



EKALAKA PUBLIC SCHOOLS

EKALAKA ELEMENTARY DISTRICT #15 • CARTER COUNTY HIGH SCHOOL

Activity & Student Handbook

2025-2026

MISSION STATEMENT

Ekalaka Public Schools is a symbol of excellence with state of the art facilities and customized educational programs and opportunities that meet the needs, desires, and attributes of each student.

ORGANIZATION

The Ekalaka Public School (EPS) System is composed of two school districts. The legal names of each District are Ekalaka Elementary School District #15 and Carter County High School, Carter County, State of Montana. The Districts are classified as class three districts and are operated according to the laws and regulations pertaining to class three districts.

In order to achieve their primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state. Their legal powers, duties and responsibilities are derived from the Montana Constitution and the State statutes and regulations. School Laws of Montana and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board.

EKALAKA PUBLIC SCHOOLS BOARD OF TRUSTEES

Lisa Borchgrevink, Chairman, High School District #3 & Elementary District #15
Stefan Livingston, Vice-Chair, High School District #3 & Elementary District #15
Micheal Ashbrook, School District #3 & Elementary District #15
David Loudermilk, High School District #3 & Elementary District #15
Rena Tauck, High School District #1
Thebea Thomas, High School District #2
Samantha Wright, High School District #3 & Elementary District #15

SCHOOL ADMINISTRATION

James Kapptie, Superintendent
Brittani Brence, Business Manager/Clerk

TELEPHONE DIRECTORY

To contact the School please dial: (406) 630-1523
To contact the Business office dial 630-1521
To contact the Superintendent, dial 630-1517
To contact the Technology/Transportation office, dial 630-1511

Dear Parents and Families,

The Ekalaka Public Schools district recognizes the vital role families play in a child's education. We believe that a strong partnership built on trust and respect is essential for student success. This handbook serves as a resource for both students and parents, outlining expectations and fostering a positive learning environment.

Open Communication: A Two-Way Street We understand that you may have questions or concerns throughout the school year. We encourage open communication and welcome your inquiries. Please don't hesitate to reach out to your child's teacher, principal, or any member of our staff. We are here to listen and work together to address any issue that may arise.

Transparency and Shared Goals The Student Handbook provides clear guidelines for student behavior and academic expectations. We believe in consistent communication and will keep you informed about school policies and updates through newsletters, Shoutpoint announcements, and the district website.

Respectful Collaboration A successful school environment thrives on mutual respect. We value your input and believe in working collaboratively to create the best educational experience for your child. We are committed to treating both students and parents with fairness and respect.

Building a Strong Foundation Together By working together as a team – parents, teachers, and administrators – we can foster a supportive and respectful environment where all students can learn and grow. We know this will be the best year ever because we have an amazing staff partnering with an amazing community. We appreciate your partnership in creating a successful school year for your child.

Sincerely,

Mr. Kapptie

There are, on occasions, incidences that may arise that are not specifically delineated in this handbook. The Superintendent has been given the authority by the board to deal with those situations as they arise. Additionally, some rules or guidelines for students may be adjusted if necessary.

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STUDENT BEHAVIOR

ATTENDANCE POLICY: (please see policy 3122P)

Good attendance is necessary to assure complete learning. Teachers work hard to provide quality education through lessons, field trips, and guest speakers. These experiences are valuable and often cannot be made up if a student is absent. Therefore, it is essential that your student attends school each day whenever possible to support their academic success. There are many activities and discussions, which occur in class, which simply cannot be made up. School also provides a foundation for the work environment that follows.

It is the responsibility of each parent or legal guardian to keep the main office informed about any circumstances that affect attendance. If the student must be absent and has not made advance arrangements for the absence, the parents or legal guardian must notify the school office, via telephone or written communication the day of the absence by 9:00 a.m. A permanent record of attendance will be kept for each student.

EXCUSED ABSENCES

Excused absences are absences requested by parents or a legal guardian. Valid excused absences are for illness, bereavement, doctor appointments, and situations where the absence would be excused by law. All excused absences are counted toward the eight (8) day semester limit of absences, with the exception of school-related absence, administrative approved activities, medical absence, and family bereavement. A call to the school by the parent or legal guardian on the day of the absence is required to identify an absence as excused. Montana law requires each student to be accounted for on school days.

1. For every absence over the eight (8) days per period per semester, a 1% grade deduction will be enforced per class, per day over the eight, per semester.
2. Juniors and seniors will be allowed two (2) days for military enlistment or college visitation. Proof is required for these absences.

Eight (8) DAY PROCEDURES

Absences are considered excessive when a student's absences exceed eight (8) days per semester in any class period. All absences will count toward the 8 day total, unless the absence is for one of the following reasons:

1. School-related absence – this includes all extracurricular absences related to school activities.
 - a. Prior notification, with pink slip done will apply in all school-related absence situations.
 - b. Ekalaka Public Schools places a high priority on keeping school-related absences to a minimum.
2. Parent/Guardian Medical Excused - The school needs to be contacted and the school administration will develop a plan with the parents & students. Documentation may be needed if medical or health related absences exceed 3 days.
 - a. Superintendent/Principal parent/student meeting
 - i. Items that may be considered
 1. Medical Notes
 - b. Board appeal will be within 10 days of administration decision

Our number one priority is to work with you to have students in school as often as we possibly can.

3. Administrative approved Activities—these are non school sponsored extracurricular activities will need to be pre-approved by administration in advance of the event. Parents and students are encouraged to discuss any non school sponsored trips with administration.
4. Family bereavement.

MISSED ASSIGNMENTS

Make up work should be done in advance or as soon as possible. For absences, make up work procedures will be as follows.

1. Students gone for scheduled activities, athletics, or non school sanctioned trips authorized by administration will be required to get their homework prior to leaving. Pink slips will be handed out by the coach/advisor and will also be available in the main office. Homework from these trips is due the next scheduled school day.
2. Students gone for illness or emergency will be allowed one make up day for each day absent.
3. Tests will be taken on schedule if a student knows in advance. Other arrangements will be at the teachers discretion.

To receive credit for make-up work, homework must be completed in compliance with the procedures above. Failure to complete the homework on time will result in:

1. 25% dock for 1 day late
2. 50% dock for 2 days late
3. 75% dock for 3 or more days late

*to receive any credit the assignment must be turned in before the next chapter exam or one school week before the quarter ends, whichever comes first.

Each class will have a process for getting and completing missing work to be shared with students within the course syllabus to start the year. In the case of extreme illness or circumstances, the administration may extend the time limit. Teachers will be putting in a minimum of two content related grades per week.

ADMINISTRATIVE PROCEDURES AND NOTIFICATION

1. Parents will be notified, in writing, by the office when absences are excessive.
 - a. Notification will occur upon four absences and eight absences in any class during the semester. Thereafter, it is the student's and their parent/legal guardians responsibility to monitor the attendance records.

Special Permissions:

Students who do not live in the Ekalaka Public Schools attendance area will be required to submit an application for admission annually. The application will go before the board of trustees for approval and then the parent/guardian will be notified of acceptance or denial.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. For further information, see *policies at 3226 and 3225P*

CELL PHONES & OTHER ELECTRONIC SIGNALING DEVICES

Student use of cellular phones, Apple watches, Airpods, any picture taking device or camera and other electronic signaling devices during school hours is strictly prohibited. At no time will any student operate a cell phone or other device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

The building-level administrator may grant permission for individual students or classes to use and/or possess cellular phones, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student or at the request of the instructor for technology educational usage.

COMMUNICABLE DISEASES / CONDITIONS-sb

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

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza	Chickenpox
Lyme disease	Salmonellosis	Chlamydia
Malaria	Syphilis	Colorado Tick Fever
Measles (Rubeola)	Scabies	Diphtheria
Meningitis	Shigellosis	Gastroenteritis
Mumps	Giardiasis	Pinkeye
Tuberculosis	Hansen's disease	Ringworm of the scalp
Covid 19	Lice	Hand, foot and mouth

Whooping Cough (Pertussis) Streptococcal disease, invasive

For further information, see policy 3417

For more examples please reference 37.114.203, ARM

COMPUTER/TECHNOLOGY RESOURCES

Please understand that in accessing the Internet at EPS, students will be expected to adhere to the school's Internet Acceptable Use Policy. Access to EPS computer and internet resources is a privilege not a right. If a student utilizes a personal device on School grounds with administrative permission, they must route their internet traffic through the school network for CIPA compliance.

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school the Digital Resource Approval Form and an Internet Access Conduct Agreement within 12 school days to assure continued access to the District's computer system and/or Internet Service.

ACCEPTABLE USE:

The Internet may be used by students for research and educational activities. The network and the District's Internet connection may not be used to access, download, store and/or distribute any material (text, graphic, photo, or audio) that is defamatory, abusive, obscene, profane, threatening, or sexually explicit to the average person. Inappropriate use will result in disciplinary action by the Superintendent that may result in restricted, suspended, revoked or canceled Internet access by that user.

Students have no expectation of privacy in any materials that are stored, transmitted, or received via the EPS electronic network, EPS account or EPS computers. EPS reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.

EPS Devices in the hands of students:

Students are solely responsible for the Chromebooks or devices issued to them and must adhere to the following:

- Portable devices must be stored in designated locations and must be returned each night unless the high school student and parent/guardian has signed the Home Use Chromebook Policy signature form.
- Students must treat their device with care.
- Students must promptly report any problems with their device to a teacher who will report it to the Technology Coordinator.
- Students may not remove or interfere with the serial number, school asset tag, or name sticker.
- Students must not alter the appearance of the device.
- Students must not hold their device by the screen.
- Food and drinks are not allowed by the device. The cost of any damage that is a result of food or drink will be the total responsibility of the student. Keep your device away from food and drinks.
- Students will not lend their device to other students or use another student's device.
- Students will not tamper with another student's device.
- As with damage to textbooks, repairing damage beyond wear and tear is the responsibility of the student.
- Students will keep their device within their provided cases when not in use.

CLARIFICATION OF UNACCEPTABLE COMPUTER USE:

Appropriate use of devices by students is closely monitored by the classroom teacher, Superintendent's representative, and Superintendent. If a student uses a device inappropriately, as deemed by the classroom teacher or Superintendent, he/she will lose computer/device privileges for a period of time. Examples are as follows, but are not limited to: Inappropriate/suggestive messages & sites, chat rooms, sharing passwords, chain email, threatening messages, illegal activities, hacking activities, violence and hate, trespassing, plagiarism, spamming, personal financial gain, vandalism, using illegal copies of copyrighted software, changing displays, sounds, etc. from those set by the instructor without permission, installing software or playing games without permission & accessing another student/staff member's folder, or bypassing the district Web Filter.

INTERNET CONDUCT:

Users will abide by the generally accepted rules of network etiquette and follow "Digital Citizenship" guidelines. These include, but are not limited to, the following:

1. Be polite and use appropriate language. Use of vulgar language does not conform to established code of student conduct and may result in disciplinary action.
2. Do not reveal personal addresses or phone number of any student or staff member.
3. Do not use the network in any way that would disrupt its use by other users.
4. Recognize that electronic mail (e-mail) is not private as well as internet searches, google or other documents and tools. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. (Added to align with Policy 3612-P(1) point 4: Network Etiquette)
5. Students are responsible for their computer files. If your files are accessed by another student, notify the office immediately.

Social/collaborative Web Use:

Ekalaka Public Schools makes use of several Social/Collaborative Digital resources that are an important part of modern instruction. These resources are in the "cloud" on the Internet and provide tremendous utility at low

cost to the district. Some of these resources utilize identification of a student to allow tracking of the student's progress (such as a first name or district provided email account). Through our use of these digital resources, we can assist students in understanding safe uses of the Internet in a fast paced world. Student email is enabled, with internal email (within district) only permitted for 2nd-9th grades with external email (within district and outside of district) permitted for Sophomores, Juniors, and Seniors. In addition, other methods of internal communication may be enabled if appropriate monitoring is in place. COPPA (Children's Online Privacy Protection Act) requires parental consent for websites that collect information for those under 13 without parental consent. EPS will assume consent provided the AUP is signed and returned and agrees that the utmost effort will be taken to verify that digital resources follow FERPA (Family Educational Rights and Privacy Act), CIPA (Children's Internet Protection Act), and PPRA (Protection of Pupil Rights Amendment). All internet resources that may utilize student information will have a signed contract with the district identifying responsible safeguarding of Pupil Information. Ekalaka Public Schools complies with the Montana Pupil Online Personal Information Act.

LIABILITY/DISCLAIMER:

Ekalaka Public Schools makes no warranties of any kind, expressed or implied, for internet service. Use of any information obtained via the Internet is at each user's risk. EPS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. *For further information, see policy 3612.*

CONDUCT

The School Board and the Administration of the Ekalaka Public Schools, in support of the aims of public education, believe that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members in a democratic society. Self-discipline (responsibility of one's action) is one of the ultimate goals of education. In order for students to take advantage of available learning opportunities and to be productive members of our community, each student is entrusted to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline. Public displays of affection are considered socially unacceptable, may cause embarrassment to others and, thus, are not permitted at school. Keep an appropriate distance.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class. Cameras, toys, knives of any size, technology (Apple Watches, Airbuds, I-pods, etc.) are **NOT** appropriate materials and may **NOT** be brought to class.
- Meet district or building standards of grooming and dress.
- Obey all building and classroom rules.
- Please note, teachers may have rules specific to their classroom that are not referenced in the student handbook. The majority of these rules can be found in the teacher's syllabus.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Do his/her own work on tests and assignments. Cheating will result in a grade of zero.
- Not carry guns or knives of any kind at school or school events.
- All participants in clubs, sports or groups will be expected to attend all scheduled meetings, practices, and games.
-

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE:

To achieve the best possible learning environment for all our students, EPS rules and consequence will apply:

- On school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.
- When bullying or conduct outside of school has a direct impact on the educational process.

DISTRIBUTION OF MATERIAL

NON-SCHOOL MATERIALS:

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Superintendent. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

- Headgear and sunglasses may not be worn during class or in the cafeteria during the lunch hour, unless prior approval is given.
- Overshoes are to be removed and placed in designated areas
- No t-shirt messages reflecting alcohol, tobacco or offensive logos, designs or language.
- Undergarments may not be visible.
- Midriff tops are not permissible.
- Spaghetti straps and strapless tops are not permitted.
- Backpacks are not considered part of a student's wardrobe and may not be carried into the classroom. They must be left in the student's locker.
- Skirts and shorts must adhere to the "fingertip" rule. (Length must be one (1) inch or more below the student's fingertips when arms are relaxed at their side.)
- Anything that creates a disturbance or interference to the educational environment will be deemed inappropriate.
- No bedroom shoes or slippers may be worn unless it is a school function.
- No blankets in school or classes
- Those traveling on activities or athletics are to follow school dress and grooming standards also.

DRUG, DRUG PARAPHERNALIA, ALCOHOL USE OR POSSESSION(see attached consequence chart)

Possession or drinking of alcoholic beverages, use of tobacco products, or illegal/mood-altering drugs is not permitted. Using, being under the influence of, having in his/her possession, buying, selling, giving away, distributing, or attempting to distribute alcohol, tobacco, illegal drugs, faux drugs, mood-altering drugs, any other controlled substances, or drug paraphernalia is prohibited. It is not a violation for a student to be in possession of using a medication that has been specifically prescribed for the student's own use by his/her doctor and using it in a prescribed manner; however, it is a violation to misuse the prescribed medication or to sell or distribute it in any manner to another person.

For more information see policy 3310 and 3340 and consequence Matrix.

FIREARMS AND OTHER WEAPONS

For the purposes of this section only, the following terms are defined:

- **School Building** – All buildings owned or leased by a local school district that are used for instruction or for student activities.
- **Weapon** – Any type of firearm, a knife, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles. (Policy Manual 3311) Possession of a knife of any length is a violation of school policy and will not be tolerated. A knife over 4 inches long is considered a weapon according to Montana Law.

In accordance with the provisions of the Gun-Free School Act, 20 USC 3351, any student who brings a firearm onto school property shall be subject to the disciplinary provisions incorporated in the Ekalaka Public Schools Student Handbook, and with penalties up to and including expulsion for at least one calendar year, unless modified by the Board of Trustees, upon a recommendation from the district administration. Parents, law enforcement officials and Board of Trustee members will be notified immediately of any infraction.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922 (q), the district superintendent may allow authorized persons to display a firearm or other dangerous object for educational purposes. Advanced written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with MCA Section 20-5-202. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement which removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.

HOMEWORK

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

IMMUNIZATION

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

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

If a student should not be immunized for medical reasons, the student or parent must present a

certificate signed by a licensed practitioner stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. *For further information, see policy 3413.*

LEGAL AGE

All policies, rules and regulations at Ekalaka Public Schools will be followed by all students, including those who are 18 years of age and older.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine, in its original properly labeled container, to the assigned school employee in the Central office. The teacher/assigned school employee will either give the medicine at the proper times or give the student permission to take the medication as directed.

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A superintendent and appropriate teachers are informed that a student is self-administering prescribed medication.

PARKING

Student parking is located in the rear of the concrete parking lot away from the sidewalk. The parking closest to the schools is designated for school staff and visitors. Do not park in front of the building, even when school is not in session. Students will transition to and from the parking lot in an orderly fashion, giving buses and their occupants the right of way.

VEHICLES ON CAMPUS: Student and visitors

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

RECESS AND PLAYGROUND RULES (Grades K-6)

In addition to the general rules of conduct, the following rules are to be followed for the playground at the elementary school. All teachers and teachers' assistants on duty can add additional stipulations to ensure the safety of all students: at recess and before & after school.

- Squirr guns, sling shots, knives, hard baseballs, skateboards, rollerblades, or other potentially dangerous articles are not permitted on school grounds.

CONSEQUENCES:

Refer to consequence referral chart

PRAYER

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

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

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

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the superintendent or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The superintendent or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the superintendent or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, submit the complaint in writing which must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the, the school designee, or the Title IX coordinator. Following receipt of the written complaint, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

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

TRANSPORTATION

BUSES AND OTHER SCHOOL VEHICLES:

The District makes school transportation available to all students living three or more miles from school. Transportation will be provided in the form of a bus or individual transportation contract in accordance with MCA 20-10-121. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 630-1523.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop unless prior arrangements have been made and approved.

- Stay in your assigned seat (if assigned) until the bus comes to a complete stop.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Take care of the bus and equipment, not deface the bus or its equipment.
- Keep their head, hands, arms, and legs inside the bus and not throw or hold any item outside the bus.
- Tag, tossing items and hide/seek are not appropriate games to be played on the Bus.
- If food and drink cannot be eaten respectfully and cleanly, then they will not be permitted on the bus.
- Items that belong to a student are to stay with that student.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students are in the designated bus drop off or pick up area, care will be taken to proceed in an orderly fashion while using crosswalks.
- Parents and students are not to expect to be dropped off at unapproved stops.
- If a bus student wishes to ride a bus to an alternate stop or route that is not their designated stop, or if a non bus student wishes to accompany a bus student to their stop, parents or guardians must contact the office for approval by noon for an afternoon run or the school day prior to the morning run.

When students ride in a District vehicle or passenger car, seat belts must be fastened at all times.

Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion.

Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened.

Consequences for misconduct:

- ❖ Verbal warning.
- ❖ Assigned seats.
- ❖ Parental and school involvement via official disciplinary procedures.
- ❖ Removal from the bus schedule temporarily or permanently.

ACADEMIC SERVICES & STUDENT SUPPORT

AWARDS AND HONORS

HONOR ROLL:

To earn a place on the honor roll at the end of a grading period, the student must have a "B" average (3.00 G.P.A.). To be named to the A Honor Roll a 3.5 or better G.P.A. must be obtained. They may not have any grade below a C in any subject.

SENIOR HONORS – see "Class Ranking"

THE LETTER "C": (HS only)

Following is the criteria for lettering in Academics, Athletics, Speech & Drama, and Music:

ACADEMIC LETTERS:

- The student must achieve a 3.0 grade point average or better for three (3) consecutive quarters during the school year. They may not have any grade below a C- in any subject.

ACTIVITY LETTERS:

- **Boys' Basketball, Girls' Basketball and Volleyball** – The student must make the tournament team roster. Selection is left to the discretion of the coaching staff.
- **Track** – The student must score a minimum of 5 points during the season. A student will automatically letter if they qualify for the Divisional Track Meet. Selection is left to the discretion of the coaching staff.
- **Football** – The student must start in varsity contests or contribute significantly to varsity games. Selection is left to the discretion of the coaching staff.
- **Cheerleading** – The student must participate at the varsity level for the entire season. Selection is left to the discretion of the coach.
- **Speech Letters:** Selection is left to the discretion of the coaching staff.
- **Music Letters:** The student must be enrolled in either band or choir for an entire school year and actively participate in concerts, contests and performances. Selection is left to the discretion of the music staff.

CAFETERIA SERVICES

*Ekalaka Public Schools will be offering a free breakfast from 7:45-8:00

*We are participating in the Fresh Fruits and Vegetables program this year. With this, the elementary students will be provided a piece of fruit or veggie 4 days a week. The goal of the FFVP is to introduce children to fresh fruits and vegetables, to include new and different varieties, and to increase overall acceptance and consumption of fresh, unprocessed produce among children. If your child brings a snack from home it must be a healthy option. Please do not bring snacks high in sugar such as cookies, soda etc. They will be asked to take these items back home. This program is for K-6 students only.

EPS participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced lunches are available based on financial need. Information about a student's participation is confidential. See the main office to apply.

1. All school lunches are on a prepaid basis. Student lunches are \$3.00 for grades K-8. Free student lunches are provided to grades 9-12 as they are able to participate in the state CEP program. Adult guest lunches are \$5.00. Notices will be sent home when lunch money is due and students will not be allowed more than five days of charges.
2. A student may have seconds on everything available except dessert. However, if a student wishes a third helping, another lunch will be charged to him or her.
3. If a student brings his or her own lunch, milk may be purchased ala carte for .50 cents.

Students in 9-12 grade can participate in open campus for lunch. Forms are available in the main office and must be signed and returned before students are permitted to leave for the lunch period.

CONDUCT IN LUNCHROOM:

Students are expected to proceed to lunch in an orderly manner. Grades K-6 will be under the direction of the supervising staff member. Students are not to take lunch from the lunchroom, unless directed by staff for special meetings, etc. Under normal circumstances students will go through the line with their class. Grades 7-12 will be in descending order (i.e. seniors, juniors, sophomores, etc.).

Class Schedule

Elementary School: Student Drop-off: 7:45-8:00

School Day: 8:00-3:45

No students should be dropped off before 7:45 am.

High School Bell Schedule:

Regular

Period 1	8:00-8:54
Period 2	8:57-9:51
Period 3	9:54-10:48
Period 4	10:51-11:45
LUNCH	11:45-12:15
Homeroom	12:18-1:12
Period 5	1:15-2:09
Period 6	2:12-2:35
Period 7	2:38-3:32
Work Time	3:35-3:45

CORRESPONDENCE COURSES

The District permits high school students to take correspondence/on-line courses for credit toward high school graduation provided the class is supervised by a certified teacher on staff. All courses taken for credit must be approved in advance by the Superintendent. *For further information, see policy 2410P*

COUNSELING

ACADEMIC COUNSELING:

Students and parents are encouraged to talk with a school counselor, teacher, or superintendent to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

PERSONAL COUNSELING:

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact Carol Spencer.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

DRIVER EDUCATION

Driver Education is offered for credit. For the fall semester class, the student MUST be 14.5 years old by Oct 1st. For the spring semester class, the student must be 14.5 years old by Feb 20th. Students are scheduled by age, with the oldest student having first priority. The fee for drivers' education classes is \$200 to be paid at the start of the class. Non-residents will be considered only if there is space once all resident students are enrolled. *For further information, see Policy #2163*

Scholarships are available for drivers education and vocational classes if applicable fees are a financial burden for the family. Please contact the administrator for a scholarship.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Grade Placement</u>
6	10
12	11
17	12

GRADING GUIDELINES & CLASS RANKING

G.P.A. (Grade Point Average):

Each letter grade is assigned a point value. To compute the G.P.A. one adds the number of points one has received in academic subjects and then divides that sum by the number of academic subjects taken. School-to-work will be figured into the G.P.A. Students may take up to 2 periods of school-to-work.

The marking system uses the letters A, B, C, D, F, and I. The "F" indicates a failing grade and "I" indicates an incomplete grade.

A	94-100%	4.00
A-	90-93%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	.67
F	59% and lower	.00

SEMESTER GRADES:

A semester grade is computed by adding up the points of the two quarter grades plus the semester test grade (if given) and averaging the total. Only full semester grades will be used to calculate the cumulative G.P.A.

CLASS RANKING:

Class ranking is compiled from semester grades and will be determined by Grade Point Average (GPA). Each letter grade is assigned a point value. To compute the GPA, the number of points received in each academic subject will be added together and then divided by the total academic subjects taken.

VALEDICTORIAN/SALUTATORIAN:

The valedictorian and salutatorian will be chosen from the senior class. A senior must have attended CCHS for a minimum of two (2) academic years as a full-time student to be considered a candidate. The senior year will be considered a second year. The two (2) seniors with the highest G.P.A.'s will be awarded these honors. If the two (2) top seniors' averages are within .03 of each other at the end of the seventh (7th) semester, then co-valedictorians will be named and there will be no salutatorian. If there are two potential salutatorians with G.P.A.'s within .03 of each other at the end of the seventh (7th) semester, then 1 valedictorian and 2 co-salutatorians will be named. To qualify for valedictorian and salutatorian, the senior must have completed

the college preparatory program as outlined by the Montana Board of Regents. Those requirements are as follows:

- 4 years (units) of English
- 3 years (units) of Math. Must include 1 year each of Algebra I, Algebra II & Geometry.
- 3 years (units) of Social Studies. Must include 1 year each of Global Studies & US History.
- 3 years (units) of Science. Must be chosen from Earth Science, Biology, Chemistry & Physics.
- 2 years (units) of approved electives. The guidance counselor has a list of approved courses.

INCOMPLETES:

Incompletes will be allowed in situations where unusual or extreme circumstances exist. The student will have two (2) weeks to make up the missing work or test or the missing assignment or tests become zeros (0's). The student's grade will then be calculated using the zeros for any missing work. The teacher AND administrator (both must approve) may approve extensions for work or tests missed due to prolonged excused absences.

GRADUATION

REQUIREMENTS FOR A DIPLOMA:

- 4 years (units) of English
- 3 years (units) of Social Studies. Must include:
 - 1 year US Government
 - 1 year of American History
 - 1 year World History or Geography
- 3 years (units) of Science – 1 unit must be a lab science
- 3 years (units) of Math
- 2 years (1 unit) of Physical Education – ½ unit per year for 2 years
- 1 years (units) of fine arts ~~–for band, choir, or drama.~~
- 2 years (units) of vocational/practical arts

The total number of credits required for graduation is 25.00 The administration encourages all students to take a variety of electives to expand and broaden their educational background. *For further information, see Policies 2410 & 2410P.*

PARTICIPATION IN COMMENCEMENT EXERCISE:

A student's right to participate in the commencement exercises of the graduating class is an earned privilege. Only students who have completed all of the state and local requirements for graduation prior to the date of the ceremony will be allowed participation. Any student requested to participate may choose to decline the invitation. *For further information, see Policy 2333.*

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing.

REPORT CARDS AND CONFERENCES

REPORT CARDS:

Report cards are issued at the end of each quarter. Midterm grades are available on the Parent Portal. Parents have 24/7 access to grades through the parent portal in Infinite Campus.

PARENT/TEACHER CONFERENCES:

Formal Parent Teacher Conferences are scheduled twice during the year. Parents are encouraged to schedule individual conferences at any point during the school year if they have concerns. Report cards will be available at the parent teacher conferences. Grades accessible at any time through Infinite Campus. Final report cards will be mailed or sent home.

STUDENT OFFICES AND ELECTIONS

Upcoming seniors are eligible to run for President, Vice-President and Secretary of the Student Council in the spring of their Junior year. The remainder of the Council is composed of one elected class president and one elected student council representative from each class, grades 7-12.

STUDENT RECORDS

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

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

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

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

Copies of student records are available at a cost per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change the parent can contact the superintendent to indicate his or her desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

SPECIAL EDUCATION RECORDS:

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

STUDENT SCHEDULES

DROPPING/ADDING CLASSES:

Dropping or adding courses once a marking period starts is strongly discouraged. The deadline for drop/adds will be one week after the start of the semester. Drops after the one week limit will be considered under emergency status only. No drop or add will be approved without the consent of the counselor, Principal/Superintendent and parent. After the one week period no student will be allowed to drop a class until the parent and teacher have had a conference.

Drop/add forms may be obtained from the guidance office. Once the form is completed, they must be returned to the guidance office so the student's record can reflect the change.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, if directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

SAFETY

ACCIDENT PREVENTION:

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the Superintendent, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

ACCIDENT INSURANCE:

The District cannot pay for medical expenses associated with a student's injury.

EMERGENCY MEDICAL TREATMENT AND INFORMATION:

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents are also required to complete the Field Trip Permission Form before their students can participate in field trips. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Injuries: All injuries must be reported immediately to the coach and parent/guardian regardless of the nature of the injury. The coach/advisor will fill out an accident report form and submit it to the Superintendent. Once reviewed, the form will be filed in the Main Office with all accident reports within one (1) school day of the accident.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES:

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

EMERGENCY SCHOOL-CLOSING INFORMATION:

Inclement weather or other emergencies sometimes make it necessary to cancel school or to cancel bus routes. Decisions about route cancellations are to be made by the driver after consultation with the Superintendent and/or Transportation Director, when possible. Decisions to close the school for emergency or inclement weather reasons will be made by the Superintendent, or the person designated "in charge" in his/her absence, in consultation with the Transportation Director. The administration will try to contact all staff members when a cancellation occurs. If there is a school schedule change, the announcement will be made on the school website, Facebook posting, radio channels KFLN 960AM, 100.5FM (Baker) and KYUS 92.3FM. Telephone calls will be made to the extent possible. Electronic based automatic communication may be used

for quick contact of parents and staff through phone calls or emails/texts using a technology such as shoutpoint.

LAW ENFORCEMENT

QUESTIONING OF STUDENTS:

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent will make reasonable efforts to notify parents.
- The Superintendent will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

STUDENTS TAKEN INTO CUSTODY:

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Superintendent will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The Superintendent will attempt to notify the parent unless the officer or other authorized person raises what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. *For further information, See policies 4410 & 4411.*

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

STUDENTS' DESKS AND LOCKERS:

Students' desks and lockers are school property and remain under the control and jurisdiction of the school, even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy.

The parent will be notified if any prohibited items are found in the student’s desk or locker. Locks are available through the main office for a \$5.00 deposit.

DRUG DETECTION DOGS:

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

ACTIVITIES & ATHLETICS

INTRODUCTION

Ekalaka Public Schools offers a variety of activities for students. If a student is involved in two or more activities at once, preference shall be given to the activity competing in elimination programs. However, if the student is aware that there will be an unavoidable conflict in the activities, communication is required and a meeting may be needed with all parties.

HIGH SCHOOL ATHLETICS (8TH-12 GRADES)	JUNIOR HIGH ATHLETICS (5TH-8TH GRADES)
Boys Football (8th grade not allowed per MHSA)	Boys Football
Girls Volleyball	Girls Volleyball
Boys and Girls Basketball	Boys and Girls Basketball
Boys and Girls Track	Boys and Girls Track

TEAM MANAGERS

Most teams are in need of managers to assist in record keeping, taking care of equipment and supplies, and to assist the coaches and players. The following guidelines will apply to the selection and responsibilities of all student managers. All students:

- Must maintain the same eligibility and dress code requirements as that of the athletes.

A maximum of two (2) managers for each team will travel to district/divisional/state tournaments.

Priority will be given to high school students first for high school sports. Coaches discretion will be taken into consideration.

NON-ATHLETIC ACTIVITIES:

Academic Olympics	Junior High Team & High School Team	Teams are selected each year from among the student body based on grade point average, test scores and class performance.
C-Club	8th-12th graders	All high school students who have lettered in an MHSA sanctioned activity are eligible to participate.

Cheerleading/Drill Team	8th-12th graders	Any high school student may try out. Cheerleading will only be offered if a qualified advisor is hired. Upon Superintendent approval, students in lower grades may be allowed to participate.
FCCLA	8th-12th graders	Taking or taken an FCS class
FFA	7th-12th graders	Must take one semester of FFA per year
Speech	9th-12th graders	Must be interested in competitive speech & drama
Pep Band	7th-12th graders	Students in band class. 6th graders may join at the discretion of administration.
Jazz Band, Show Choir, Ensembles/Solos	9th-12th graders	Open to all in band and/or choir
Math Team	Junior High and High School Team	Math instructor to select.
National Honors Society	10th-12th graders	Students must have GPA of 3.5 on a 4.0 scale On honor roll for minimum of 3 consecutive semesters Membership based on leadership, scholarship, character and service
Science Olympiad	9th-12th graders	Advisor to select the team

****All uniforms are to be turned in at the end of each season. Uniforms not turned in will be subject to a replacement fee that is required before end of year grades will be released.**

ELIGIBILITY

In order for a student to be eligible to participate in any competition with another school (this includes all activities), that student must meet the eligibility requirements of MHSA and Ekalaka Public Schools. These requirements are:

1. Have parental permission to participate
2. Have a physical examination every year and abide by all concussion procedures as outlined by MHSA
3. MHSA rules include the requirement that the student have received a passing grade in at least 20 periods of prepared work per week (i.e. four subjects) during the previous semester. Failure to do so renders the student ineligible for the current semester.
4. Students with an IEP or Section 504 Plan may have accommodations that enable them to participate with modified requirements.
5. Be in school the entire day of the day of competition or have obtained administrative permission for the absence prior to the activity/event. Special circumstances will be considered in advance on a case by

case basis and the Superintendent (or the Superintendent's designee) may allow the student to participate. Without such permission, the student is ineligible to compete until the following day.

- a. If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
 - b. You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.
 - c. If you are out of school and do not come to school for part of the day you must attend at least four (4) class periods in order to practice. It is not in the best interest of our participants to be practicing when sick.
 - d. If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.
6. Be in school the entire day after the day of competition on a school night. If a student arrives at school 20 minutes after the start of class, they will be ineligible for one half of basketball or football games or one volleyball game/track meet. If a student misses an entire period, they will be ineligible for the next competition and may not travel with the team. Circumstances requiring exceptions must be pre-approved by administration.
 7. FCCLA and FFA students who are not in attendance the day after a traveling event will be ineligible for their next event.
 8. Abide by all rules and regulations of the school or risk being declared ineligible by the administration.
 9. All grade checks will be Monday morning at 10:00am. Week to week eligibility is as follows:
 - a. EPS Week 1 Grace Period-During this week 1 grace period, students are still eligible to compete.
 - b. EPS Week 2 Ineligibility- Students who are ineligible for two consecutive weeks are allowed to practice but are not allowed to participate in competition beginning on Monday during week 2.
 - c. EPS Week 3 Ineligibility-Students who are ineligible for two consecutive weeks are allowed to practice but are not allowed to participate in competition beginning on Monday during week 3.
 - d. EPS Week 4 Ineligibility- If a student is ineligible for 3 consecutive weeks when grades are checked Monday morning of the 4th week at 9am, the student will no longer be on the team for the remainder of that season or the end of the semester for activities.
 - e. When a student is deemed ineligible, the Guidance counselor will notify the parents by phone, mail and email.
 10. A student enrolled in a Distance Learning class will also be placed on the weekly ineligible list if he/she falls behind in his/her tentative completion plan.

Participation in District Extracurricular Activities by enrolled and unenrolled students-children

In accordance with section 20-5-112, MCA, a school district may not prohibit or restrict the ability of a student attending a nonpublic or home school meeting the requirements of **20-5-109** from participating in extracurricular activities at a school in the student's resident school district solely on the student's enrollment at the public school or on the number of hours the student physically attends the public school. Any child who is a resident of the District who is attending a nonpublic or home school meeting will reference and abide by the following:

1. Have parental permission to participate
 - a. Parents/guardians and students participating in an activity are required to attend an informational meeting to discuss and sign the activities policy.
 - b. If parents are unable to attend the regularly scheduled meeting, it is the parent/guardian responsibility to make arrangements with the Activities Director to sign and go over the handbook and expectations before the first scheduled practice.
 - c. All coaches will be present for the Bulldog Barbecue to discuss their program and expectations. Winter and spring coaches may host parent meetings directly before their seasons begin

2. Have a physical examination and abide by all concussion procedures as outlined by MHSA
3. Abide by all rules and regulations of the school or risk being declared ineligible by the administration.
4. Not earn a failing grade in the same class for two (2) consecutive weeks or he/she will not be eligible the following week. This includes all classes the student is enrolled in during the semester/year. Weekly assignments/assessments/grades must be given in order for a student to have the opportunity to improve his/her grade. The teacher and the advisor/coach will notify the student who has been placed on the ineligibility list.
5. Grades must be submitted with an official copy or picture to the guidance counselor every Monday by 9am.
6. Is eligible to seek to participate in any extracurricular activity of the District that is offered to pupils of the district who are of the same grade level.
 - a. Is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic organization of which the school of participation is a member.
 - b. Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time pupils enrolled in the District.
7. In cases where there is more than one school serving the same age group within District boundaries, a child participating under this provision shall be subject to the same school rules applicable to full-time pupils of the Elementary District 15 & High School District 3. Participation for one school for one sport and another school for another sport is prohibited.
8. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under this provision shall be attested by the head administrator of the nonpublic school. No further verification shall be required.
9. The academic eligibility for extracurricular participation for a student attending a home school as specified under this provision shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.

PHYSICAL EXAMINATIONS / CONCUSSION PROTOCOL

Physical exams are required for all student-athletes in grades 5-12. No student-athlete will be allowed to practice or participate prior to completing an athletic physical examination.

Ramifications

Students who violate the School rules and/or Training Rules, whether on school property/time or not, will be subject to the following consequences, in addition to any law enforcement or school disciplinary action:

- Failure to comply with the Training Rules set forth herein and/or any District Policy may result in a short-term suspension from all activities until there is a meeting between the student, parent, and Activities Director. If applicable, the Ekalaka Public Schools (Carter County High School) Chemical Use Policy will be administered.
- All training rule suspensions (i.e., short-term removals from an activity for 10 days or less) must be reported to and approved by the Activities Director.
- Any student who violates Training Rules and/or District Policy while on a school trip may, depending upon the circumstances, be sent home or turned over to the proper authorities, if circumstances warrant that action. Students who are being sent home from a school trip will only be signed out and turned over to their parents or legal guardian.
- Training rules apply beginning with the first day of practice for each activity and ending with the final date of competition or when the bus arrives safely back in the school parking lot on the final weekend.
 - The first day of practice is the date set by the MHSA for all High School Athletics. The first day of practice is the date set by the District for activities. If a student violates a training rule during the final week of competition during a given season, then the suspension will be continued for the first week of competition during their next participating activity.

- Training and School rule violations may also result in additional school disciplinary action if there are other school regulations that are violated at the same time.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Permission must be made by the Superintendent at least 2 weeks before the event. Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property. Please use the event form online to submit.

For further information, see policies 3530 & 3535.

TITLE IX

No student, on the basis of sex will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any rights, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator (please reference Policy 3225)

TRAINING RULES

The Students participating in any activity referenced herein will be required to follow all District's Rules at all times from the first day of the season through the last day of competition for that season.

ACTIVITY/ATHLETIC SPECIFIC CONSEQUENCES

- **FIRST OFFENSE:** Consequences will follow the matrix and exclusion from Non-athletic events:
 - o ALL organizational non-athletic activities (meetings, competitions, office positions) for a period of up to 2 weeks
 - o Athletic events:
 - Basketball and volleyball for the following 2 weeks
 - Football and track for the following 1 week
 - o For Non-Athletic and Athletic events from the reporting and filing of the report. A student must:
 - Not be part of any competition during the suspension
 - Not travel to any event with a team
 - Attend all athletic practices during the suspension
 - Participate counseling based on counselor's recommendation
- **SECOND OFFENSE:** Refer to the student handbook referral chart for additional discipline; five hours of approved counseling at student expense; Long-term suspension (up to 10 days by administration) from all activities pending an investigation and a hearing before the Board. The student is not eligible for postseason awards, all-star games, or lettering in the sport.
- **THIRD OFFENSE:** Immediate suspension from all activities (up to 10 days by administration) for the remainder of the year, pending an investigation and a hearing before the Board. Refer to the student handbook referral chart for additional discipline; Forfeiture of all postseason awards, all-star games, or lettering in the sport.

Please reference District Policy 1700 Uniform Complaint Procedure for any disputes in discipline.

TRANSPORTATION

School Sponsored Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. If a student is missing school the day of the event/activity, the

administration needs to approve the absence prior to the event so that student may still participate. If a student wishes to not ride home on the provided transportation, the parent/guardian must sign the student off with the coach or advisor, or call the school to make arrangements. Students cannot transport themselves to or from student activities.

Each event/activity shall have a faculty or adult sponsor who shall be responsible for the group and its activities. When both genders are traveling overnight, an effort will be made for a chaperone of each gender. Activity forms will indicate advisors/chaperones traveling with students.

The administration will take into consideration the following factors in determining if a team will stay overnight at a student event, tournament or meet.

1. Distance
2. Game or participation time
3. Weather conditions
4. Road conditions
5. Availability of motel/hotel rooms
6. Coaches, advisors, and chaperone input
7. The previous behavior of participants
8. Extenuating circumstances. The final approval will be the decision of the Superintendent/Principal
9. 12 Players and 2 Managers will be permitted to postseason travel
10. Cost of travel

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. If a student needs to be picked up at a different location and have alternate transportation, prior administrative approval is required.

If a student is missing school the day of the event/activity, the administration needs to approve the absence prior to the event so that student may still participate. If a student wishes to not ride home on the provided transportation, the parent/guardian must sign the student off with the coach or advisor, or call the school to make arrangements. Students cannot transport themselves to or from student activities.

TRAVEL EXPENSE GUIDELINES

The following guidelines will apply for students traveling on an approved school sponsored activity:

MEALS:

- The allowance for meals will be a \$14 allowance for each meal for postseason events only. Students will be required to bring a meal or money when traveling out of town for games, activities, or events.
- Any overages for post season meals will be paid by the student.
- Meal stops must be made to receive meal money.
- Any extra meals eaten will be at the travelers' expense. Students will be responsible for all costs over the stated meal allowance. Any costs over the allowance should be paid directly to the restaurant and not charged to the District.
- Every attempt will be made by the advisors/coaches to select eating establishments where meal money will provide an adequate menu selection.
- Individuals are responsible for gratuity. Gratuity should never be charged to the school.
- Every attempt will be made to have lunch meals prepared through the hot lunch program so that they may be taken on the bus at departure (sack lunches). Students will be charged the regular school lunch price.
- Where possible, coordination will be made with other schools for parents/booster clubs or other organizations to provide meals on a reciprocating basis.

- Meal money does not compound. If a meal is not eaten, the allotted money does not extend to the next meal.

MOTELS/HOTEL:

When student travel requires overnight accommodations, the office/AD will make arrangements in advance of the group/team departing Ekalaka. In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.

- Motel/hotel reservations will be made on the basis of availability, appropriateness and cost.
- Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus one rollaway).
- Separate accommodations for male and female students will be provided.
- If any emergency should arise on a trip (e.g., adverse road conditions, injuries or major infraction of rules), the athletic/activities director and/or Superintendent will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method.

Travel Rules & Regulations

Students, when traveling with a team, group, club, etc. must realize the standard of behavior expected in school is applicable at all times. Students are representing Ekalaka Public Schools and should conduct themselves in such a manner that the school and community can be proud of them. The following specific rules combined with any/all rules stated in the Ekalaka Public Schools student handbook will be in effect at all times:

- 1) Students are not permitted in the rooms of students of the opposite sex at any time.
- 2) While on the bus, students of the opposite sex will be separated by coaches/sponsors. (i.e. males in the front, females in the back, coaches in the middle)
- 3) Public and/or private displays of affection are prohibited at all times.
- 4) No rental of movies (ex. pay-per-view) or games are allowed in hotel rooms.
- 5) Once permission has been granted by the parent, the students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student (s) must sign out with the coach/sponsor when leaving and sign back in upon their return.
- 6) Departure and return times will be determined by the following criteria:
 - a. The group may not leave the day before the event if they can arrive a minimum of one (1) hour before their practice/game time departure time will be determined by the AD and transportation director
 - b. The group will depart the activity site following the conclusion of the session in which they have participated in. Administrator discretion will be used regarding this rule when extraordinary circumstances warrant.
- 7) If a student has been deemed academically ineligible, they will not be allowed to travel with the school for any extracurricular event.
- 8) FFA and FCCLA students MUST be competing to travel to state conventions.
- 9) Chaperones are never permitted to stay in the same room with students

Any time a school vehicle is used when traveling, it shall be cleaned and left in satisfactory condition prior to the coach and students leaving the vehicle.

OVERNIGHT STAYS FOR ATHLETIC EXTRACURRICULAR ACTIVITIES:

If a tournament is held more than 100 miles away, the team may stay overnight in the host city with approval of the Superintendent.

COOPERATIVE TRAVEL

Every student participating in an activity that is part of a cooperative arrangement with another school district will be required to arrange for their own transportation to and from the other school district for all practices and to catch the bus to contests. Parents will be required to sign specific consent forms for this activity. The Ekalaka School District will not transport, or assume any liability for transportation, for these activities.

OUT OF STATE TRAVEL:

CONUS (Continental United States) rates apply for travel beyond the 4 state region (ND, SD, WY & MT) or with pre-authorization of the Superintendent.

FEES & FORMS

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for lost, damaged, or stolen chromebooks and/or chargers.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Shop Fees

ACTIVITY/ATHLETIC PASS

Every student participating in extracurricular activities must purchase a pass.

Passes for student entrance to activities & athletic events may be purchased at the following rates:

Student pass for K-12 - \$60.00 Family pass - \$200.00

If a pass is not purchased, students must pay the ticket price per event.

There are, on occasion, some activities that may be held at the school as a fund raiser or in an effort to offset the costs of a production, for which the student or family pass will not apply. If groups are hosting an event that is not covered by the activity pass, diligence should be taken in informing the public as to the cost for admittance.

FEES/FORMS FOR ACTIVITIES

- **Ekalaka Public Schools Activities**
 - o Athletic Physical -- NO Practice without proof turned into Ekalaka Public Schools office
 - o Consent to Participate / Training Rule Form
 - o Drug Consent Forms

- o Completed Concussion Testing + Concussion Forms
- Service
 - o Being part of any program is an opportunity to serve. All athlete's will be expected to assist in the running of the concession stands throughout the year. This is an opportunity to build team camaraderie, cover additional athletic costs (travel & tournaments) and develop soft skills in communication and customer service. Bulldogs activities/athletics will receive 25% of profits from concessions. School groups and classes will have opportunities to sign up for concession stand events. If there are unfilled games, those events will be opened up to community organizations.
 - Concessions stand profits:
 - 25% total profit will go to the activities/athletics department
 - 75% profit will go to the activity/department working the concession stand
 - Every group/class or team will be rewarded a point for every hour the concession stand is being staffed. The remaining total profit, upon completion of the winter season, will be divided by the total points earned. Teams/clubs/classes and organizations will earn based on the number of points that they earned

COMMUNICATION

CONCERNS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy (#1700) in the District's policy manual. Teachers will not be available during the school day. Please schedule a conference with them after school dismissal.

Some complaints require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

COMMUNICATION *policy 1700*

It is the expectation and goal to keep an open line of communication between the student/participant, teacher/advisor/coach/sponsor, and parents. When a student/participant or parent has a question or concern regarding his/her son's or daughter's, the parent should follow the chart below: ~~contact the advisor/coach/s~~ Sponsors/coaches/teachers will make themselves available for students/participants and/or parent scheduled meetings. Should the teacher/advisor/coach/sponsor not provide a satisfactory resolution to the question or concern, the concerned individual should follow the following chain of communication. We request if there is an issue that is emotional that we have at least a 24 hour grace period to allow all involved to decompress. The chain of command will be adhered to to help alleviate issues.

For Students:	For Participants:
Teacher	Coach
Administration	Athletic Director

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and ~~much~~ communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the activity & student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the Superintendent.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or Superintendent any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or superintendent, please call the school office at 406-630-1523 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. (See Protection of Student Rights on page 21.)
- Become a school volunteer. For further information, contact the Central office at 406-630-1523.
- Reference Student Records section for FERPA information.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS:

Certain screenings will be provided to new students (kindergarten, transfers) and any students where a staff member has made a referral. These services may include, but are not limited to, vision, hearing and scoliosis screening. Parents will receive written notice of any screening results which indicate a condition that might interfere with a student's progress.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. *For further information, see policy 3410.*

PROTECTION OF STUDENT RIGHTS

SURVEYS:

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

INSTRUCTIONAL MATERIALS:

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include standardized tests or assessments.

COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING:

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the

collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

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

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the Superintendent or designee and according to the building sign-out procedures. Unless the Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent or make a phone call before they will be excused. Students who become ill during the school day should, with the teacher's permission, report to the office. The Superintendent or designee will decide whether or not the student should be sent home and will notify the student's parent.

Activities that occur during school hours require a parent or guardian being present to sign out the student and stay with them during the event.

TELEPHONE CALLS

There is a phone available in the office for students needing to make phone calls.

VISITORS

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

ATTACHMENT A

**STUDENT ACTIVITIES PARTICIPATION, PERMISSION, AUTHORIZATION FOR
EMERGENCY CARE AND ACKNOWLEDGEMENT OF RISKS
Ekalaka Public Schools**

You are signing your child up for the following activities (pursuant to the District's Activities handbook) for the 2025-2026 school year. It is the policy of the School District to require parental permission before allowing a student to participate in any school activity identified in our Activities Handbook.

Include any activities your child wishes to participate in here: _____

I/We hereby give permission for my child, _____, to participate in the above-identified school activities.

Ekalaka Public Schools affirms that it will exercise ordinary care and skill in the supervision of students participating in school activities. However, I understand the inherent risks associated with my child participating in school activities. Specifically, I understand the inherent risks of my child participating in school activities, includes but is not limited to:

- a. Injury;
- b. Illness; and/or
- c. Death;

I fully understand and appreciate the risks above and voluntarily choose to allow my child to participate in school activities.

I further acknowledge my assumption of responsibility to require by child to strictly follow all directives of any coach, chaperone, employee or agent of Ekalaka Public Schools and to comply with the terms of this agreement and district policy during my child's participation in any school activity. I further acknowledge that any failure to comply with directives as set forth herein shall constitute a voluntary and unreasonable exposure of my child to known dangers and foreseeable risk of harm and shall be considered comparative negligence on my behalf within the meaning of section 27-1-702, MCA.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to my child. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the district staff in charge to obtain emergency care for my child, neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Parent(s) or Guardian(s): _____
(Please Print)

Address: _____

Phone Number: _____

Emergency contact information (if different than the above-listed phone number): _____

Does your child have a medical condition which the school should be aware of before allowing your child to participate in school activities? Yes _____ No _____. If yes, please state the nature of the medical condition: _____.

****In the event that an unforeseen circumstance arises creating a need for you to contact your child or a circumstance where information would need to be relayed to you about an emergency an information network has been established. The School District Athletic Director can be reached at 406-630-1523**

Signature: _____
Parent/Guardian

Date: _____

Signature: _____
Parent/Guardian

Date: _____

APPENDIX A

Eligibility Checklist – Nonpublic School and Homeschool Participation

Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities.

20-5-109. Nonpublic school requirements for compulsory enrollment exemption. To qualify its students for exemption from compulsory enrollment under 20-5-102, a nonpublic or home school:

(1) shall maintain records on pupil attendance and disease immunization and make the records available to the county superintendent of schools on request;

(2) shall provide at least the minimum aggregate hours of pupil instruction in accordance with 20-1-301 and 20-1-302;

(3) must be housed in a building that complies with applicable local health and safety regulations;

(4) shall provide an organized course of study that includes instruction in the subjects required of public schools as a basic instructional program pursuant to 20-7-111; and

(5) in the case of home schools, shall notify the county superintendent of schools of the county in which the home school is located in each school fiscal year of the student's attendance at the school.

The same standards (MHSA and Local School Policies) must be met as those required of full-time students enrolled in the school (exception- enrollment in the school and transfer).

The same MHSA rules apply including age, semesters, academics (see below) and attendance area residence. Only enrollment is waived.

✓ **Attendance Area** - Student must live in your school's attendance area – the nonpublic and/or home a school student's entire family must live in the attendance area of the school they are participating at. Nonpublic or homeschool students cannot transfer.

✓ **Academic Eligibility** – Nonpublic school – the students' academic eligibility must be attested by the head administrator of the nonpublic school. Homeschool – academic eligibility must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal.

- Grading Period – one semester (one half of a school year – approximately 18 school weeks or 90 school days).

- A participant must have received a passing grade and received credit in at least twenty hours of prepared class or work or its equivalent in the last previous semester in which he/she is enrolled.

- Participants who are academically ineligible cannot participate in any Association contest (varsity or sub varsity) for a period of one semester. They can practice if the school allows but they cannot suit up or participate in any games at any level of competition.

To meet the same standards as required in the law, a home school and/or nonpublic school student must demonstrate they have passed four half-credit classes in the previous semester (90 school day period). This is meeting the same standard. Otherwise, students who are failing could transfer to homeschool and have their educator state they are passing in that semester to become eligible academically without verification of number of classes and passing work, etc. Also, the nonpublic school administrator or home school educator must demonstrate the student is on course to graduate complying with the MHSA semester and age rules.

✓ Age Rule

A student who turns 19 after midnight August 31st is age-eligible. Any 19 year old (who turns 19 on or before midnight August 31st) can file a waiver of the age rule if the following is proved by the student –

- 1) student does not create a safety risk,
- 2) student does not skew the overall competitiveness of the activity,
- 3) participation will not exclude others, and
- 4) the student meets all necessary criteria to participate in MHSA activities.

✓ Semester Rule

Students are eligible for eight consecutive semesters and the semesters start to accrue after entering the ninth grade.

The principal will verify when the student began high school coursework which will begin his/her semester accrual. (Eight consecutive semesters once they start ninth grade coursework and semester accrue whether they are attending school or not).

✓ **Dual Participation** – No student may establish eligibility concurrently at two member schools. Dual enrollment is not recognized for the purpose of eligibility in MHSA activities.

A homeschool or nonpublic school student who participates at a MHSA member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.

✓ Graduate Students

Any student who meets any of the following criteria shall be ineligible to participate in any Association Activity:

- a. The student is a graduate of a regular four-year high school.
- b. The student is a graduate of a secondary school which has the same requirements for graduation as a regular four-year high school.
- c. The student has earned enough credits to entitle him/her to be graduated from the high school and has completed eight semesters of high school.
- d. The student has received a high school equivalency diploma (GED or HiSET)

Interpretations

1. A student who graduates the first semester is ineligible for the second semester.
2. A student who has earned enough credits to graduate the first semester but remains enrolled and graduates on the regular date remains eligible to participate.
3. Senior students who are currently eligible in their eighth semester (4th spring) will continue to be eligible for all interscholastic activities even though graduation exercises precede the completion of interscholastic activities for that specific year. If a student has earned a GED or HiSET he/she is considered a high school graduate and is not eligible to compete in any MHSA sanctioned activity.

✓ Physical Exams

Physical exams are required for students participating in MHSA sanctioned sports. The exam is valid for one school year and the MHSA form must be used. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. Physicals performed before May 1 st are not valid for the next school year.

✓ Initial Required Number of Practices Rule

The initial required amount of practices (ten (10) for football, basketball, tennis, soccer, cross country, track and field, softball, wrestling, and swimming and two (2) for golf for each individual must be completed as a comprehensive, regularly scheduled team practice with the full coaching staff present.

EKALAKA PUBLIC SCHOOLS - CONSEQUENCE MATRIX 2025-2026

This chart is a guideline for most discipline situations. The administrator will work with students and parents/guardians and will use discretion when imposing consequences. Any repeated behavior may be treated as defiance of authority.

BEHAVIOR		DEVELOPING PROBLEM AND/OR LOW LEVEL OF INTENT	CONTINUING PROBLEM AND/OR MORE SERIOUS SITUATION	UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Aggressive Behavior/Horseplay		Warning, or detention and parent conversation	Parent contact with consequences determined to ensure behavior is not repeated	Parent contact to develop behavior plan to address behavior
Arson		Suspend up to 10 days, contact police or fire marshal, may move to expel		
Assault (unprovoked attack)		Suspend up to 5 days, contact parents, contact police, optional behavior classes	Suspend up to 10 days, contact police move to expel	
Fighting (mutual combat) Both parties receive discipline		Contact Parent, may contact Police, Detention,	Contact Parent, contact Police, Suspend up to 5 days, behavior contract	Contact Parent, contact Police, Suspend up to 10 days, may move to expel, or change placement with contract,
Bomb Threats or Use/Possession of Major Explosive Incendiary Devices		Contact Police, Suspend up to 10 days, may move to expel		
Breaking and Entering/Burglary/Vandalism/Trespassing /Theft (Depending on value of property stolen, consequences may move to 3 rd Offense) Major (e.g. changing grade, cheating on proficiency assessment) Cheating, Plagiarism Minor (e.g. copying assignment, plagiarism)		Contact Parents, Pay and/or repair damage, may contact police Conference with parents, determine alternative assessment Contact Parent, Receive "F" on the assignment, contact parent	Contact Parents, Contact Police, pay and/or repair damage, Suspend up to 5 days Conference with parents, determine alternative assessment, behavior contract Contact Parent, Receive "F" on the assignment, behavior contract	Contact Parents, Contact Police, Suspend up to 10 days, pay and/or repair damage, contact police, may move to expel or change placement with contract Conference with parents, determine alternative assessment, potential loss of credit
Dress Code Drugs and Alcohol	Defiance of Authority /Profanity / Language or Gesture	Contact Parent, detention for up to 3 days, Contact Parent, change clothing, confiscate, Contact Parent, contact Police, May suspend up to 3 days, recommend drug treatment, student on contract	Contact Parent, May suspend up to 1 day, behavior contract Change clothing, confiscate, parent contact, Contact Parent, contact Police Suspend up to 5 days, may move to change placement with contract	May suspend up to 10 days, may move to expel Treat as Defiance of Authority Suspend up to 10 days, call police, may move to expel or change placement with contract
	Using or possessing			
	Supplying/Selling	Contact Parent, contact Police, May suspend 10 days, recommend drug treatment, may move to expel	Contact Parent, contact Police, May suspend 10 days, recommend drug treatment, move to expel	
Misuse of Electronic Devices	Major (e.g. video recording fight, inappropriate use of camera)	Contact Parent, Confiscate, determine how device privileges will be restored	Contact Parent, Confiscate, create alternative plan for educational needs	Parent Student behavior plan.
Minor	Use	Contact Parent, May suspend up to 5 days, confiscate	Contact Parent, Confiscate, suspend up to 10 days, may recommend expulsion	

Explosive/Fire works	Possession	Contact Parent, Warning, confiscate, contact parent, may suspend up to 3 days	Contact parent, may suspend up to 5 days	Suspend up to 10 days, may recommend expulsion
Misuse of technology or computers	Major (hacking activity, send inappropriate images, log onto other's account, give away password)	Contact Parent, Lose computer privileges, may suspend up to 5 day,	May suspend up to 5 days, may move to expel	Treat as Defiance of Authority
	Minor (inappropriate search, unauthorized site visit, unauthorized changes of screen savers)	May disable account up to 10 days, supervise access, may suspend, parent contact, behavior contract	Disable account up to 30 days, supervise access, may suspend, parent contact, behavior contract	Treat as Defiance of Authority
Extortion, Blackmail, Unlawful Coercion		Contact Parent, contact Police, Suspend up to 10 days,	Contact Parent, contact Police, Suspend up to 10 days, may move to expel	
Harassment , Intimidation , Bullying, Cyber-bullying Threat of violence Hazing	Major (e.g. Hate crimes, death threats, repetitive pattern)	Contact Parent, contact police, suspension of up to 10 days, may move to expel	Suspend up to 10 days, contact police, move to expel	
	Minor (e.g. Name calling; aid/or assist bullying or harassment)	Parent contact, detention	Contact Parent, Suspend up to 3 days, behavior contract	Suspend up to 5 days
Inappropriate display of affection		Parent Contact	Parent contact, Detention,	Parent contact, Detention, behavior plan
Leaving school grounds without permission / Truancy		Parent contact,	Parent contact, Detention,	Treat as Defiance of Authority
Sexually Inappropriate Behavior (Consensual)		Contact Parent, may contact police, behavior contract, suspension up to 5 days	Contact Parent, contact police, behavior contract, suspension up to 10 days, Counseling recommendations	
Sexual Harassment /Sexual Misconduct (uninvited)/ Indecent Exposure)		Contact Parent, contact police, suspend up to 10 days,	Contact Parent, contact police, Suspend up to 10 days, may move to expel, or change placement with contract	
Tardy		3x in one class = detention	Each tardy after 3 = additional detention	
Tobacco (chewing or smoking, includes e cigarettes, tobacco oils for vapor pens, vapor pens, etc)		Confiscate, contact parents, contact police, Detention	Confiscate, contact parents, contact police,Suspend for 1-3 days	Confiscate, contact parents, contact police, Behavior plan with counseling recommendations
Weapons Possession, Threat, Use, Use object as	Dangerous, deadly, firearm, or destructive device	Confiscate, suspend 10 days, contact police, may move to expel		
	All other weapons	Confiscate, may contact police, contact parents, may suspend up to 10 days, may move to expel	Confiscate, may contact police, contact parents, may suspend up to 10 days, may expel	Confiscate, contact police, contact parents, suspend up to 10 days, move to expel

