the School Board for an expulsion hearing, the parent and student will be provided with notice of the type of suspension—not to exceed 10 days, notice of the recommendation for expulsion, notice of the expulsion hearing procedures, and guidelines cited in Board policy, number 3300P. A student may be expelled from

school only by the Board, and only after due process has been followed.

Friday School:

Friday School will be utilized at the discretion of administration for discipline, academic improvement, and making up for lost time due to tardiness and absences. This will be done when deemed necessary by the administration. A session will run from 9:00 a.m. to 1:00 p.m. Students that miss a designated session or are more than 10 minutes late will owe that time for that session, plus an additional session. Friday School may be used as an activity towards eligibility for all three Groups.

***Students that are participating in an activity may not use Friday School as a disciplinary event during the activity season they are participating in.**

Extreme Misbehavior:

Student conduct is expected to conform to reasonable standards and socially acceptable behaviors. Unacceptable behaviors include, but are not limited to, 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. Any of the above unacceptable behaviors may result in suspension from school or activities for a period of up to one school year.

Tobacco:

The possession or use of 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 major incident report and the appropriate penalties. Since the possession or use of tobacco by persons under 18 years of age is prohibited by law, parents and local law enforcement officials will be notified.

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. A Breathalyzer test may be administered by the principal or assistant principal when there is reasonable suspicion that school rules have been violated. Refusal to take such a test will result in a recommendation to the Board of Trustees that the student will be suspended. 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 on 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 extracurricular activities for a quarter (45 school days) and drug/alcohol counseling with the recommendation of school administration.

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.

A second violation of this rule during a school year will result in suspension until the Board can meet to consider the case and suspension from extra-curricular activities for one calendar year.

All chemical use violations, whether in school or out of school, are cumulative for grades six (6) through eight (8) and grades nine (9) through twelve (12). (note: a student moving from the middle school to the high school would start over with all policies.)

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 the 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 try to educate and aid them.

Behavior on School Sponsored Trips:

Students participating in school-sponsored trips, whether for the day or overnight, are regarded by Sidney High School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, attitudes, and reputation of those students who take a leading role in extracurricular activities. Therefore, student participants must comply with the 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 – Extreme Misbehavior. As a minimum, students will be prohibited from traveling with any group on any district-sponsored overnight trip for a period of half a school calendar year, and a full school calendar year for the activity in which the violation occurred. As a maximum, a student will not be allowed to travel with any organization, club, or team for twelve calendar months. 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 students. 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 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.

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.

"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.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board. Any person reporting bullying to a school official will be required to complete a harassment/intimidation/bullying incident reporting form. The school will proceed with an investigation based on the information received on the incident reporting form. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Consequences:

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. 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.

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.

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.

"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 an employee or damaging an employee's property;
- b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or
- c. creating a hostile working environment.
- d. Substantially and materially disrupts the orderly operation of a school.

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.

BUSSING & TRANSPORTATION

Student Conduct on School Bus (Form 8110)

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:

1. Immediately obey the requests and/or directives of the bus driver.
2. Riders shall be on time for busses. Students not on time or those who delay bus departure from the scheduled pickup site may be left.
3. Enter the bus in an orderly manner and immediately be seated.
4. Remain seated while the bus is in motion.
5. Keep all parts of the body inside the bus at all times.
6. Keep the aisles clear at all times.
7. Remain quiet and orderly.
8. Be courteous and respectful to the driver and fellow passengers.
9. When leaving the bus, leave in an orderly manner and be alert to other traffic which might be present.
10. 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 for a maximum of two school days. 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 the 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.)

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:*
3. *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
4. *Transport students to Boys & Girls Club at Central after school from another building*
5. *Designated Bus Stops:* Examples: North/South Meadow; REA; Frontage road; trailer park next to Redline and the trailer park west of Millers Corner
6. *Attached 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.)*

Fees are as follow:

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

If parent(s) 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)

Parents should:

- 1.) 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.
- 2.) Be sure the school has an emergency phone number where you can be reached.
- 3.) 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)
- 4.) Non-emergency changes in transportation should be made no later than noon of the same day.
- 5.) 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.

To make arrangements for your child to ride the bus, please contact the district office. *Any changes in bus service for your child must also be reported to the district office.*

Student Activity Transportation Policy

Only students traveling in school authorized transportation may represent Sidney in an activity. Extenuating situations may only be considered by the school principal and the athletic director. NOTE: The activity sponsor does not have the authority to waive this rule.

CELLULAR PHONE & ELECTRONIC DEVICE POLICY

Student possession and use of cellular phones, iPods, tablets, headphones, and other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees, is a privilege that shall be permitted only under the circumstances described herein. **At no time shall any student operate a cell phone or other electronic device with video capabilities in a classroom, locker room, bathroom, or other location where such operation may violate the privacy right of another person.**

Students are allowed to utilize cell phones in the hallways and other common areas only during designated passing time before school, between class time at their lockers, during lunch, or after school. Cell phones **ARE NOT** permitted and **WILL NOT** be utilized in the classroom setting. There will be no designated locations in the classroom for cell phone storage.

Headphones/Earbuds/AirPods in recent years have constituted a safety concern and WILL NOT be permitted during the school day.

Therefore, unauthorized use of cellular devices or headphones/Earbuds/AirPods is grounds for confiscation of the device by school officials, including any classroom teachers or school support staff. Refusal to comply with staff directives for device confiscation will be considered defiance and the standard progressive discipline policy will be implemented. The following discipline matrix will be implemented for students who fail to comply with this handbook policy.

- **1st offense**
The device will be delivered to the office. The device may be picked up at the end of the school day by the student.
- **2nd offense**
The device will be delivered to the office. The device may be picked up by a parent or guardian. The student will serve one (1) hour of detention.
- **3rd offense**
The device will be delivered to the office. The device may be picked up by a parent or guardian. The student will serve one (1) Friday school session. The device will be turned into the school office daily for the next four (4) consecutive school days.
- **4th offense**
The device will be delivered to the office. The device may be picked up by a parent or guardian. The student will serve one (1) day of out-of-school suspension. The device will not be allowed back on school grounds during school for the remainder of the semester.

DANCES

1. Students must currently be attending Sidney High School.
2. Students may invite a guest and must register the guest in the high school office prior to 3:00 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 no older than nineteen, attending an accredited high school, and must be in good standing with the same rules that govern the conduct of students enrolled at Sidney High School. Guests not in good standing will not be allowed to attend school-sponsored dances.
3. All handbook rules apply.
4. Students who have outstanding detention, Friday/Saturday School or any other disciplinary consequences not satisfied prior to prom will not be allowed to attend this event.
5. 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.
6. Dances end no later than 12:00 midnight unless approved in advance by the high school principal.
7. Any student who violates 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. The 45-day rule will still be applied as it normally is according to school policy.
8. A student who is absent one or more periods the last school day before prom may not be eligible to attend prom.

DANGEROUS WEAPONS

No student in Sidney High School will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Such weapons include, **but are not limited to**, a firearm, a pellet or BB gun, a knife with a blade, or a belted sheath knife, a straight razor, ice pick, explosive smoke bomb, incendiary device, slingshot, blowgun, artificial knuckles, pepper spray, or any object that can reasonably be considered a weapon or dangerous instrument whether by threatened or actual use.

Guns or Firearms: Any student who brings a firearm onto school property without authorization shall be suspended immediately. Parents and local law enforcement officials will be contacted. Students in violation of this policy will be expelled for a period of not less than one calendar year unless modified by the Board of Trustees.

FOOD SERVICES

Breakfast and lunch are available in the cafeteria. Accounts are automatically activated upon the student being entered into Infinite Campus. Parents can access and manage their child's account balance through the Infinite Campus parent portal. The lunch price for students (6-12) is \$3.00 and for adults is \$4.00.

Unpaid Meal Debt:

- Once a household 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.
- 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.

MOTOR VEHICLE AND PARKING LOT REGULATIONS

Student use of motor vehicles during the school day is restricted to the lunch break except with specific parental permission for appointments and school-connected errands.

The parking lot is for student convenience. Certain parking and driving regulations are in effect and will be enforced in the interest of safety and convenience.

1. Obey posted signs, proper parking procedures, and traffic routing.
2. Students are reminded that driving speed on and adjacent to school property is 15 mph.
3. Keep exit lanes and fire lanes clear.
4. The school will issue a \$5.00 fine per offense, accumulating an additional \$5 for each repeated offense, up to the 3rd, for not following proper parking guidelines for student parking. Beyond the 3rd repeated offense, the vehicle will be towed at the student's expense. Parking in a designated handicapped zone without proper vehicle decals will be dealt with by the proper law enforcement authority (\$120.00 fine for improper parking).
5. Students are not to be in their automobiles or in the parking lot during class time.

Failure to obey parking and traffic regulations may result in detention and referral to law enforcement agencies, notification of parents, and loss of parking privileges.

SAFETY DRILLS

Special directions are given about the safety/security drills in the classroom and in study halls. It is imperative that students work with staff in providing a safe and secure school environment. All potential safety concerns should be reported to the high school office immediately.

SIDNEY PUBLIC SCHOOL'S UNIFORM COMPLAINT

PROCEDURE

(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 1- Informal

1. Complainant is encouraged to discuss it with the district employee 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.)**
2. If the situation is not resolved, proceed to LEVEL II. Step 1.

Level II-Level V

1. Written Complaint
 - Complainant completes a written complaint form and submits to the appropriate administrator within 60 days of the incident or event.
 - 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.
2. Administrative Action (Superintendent)
 - Superintendent will review the complaint and administrator's decision. The Superintendent will respond in writing to the appeal, within 30 calendar days of the Superintendent's receipt of the written appeal.
 - The Superintendent may:
 - Meet with the parties involved in the complaint;
 - Conduct a separate or supplementary investigation;
 - Engage an outside investigator or other District employees to assist with the appeal;
 - Take other steps appropriate or helpful in resolving the complaint.
 - If either the complainant or respondent is dissatisfied with the Superintendent's decision, either may request, in writing, within fifteen (15) calendar days, the Board to consider an appeal of the Superintendent's decision. The appeal must be turned into the Superintendent for transmission of the Board.
4. Appeal to School Board
 - Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final unless appealed within the period provided by law.

5. County Superintendent

- If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days of the final decision of the Board, pursuant to the Rules of School Controversy.

LEGAL NOTIFICATION & DISCLOSURES

Immunization

State laws require that all students be immunized against varicella, diphtheria, tetanus, polio, whooping cough, measles, 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.

Directory/Student Information

At times, Sidney High School will disclose directory information. Requests for directory information often come from post-secondary institutions and all branches of military service for recruitment purposes. 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, 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.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These rights are:

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 record(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 apprise 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 20202-5920

Sidney Public School 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, graduation requirements, 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 Karen Pollari, Sidney High School, 101 S. Central Ave., Sidney MT. 59270 – 406-433-5319.

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 May 23, 2018. 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.

Asbestos Notice:

This school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a management plan was prepared which details the response actions that this district will take regarding asbestos-containing material. The Management Plan is available for review in the school office without cost or restriction during normal business hours.

It is the policy of this school that a safe environment will be maintained for students, teachers, and employees. Our procedures for dealing with asbestos reflect that concern. Please let us know if you have any questions concerning these procedures.